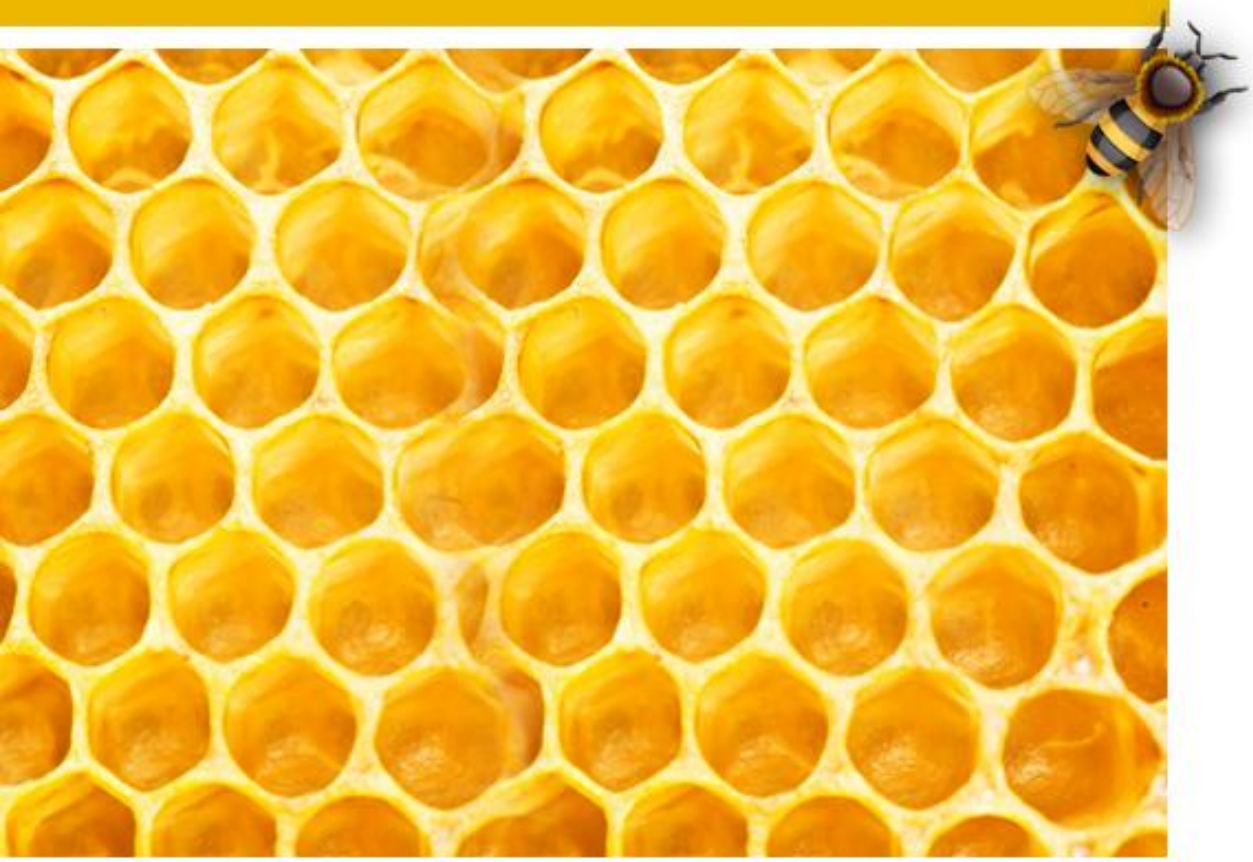

Honeycomb Logo Mat Storage and Hive Smartbook

Protect

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A Thing of the Past

- **A common factor in all "good" logo mat locations before the honeycomb was a partner who managed the program.**
  - **Issue:** When the logo mat partner was not at work (vacation, sick, etc.) the location would experience an increase in missing logo mats.
  - **Remedy:** A good system that any partner can be trained on at any location to effectively/efficiently operate; cohesion in our procedures

Location 069 St. Petersburg, Florida

Benefits of Honeycomb Logo Mat Storage

- **Safety**
  - Reduces the risk of injury: eliminates pulling mats from the bottom of carts
- **Higher customer satisfaction**
  - Reduces missing mats
  - No more “Shake and Bake” resulting in higher mat quality
- **Employee Morale**
  - SSR’s spend less time looking for missing logo mats
  - Decrease in logo mat credits: positive impact on SSR’s wallet
  - SSR’s become more trusting of their loading partners
  - SSR’s have fewer tough conversations with customers about missing mats helping maintain a positive working relationship

Benefits to Honeycomb Logo Mat Storage

- **Positive economic impact on location**
  - Logo mat credits decrease because of better accountability
  - Logo mat life is extended due to reduction in compression wrinkles
  - Fewer logo mat re-orders
  - The honeycomb system takes up approximately 15% less floor space than carts
  - Logo mats can be found faster, trucks can be loaded more quickly, resulting in reduction in labor expenses

- **Image**
  - Provides world class aesthetic for visiting partners, customers and prospects

- **Growth Minded**
  - Adding routes/re-routing is much easier; changes are made to ***AS400 only***, no more tracking down the mat to relabel it multiple times, the mat always stays in the same tube

How to Pay for the Honeycomb Conversion

- **CEA**
  - Honeycomb logo mat storage system can be classified under ***5 year machinery and equipment***.
  - Expenses include but are not limited to
    - Pallet Racking
    - Tubes
    - Foam Cubes
    - Shipping
  - Contact you Mat Product Line Manager – Michelle Wilkins – for vendor information and order forms

    wilkinsm@cintas.com

Before and After

Location 258 Lawrenceville, Georgia

Before

After

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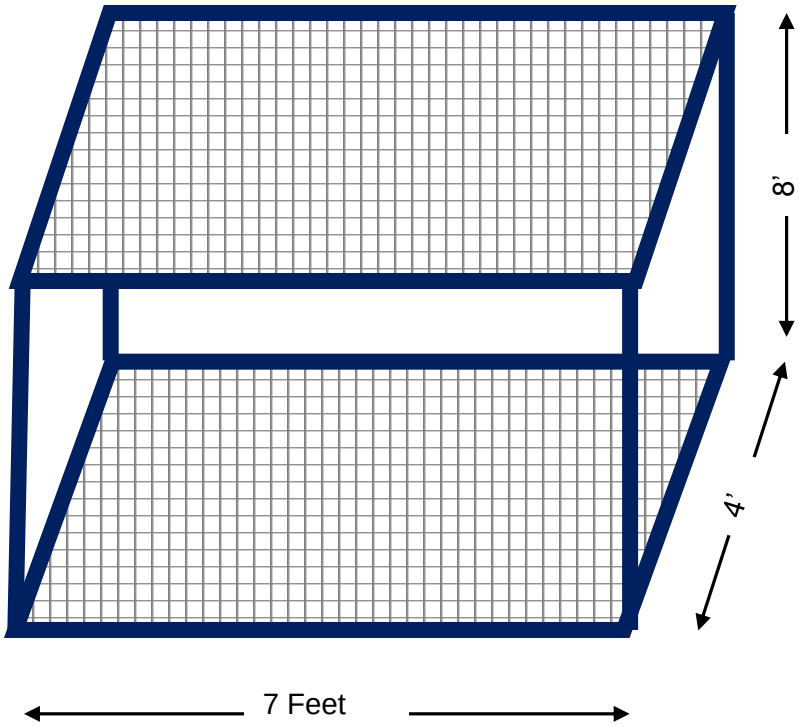
Materials and Set Up Basics

Option 1: 7ft Racking and Tube Details



Pallet Rack Details:

- **Tube Details:**
  - **138 - 6" Tubes per section**

Pallet layout from bottom to top (12 rows total): 11 tubes, 12, 11, 12, 11, 12, 11, 12, 11, 12, 11, 12.

- **76 - 8" Tubes per section**

Pallet layout from bottom to top (9 rows total) : 8 tubes, 9, 8, 9, 8, 9, 8, 9, 8.

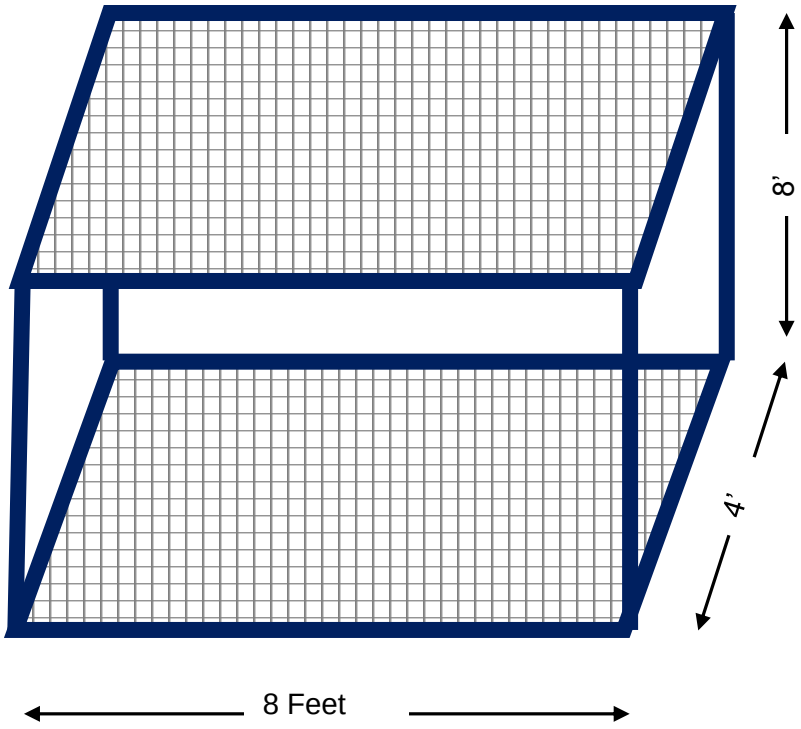
Tube wall thickness is 0.35" for both sizes

Note: Top row of tubes will be approximately 6 feet off the ground.

Materials and Set Up Basics

Option 2: 8 Foot Racking and Tube Details

Most Common Option

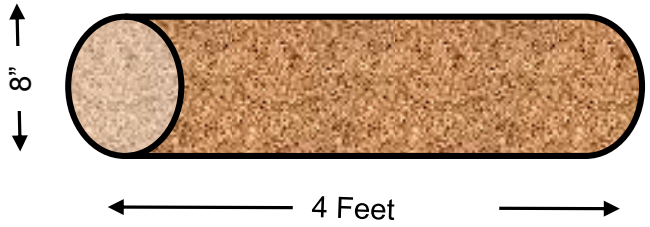


Pallet Rack Details:

- **Tube Details:**
  - **162 - 6" Tubes per section**

Pallet layout from bottom to top (12 rows total): 13 TUBES, 14, 13, 14, 13, 14, 13, 14, 13, 14, 13, 14.

- **95 - 8" Tubes per section**



Pallet layout from bottom to top (9 rows total): 11 tubes, 10, 11, 10, 11, 10, 11, 10, 11.

Tube wall thickness is 0.35" for both sizes

Note: Top row of tubes will be approximately 6 feet off the ground

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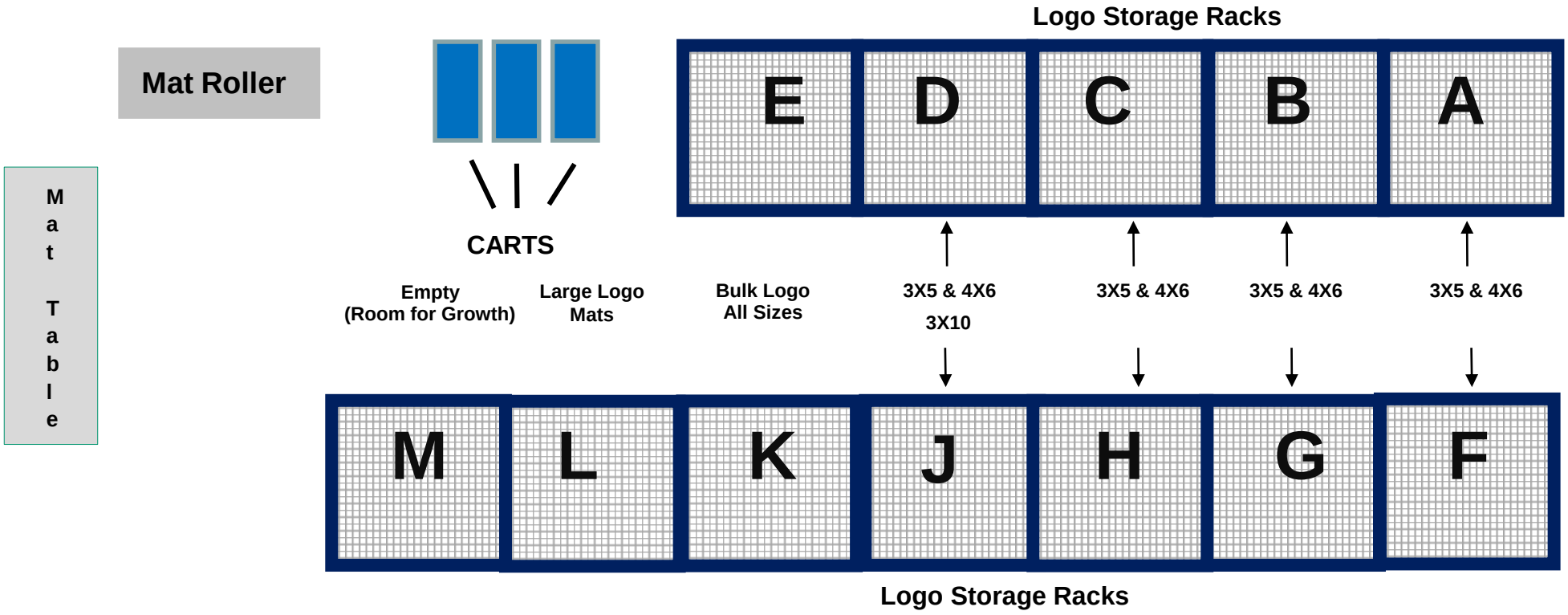
Materials and Set Up Basics

Example of a Plant's Honeycomb Layout



Materials and Set Up Basics

Foam Sponges

Honeycomb logo mat storage is a manual system. In order for the system to run effectively, it is essential to understand what mats are missing as well as which tubes are available for a new logo mat assignment.

Yellow foam = Tube is open for growth (currently no logo mat is assigned to the tube)

Red foam = Tube's logo mat is missing and needs to be re-ordered (if mat is not found in one week)

Maintaining and updating a master list of this information will be done automatically through "the Hive", our online management system. Foam sponges enable effective management of the honeycomb by comparing what the Hive shows versus what the honeycomb shows (and discrepancies between the two can be quickly and visibly uncovered and addressed).

The goal is for the honeycomb to look identical to the color coordination of the hive in terms of red (missing) and yellow (available) if compare at any given time.

Honeycomb Install Overview

1. Run LOGOMATQRY in AS400 and complete a data file transfer to excel.
2. Scrub logo mat list to determine what logo mats will be included in the honeycomb (see next 4 slides for details on how to complete this step.)
3. Send the scrubbed list to Michelle Wilkins (wilkinsm@cintas.com) for tube assignments, pallet rack schematics, and completed order forms.
4. Once the list is sent back to you, key tube assignments in AS400 (more information on page 25) and label the backs of your mats with tube numbers
5. Complete CEA and order tubes, foam cubes, and pallet racks (if new racking is needed)
6. Install Racks and Tubes and Label Tubes with Assigned Tube Numbers
7. Insert mats into assigned tubes
8. Request Hive to be activated (wilkinsm@cintas.com)

How to Scrub Your Logo Mat List

Before your mats can be assigned with tube numbers, the logo mat list needs to be “scrubbed” in order to determine which logo mats will be placed in the Honeycomb. Seek the SSR’s feedback when there is a question about a mat.

1. Remove all logo mats that are to be treated as “bulk logos”.
    - Bulk logo mats are identified when there is a *delivery quantity* of 7 or more of the same mat for a particular customer. These mats will not be assigned to a tube; there will be a designated “Bulk Logo Mat” area close to the Honeycomb for these mats.
    - Ex. All 3X5 Subway Mats
    - Ex. The Machine Shop gets ten 3X5 portrait logo mats weekly

2. Remove all logo mats that are EITHER more than 5 feet wide, OR more than 12 feet long. These mats will be treated as “oversized logos” and be placed on a shelf, not assigned a tube.
    - Oversized logo mats, as defined above, should not be put into a tube. They will be either too long, or too wide to fit into the honeycomb tubes. Mats shouldn’t be sticking out of the honeycomb, this poses a safety hazard.

How to Scrub Your Logo Mat List

3. Ensure that all item numbers match item descriptions (example: 84401 6X12 logo mat, this is not right. Is it a 6X12 mat or a 4X6 mat?)

1	Rental Group	Location numb	Rou	D	Delivery name	Customer numb	Iten	Description for invoice	Inventory quanti	Delivery quanti	Delivery frequen	Tube Siz	Tube Assignr
33156	MIDWESTERN	9	55	1	FORT HAMILTON HOSPITAL	10398	84401	6X12 FT HAMILTON HSP	1	1	W		
33157	MIDWESTERN	9	55	1	CALVARY CHRISTIAN CENTER	11387	84401	4X6 CALVARY CHRISTIA	8	4	M		
33158	MIDWESTERN	9	55	1	EL MARIACHI	11810	84401	4X6 EL MARIACHI	1	1	W		
33160	MIDWESTERN	9	55	1	RIVERSIDE ATHLETIC CLUB	17067	84401	4X6 RIVERSIDE ATHLTC	2	1	E		
33163	MIDWESTERN	9	55	1	MCDONALD'S	51495	84401	4X6 MCDS BGND B M1	2	2	W		

Item number is 84401, which is the item number for a 4X6 logo mat.

Item description is for a 6X12 logo mat. Ask the SSR if the item number or the item description is accurate. Then, correct the error in the AS400 (and make the correction on the spreadsheet, too).

How to Scrub Your Logo Mat List

4. Make sure that inventory and delivery quantities are accurate (example: inventory of 2, delivery of 2 isn't correct. It should read inventory 4, delivery 2 OR inventory 2, delivery 1)

1	Rental Group	Location numb	Ro	D	Delivery name	Customer numb	Iten	Description for invoice	Inventory quanti	Delivery quanti	Delivery frequen	Tube Siz	Tube Assignr
33156	MIDWESTERN	9	55	1	FORT HAMILTON HOSPITAL	10398	84401	6X12 FT HAMILTON HSP	1	1	W		
33157	MIDWESTERN	9	55	1	CALVARY CHRISTIAN CENTER	11386	84401	4X6 CALVARY CHRISTIA	8	4	M		
33158	MIDWESTERN	9	55	1	EL MARIACHI	11810	84401	4X6 EL MARIACHI	1	1	W		
33160	MIDWESTERN	9	55	1	RIVERSIDE ATHLETIC CLUB	17067	84401	4X6 RIVERSIDE ATHLTC	2	1	E		
33163	MIDWESTERN	9	55	1	MCDONALD'S	51495	84401	4X6 MCDS BGND B M1	2	2	W		

Inventory should always be double the delivery quantity.

Ask the SSR to verify if the delivery quantity is correct. Then, correct the error in the AS400 (and make the correction on the spreadsheet, too).

Note: Typically, the delivery quantity is the accurate number whenever there's a discrepancy like the one above because this is what we are invoicing our customers for, however, don't assume this to always be true. Verify it with the SSR.

How to Scrub Your Logo Mat List

5. If there are any 4X6 logo mats that are 90 mil thickness, those need to be assigned 8” tubes, not 6” tubes like normal thickness 4X6 logo mats.
    - There probably won’t be many (if any) instances of 90 mil 4X6 logo mats at your location.
    - Standard thickness 4X6 logo mats can fit in a 6 inch tube. 90 mil 4X6 logo mats are too thick to fit in a 6 inch tube…they must be assigned an 8 inch tube.
    - Make a note on your list to the product line manager so that he/she knows to assign that mat to the proper tube size.

What should be done next?

- Once you have your location's logo mat list scrubbed, send it to your Mat Product Line Manager (see below)
- A conference call should occur between your Product Line Manager, Plant Manager, GM and Production Director (if possible) to determine
  - Where the honeycomb footprint will be within your plant floor.
  - Are you going to use existing pallet racking? What are the width, depth and height measurements of **each** rack?
  - Where/how are you going to store bulk logos and oversized logo mats?
  - Review next steps and timeline
- After the call, your Product Line Manager will create your schematic package and send it back to you for you for next step action

Michelle Wilkins, *Product Line Manager – Mats*
wilkinsm@cintas.com
770-361-7004

Schematic Package

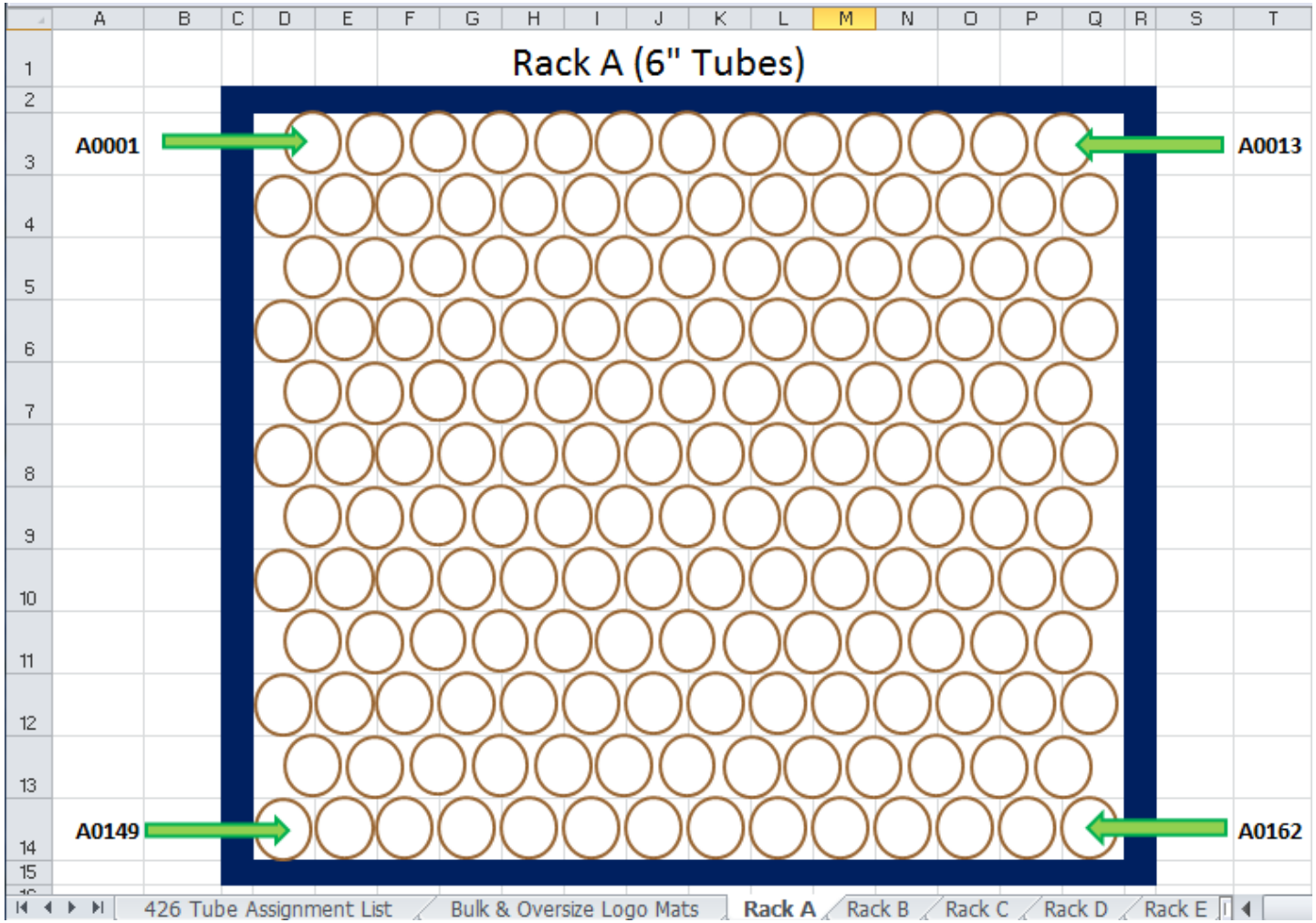
A spreadsheet will be created for you that shows all logo mat tube assignments

	A	B	C	D	E	F	G	H	I	J	K	L
1	Location numb	Rou	D	Delivery name	Cust	Item	Description for invoice	Inventory C	Delivery C	Delivery Fr	Tube S	Tube Number
2	426	1	1	WILSHIRE MARGOT	5006	84401	4X6 WILSHIRE MARGOT		1	W	6	A0001
3	426	5	1	ARCO SMOG PROS	5067	84401	4X6 ARCO SMOG PROS	2	1	W	6	A0002
4	426	5	1	NUMERO UNO MARKET #106	6281	84301	3X5 NUMERO UNO MARKT	2	1	W	6	A0003
5	426	5	1	NUMERO UNO MARKET #106	6281	84401	4X6 NUMERO UNO MARKT	2	1	W	6	A0004
6	426	21	1	BEL-AIR BAY CLUB	1202	84301	BEL-AIR BAY CLUB4X6	2	1	W	6	A0005
7	426	21	1	BEL-AIR BAY CLUB	1202	84301	BEL-AIR BAY CLUB4X6	2	1	W	6	A0006
8	426	21	1	BEL-AIR BAY CLUB	1202	84401	BEL-AIRE BAY CLUB	2	1	W	6	A0007
9	426	21	1	BEL-AIR BAY CLUB	1202	84401	BEL-AIRE BAY CLUB	2	1	W	6	A0008
10	426			OPEN FOR GROWTH							6	A0009
11	426			OPEN FOR GROWTH							6	A0010
12	426	23	1	DELICE BAKERY	8807	84301	3X5 STD BLACK LG	2	1	W	6	A0011
13	426	23	1	MATRIX	2870	84401	4X6 MATRIX	2	1	W	6	A0012
14	426	23	1	MATRIX	2870	84401	4X6 MATRIX	2	1	W	6	A0013
15	426	23	1	MULHOLLAND MOTORSPORTS	8286	84301	3X5 MULHOLLAND LOGO	2	1	W	6	A0014
16	426	31	1	4-POINTS SHERATON	7055	84401	4X6 FOUR POINTS SHER	2	1	W	6	A0015
17	426	31	1	VIP TOURS	2367	84401	4X6 VIP TOURS MAT	2	1	W	6	A0016
18	426	31	1	VIP TOURS	2367	84401	4X6 VIP TOURS MAT	2	1	W	6	A0017
19	426	33	1	AISIN WORLD CORP	51146	84301	3X5 AISIN WORLD CORP	2	1	E	6	A0018
20	426	33	1	AISIN WORLD CORP	51146	84301	3X5 AISIN WORLD CORP	2	1	E	6	A0019
21	426	34	1	PACIFIC SEAFOOD	8888	84401	4X6 PACIFIC SEA LOG	2	1	W	6	A0020
22	426	34	1	UNITED CLEAN TRUCK INC	8829	84401	4X6 UNITED CLEAN LOG	2	1	W	6	A0021
23	426	38	1	DAN-LOC EXPRESS	6749	84301	3X5 DAN LOC LOGO MAT	2	1	W	6	A0022
24	426	38	1	GEODIS-WILSON	1205	84401	4X6 GEODIS WILSON LG	2	1	E	6	A0023
25	426	38	1	SGS NORTH AMERICA	5061	84301	3X5 SGS LOGO MAT	2	1	W	6	A0024

426 Tube Assignment List | Bulk & Oversize Logo Mats | Rack A | Rack B | Rack C | Rack D | Rack E

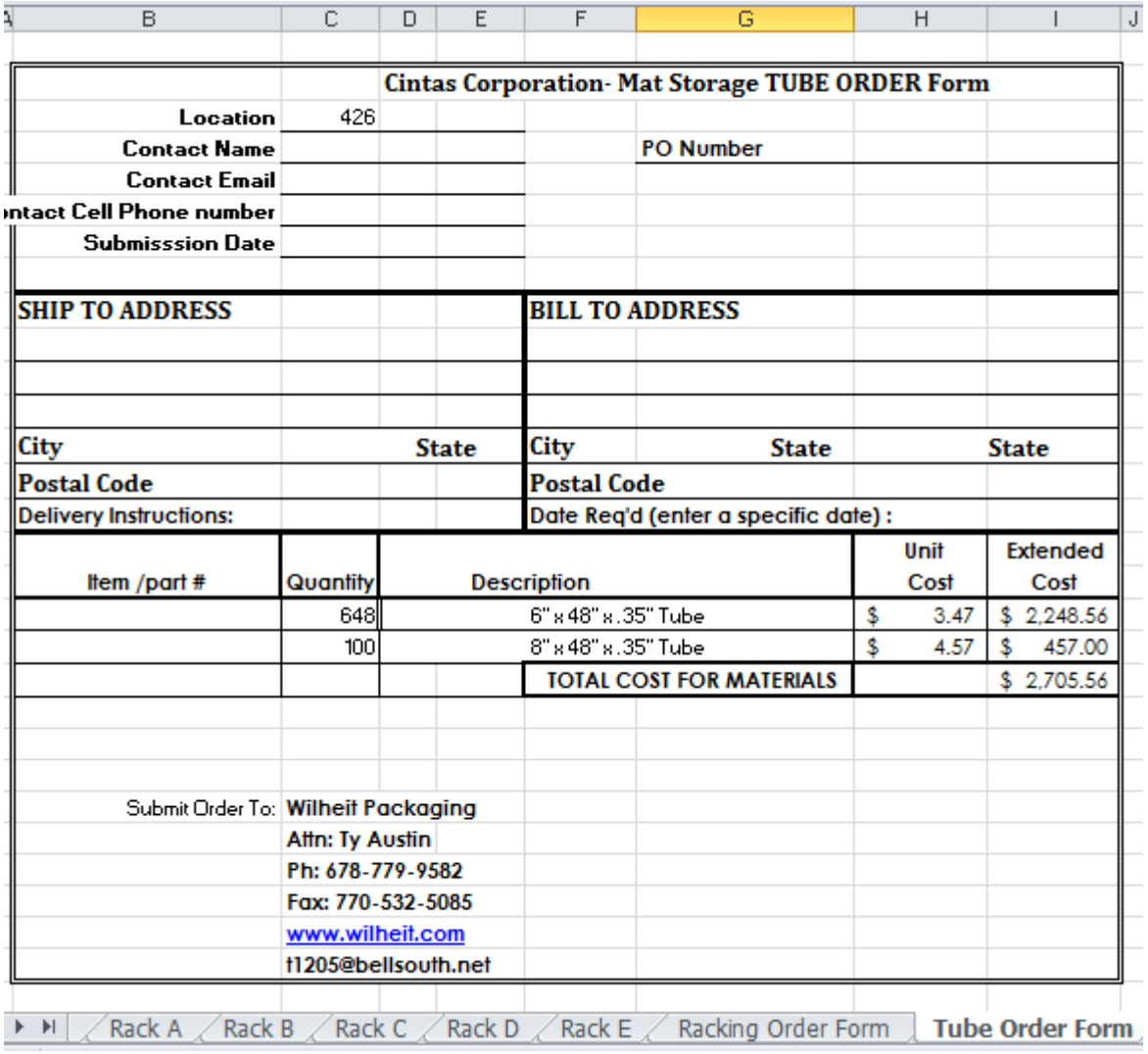
Schematic Package

Pallet Racking Schematics (for all racks) will also be created for you to assist in rack assembly and tube labelling. You will use this schematic to assist in your Honeycomb install.



Schematic Package

Order forms will be filled out for you and attached to your schematic package to make it easier for converting locations to order the correct product quantities.



Cintas Corporation- Mat Storage TUBE ORDER Form

Location	426
Contact Name	
Contact Email	
ntact Cell Phone number	
Submisssion Date	

PO Number

SHIP TO ADDRESS	BILL TO ADDRESS
City State	City State State
Postal Code	Postal Code
Delivery Instructions:	Date Req'd (enter a specific date) :

Item /part #	Quantity	Description	Unit Cost	Extended Cost
	648	6" x 48" x .35" Tube	$ 3.47	$ 2,248.56
	100	8" x 48" x .35" Tube	$ 4.57	$ 457.00
		TOTAL COST FOR MATERIALS		$ 2,705.56

Submit Order To: Wilheit Packaging
Attn: Ty Austin
Ph: 678-779-9582
Fax: 770-532-5085
www.wilheit.com
t1205@bellsouth.net

Rack A | Rack B | Rack C | Rack D | Rack E | Racking Order Form | Tube Order Form

Protect

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Vendor Information

Pallet Racking:

Contact Millennium to order

- Racking typically takes less than 2 weeks to reach location from time of order
- Beams and Risers are blue, wire racking is gray

Foam Cubes:

Contact Millennium to order

- 6” yellow cubes should cost $0.42 per cube
- 6” red cubes should cost $0.43 per cube
- 8” yellow cubes should cost about $0.95 per cube
- 8” red cubes should cost about $0.95 per cube

millennium

Millennium Mat Customer Service
877-620-3822

Tubes:

Contact Ty Austin

- 6” Tubes should cost varies based on location (due to shipping)
- 8” Tubes should cost varies based on location (due to shipping)

wilheit PACKAGING

1527 May Dr
Gainesville, Ga. 30507
770-532-4421
Fax 770-532-5085
www.wilheit.com

Honeycomb Pre-Install: Labelling Mats

- Once you have received your finalized schematic package you must begin physically labelling all logo mats that have been assigned tubes

  Best Practices

  - If a logo mat has a delivery quantity of *more than* 1, be sure to label the mat with the tube range, or all of the tube numbers that have been assigned to those mats, not just one specific tube number
    - Ex. Subway gets a delivery quantity of four 3x5 logo mats. They are assigned to tubes **A0001-A0004.** This tube range is what should go on the back of the mats for ease of putting the mats away in the tube
    - Ex. Subway gets a delivery quantity of three 3x5 logo mats. They are assigned to tubes **A0001, B0189, and C0302.** You can label the back of all 6 mats (for every delivery quantity of 1, there are 2 physical mats), with all 3 tube numbers

Honeycomb Pre-Install: Labelling Mats

Markers

- Use on all mats that have a white square on the back of the mat

- For logo mats that don't have a white square on the back of the mat, staple a white emblem on the back of each end of the mat and use a black sharpie to write the tube number on the white emblem. This is the recommended method for labeling logo mats without a white square.

- An oil based paint pen tends to come off after numerous washes and is a far less reliable solution compared to the emblem method. This is not the recommended method for labeling logo mats without a white square.

Dremel (Best Practice):

- A dremel tool can be used to carve out the tube assignment number into the white square on the back of the mat. This proves to be the longest lasting method.

    - By "carve" it is actually just removing the paint from the white square, not physically carving a divot into the mat.

Honeycomb Pre-Install: Labelling Mats

Spend at least 4 weeks labeling mats prior to install (thorough mat labeling is essential to a smooth logo mat storage transition)

Option 1: SSRs label their route's logo mats.

- Give the SSR their list and have them write the tube number **twice** on the dirty logo mat they are picking up, **twice** on the clean logo mat they are putting down, then cross that tube number off of their list.

- Make sure to note if there is a delivery quantity of more than 1 for any given mat. When this happens, the mat should be labeled with the corresponding tube range or multiple tube numbers for all of the mats (as mentioned on the previous slide.

- Have Service Managers spot check the SSRs' progress of crossing every logo mat off of their list.

Option 2: Assign one partner the task of labelling all logo mats as they come into the plant and/or are loaded onto trucks

Honeycomb Pre-Install: AS400 Keying

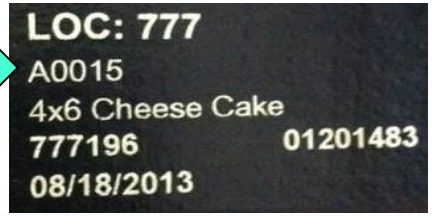
1. Key logo mats in AS400 on multiple lines if customer has multiple mats: **for every INV QTY of 2 DEL QTY of 1, there needs to be one line item** (i.e. 4 separate invoice lines if the delivery quantity is 4 logo mats).

2. The item description ***MUST begin*** with the tube number and should always be keyed alphanumerically as one letter and 4 numbers. Example: A0001 4X6 McDonalds

   Note: In order for the Hive to display accurate data, it is imperative that all mats are keyed correctly in AS400; the first 5 characters of the item description must be the tube number (more on the next page).

3. Once the location's existing logo mats are physically labelled with tube numbers, all future logo mats can be ordered with the tube numbers already printed on the backs of the mats. The cintasmats.com ordering site asks if your logo mat is for the Hive and then prompts you to key a tube assignment.

Should have 1 letter and 4 numbers



Honeycomb Pre-Install: AS400 Keying

4 Rules for Keying Logo Mats in AS400

1. The first 5 characters of the item description must be 1 letter followed by 4 numbers. Example: A0001 4X6 ED'S PUB

2. Each invoice line must be a delivery quantity of 1. If you have an account that is delivered 3 of the same logo mat, you will need 3 invoice lines. Each invoice line will have a unique tube number for the particular logo mat placement.

   EX: Joe's Garage gets three 3X5 logo mats weekly. The invoice should show 3 line items:
   B0163 Joe's Garage 3X5
   B0189 Joe's Garage 3X5
   C0298 Joe's Garage 3X5

3. Two different accounts and/or mats **can't** be assigned to the same tube.

4. If a mat is assigned to a tube, it must be given a logo mat item number. There are 10 total logo mat item numbers:

84001, 84101, 84201, 84301, 84401, 84501, 84601, 84701, 84801, and 84901.

Honeycomb Install

Once the tubes and pallet racking have arrived, assemble according to the layout in the schematic package.

Install Best Practices

1. Request tubes to be delivered one day prior to your conversion day as they take up a significant amount of space in your plant and must be kept indoors

2. Ask all SSRs on conversion day to put all of their respective route's logo mats in the proper tubes. Purge "extra" mats.

3. On the day prior to the conversion date, have the load team put the conversion date's logo mats AND the next day's logo mats on the trucks. This will give the location an extra day to ensure all logo mats are put away in the correct honeycomb tubes.

Getting and Staying Organized

Post Install Best Practices

1. Any “extra” logo mats should not be kept freely around the Honeycomb. All extra mats (bulk and oversized logos) should have a designated storage area in the plant (in a bin, cart or rack separate from the Honeycomb). Shortages occur when a mat is placed in areas close to the Honeycomb such as on top of the top row of tubes, or on top of the pallet racking.

2. Have only one or two specific partners (i.e. Plant Manager, or New Account Coordinator) at the location assign tubes to logo mats before a logo mat is ordered. This helps prevent double assigning mats to the same tube.

3. Designate an area for accounts on hold and new accounts. One mat goes in each tube, so accounts on hold and newly ordered logo mats will have two mats in the production team’s possession. Put one in the tube, and the other in a designated area prepared for delivery.

How to change item description in AS400

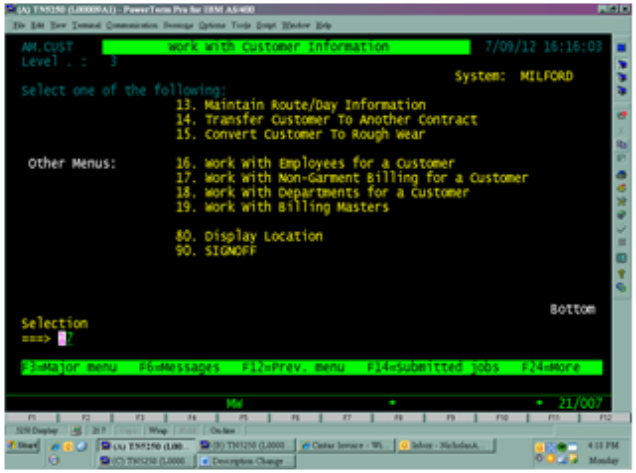
From the main menu:

1 – Account Maintenance

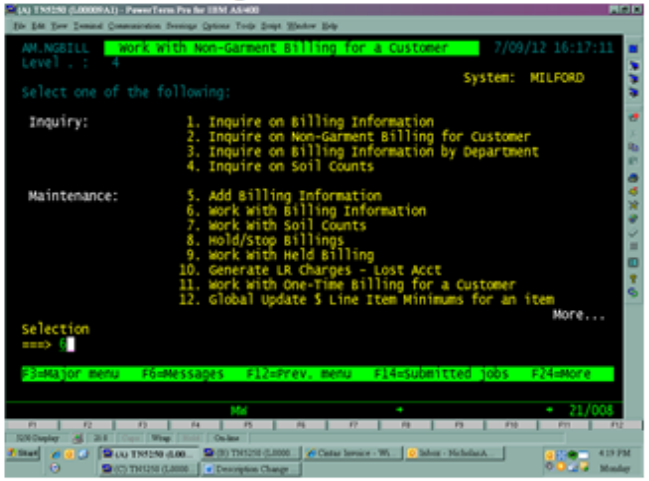
2 – Work With Customers

How to change item description in AS400 (continued)

17 – Work with Non-Garment Billing for a Customer

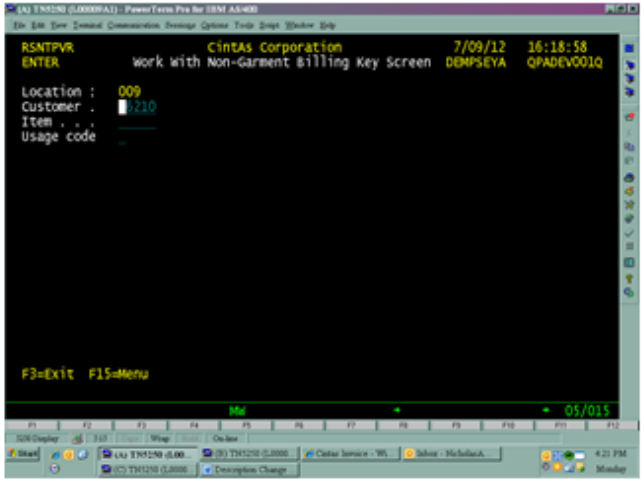


6 – Work with Billing Information

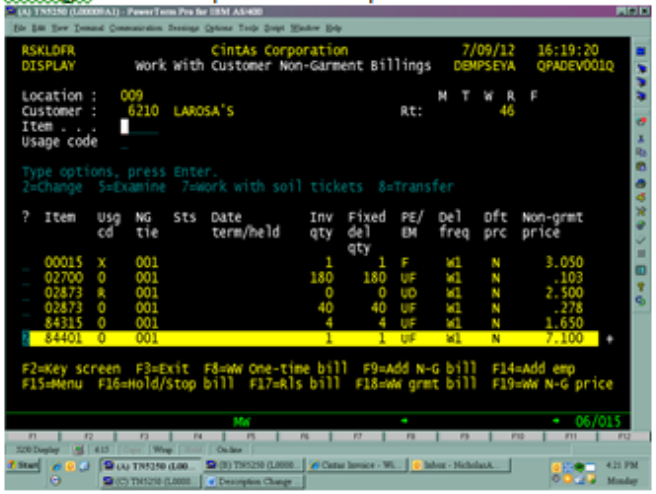


How to change item description in AS400 (continued)

Key in the customer number & hit enter.

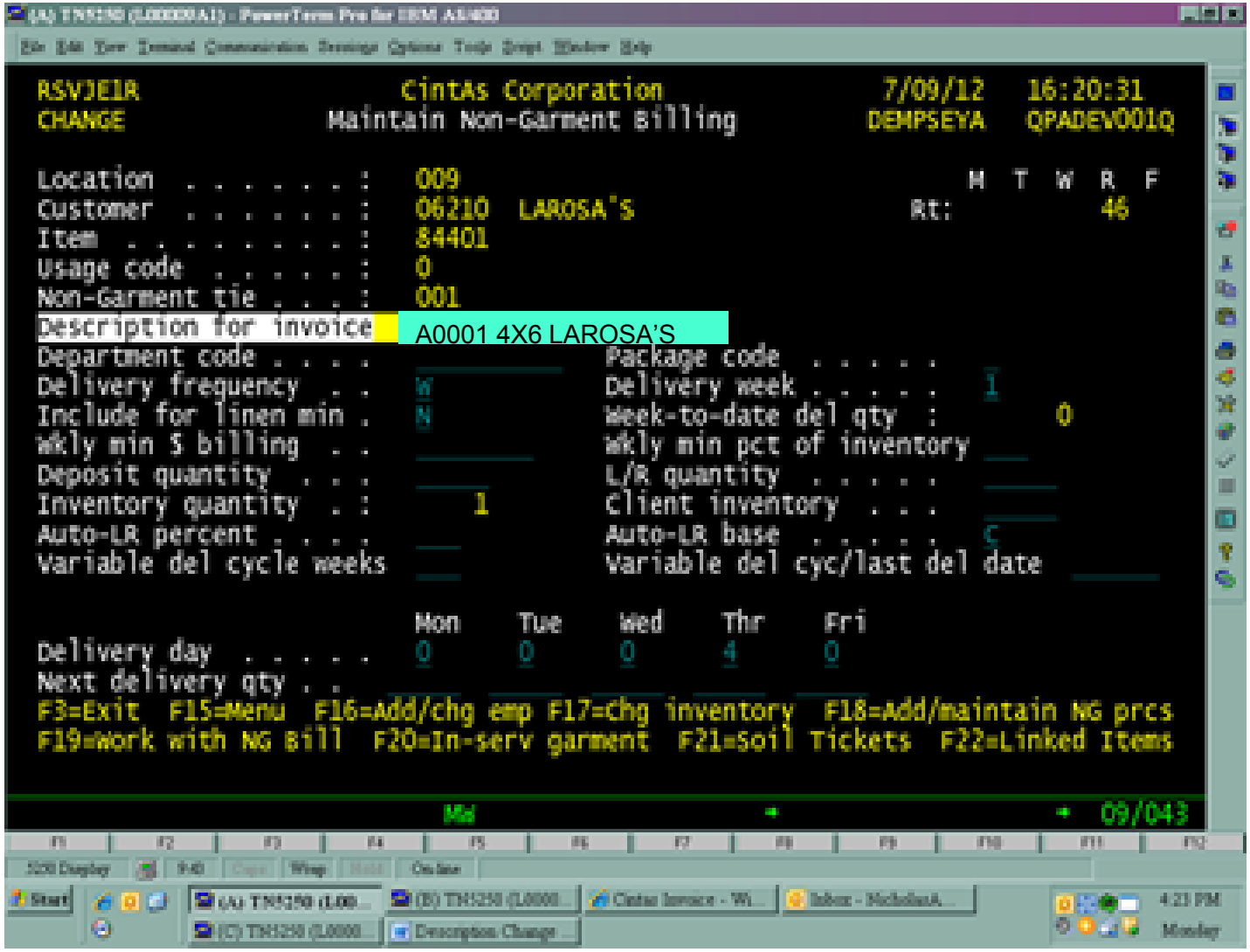


Put a 2 next to the logo mat item number that you are wanting to change the description on and press enter.



How to change item description in AS400 (continued)

On the "Description for Invoice" line, key in your new logo mat description.



When finished, press 'Enter'.

Automated Tube Tracking

The Physical

Location 544 New Orleans

Meets Digital

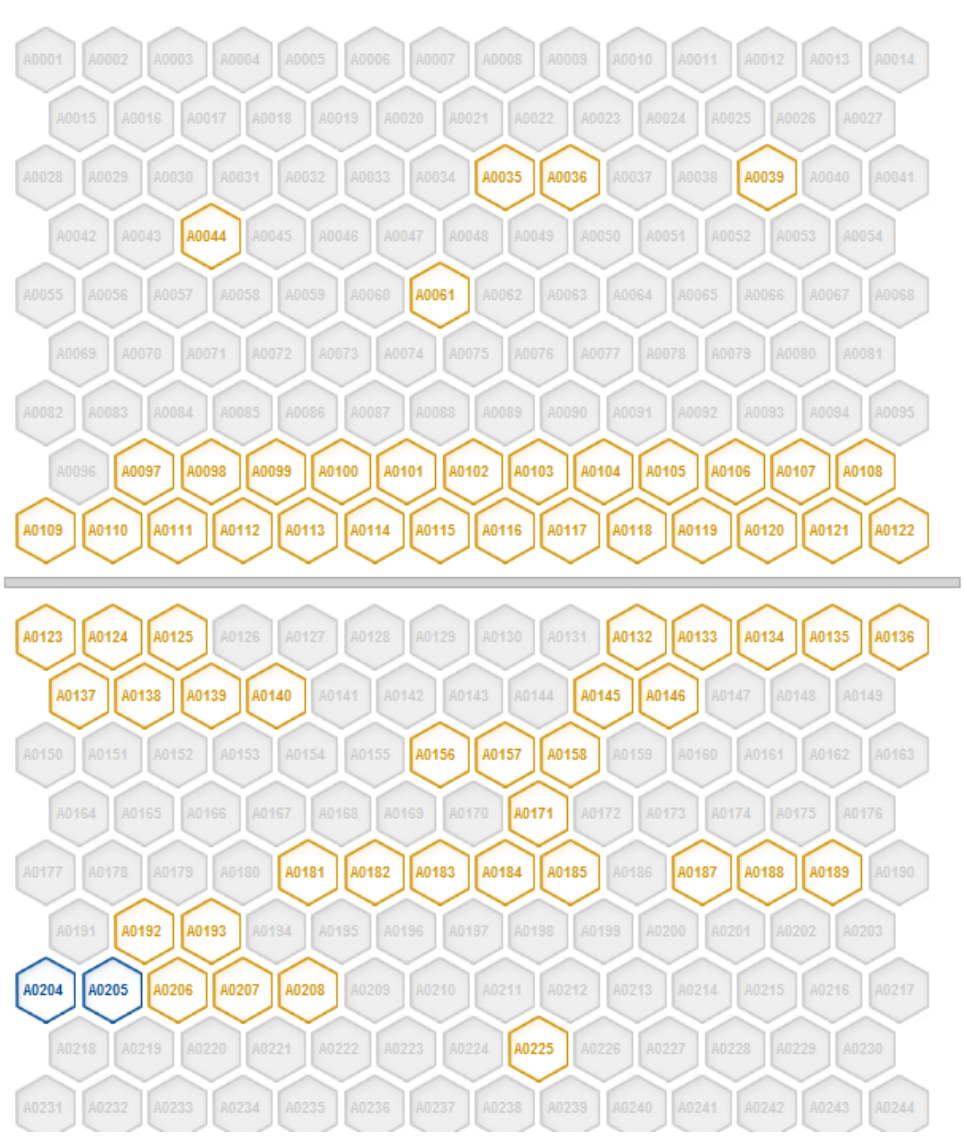
the hive

default - cookies

New Orleans (544)

All A B C D E F G H J K L

Updated: Nov 14, 2013 4:00:15 AM



Protect

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How the Hive Works

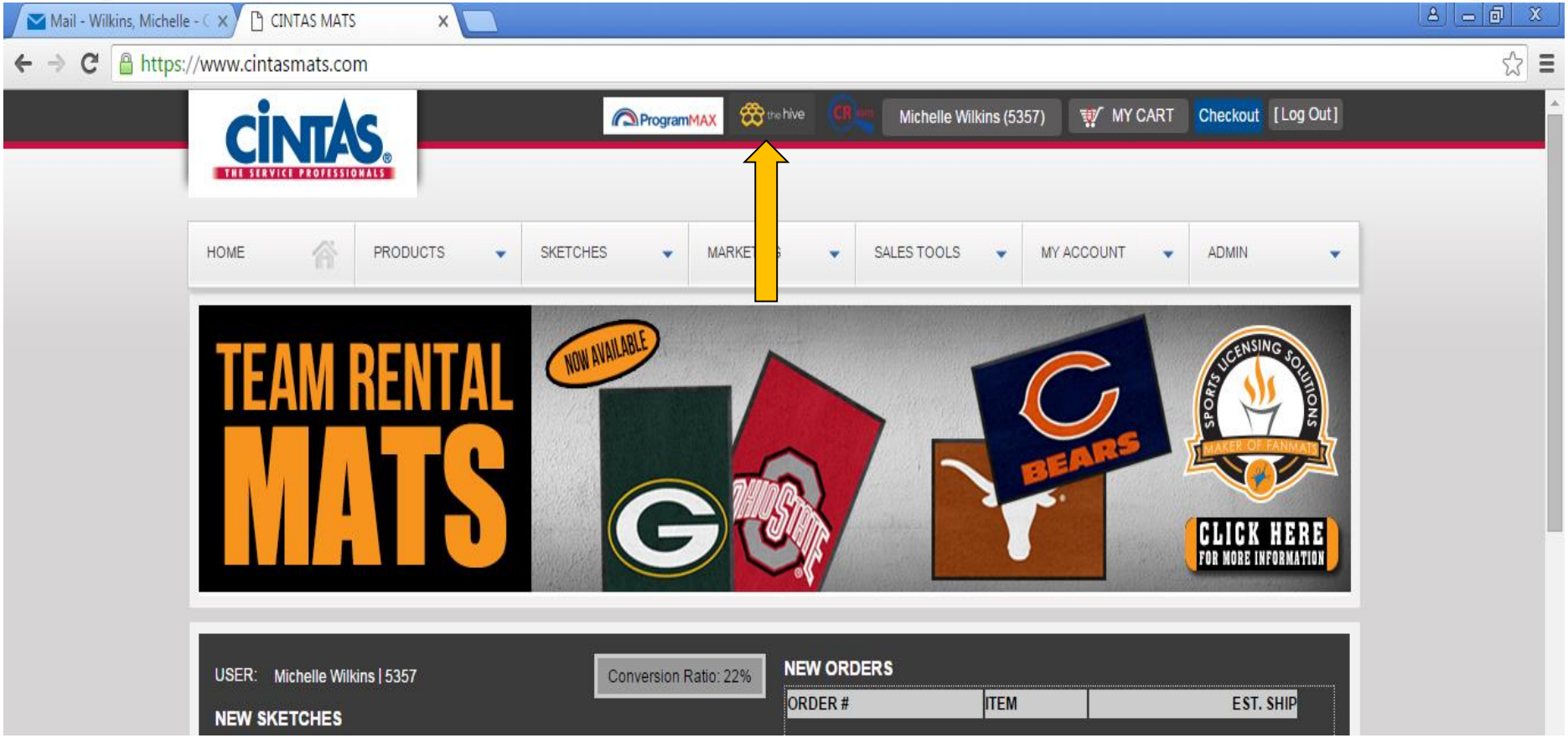
Daily Data Feed

- A query is set up to automatically send daily updates from a location's AS400 box to the Hive. Thus, every tube's status is updated daily.

- The query picks up the logo mat item number (must be one of the ten listed on page 26) and the first 5 digits of the logo mat's item description and fills in the corresponding information into the respective space in the Hive.

NOTE: If there is a typo in the item description OR if one of the ten logo mat item numbers isn't being used, the mat won't show up in the Hive. This is why it is important to take your time keying logo mats in AS400.

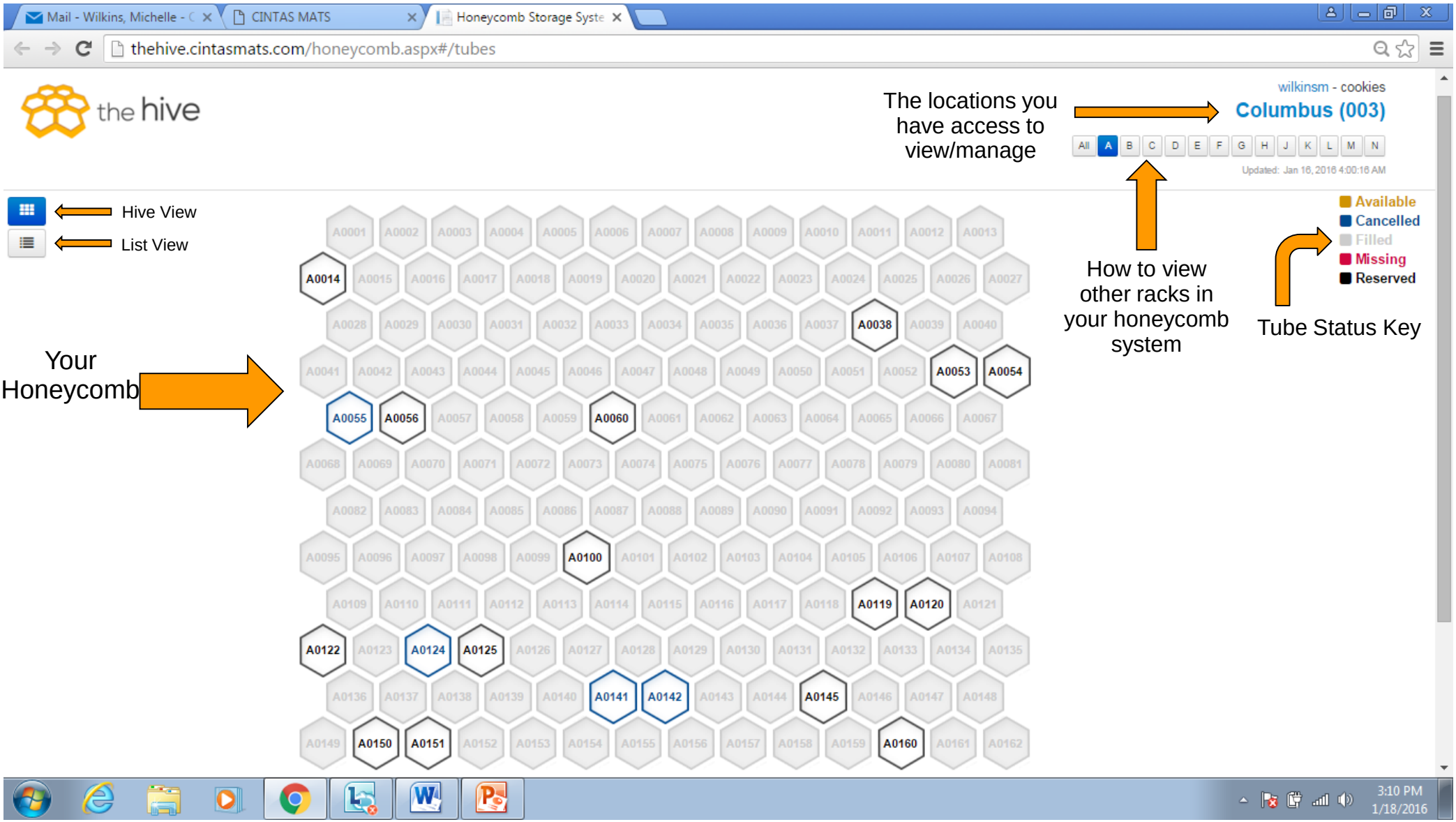
How to Access



www.cintasmats.com

Then click “the hive” icon

The Hive Homepage



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Honeycomb and Hive Visual

The homepage of the Hive is the “A” rack of your current Honeycomb system. You should be able to look at this screen and/or toggle between any of the other racks in your system and then go to the physical rack in the plant, and they should look exactly the same.

Tube Status

Available (Yellow): Denotes a tube is available and ready to have logo mat assigned to it.

Cancelled (Blue): Denotes the logo mat assigned to that tube has been cancelled. A few actions can cause this to happen:

1) **An account has been determined lost**
2) **An active customer wants to stop the logo mats on their invoice**
3) **An invoice has been zeroed out 4 times in a row (but is not a lost account)**
4) **An account is on hold**

Filled (Gray): Denotes a logo mat is currently assigned to this tube and filled.

Missing (Red): Someone (i.e. loader, plant manager/supervisor) assigns a tube as "missing" a mat when they go to load that particular mat and it is not in its assigned tube. Follow up actions must be taken to either locate the mat, or order a replacement.

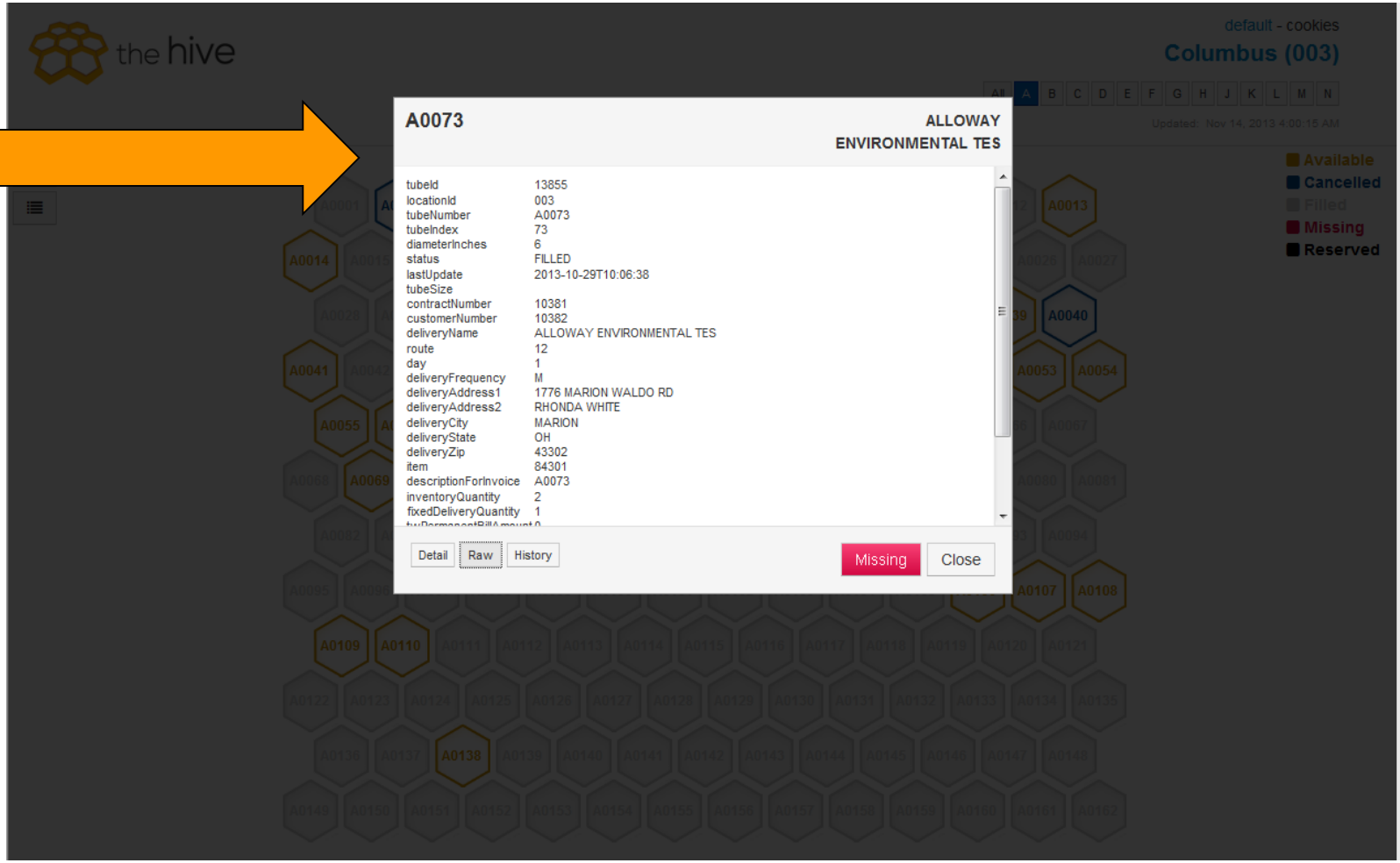
Reserved (Black): Denotes that a mat has been ordered and was assigned to this tube number. Marking a space as "reserved" prevents other mats from being assigned to that space during the delivery process.

Software Demo

Click on a tube and see account details

Note: Logo mats added after the install of the honeycomb/hive will have the approved sketch/image for that mat. Any mats that were already in the system before the addition of the honeycomb/hive won't have the image.

Manually changing a tube status is as easy as clicking the status square (Example: active tube can be changed to "missing")



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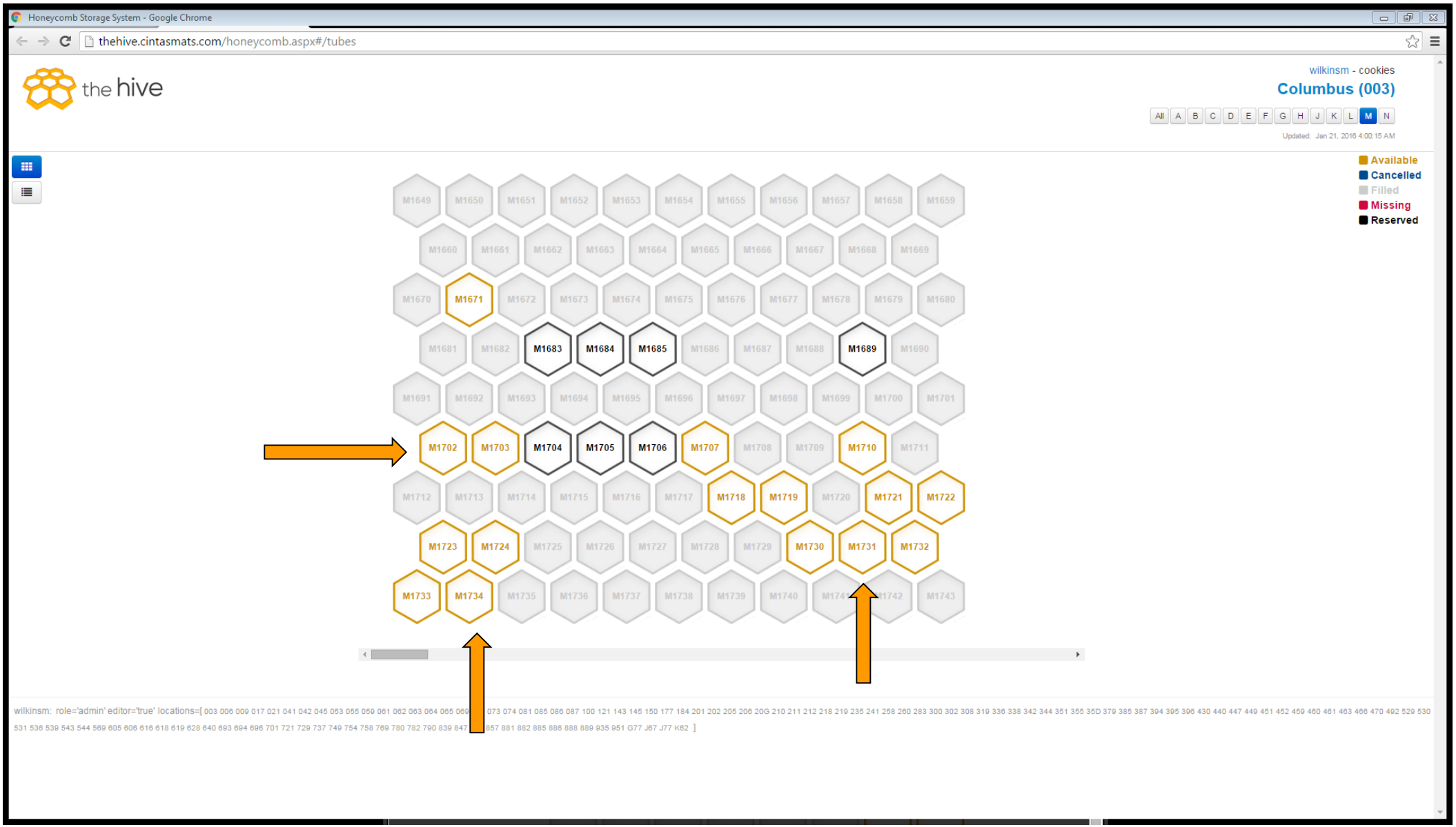
“Available”

- If a space in the Hive is marked “Available,” it is ready to have a mat assigned to it.
- There should be a yellow foam cube in the corresponding tube of the Honeycomb
- All tubes/spaces not in use should be marked “Available.”
- It is important to perform a cleanup from time to time of all mats that are marked “Cancelled,” “Missing,” or “Reserved” because mats in this state, will not change back to “Available” or “Filled” on their own. If any of those spaces are in fact not in use, you must mark them as “Available” in order to free up that space in the Honeycomb.

***More on the available function to come

Available Tubes on the Hive



Protect

CINTAS

“Cancelled”

A mat shows as cancelled in the Hive when one of the following actions take place in the AS400

1) **An account has been lost**
2) **An active customer wants to stop the logo mats on their invoice**
3) **An invoice has been zeroed out 3 times in a row (but is not a lost account**
4) **An account is on hold**

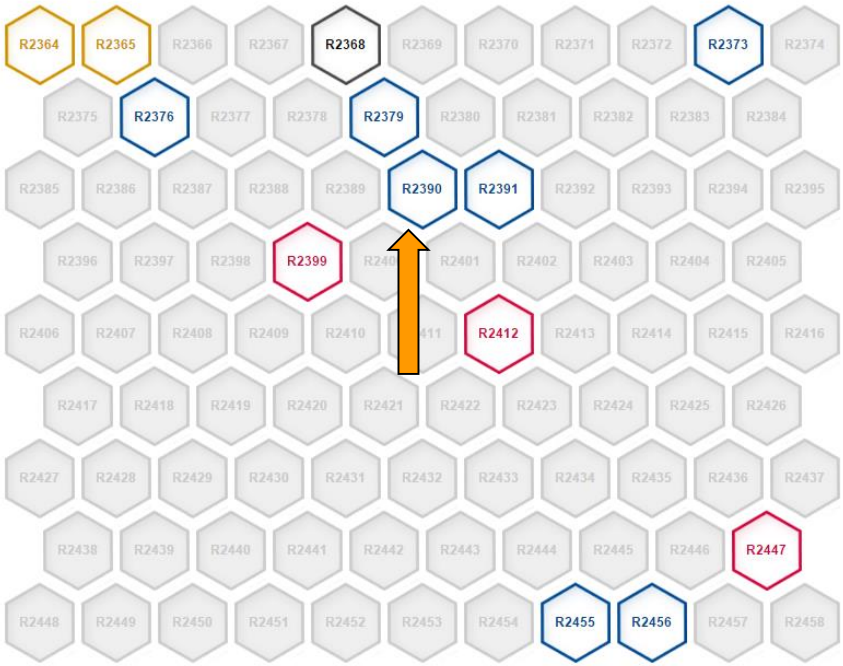
CLEAN UP NOTES:

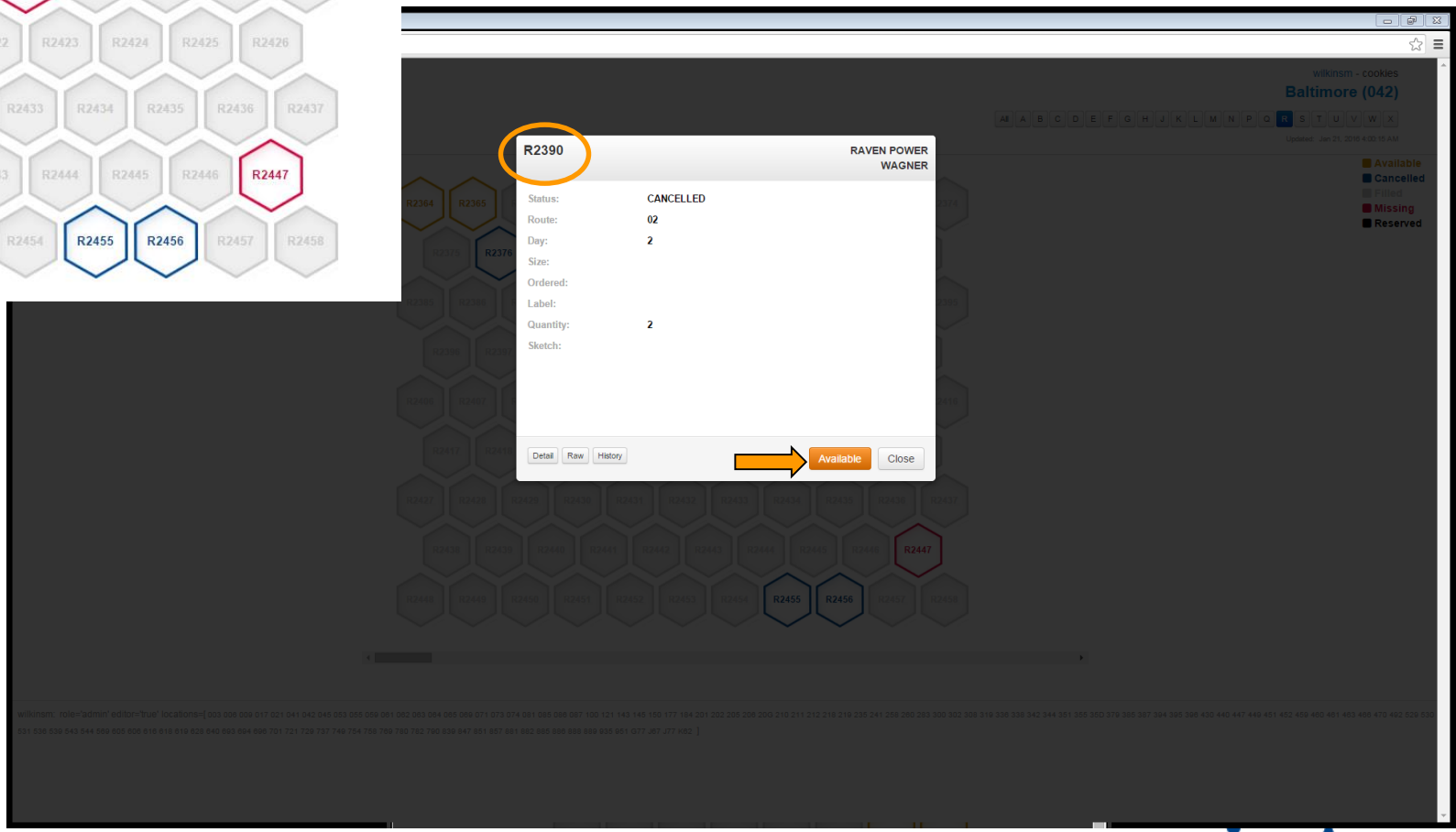
When a mat is listed as “Cancelled” it must be determined if that mat is in fact still active or not. Regardless, the space will still need to be marked as “Available” so when the AS400 download occurs, it will either mark the space as “Available” if the mat is truly cancelled or the space will be changed back to “Filled” if the mat was “Cancelled” temporarily or in error (See #3 and #4 above).

***The big takeaway is to perform a clean up from time to time to make “Cancelled” mats available in order to free up tube space.

***DON’T FORGET TO PULL CANCELLED MATS OUT OF THE TUBES

Making Cancelled Tubes Available





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CINTAS

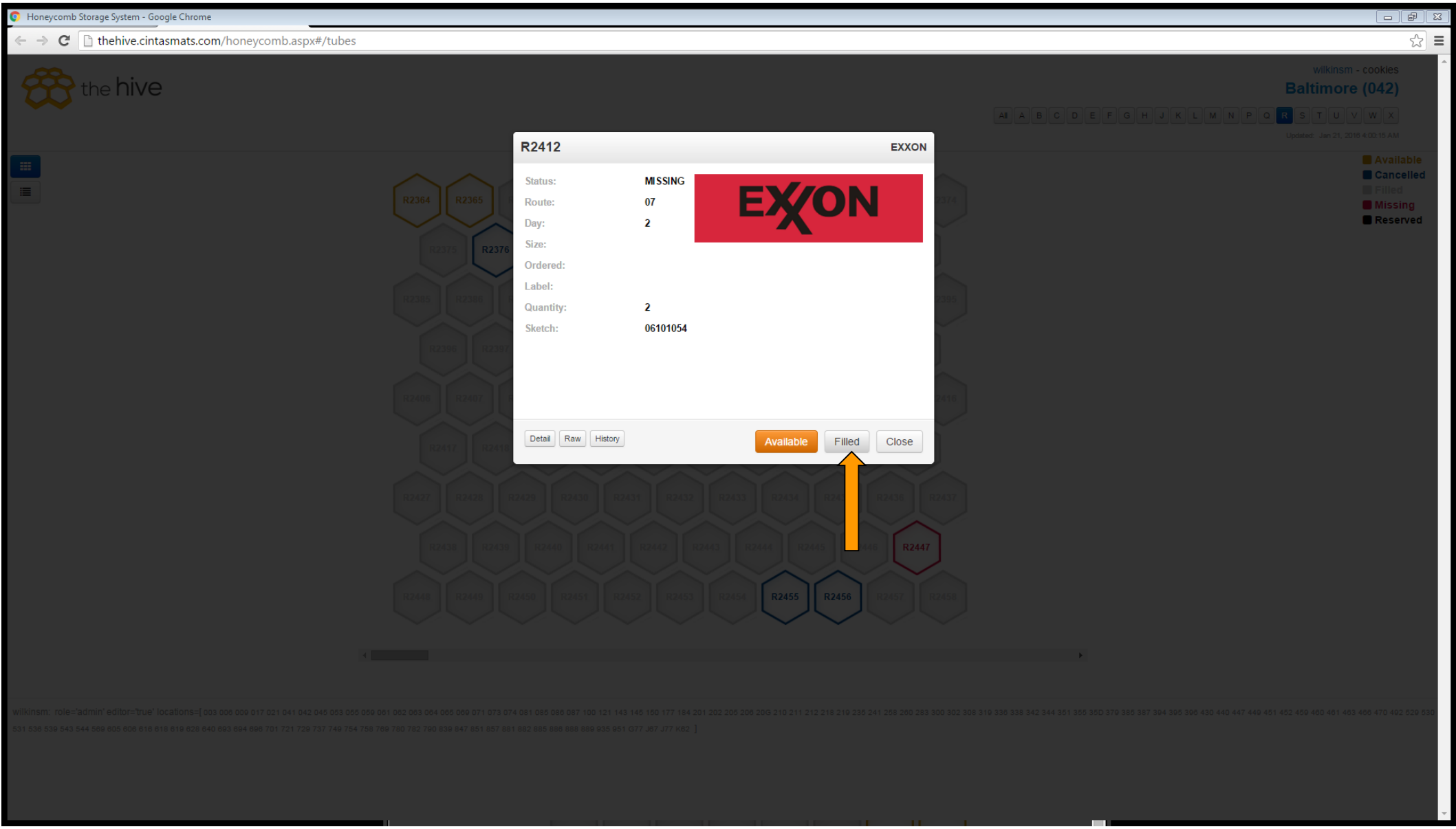
“Filled”

- The “Filled” function can only be marked by the AS400 data download or by a partner when a “Missing” mat is found. This aids to the checks and balances of the system and prevents a space from being marked “Filled” erroneously.
- In the event a space should be marked as “Filled” but is labeled as something different, first check the AS400 to make sure the item description is keyed correctly for that mat, then check to see if the item number for the mat is one of the ten options the Hive recognizes. Once you’ve made your corrections, mark the mat as “Available.” When the AS400 download comes in for the day, the update will change that space to “Filled.”
- If the mat is keyed correctly but is still showing a status other than “Filled” run LOGOMATQRY and see if another mat is also assigned to that tube. Often, when 2 mats are assigned to the same tube, they will show as “Available” instead of “Filled”

“Missing”

- The “Missing” function denotes a mat is missing. Please note that this function needs to be manually marked in the Hive.
- If a mat is noted to be “Missing” the person with access to the Hive must be notified immediately in order to mark the tube on the Honeycomb and Hive as such. That person can determine if the mat can be located elsewhere or if it needs to be reordered and act accordingly.
- If a mat is no longer “Missing,” that space will need to be marked as “Filled.” This is the ONLY time a partner can mark a space as “Filled.”
- If the mat is never located and the customer wants to stop it, a partner can mark that “Cancelled” space as “Available.”

Marking a “Missing” Mat as “Filled”



“Reserved”

- When a new mat is ordered and needs to be assigned to a tube, the person placing the order will go into the Hive and determine which space is available. Once the tube number is determined, there is a box that needs to be checked on the order screen of cintasmats.com that asks “Is this a Honeycomb Item?” When you check the box, you will key the selected tube number.
- In order to key a range, or multiple tube numbers on the back of a mat, you need to key this information in the “ID Label 1” box after you select your backing.
- You must fill in all of this information in order for the mat to come with the tube assignment printed on it.
- See the next page for a screenshot of the above info
- Once a mat that is “Reserved” becomes active in AS400, the space in the Hive should automatically change to “Filled.”

“Reserved”

neycomb Storage Syst

chOrder.aspx?sr=91014423&mt=271

CINTAS THE SERVICE PROFESSIONALS

ProgramMAX | the hive | Michelle Wilkins (5357) | MY CART | Checkout | [Log Out]

HOME | PRODUCTS | SKETCHES | MARKETING | SALES TOOLS | MY ACCOUNT | ADMIN

LOGO MAT ORDER - PHOTOREALISTIC

Sketch Reference: 91014423

Design Name: 164205476 4 x 6 B1-4

Size: 4' x 6'

QUANTITY: 1

Direct Sale: NO

Reason for Order: New Customer

Is this a Honeycomb Item? ☑

the hive

Tube: A 0001

“Reserved”

Backing: --SELECT--

Thickness: --SELECT--

Location ID:

ID Label 1: A0125-S464

ADD TO CART

Contact Us
Millennium Mat Company
3200 Shawnee Industrial Way
Suwanee, Georgia 30024

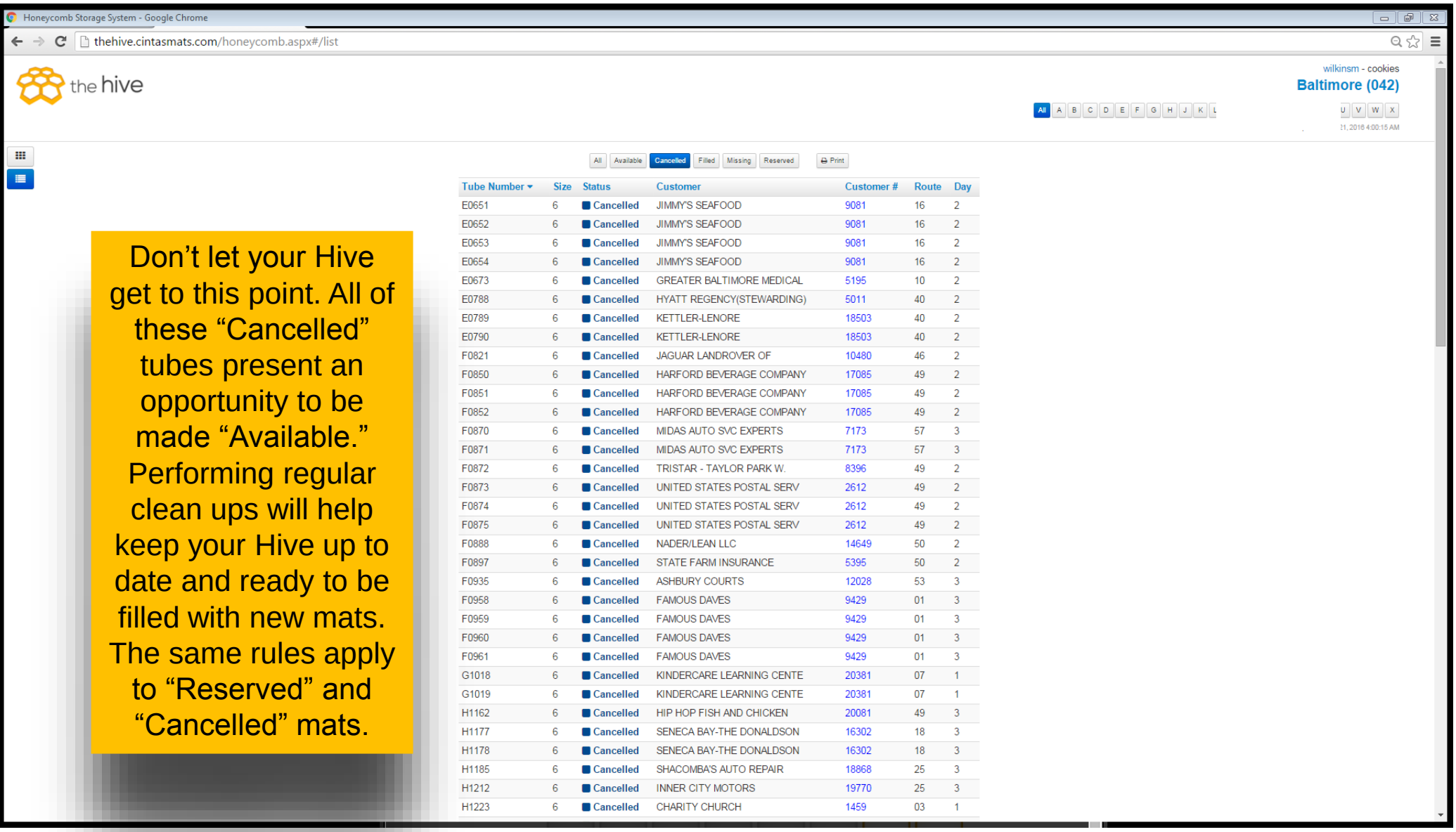
By Phone
Monday – Friday
8 AM – 5:30 PM (ET)
(678) 482 – 5623

1:05 PM
8/10/2016

Clean Up Summary

- As stated in the previous slides, it is very important to perform a regular clean up of your Hive.
- In order to do this, you must make it a ***weekly*** habit to go in a double check all tubes that are marked “Missing,” “Reserved,” and “Cancelled” to see if they are in fact still in that state.
- If any of these tubes should be coded as “Available” or “Filled”, you must mark those tubes as “Available” so the AS400 download can update your Hive for the following day.

Clean Up



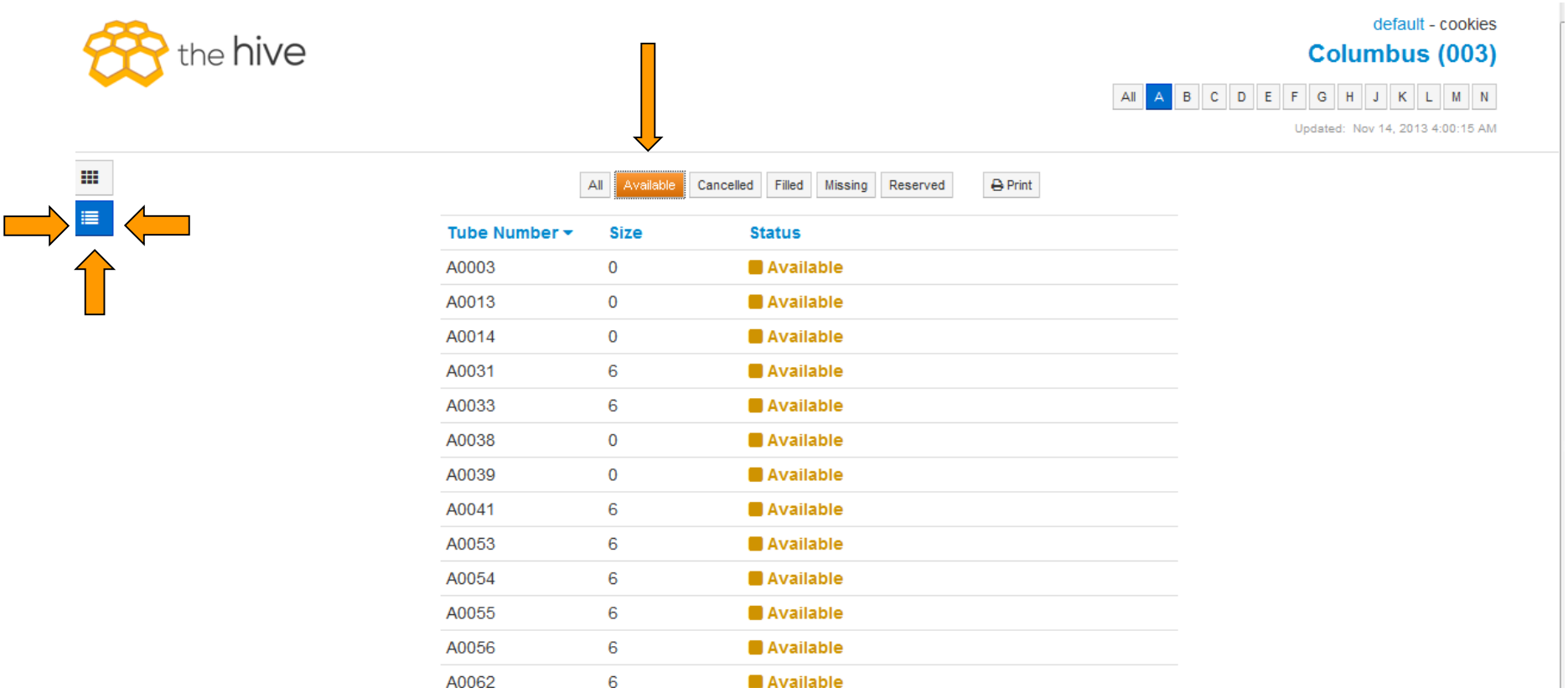
Tube Number	Size	Status	Customer	Customer #	Route	Day
E0651	6	Cancelled	JIMMY'S SEAFOOD	9081	16	2
E0652	6	Cancelled	JIMMY'S SEAFOOD	9081	16	2
E0653	6	Cancelled	JIMMY'S SEAFOOD	9081	16	2
E0654	6	Cancelled	JIMMY'S SEAFOOD	9081	16	2
E0673	6	Cancelled	GREATER BALTIMORE MEDICAL	5195	10	2
E0788	6	Cancelled	HYATT REGENCY(STEWARDING)	5011	40	2
E0789	6	Cancelled	KETTLER-LENORE	18503	40	2
E0790	6	Cancelled	KETTLER-LENORE	18503	40	2
F0821	6	Cancelled	JAGUAR LANDROVER OF	10480	46	2
F0850	6	Cancelled	HARFORD BEVERAGE COMPANY	17085	49	2
F0851	6	Cancelled	HARFORD BEVERAGE COMPANY	17085	49	2
F0852	6	Cancelled	HARFORD BEVERAGE COMPANY	17085	49	2
F0870	6	Cancelled	MIDAS AUTO SVC EXPERTS	7173	57	3
F0871	6	Cancelled	MIDAS AUTO SVC EXPERTS	7173	57	3
F0872	6	Cancelled	TRISTAR - TAYLOR PARK W.	8396	49	2
F0873	6	Cancelled	UNITED STATES POSTAL SERV	2612	49	2
F0874	6	Cancelled	UNITED STATES POSTAL SERV	2612	49	2
F0875	6	Cancelled	UNITED STATES POSTAL SERV	2612	49	2
F0888	6	Cancelled	NADER/LEAN LLC	14649	50	2
F0897	6	Cancelled	STATE FARM INSURANCE	5395	50	2
F0935	6	Cancelled	ASHBURY COURTS	12028	53	3
F0958	6	Cancelled	FAMOUS DAVES	9429	01	3
F0959	6	Cancelled	FAMOUS DAVES	9429	01	3
F0960	6	Cancelled	FAMOUS DAVES	9429	01	3
F0961	6	Cancelled	FAMOUS DAVES	9429	01	3
G1018	6	Cancelled	KINDERCARE LEARNING CENTE	20381	07	1
G1019	6	Cancelled	KINDERCARE LEARNING CENTE	20381	07	1
H1162	6	Cancelled	HIP HOP FISH AND CHICKEN	20081	49	3
H1177	6	Cancelled	SENECA BAY-THE DONALDSON	16302	18	3
H1178	6	Cancelled	SENECA BAY-THE DONALDSON	16302	18	3
H1185	6	Cancelled	SHACOMBA'S AUTO REPAIR	18868	25	3
H1212	6	Cancelled	INNER CITY MOTORS	19770	25	3
H1223	6	Cancelled	CHARITY CHURCH	1459	03	1

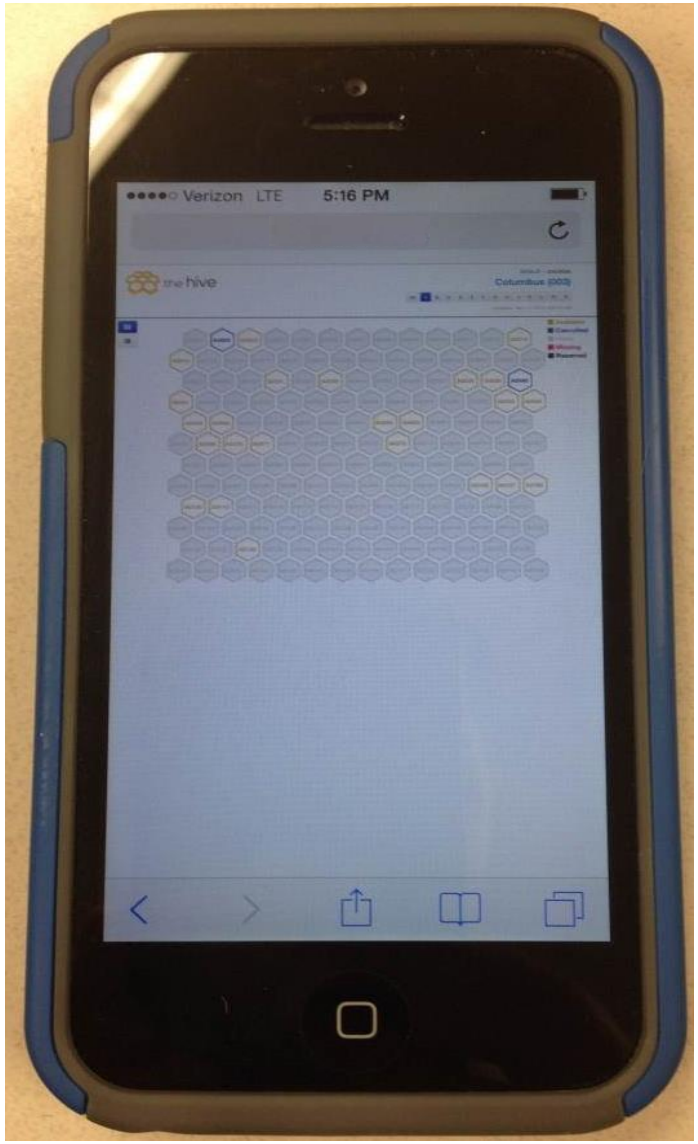
Don't let your Hive get to this point. All of these "Cancelled" tubes present an opportunity to be made "Available." Performing regular clean ups will help keep your Hive up to date and ready to be filled with new mats. The same rules apply to "Reserved" and "Cancelled" mats.

Software Demo

Find Available Tubes Easily

List function shows all available tubes that a new logo mat can be assigned



Competitive Advantage

- How can Cintas take advantage of the Honeycomb and the Hive to keep accounts and earn new business?
- The Hive can be accessed on a smartphone. A Service Manager or Sales Rep, for example, can show customers and prospects Cintas' ability to track logo mats. How does our competition account for logo mat inventory?