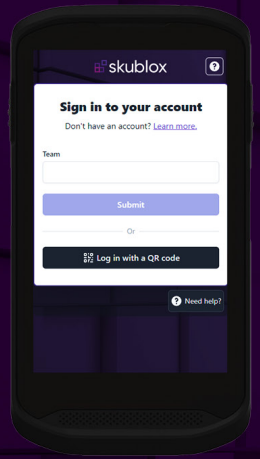
skublox Guide



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PICKING BIN

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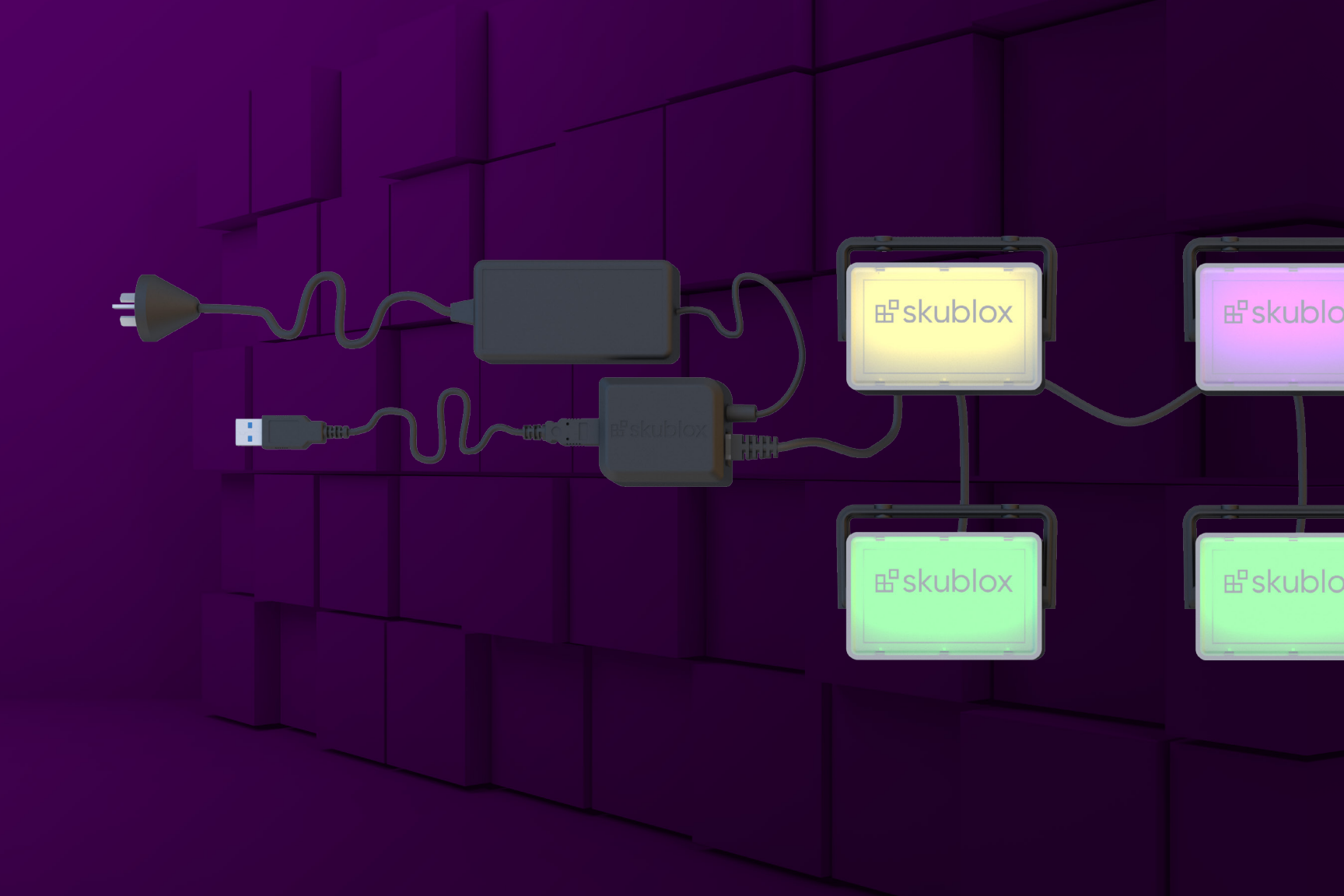
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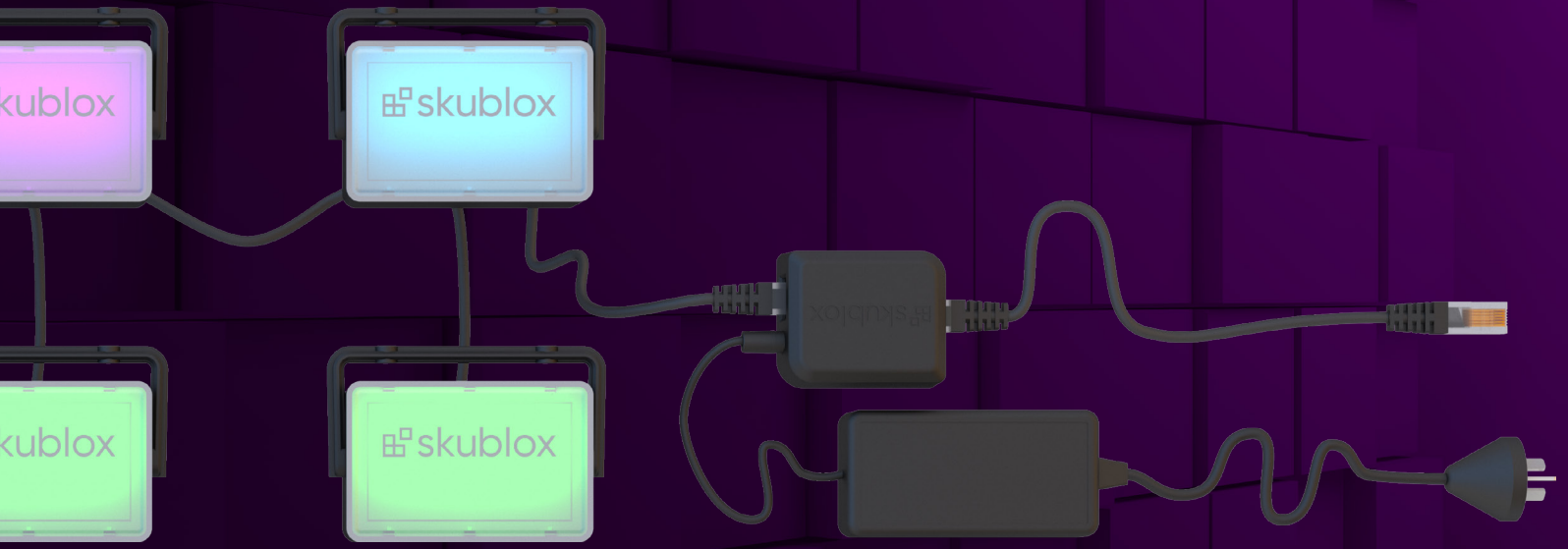
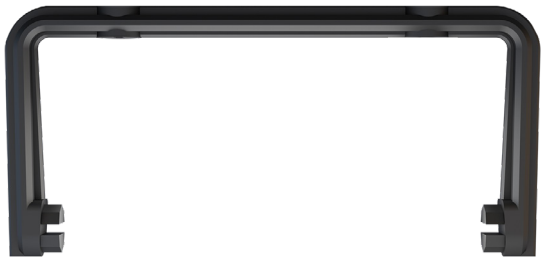
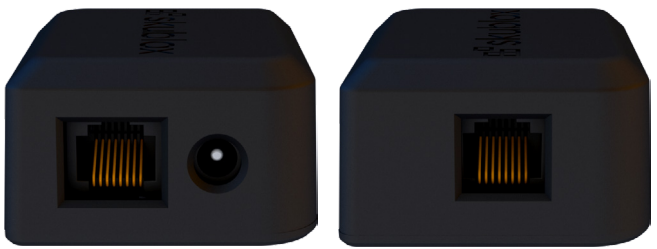


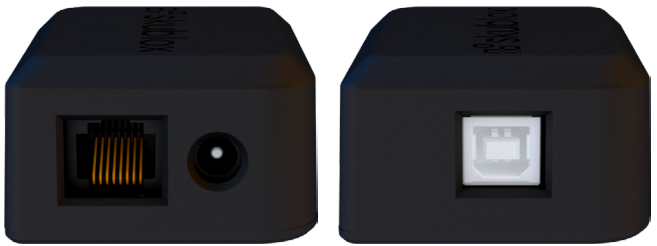
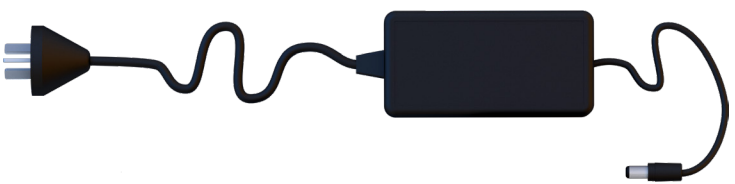
Wall Construction

INSTALL THE SKUBLOX WALL

Skublox wall components

PART	IMAGE
A **Sorter Light** is attached to each slot. It has three connectors: **Out, Shipper, and In.** One **Sorter Light** is required for each slot.	
A **Shipper Light** is attached to each slot to indicate when an order is ready for shipping. It has only one **Shipper** connector. One **Shipper Light** is required for each slot.	

PART	IMAGE
Mounting Clips are used to stick the **Sorter** and **Shipper Lights** into the slots.	
Repeater (also known as a **Power Injector**) is used to increase the voltage and provide a stable electricity connection. **Note:** The **Repeater** has **In** and **Out** sides and works only in one direction: **In** is the one with the **Ethernet** and the **Power Supply** ports.	

PART	IMAGE
Hub device is connected to the **Controller PC** and the first 20 **Sorter** and **Shipper Lights**.	
Short Ethernet cable is used to connect the **Sorter** and **Shipper Lights**. One UTP cable is required for each slot.	
Long Ethernet cable is used to connect the **Hub device** and Previous (P) port of the first **Sorter Light**. **Long Ethernet cable** is used to connect Next (N) and Previous (P) ports of **Sorter Lights**. One UTP cable is required for each slot.	
Power Supply is used to provide electric power to the lights. One **Power Supply** is required for every 20 lights.	

PART	IMAGE
USB A-B cable is used to connect the **Hub Device** with the **Controller PC**.	
The **Controller PC** is used to run the Skublox Controller App. Only one **Controller PC** is required, no matter the number of slots you have.	

Skublox wall package

The Skublox wall package does not include an LCD display, keyboard, or mouse kit.

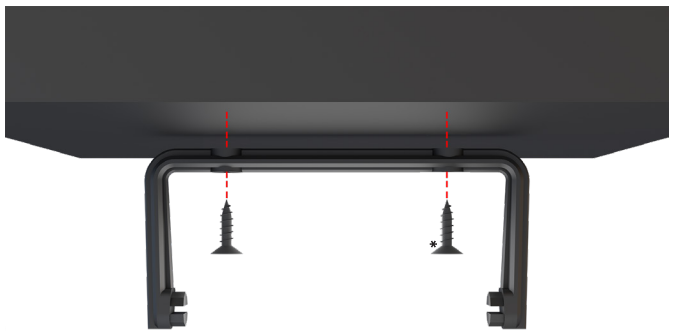
The starter kit contains part quantities for 25 slots. Quantities vary based on the kit you purchased.

Contents:

- 25 – Sorter Lights
- 25 – Shipper Lights
- 50 – Mounting Clips
- 1 – Repeaters
- 1 – Hub Device
- 50 – UTP cables – Long
- 50 – UTP cables – Short
- 2 – Power Supplies
- 1 – USB A-B cable
- 1 – Controller PC

How to mount the lights to your wall

There are different ways to connect the lights: using velcro, zip ties, mounting brackets, and much more. Below we have listed two possible options to mount them to your wall.



1. Take the mounting bracket (⌐¬) and the screws*. Align the bracket and draw the holes with a pencil if needed, drill holes and add the fixings.
2. Fasten the screws through the bracket.

* DIN 968 – 2002 Cross Recessed Pan Head Tapping Screws With Collar – ST 2.9 mm. x 13 mm.

3. Attach the **Skublox** light.

4. You can adjust the light position.

How to mount the lights to your wall with velcro

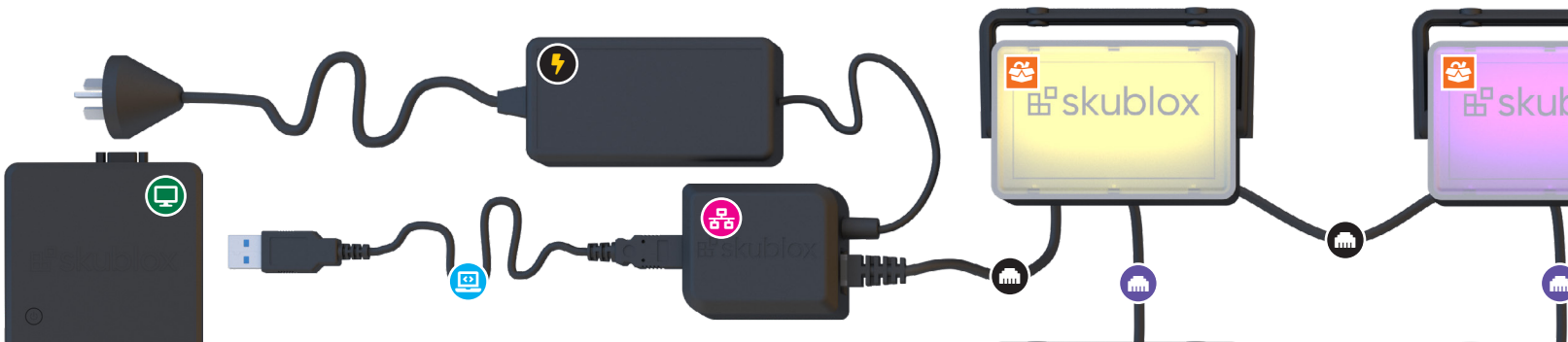
1. Take a strip of double velcro tape (e.g. 3M 1" x 3" 2X Dual Lock). Stick one part of the tape to the top of the box and the other to the Skublox light.*

2. Press the Skublox light to the top of the box and stick the two parts of the velcro together.

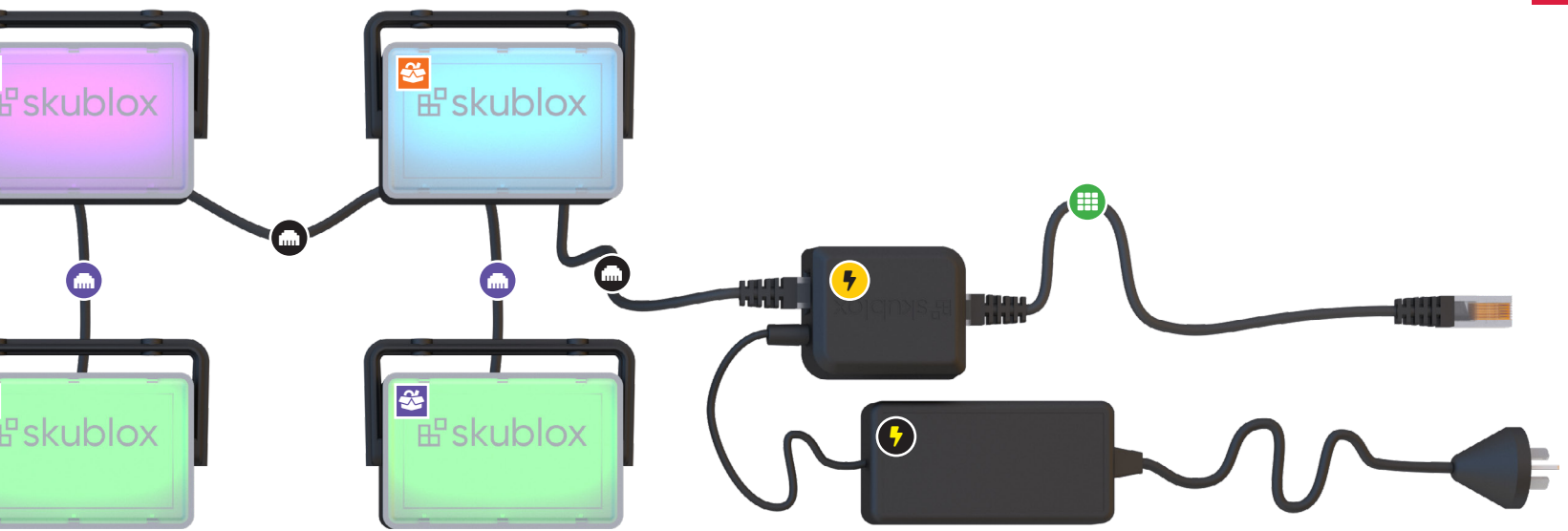
* Velcro can be attached to the upper rear of the light, above the Ethernet ports.

3. Your Skublox light is now securely mounted to the top of the box.

Configuration Front View



- Sorter Light
- Shipper Light
- Connection In
- Shipper Light Connection
- Connection Out
- Long Ethernet cable
- Short Ethernet cable
- Power Supply
- Repeater
- HUB device
- USB A-B cable
- Controller PC
- Next 20 Lights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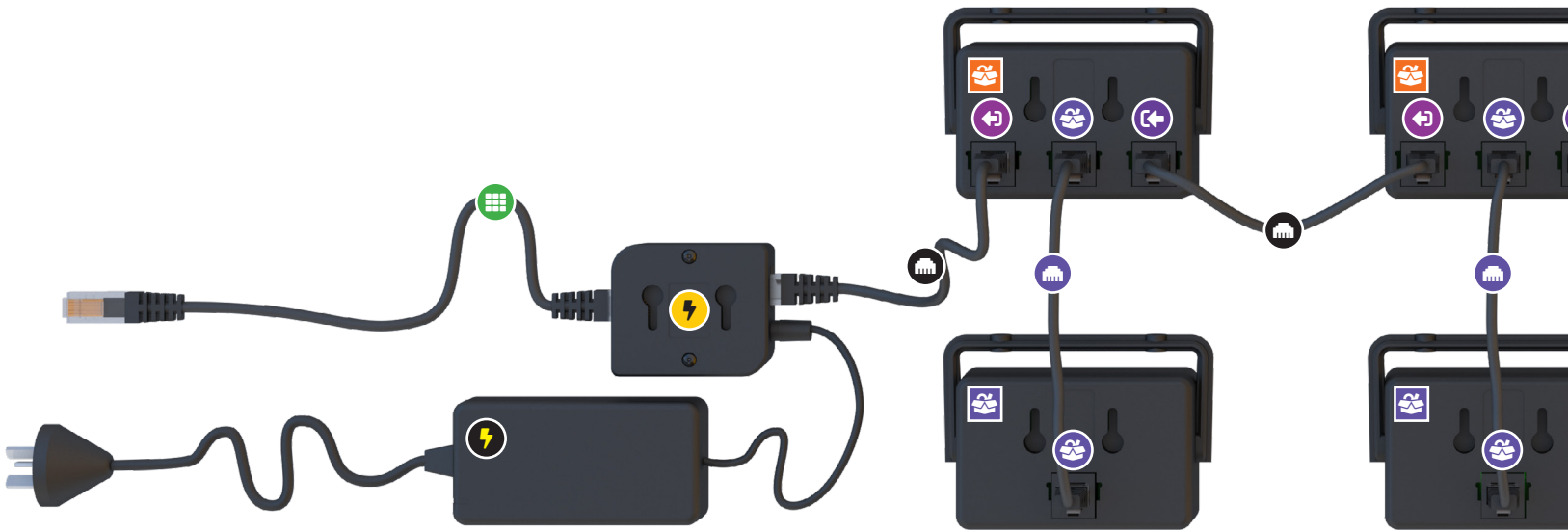
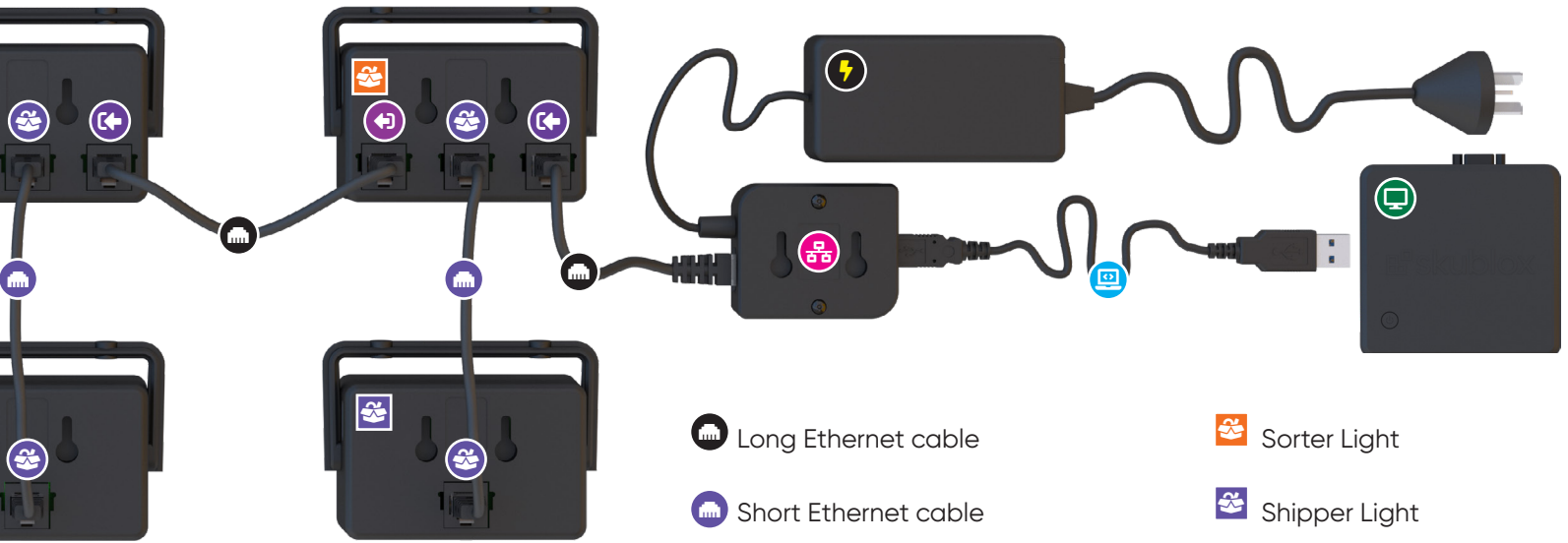
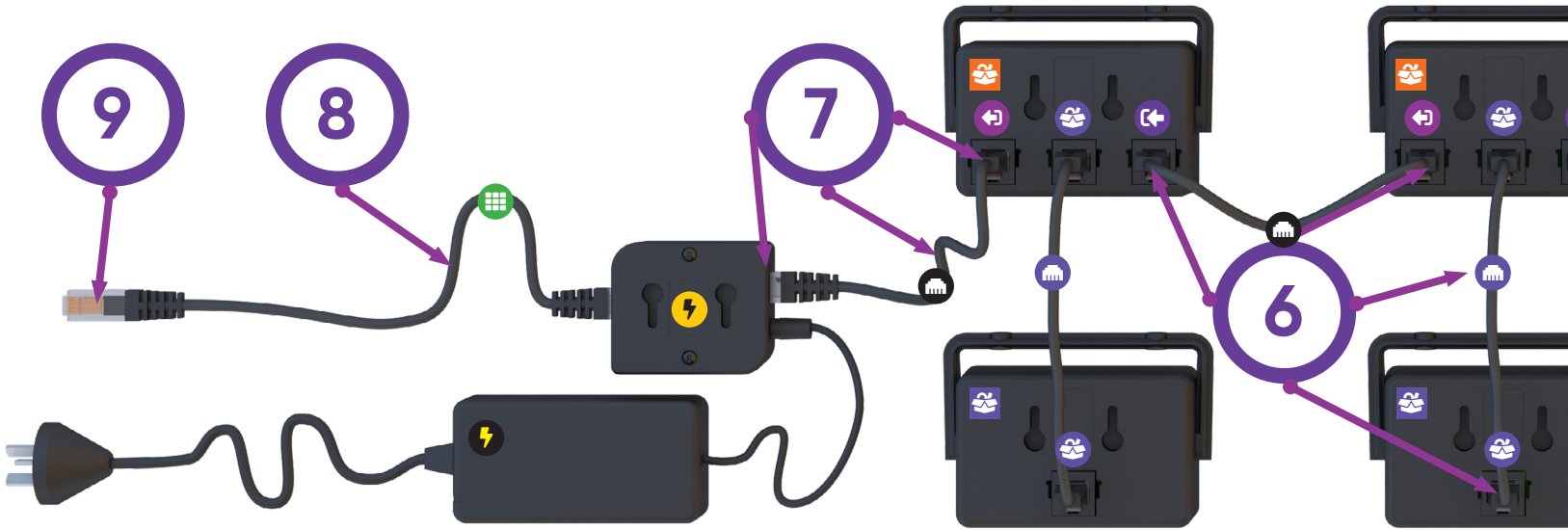
Configuration Rear View



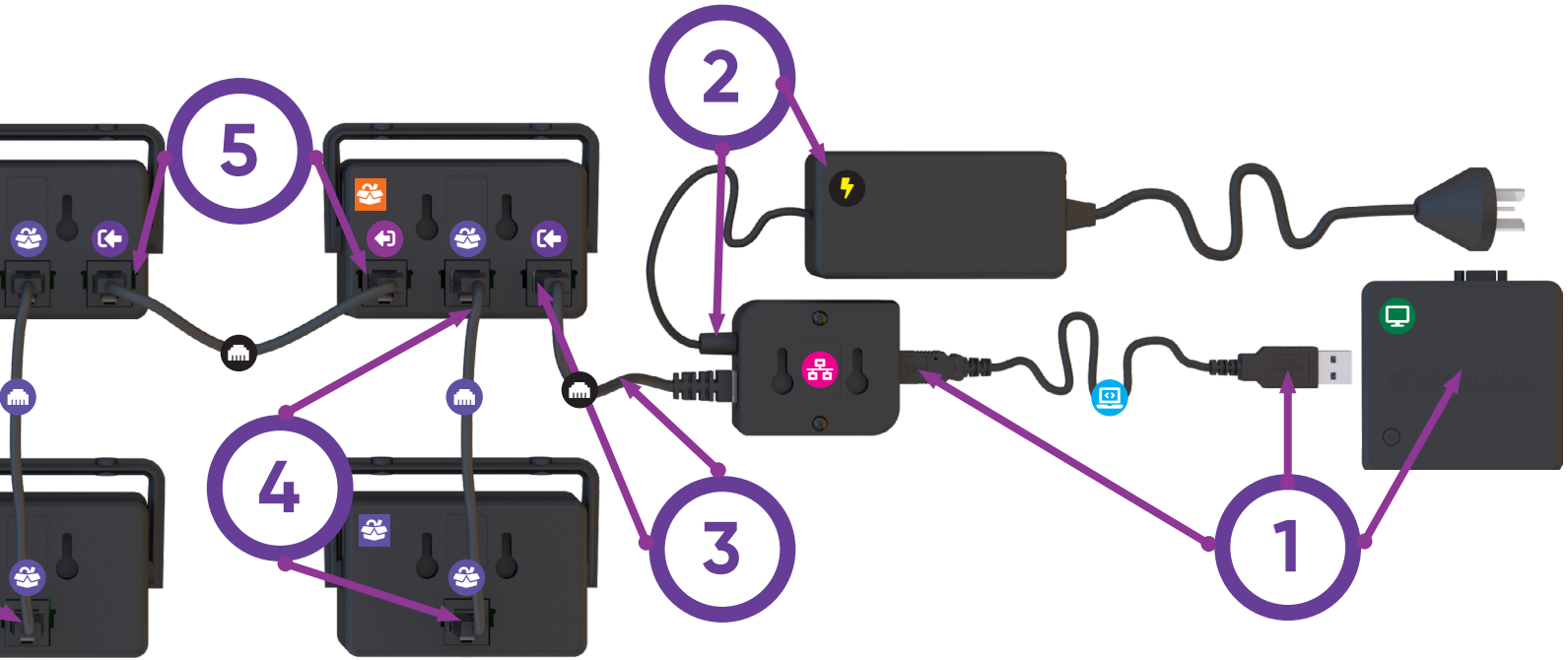


- USB A-B cable
- Controller PC
- Next 20 Lights
- Long Ethernet cable
- Short Ethernet cable
- Power Supply
- Repeater
- HUB device
- Sorter Light
- Shipper Light
- Connection In
- Shipper Light Connection
- Connection Out

Connect your Skublox wall



1. Use the **USB A-B Cable** to connect the **Hub Device** with the **Controller PC**.
2. Connect the **Hub Device** to the first **Power Supply**.
3. Use a long Ethernet cable to connect the **Hub Device** to the first **Sorter Light** Connection In.
4. Use a short Ethernet cable to connect the first **Sorter Light Shipper** Connection (center) to a **Shipper Light** Ethernet port.
5. Use a long Ethernet cable to connect the **Sorter** light Connection **Out** port to the next **Sorter Light** Connection In port.



6. Repeat steps 2 through 5 until your first 20 Lights are connected.
7. For the next cluster of lights, use a long Ethernet cable to connect the last **Sorter Light** Connection **Out** port to the **Repeater**.
8. Use a long Ethernet cable to connect the **Repeater** to the next **Sorter Light** Connection In.
9. Connect the **Repeater** to the second **Power Supply**.
10. Repeat steps 4 through 9 for the next 20 Lights.

Skublox wall power-on self-test

After completing your configuration and installing the Skublox Controller App, the Wall will perform a power-on self-test. The sorter boxes will flash in the following color sequence:

Red → Green → Blue → Cyan → Magenta → Yellow → Green (Shipper)

A flash from the green light on the Shipper side will indicate that your Skublox wall is now installed and ready to use!

Shut down your Skublox wall configuration

Follow these steps **carefully** to disassemble your Skublox wall configuration:

1. Unplug all **Power Supplies** from their power sources.
2. Disconnect the **USB A-B cable** port from the **Controller PC**.
3. Disconnect the **Hub device** from the lights.

Barcodes

The last part of setting up the Skublox wall includes the printing of the barcodes that go on the light slots. Without them, it is impossible to start the sorting process.

Barcodes are generated only once from the **Skublox Controller app** > **Export PDF Barcodes** or from the **Skublox Hub app** > **Print Barcodes** and are put on the light slots. They are generated as A and B codes, e.g., A-6310AD56 and B-6310AD56. The A-code goes on the Sorter light and the B-code goes on the corresponding Shipper light.

Understanding common installation issues

As a Skublox user, it's important to be aware of common issues during the installation. The table below describes some of these issues and their possible solutions.

WARNING	DESCRIPTION	SOLUTION
Sorter Light flashes green	The Shipper Light is not connected.	Connect the Shipper Light.
Sorter Light flashes green while **Shipper Light** is solid green	The Shipper Light is connected to the wrong port.	The Shipper Light connection should be connected to the middle port.
Sorter Light flashes yellow	The Shipper Light's version is not supported.	Contact Customer Support for a replacement.
Shipper Light does not go out after shipping	Unreliable Wi-Fi network	It is recommended to use an Ethernet cable for a stable connection.
Skublox Controller App does not detect any **Sorter** or **Shipper Lights** after a hardware modification	If slot wiring is assumed correct, USB communication might be affected.	Try a different USB port.

skublox
Controller App

SET UP THE SKUBLOX CONTROLLER APP

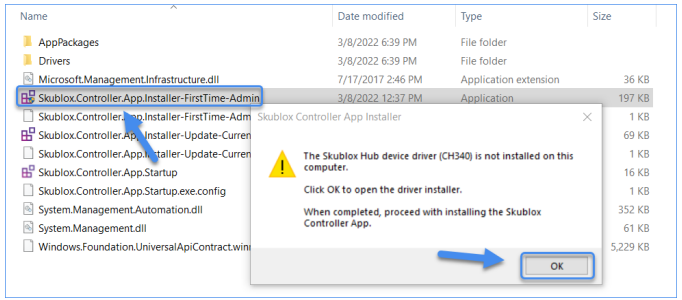
The Skublox Controller App helps you manage your sorting walls and see the “big picture” of your whole sorting process. The app is installed on the Skublox Controller PC, and in most cases, you simply need to update it to get the latest version.

Download and install the Skublox Controller App

1. Download the Skublox Controller App from the following link.
   https://hub.skublox.com/download
2. On your **Controller PC**, find the folder with that file.
3. Right-click the downloaded ZIP file > **Extract All**.
4. Click **Extract**. You will be redirected to another folder.
5. Run the **Skublox.Controller.App.Installer-FirstTime-Admin.exe** file.
6. Select **Install**. (The **Start Skublox with Windows** box is checked by default. Uncheck if needed.)
7. Wait for the installation to complete. The Skublox Controller App will start automatically.

Download the Skublox Controller App

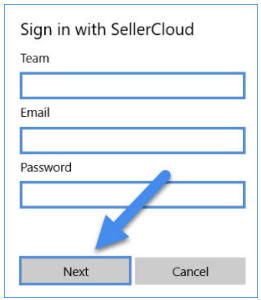
Install the Skublox Controller device drivers

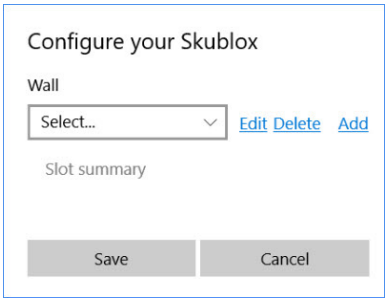


If the Skublox Controller device drivers are not installed, the message below will appear after running the **Skublox.Controller.App.Installer-FirstTime-Admin.exe** file.

1. Click **OK**.
2. Click **Install**.
3. After the installation is completed, click **OK**.

Log into the Skublox Controller App

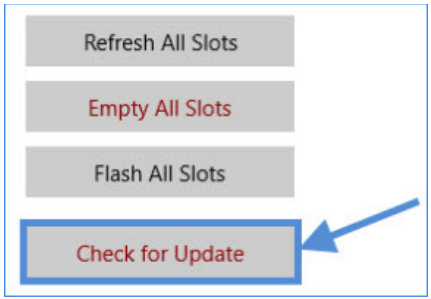


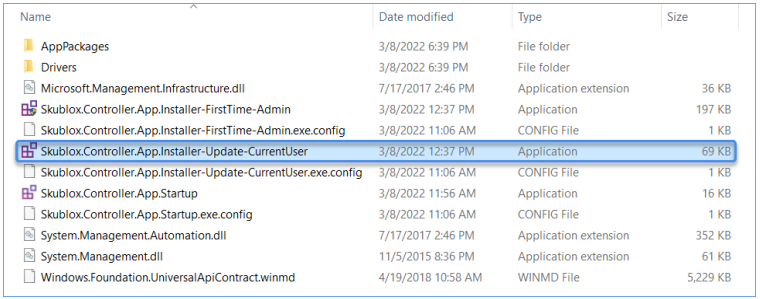


After successfully installing the Skublox Controller App, follow these steps to log in and configure your first sorting wall:

1. Enter your **Team**, **Email**, and **Password** > **Next.**
2. You can quickly **Edit**, **Delete**, or **Add** a wall after the initial login. Or, click **Cancel** and add your wall later in the **Settings** tab.

Update the Skublox Controller App





1. In the Skublox Controller App, click Check for Update.
2. Select **Download Now**.
3. Choose a folder to download the ZIP file. After the download is completed, a folder with the extracted files will automatically open.
4. Run the **Skublox.Controller.App.Installer-Update-CurrentUser** file.
5. Click **Run** to start the update. The image shows the current user installer.

For more information about the settings, refer to the **Configure the Skublox Controller App** article.

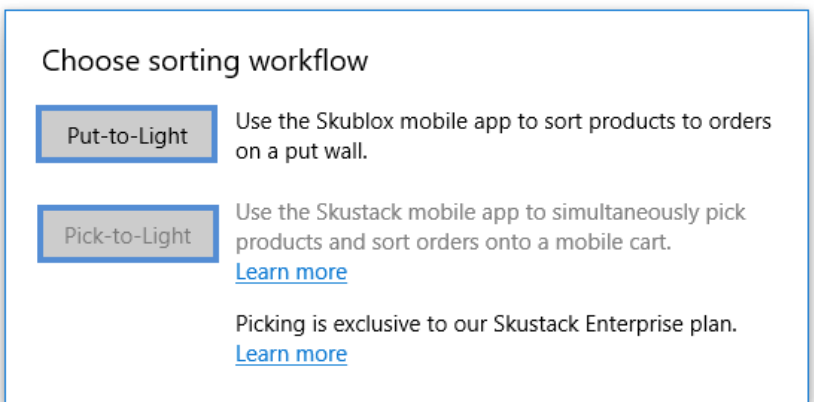
SELECT A SORTING WORKFLOW

With Skublox, you can perform the **Put-to-Light** process for order sorting. You will need to select an order sorting workflow every time you add a new wall. You can do this when you log in for the first time in the Skublox Controller App or through the **Settings** tab.

The Skustack application performs **Pick-to-Light** order sorting. Note that to use this feature, your warehouse has to be bin-enabled.

To choose a workflow in Skublox:

1. Add a new wall when you log in for the first time. Or, access an existing wall and follow the instructions.
2. Click on one of the sorting workflows as shown below. Note that you cannot edit this setting later.



CONFIGURE THE SKUBLOX CONTROLLER APP

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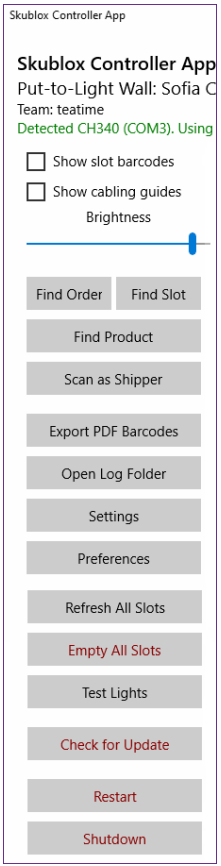
After successfully installing the Skublox Controller App, you can configure it using the following settings:



Option	Description
Show slot barcodes	When enabled, shows the slot barcodes.
Show cabling guides	When enabled, shows the cabling between the slots.
Brightness	Controls the brightness of the LEDs.
Find Order	Allows you to find any order that's currently being sorted or is ready for shipping by entering its number. This lets you quickly identify items needed to complete an order and speeds up your sorting process.
Find Slot	Allows you to find a slot by entering its barcode. It shows information about the products in the slot. You can also see the required, sorted, and remaining quantity of the products. Alternatively, you can click on a slot and select **Flash slot**.
Find Product	Allows you to find a product by entering product identifiers, such as **SKU**/**UPC**/**Alias**. It allows you to monitor the quantity of a product that's being sorted and easily find the location of that product. You can see the required, sorted, and remaining quantity of the product in a slot.
Scan as Shipper	Useful as a test mechanism that simulates the lifecycle of orders without using Sellercloud's Shipbridge application. Requires Shipper barcode.

Option	Description
Export PDF Barcodes	Allows you to generate slot barcodes.
Open Log Folder	The files in the Log Folder provide information about all activities in the sorting process. This lets you closely monitor all slot and sorter sessions. There are two types of logs: • **Raw** files provide detailed information about the sorting sessions. • **Simple** files show the log information in a readable format. **Note:** If you uninstall the Skublox Controller App, the log files in the Log Folder will be deleted.
Settings	Allows you to sign in with Sellercloud and configure your Skublox wall(s). To log in, enter your **Team**, **Email**, and **Password > Next**. You can quickly **Edit**, **Delete**, or **Add** a wall after the initial login. Or, click **Cancel** and add your wall later. Read more about this in the article Settings in the Skublox Controller App.

Option	Description
Preferences	Allows you to adjust your Skublox sorting and fulfillment processes by enabling or disabling certain Skublox preferences. Some of the preferences are view-only. To change these preferences, Log into your Sellercloud account.
Refresh all slots	Updates all slot boxes by providing you with the latest available system data.
Empty all slots	Empties **all** of your slots. This action is irreversible! All of your progress will be deleted. Alternatively, you can empty only one slot by clicking on it and selecting **Empty Slot**.
Test Lights	Allows you to check if all boxes are connected properly. You can choose between the Stress test and the Flashing test. Alternatively, you can test a single slot by clicking on it and selecting **Flash Slot**.
Check for Update	Allows you to check for updates. If there is an update, a pop-up window with **Download Now** button will open up. Click the button and choose a folder to download the ZIP file. After the download completes, a folder with the extracted files will automatically open. Run the **Skublox.Hub.Installer-Update-CurrentUser** file and click **Run** to start the update.

Option	Description
Restart	Restart the Controller App whenever you connect new slots to an existing wall. The restart lets the system identify the new slots and display them on your application.
Shutdown	Shuts down the Skublox wall.
Active Sessions Details (at the top-right corner)	Allows users with the Administrator role to see the sorters connected to the wall at the moment. Similarly, they can disconnect any sorter from the sorting wall anytime during an active session.

CONFIGURE SETTINGS IN THE SKUBLOX CONTROLLER APP

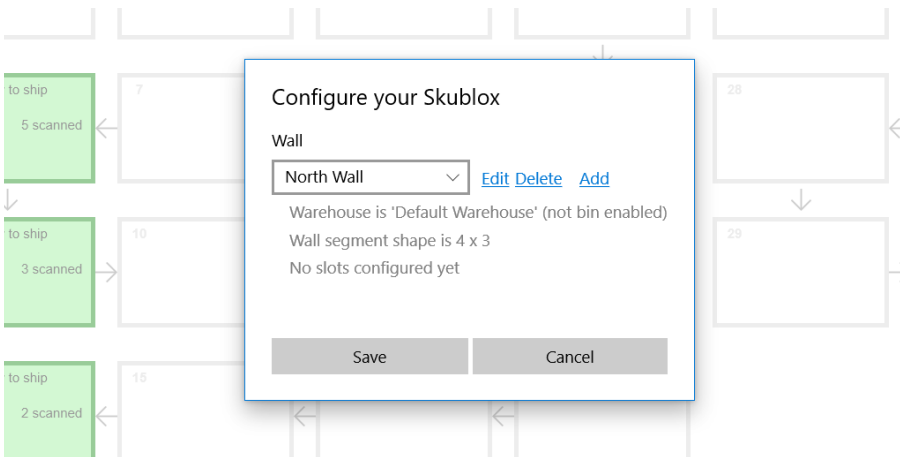
EN

The Settings tab lets you manage your walls. For example, you can view your wall cabling in advance, choose the configuration best suited to your needs, and so forth. You can also add, edit, or delete Skublox walls:

- Add a Skublox Wall
- Edit a Skublox Wall
- Delete a Skublox Wall

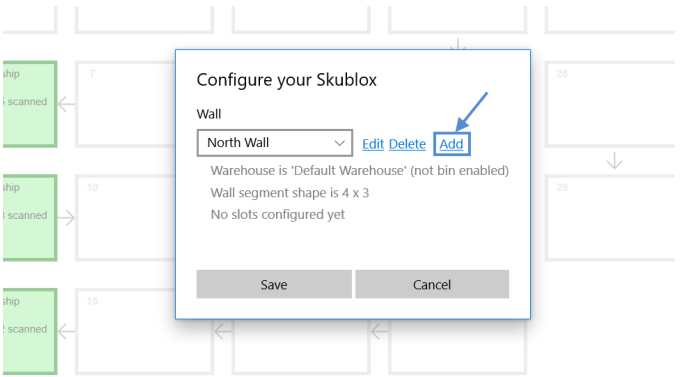
To get started:

1. Click **Settings**.
2. Enter your credentials.
3. Click **Next** to view the details of your walls. See the example below:



Add a Skublox Wall

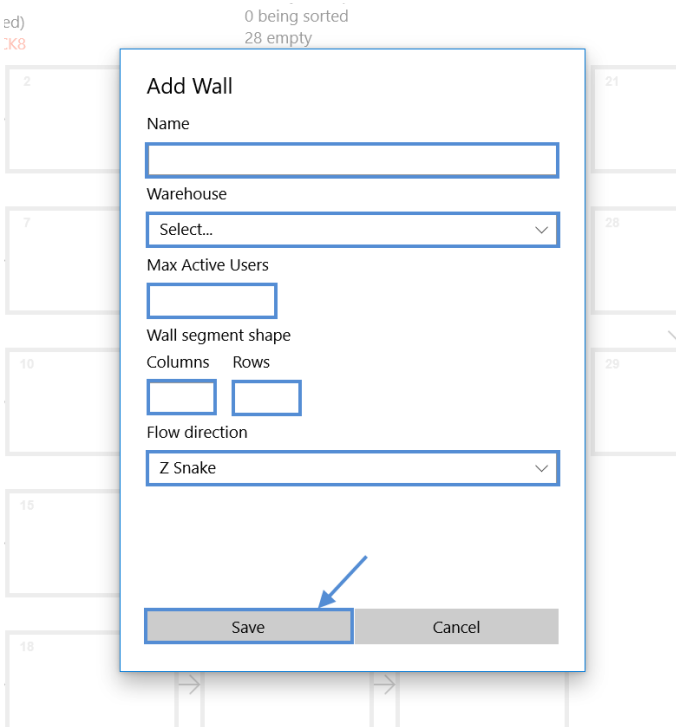
1. Click **Add**.



2. Enter all of the following required information:

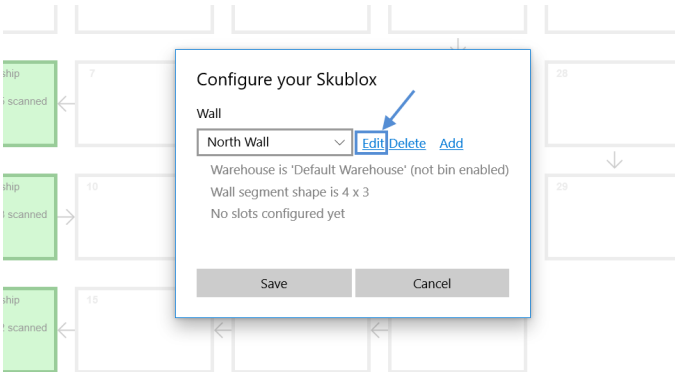
- **Name**
- **Warehouse** (choose the warehouse where your wall is located; ex: Default Warehouse)
- **Max Active Users** (choose up to 6)
- **Wall Segment Shape** (columns and rows)
- **Flow Direction** (cabling between slots)

3. Click **Save**. Your Skublox Wall is now up and running.

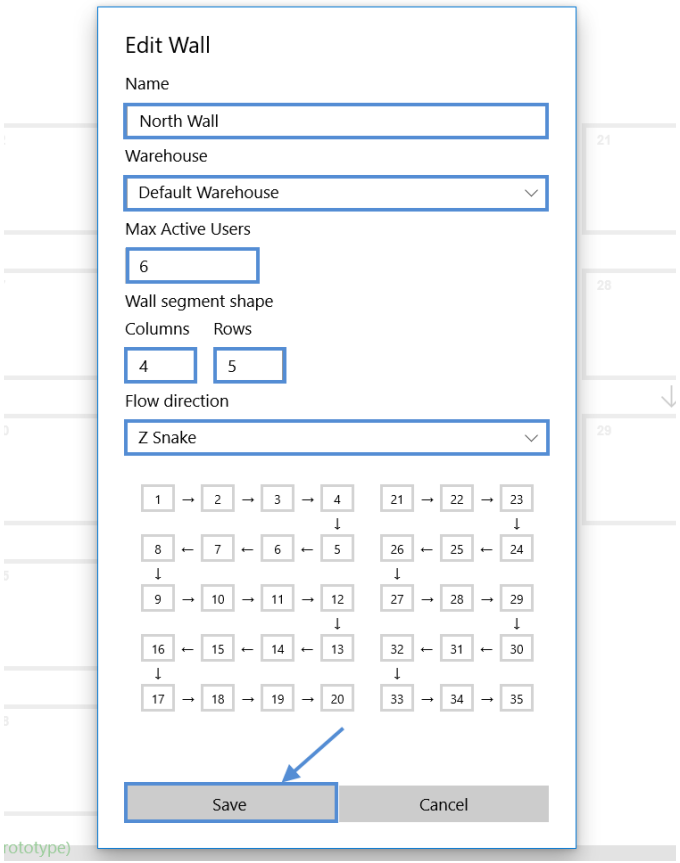


Edit a Skublox Wall

1. Click **Edit**.



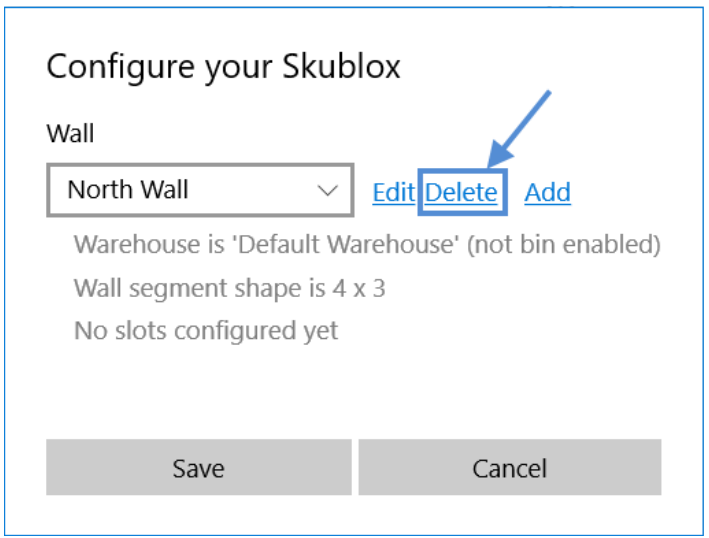
2. Update the fields you want to change > Click **Save**.



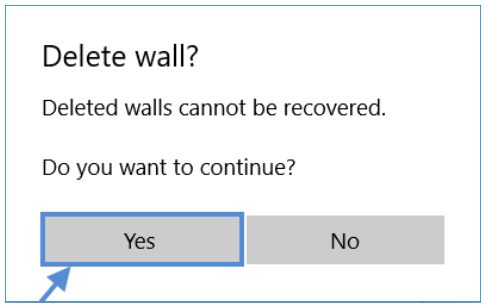
Delete a Skublox Wall

Deleting a Skublox Wall is irreversible! All sorting progress and information will be lost.

1. Click **Delete**.



2. Click **Yes** to confirm, and your wall will be deleted.



CONFIGURE PREFERENCES IN THE SKUBLOX CONTROLLER APP

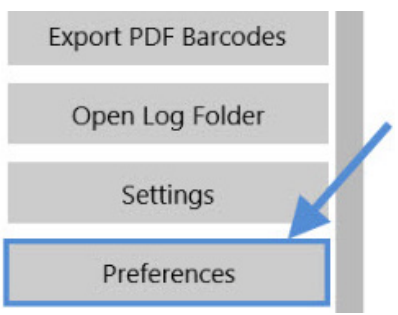
EN

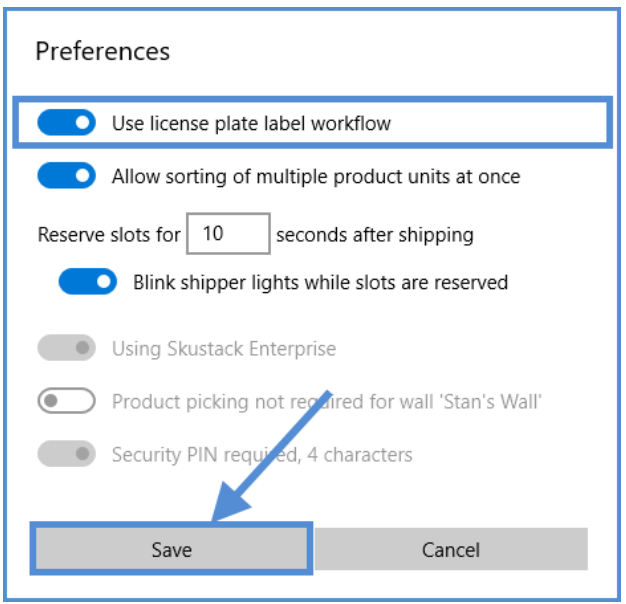
The Preferences tab lets you easily adjust your Skublox sorting and fulfillment processes by enabling or disabling certain Skublox preferences.

Some of the preferences are view-only. To change these preferences, log in to your Sellercloud account.

Enable license plate label workflow

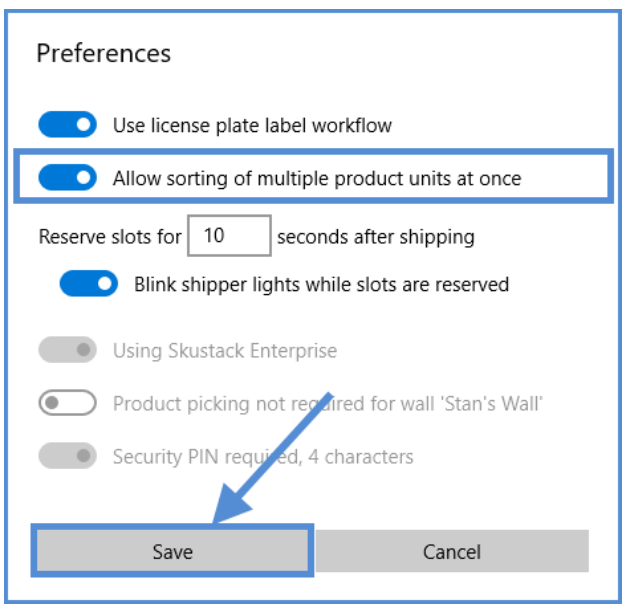
1. Click **Preferences**. (A **PIN** may be required if configured.)
2. Click the switch to change the preference > **Save**.





Allow sorting of multiple product units

1. Click **Preferences**. (A **PIN** may be required if configured.)
2. Click the switch to change the preference > **Save**.

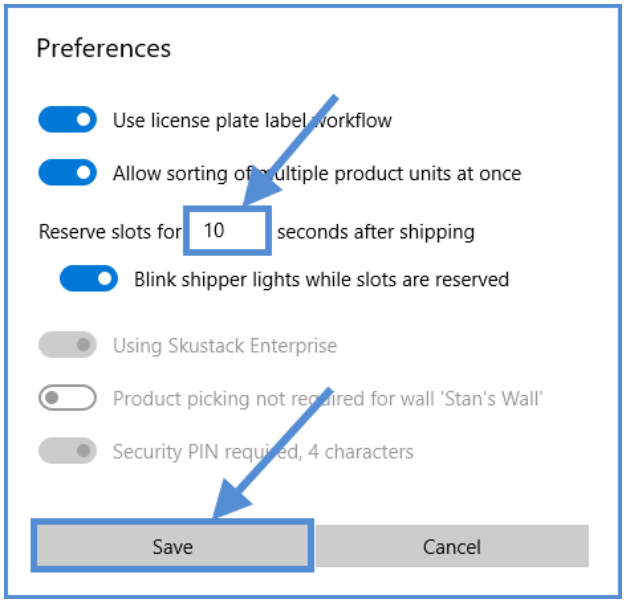


Reserve slots after shipping

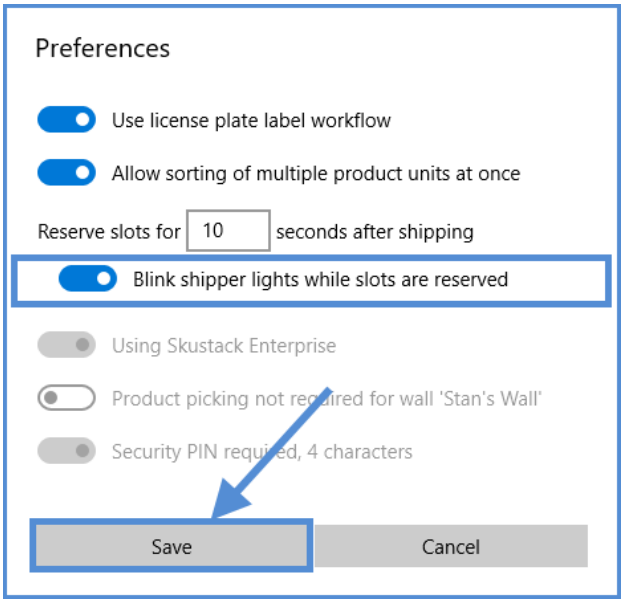
In some cases, people working on the shipper side may need more time for order processing. In Skublox, you can reserve a slot for a longer or shorter period than the default 10 seconds. Furthermore, you can enable or disable the blinking of shipper lights while those slots are reserved.

To change the grey options: **Product picking not required for wall** and **Security PIN required**, login to your Sellercloud account.

1. Click **Preferences**. (A **PIN** may be required if configured.)



2. To change the time period for a slot reservation after shipping, enter your preference (between 5 to 120 seconds) > **Save**.

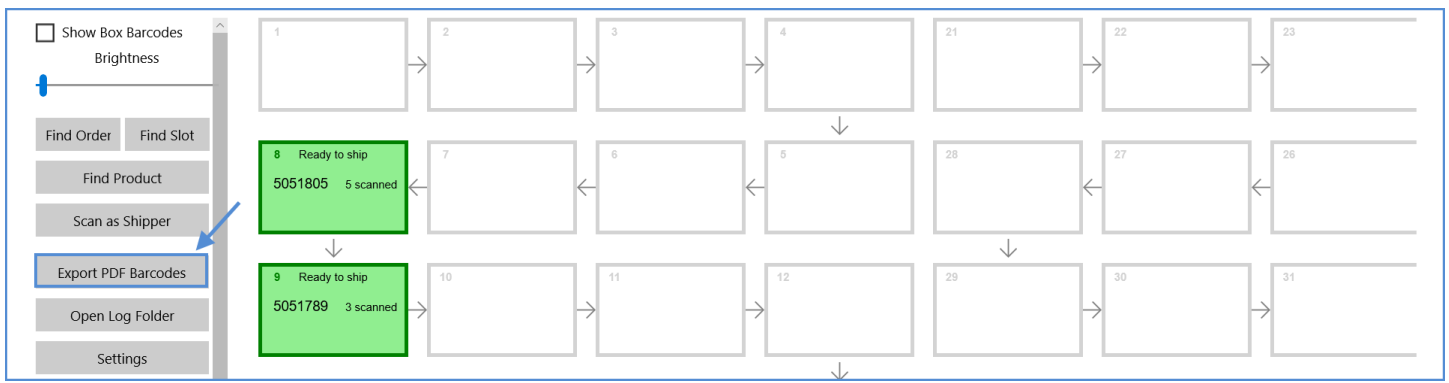


3. To enable or disable blinking shipper lights, click the switch to change the preference > **Save**.

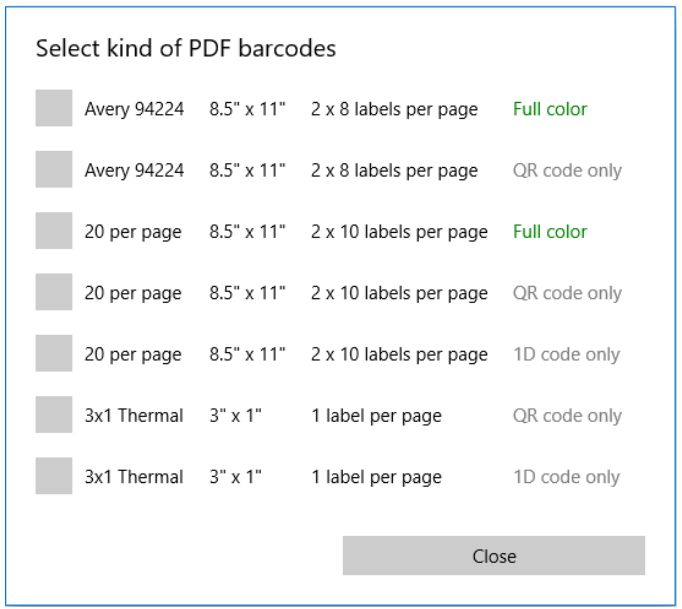
EXPORT PDF BARCODES IN THE SKUBLOX CONTROLLER APP

Slot barcodes can be generated using **Export PDF Barcodes**. You can also choose different kinds of barcodes, shown below, based on your preferences.

1. Click **Export PDF Barcodes**.

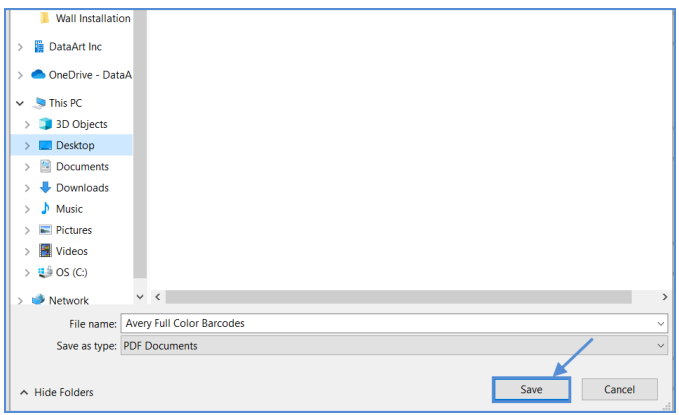


2. Choose the barcode type by checking the box.



The type of barcode will depend on your printer and paper. For 3 x 1 Thermal barcodes, ideally, you should use a special printer.

3. **Save** the generated PDF file to a location of your choosing.

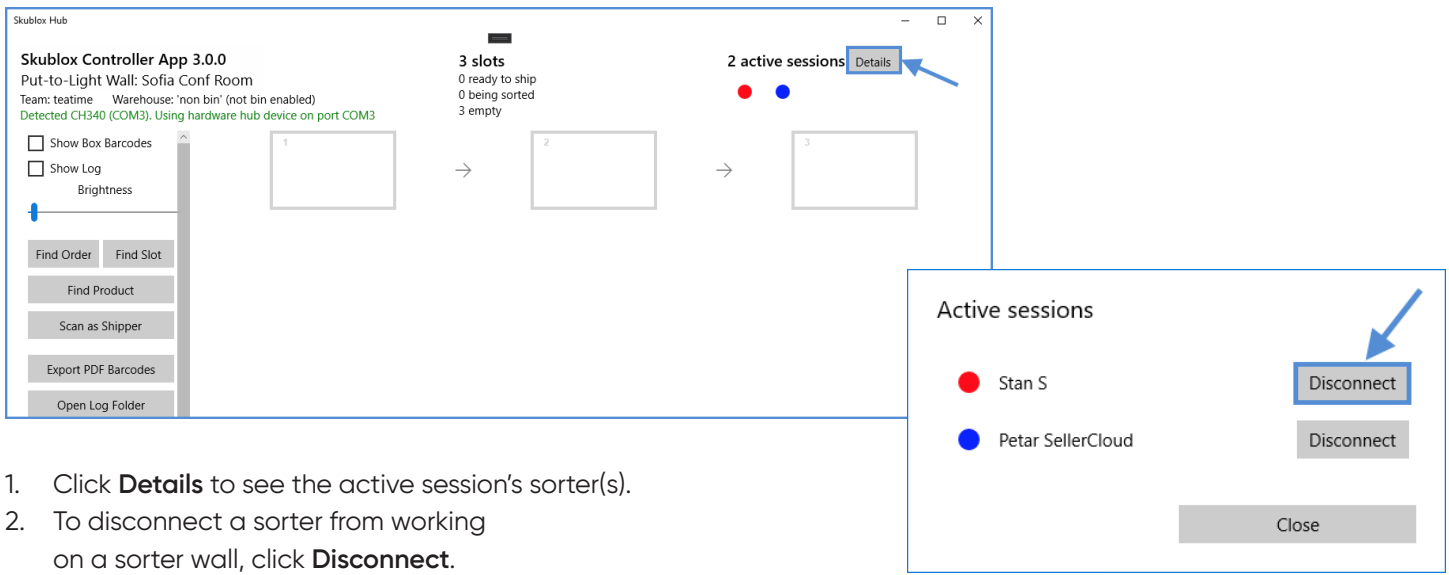


4. Open and print the PDF barcode file.

Manage sorter sessions in the Skublox Controller App

Users with an Administrator role can manage sorter sessions right from the Skublox Controller app. The Administrator can see the sorters who are actively working on sorting orders, and let them disconnect any sorter from the sorting wall anytime during an active session.

To manage your sorter sessions:



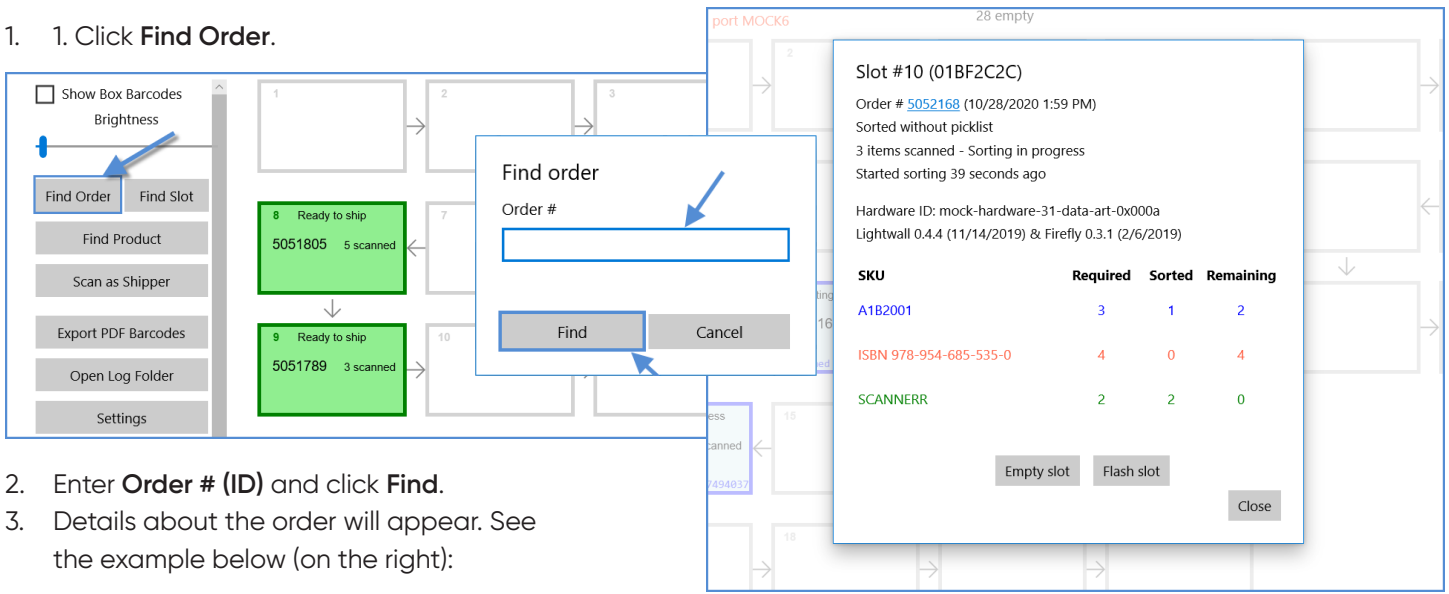
1. Click **Details** to see the active session's sorter(s).
2. To disconnect a sorter from working on a sorter wall, click **Disconnect**.

Find orders in the Skublox Controller App

EN

Find Order enables you to look at the status of any order that's currently being sorted or is ready for shipping. This lets you quickly identify items needed to complete an order and speeds up your sorting process.

1. 1. Click **Find Order**.

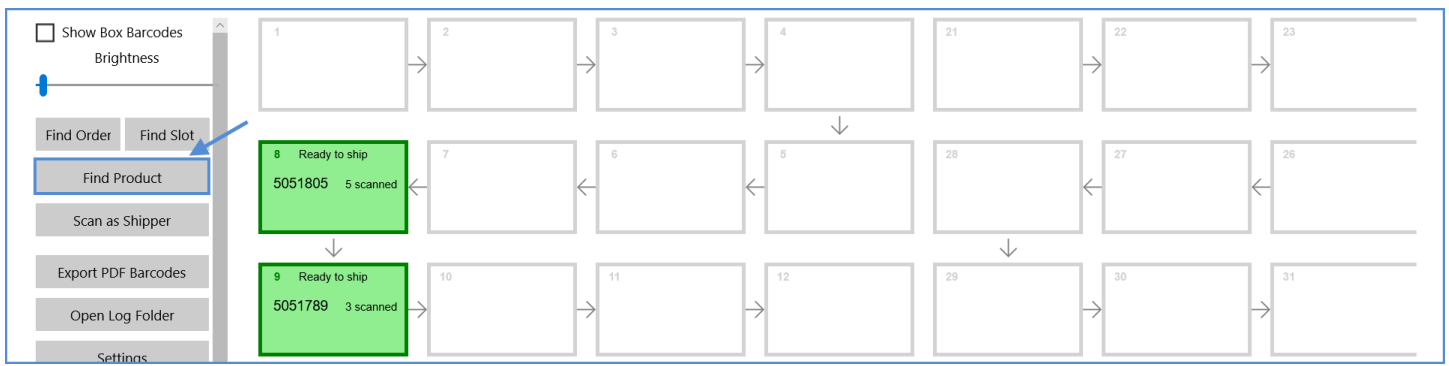


2. Enter **Order # (ID)** and click **Find**.
3. Details about the order will appear. See the example below (on the right):

Find products in the Skublox Controller App

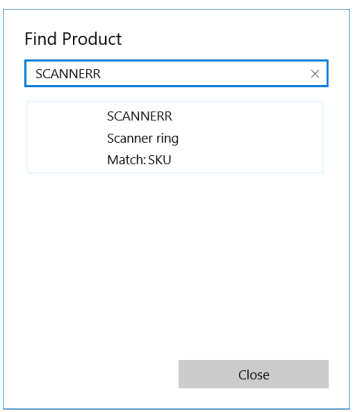
Find Product enables you to monitor the quantity of a product that's being sorted and easily find the location of that product. You can see the required, sorted, and remaining quantity of the product in a slot.

1. Click **Find Product**.

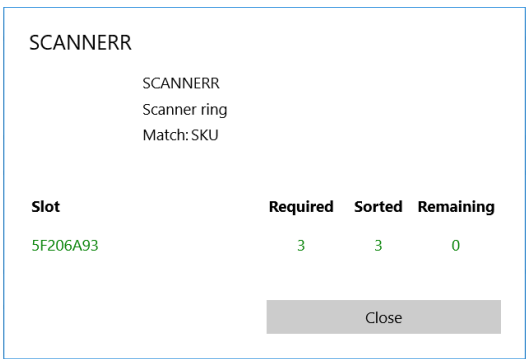


2. In the search field, enter product identifiers, such as **SKU**/**UPC**/**Alias**.

> You must enter the full SKU/UPC/ Alias; otherwise, your product will not appear in your search results.



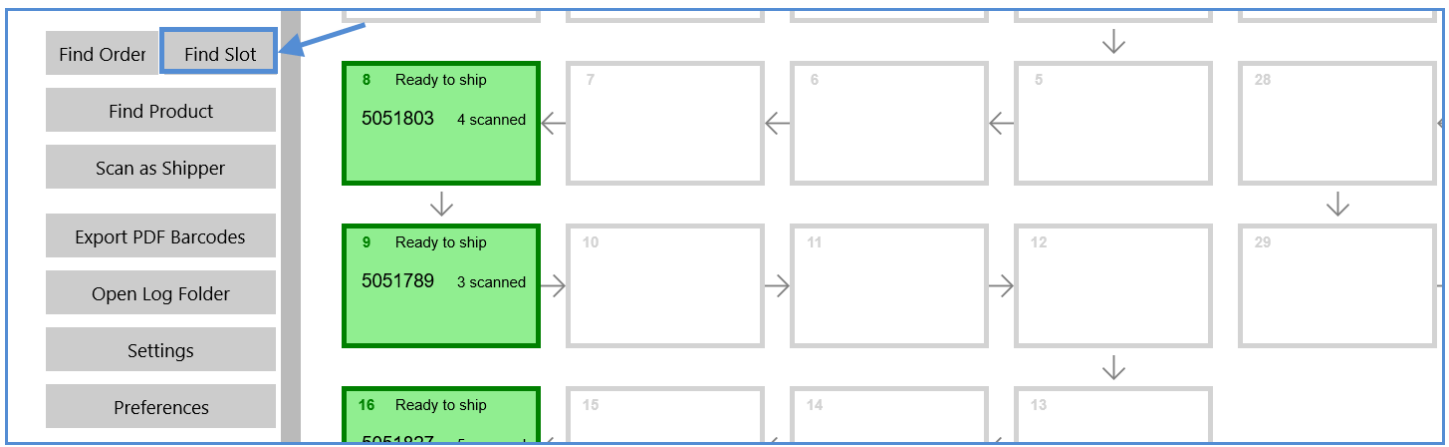
3. The details available about the product will appear. See the example below:



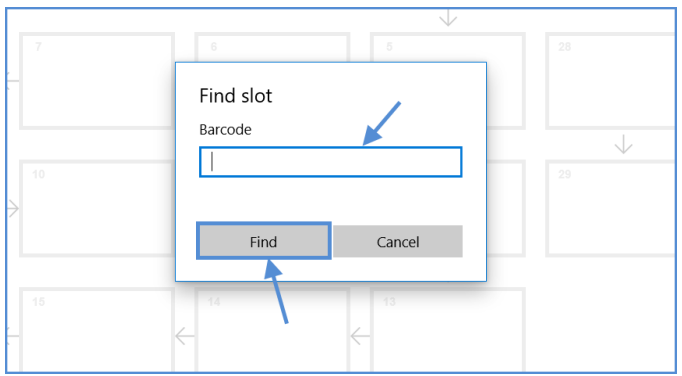
Find slots in the Skublox Controller App

Find Slot is convenient for seeing information about the products in a slot. You can also see the required, sorted, and remaining quantity of the product.

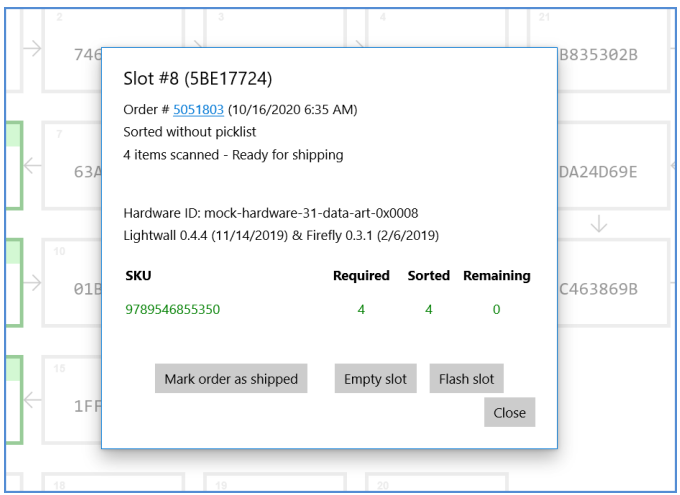
1. Click **Find Product**.



2. Enter the Barcode of the slot > **Find**



3. The new window will show the slot details. See the example below:



Manage the slot actions in the Skublox Controller App

Slot actions ensure that your Skublox Controller App is always up to date during the sorting process.

The slot actions **Refresh**, **Empty**, and **Flash** are helpful when matching products in the physical slots with what's recorded in the app. Users with the Administrator role can perform these actions for a single or all wall slots.

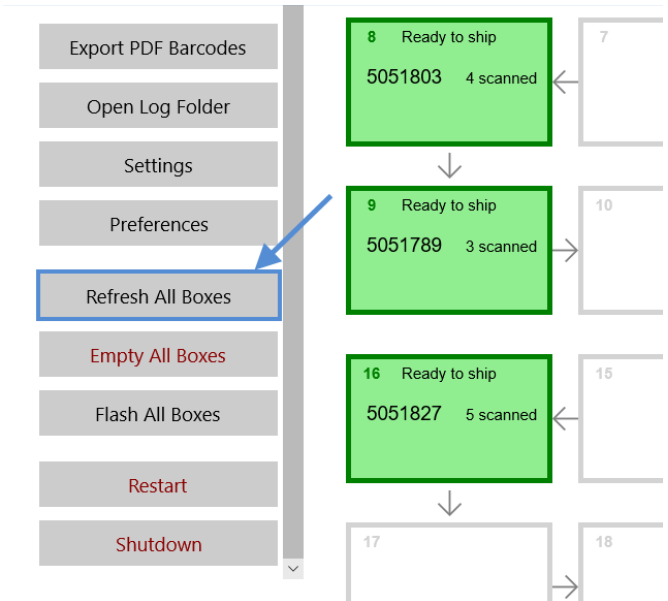
Learn how to perform the following slot actions:

- Refresh All Boxes
- Empty All Boxes
- Empty Single Slot
- Flash All Boxes
- Flash Single Slot

Refresh all boxes

The **Refresh All Boxes** action updates all slot boxes by providing you with the latest available system data.

1. Click **Refresh All Boxes**.



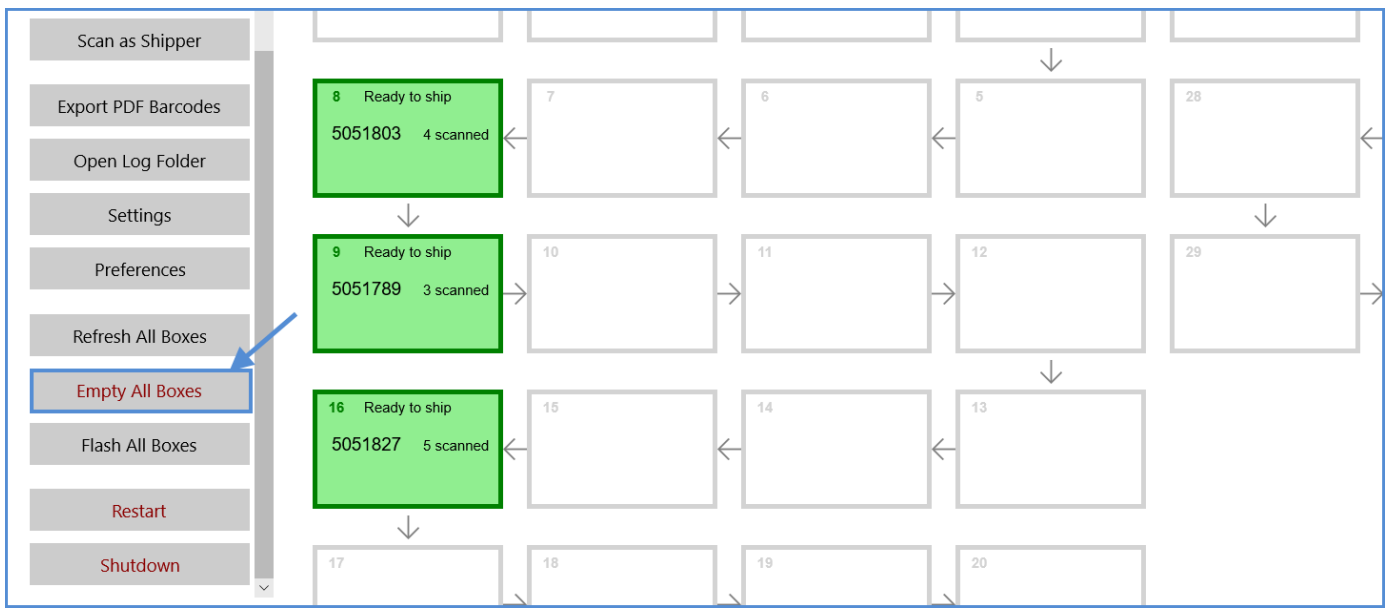
Empty all boxes

This action is irreversible!
All of your progress will be deleted.

EN

This action will empty all of your slots, and you will lose your progress.

1. Click **Empty All Boxes**.
2. Click **Yes** to confirm.

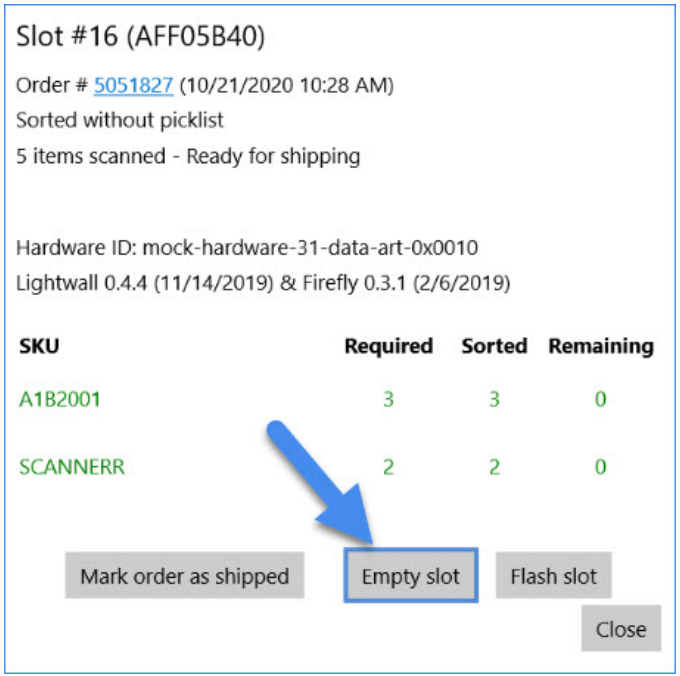


Empty single slot

This action will empty one slot, and you will lose your progress.

This action is irreversible! All of your progress will be deleted.

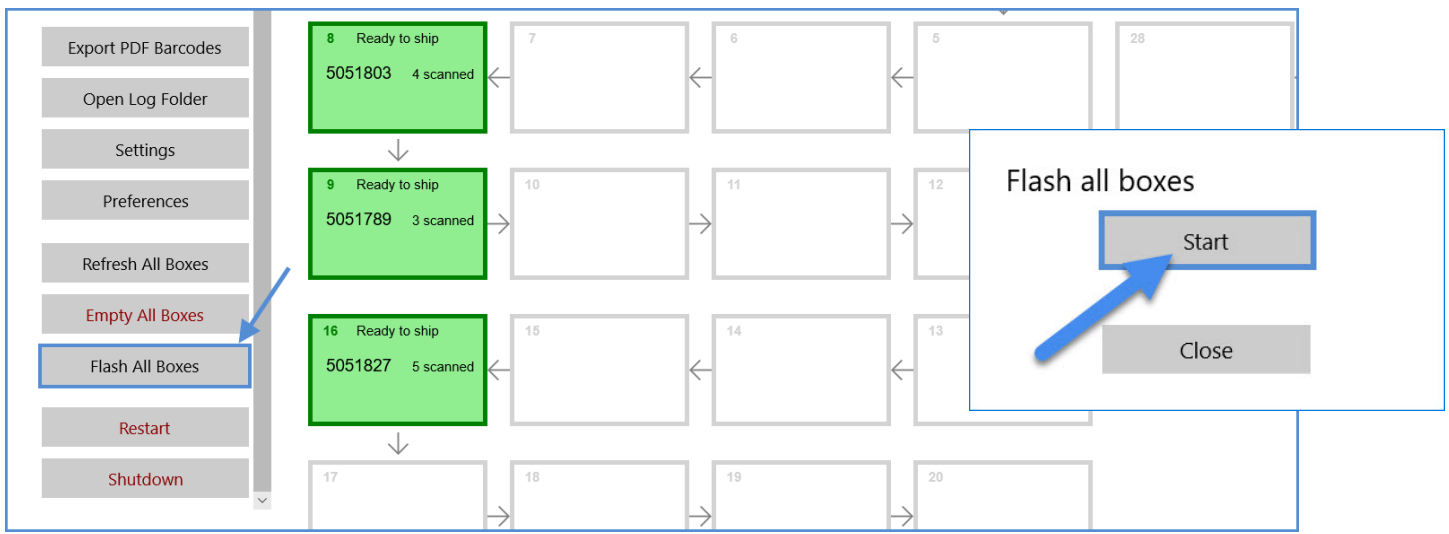
1. Open a slot to see more details.
   Alternatively, use the **Find Slot** function.
2. Click **Empty** slot.



Flash all boxes

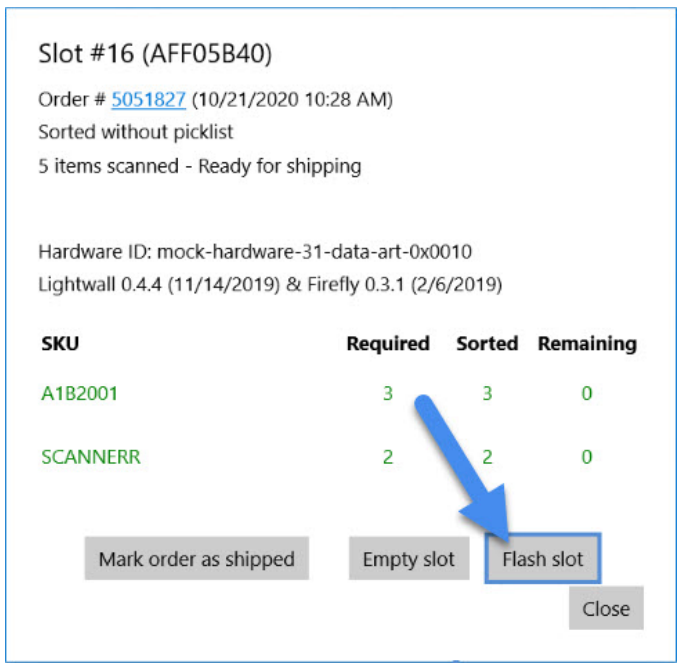
This action lets you check if the boxes are correctly connected.

1. Click **Flash All Boxes**.
2. Click **Start** to flash all boxes.
3. Select **Stop** to end the process.
4. **Close** to return to the main screen.



Flash single slot

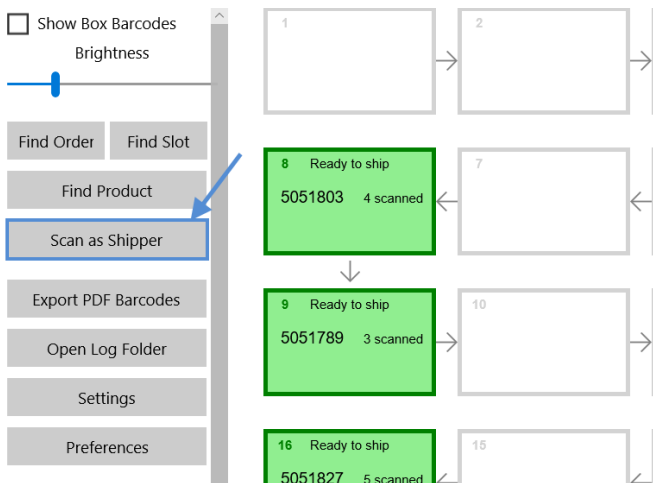
1. Open a slot to see more details.
   Alternatively, use the **Find Slot** function.
2. Click **Flash Slot**.



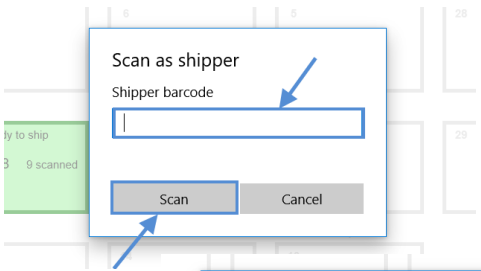
Scan as shipper in the Skublox Controller App

Scan as Shipper is useful for the initial wall configuration as a test mechanism that simulates the lifecycle of orders without using Sellercloud's Shipbridge application.

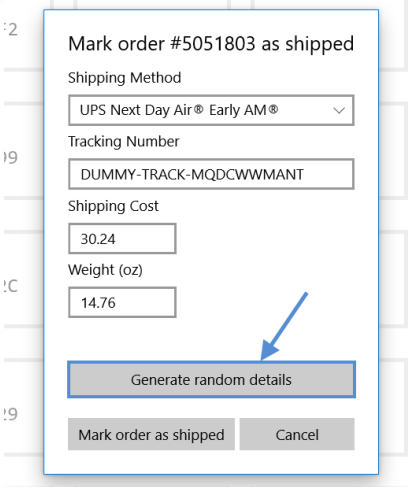
1. Click **Scan as Shipper**. You can check the **Shipper barcode** by ticking **Show Box Barcodes**.



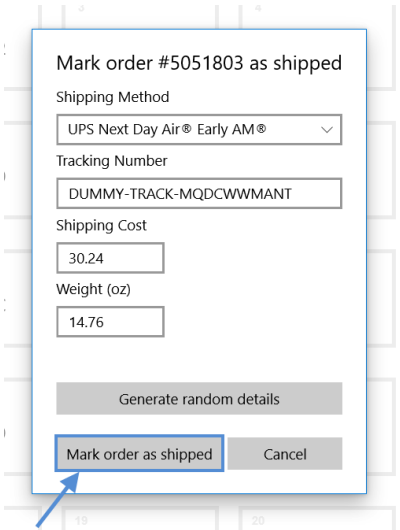
2. Enter your **Security PIN**. (Enable or disable your **Security PIN** in Sellercloud.)
3. Enter the **Shipper barcode**.



4. Click **Generate random details**.



5. Click **Mark order as shipped**.



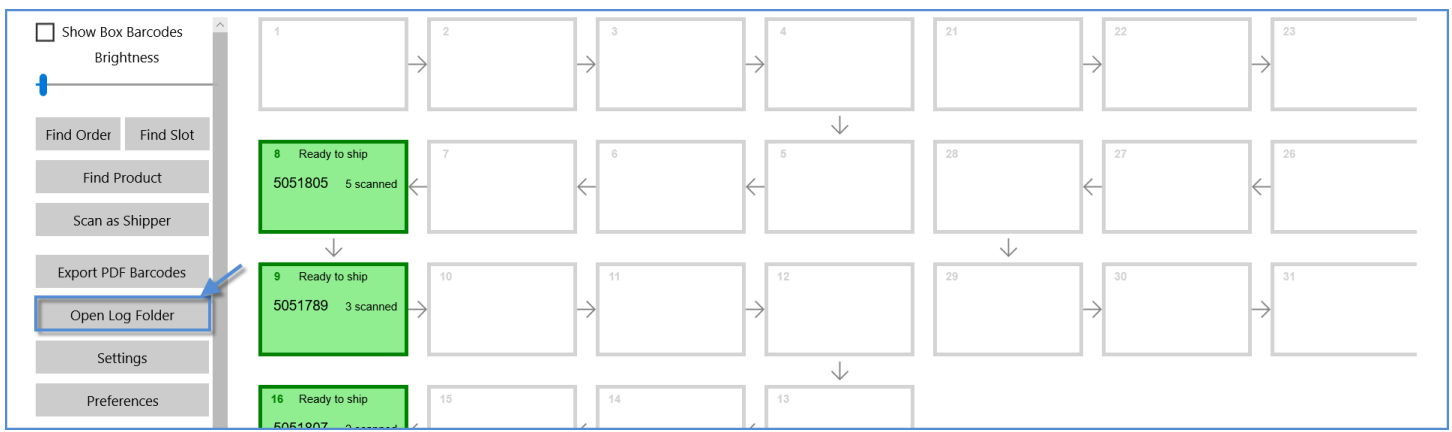
Open Log Folder in the Skublox Controller App

The log files in the Log Folder provide information about all activities in the sorting process. This lets you closely monitor all slot and sorter sessions.

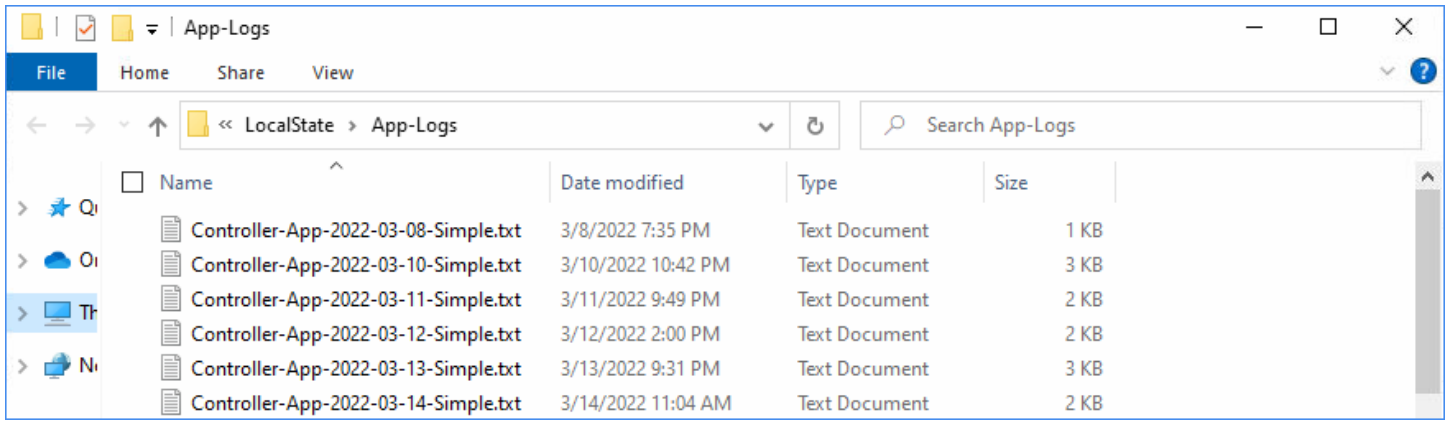
There are two types of logs:

- **Raw** files provide detailed information about the sorting sessions
- **Simple** files show the log information in a readable format

1. Click **Open Log Folder**.

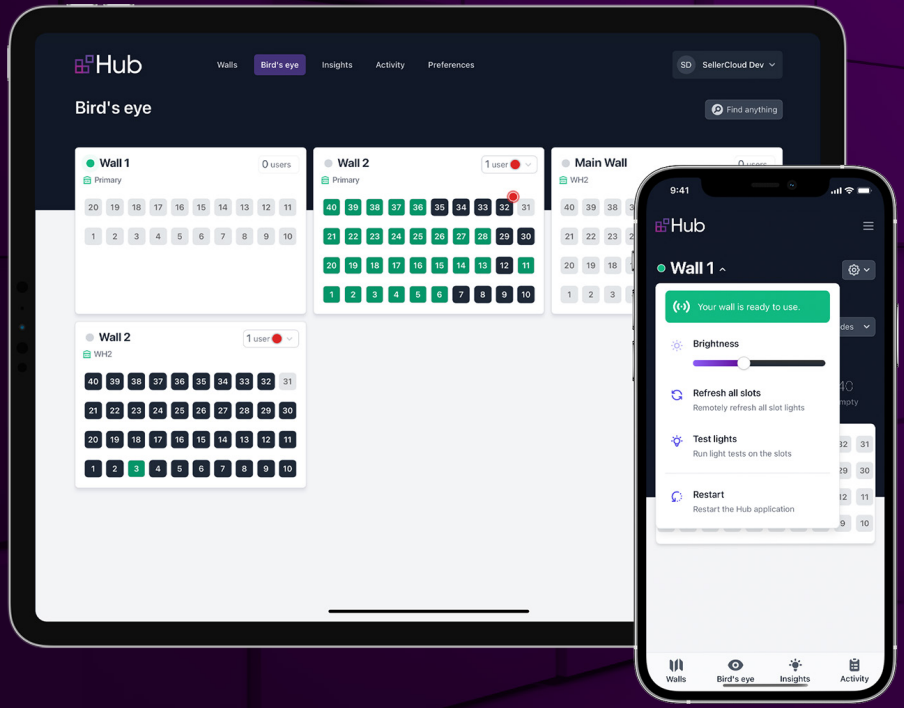


2. A folder with all of the log files will appear.



skublox

Hub App



Download Skublox Hub App

Skublox Hub is a powerful tool that helps you track your order sorting workflow in real-time from anywhere. The app allows for a complete bird's eye view of your sorting operation and lets you use real-time data to get a comprehensive picture of your performance. Skublox Hub makes it easier to oversee your sorting operation and make strategic decisions to drive your business forward. With Skublox Hub, you can:

- Monitor order sorting processes
- Track employee activity in real-time
- Get performance insights at all times
- Gain traceability over your whole sorting process

Download Skublox Hub App

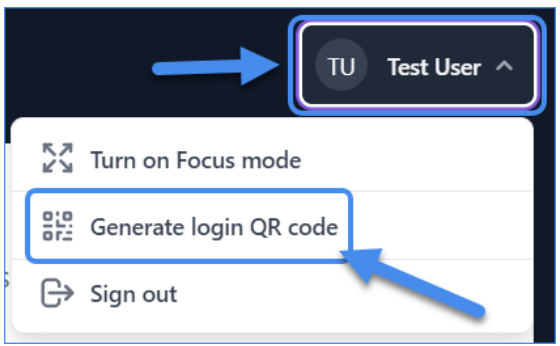
Additionally, you can access the Hub App: **team**.hub.skublox.com, where **team** is your team name.

Generate login QR codes in the Skublox Hub App

With the help of a QR code, you can log in to the Skublox Hub without typing in credentials every time. You can create login QR codes in the Skublox Hub App for yourself and other employees.

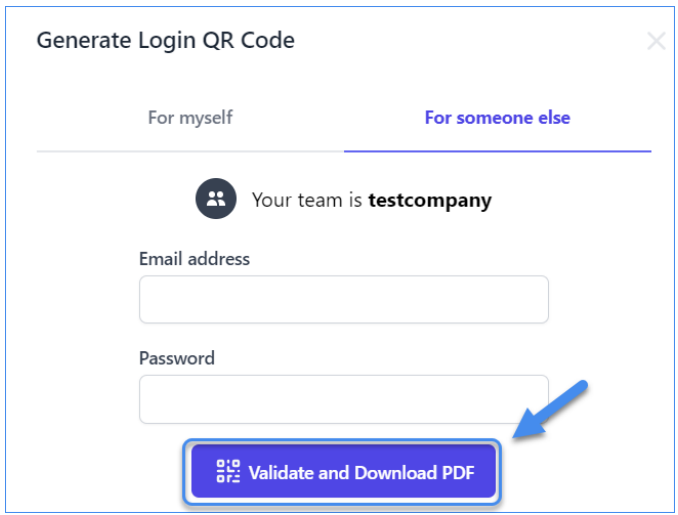
To generate a login QR code:

1. Click the menu icon in the upper right corner.
2. Click **Generate login QR code**.



3. Select a tab:
   d. **For myself**
   e. **For someone else**

6. Enter the **Email address** and **Password**.
7. Click **Validate and Download PDF**.



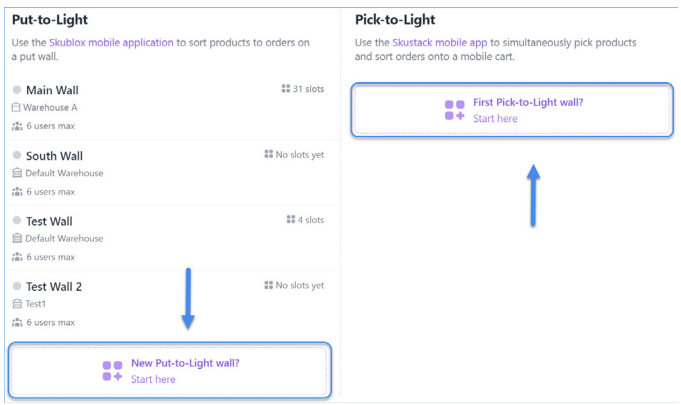
Configure a new wall in the Skublox Hub App

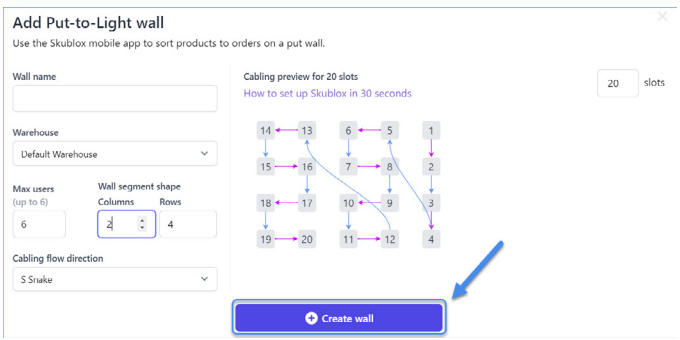
EN

Your initial setup includes the creation of your own customized light wall. You can create walls as small or as large as you need.

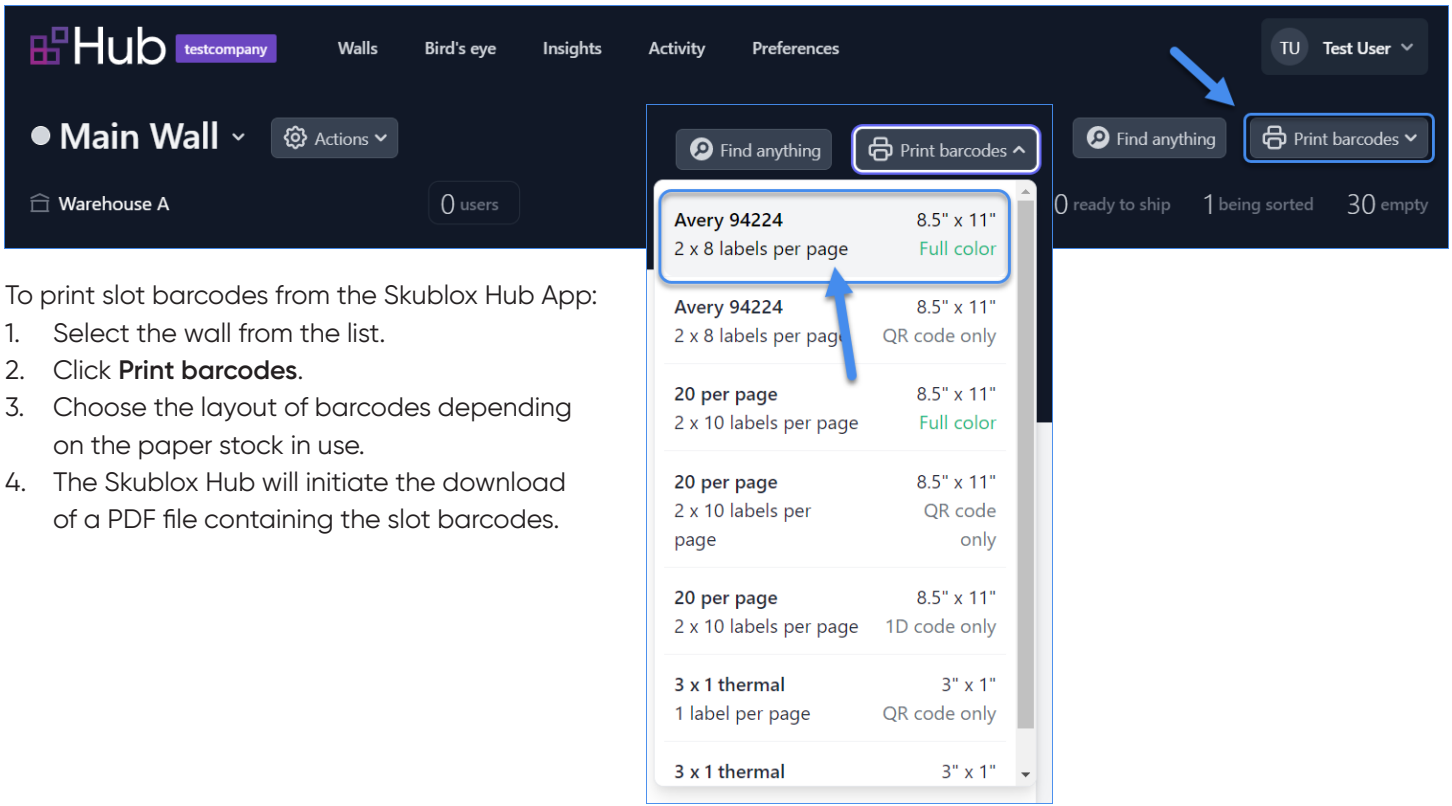
To add and configure a new wall in the Skublox Hub App:

1. You can add a new Put-to-Light or Pick-to-Light wall.
2. Click **New Put-to-Light wall? Start here**/ **New Pick-to-Light wall? Start here**.
3. Enter **Wall name**.
4. Select **Warehouse** from the dropdown.
5. Enter the maximum number of users.
6. Enter the number of **Columns** and **Rows**.
7. Select the **Cabling flow direction** from the dropdown.
8. You will see the **Cabling preview** depending on the number of slots you enter.
9. Click **Create wall**.





Print slot barcodes in the Skublox Hub App



To print slot barcodes from the Skublox Hub App:

1. Select the wall from the list.
2. Click **Print barcodes**.
3. Choose the layout of barcodes depending on the paper stock in use.
4. The Skublox Hub will initiate the download of a PDF file containing the slot barcodes.

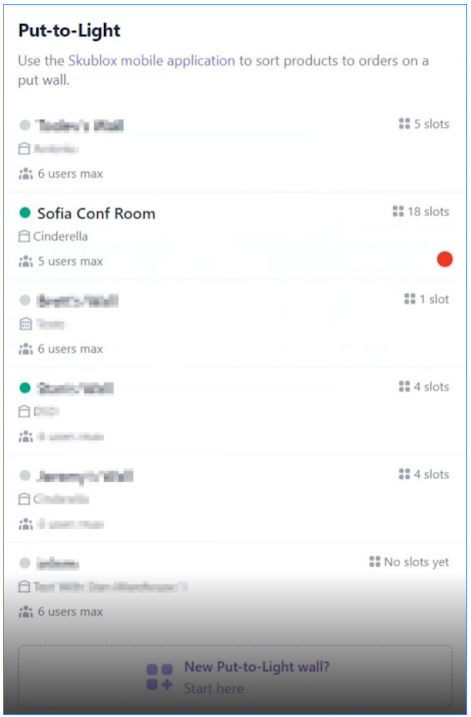
PUT-TO-LIGHT FLOW IN THE SKUBLOX HUB APP

You can use the Put-to-Light workflow in the Skublox Hub App to sort products to orders on a put wall. To get a detailed overview, please check our Sellercloud blog.

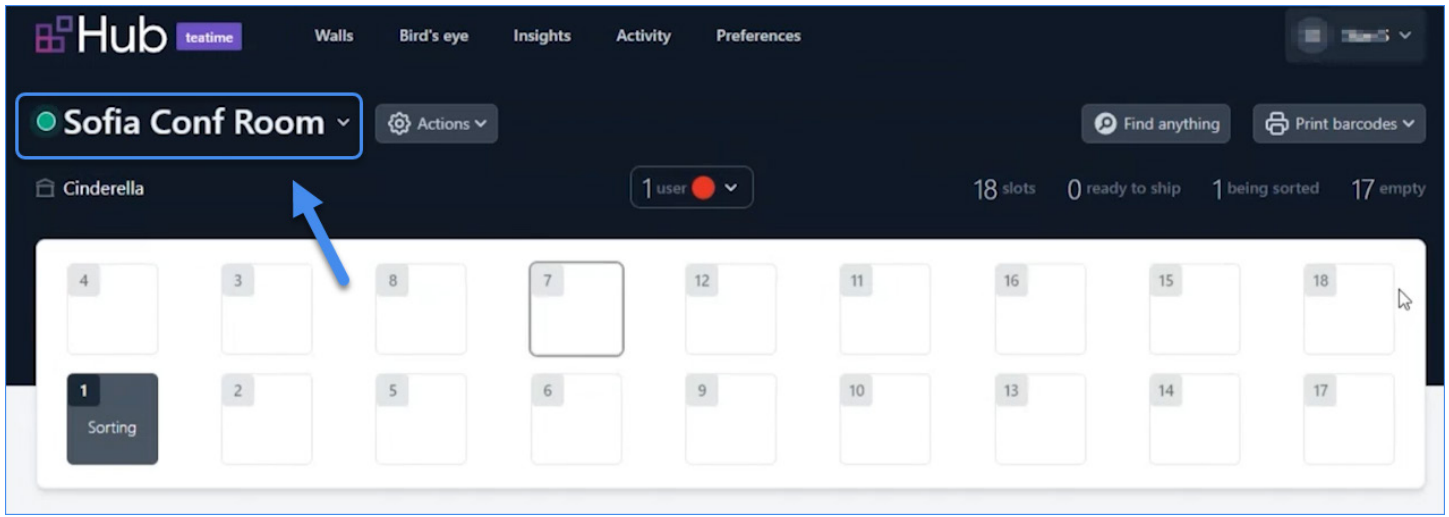
View walls

In the Put-to-Light section, you can see the list of walls:

- Active walls are marked green
- The red dot marks which one of your sorters is currently online.



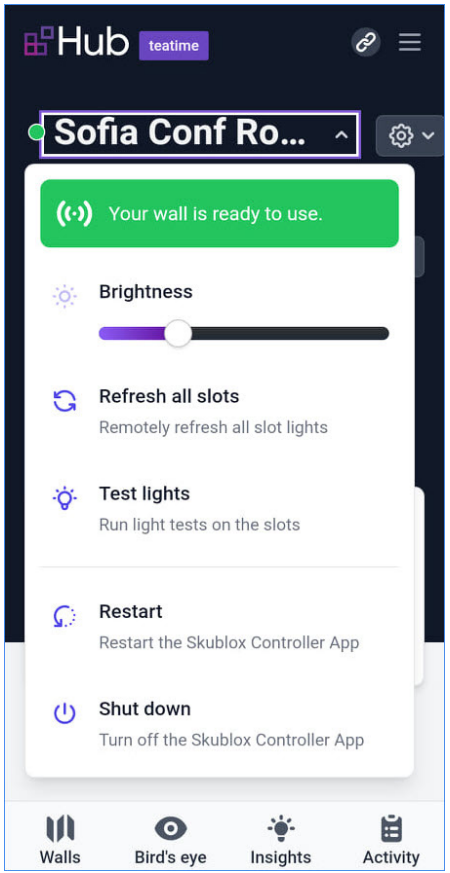
Configure slots



You can click on the wall name to display a number of related options.

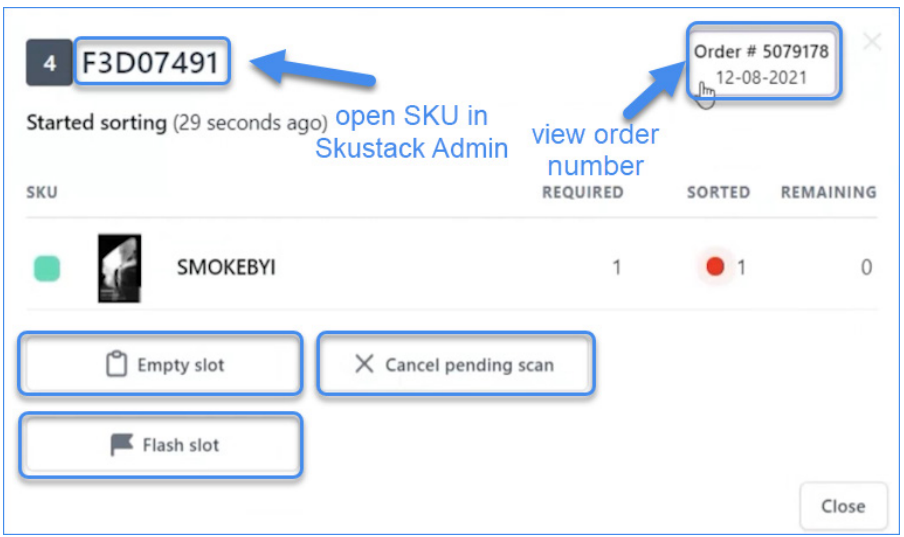
You can click on the wall name to:

- Adjust the brightness of the slots
- Refresh all slot lights remotely
- Run light tests on the slots
- Restart the Skublox Controller App
- Turn off the Skublox Controller App

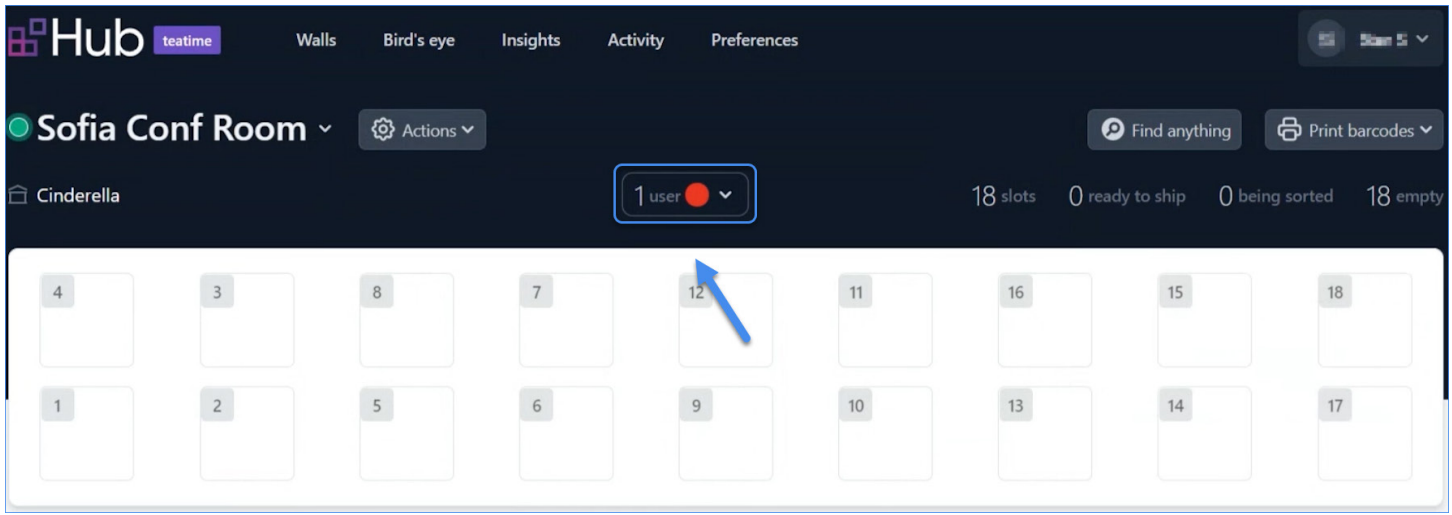


Once you have a slot assigned you can click on it to view more slot information and to configure it:

- Click on the SKU to open this SKU in Skustack Admin
- View the order number
- If you want to help an employee to find the slot you can click **Flash slot**
- You can click **Cancel pending scan** to cancel the pending scan
- You can empty the slot by clicking **Empty slot** (You'll need to enter a security PIN)

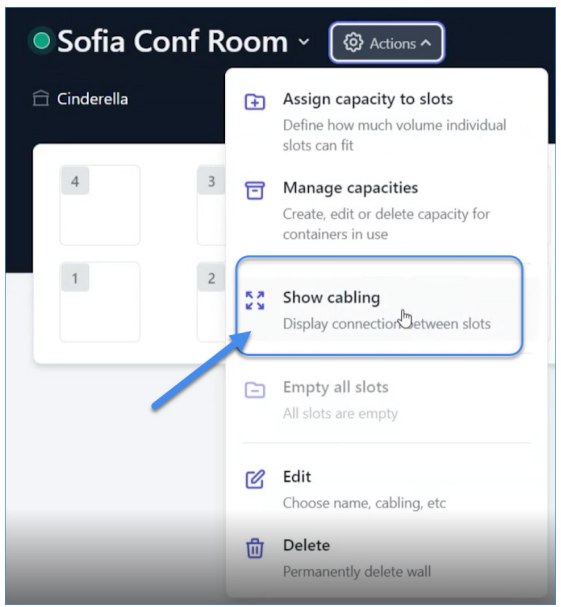


To disconnect a sorter from a wall, click on the user > **Disconnect**.



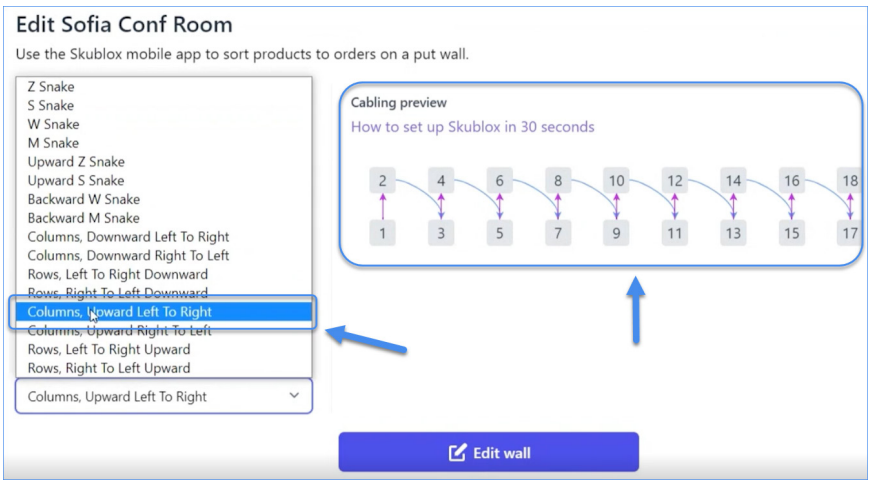
Configure cabling

To view connections between slots click **Actions** > **Show cabling**.



To change cabling configurations:

- Click **Actions** > **Edit**.
- Configure **Wall segment shape**.
- Select **Cabling flow direction** from the dropdown.
- You can preview the wall configuration on the right.



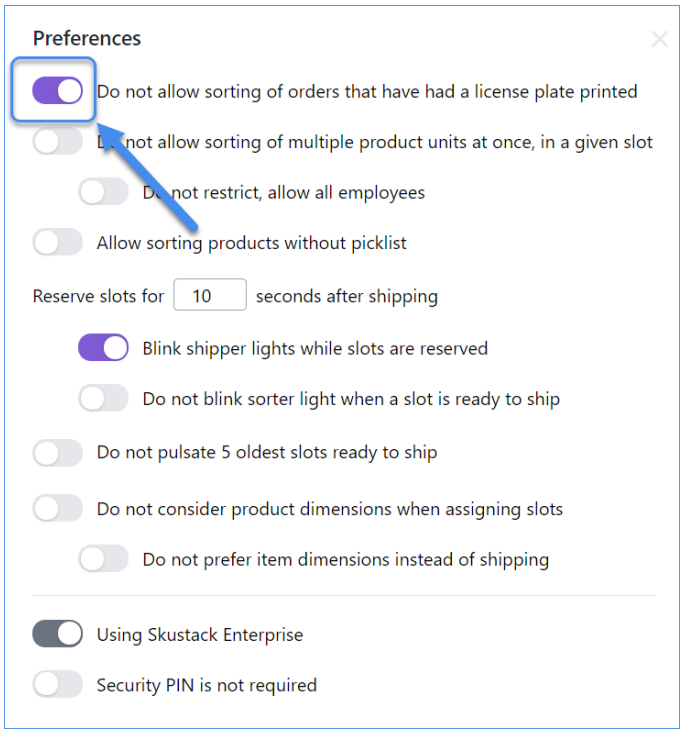
Configure preferences in the Skublox Hub App

You can adjust your Skublox sorting and fulfillment processes by enabling or disabling specific Skublox preferences.

To configure preferences in the Skublox Hub App:

1. Click **Preferences**.

2. Switch controls to change the preference.



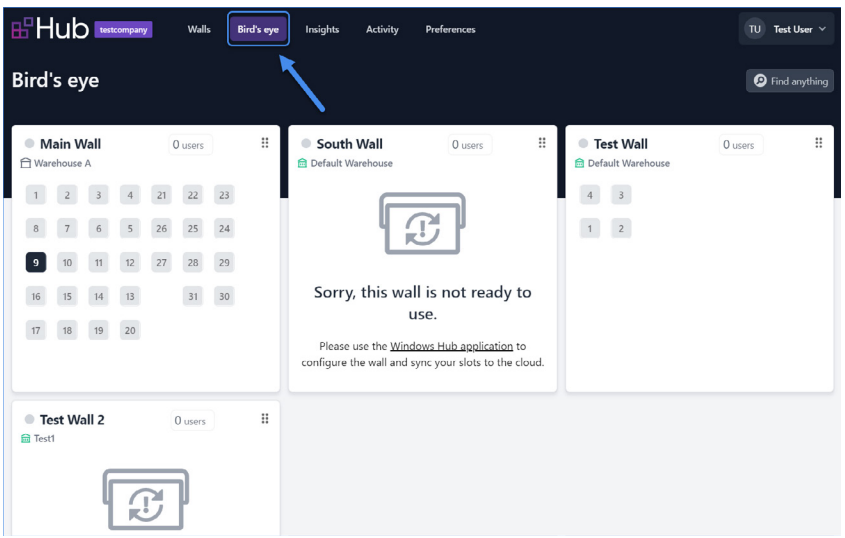
Use the Bird's eye view in the Skublox Hub App

If you have multiple Skublox-enabled walls you can view all of them with the help of the **Bird's eye** feature. You will see all your walls and their slots with activity displayed in real-time.

To view all your walls, click **Bird's eye**.

You can change the order of the walls by dragging and dropping them.

All the features that you have in a single wall view are available from the Bird's eye view.



Use the Insights feature in the Skublox Hub App

You can get some valuable statistics in the Skublox Hub app with the help of the **Insights feature**. You can check the total number of sorted orders, units, and employee performance. By default, Insights shows relevant statistics for the last 7 days, while custom date ranges are also available.

To view statistics click Insights.

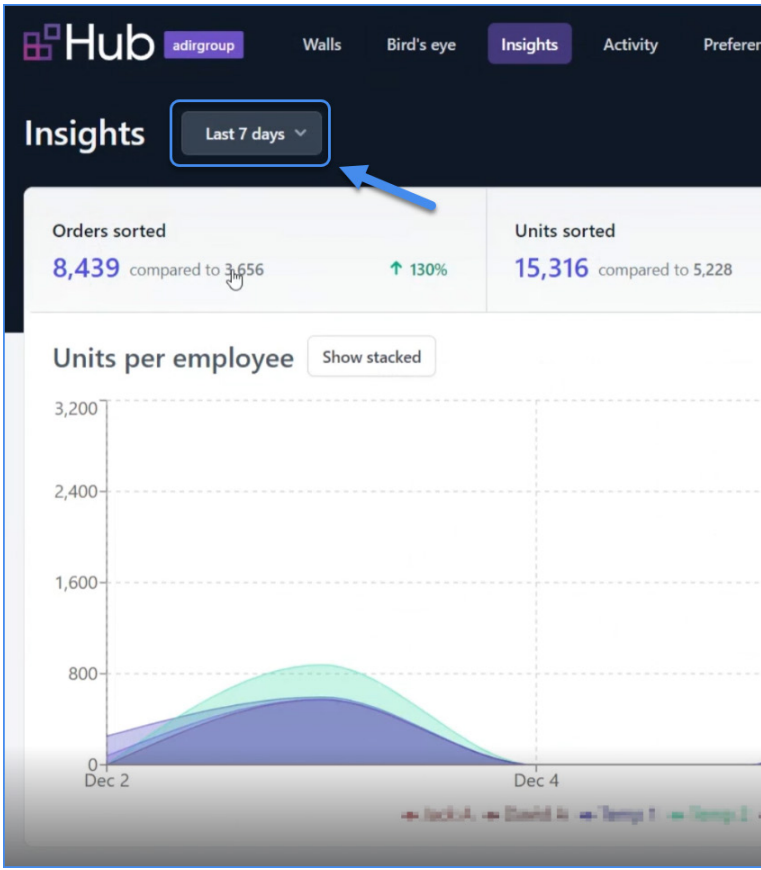
You can use the **Insights** feature in the Skublox Hub App to view different statistics depending on the:

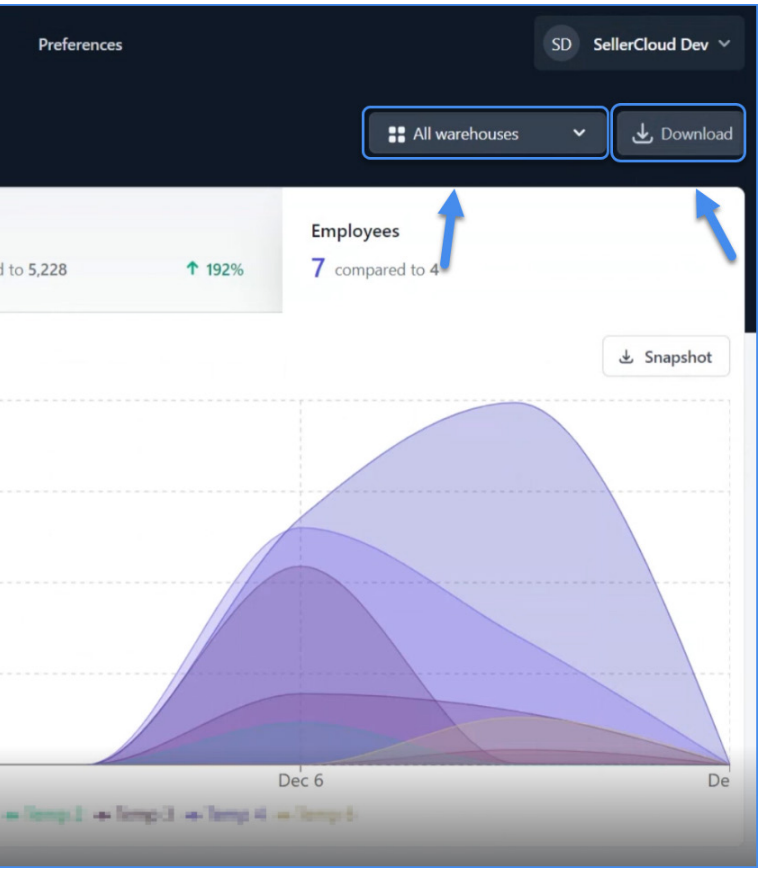
- orders
- units
- employees

You can select the data range and filter by warehouses.

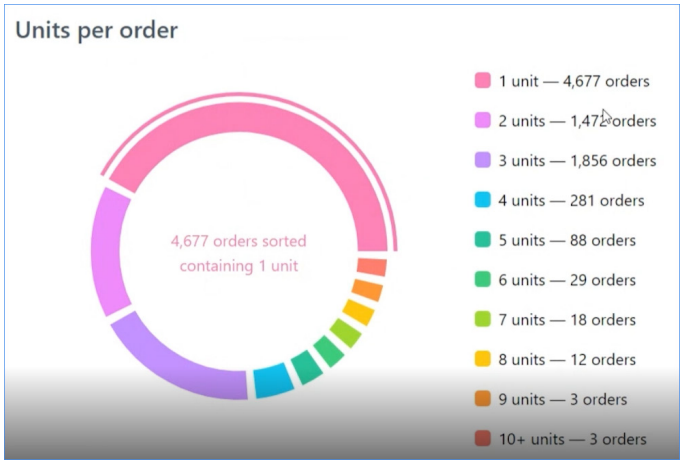
You can also download data in the format of an Excel file by clicking **Download**.

You can take a screenshot by clicking **Snapshot**.





In the **Orders Sorted** statistics, you can also see **Units per order**.

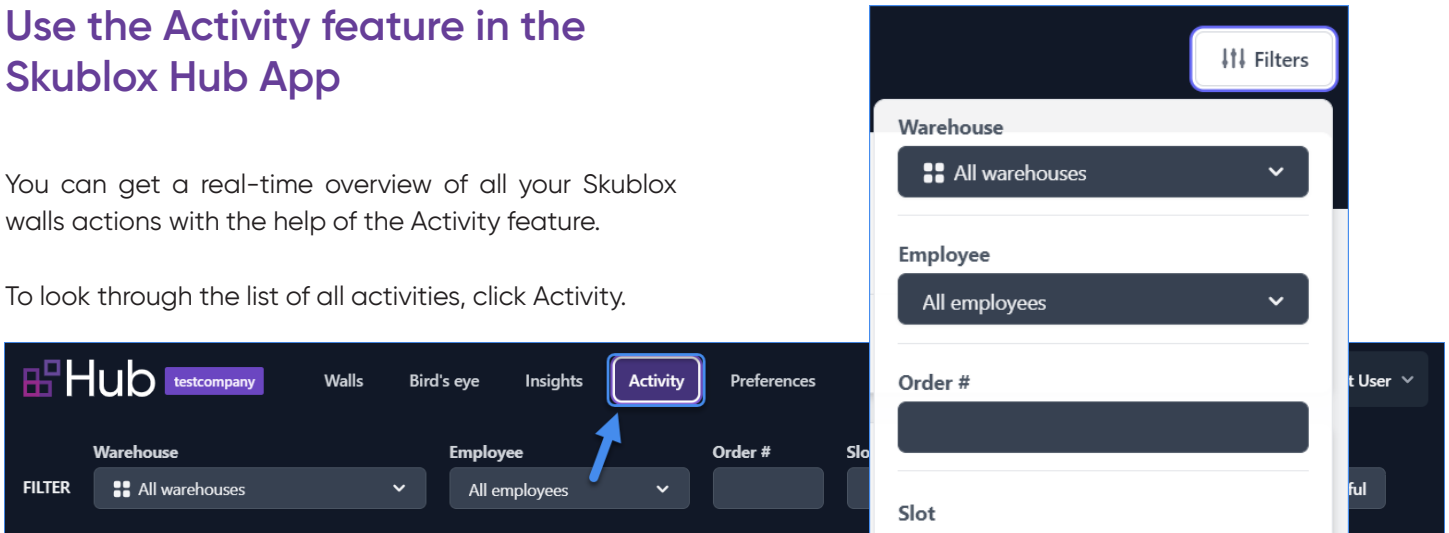


View statistics for all of your employees or per employee by clicking **Show stacked** or **Show individual**.

Use the Activity feature in the Skublox Hub App

You can get a real-time overview of all your Skublox walls actions with the help of the Activity feature.

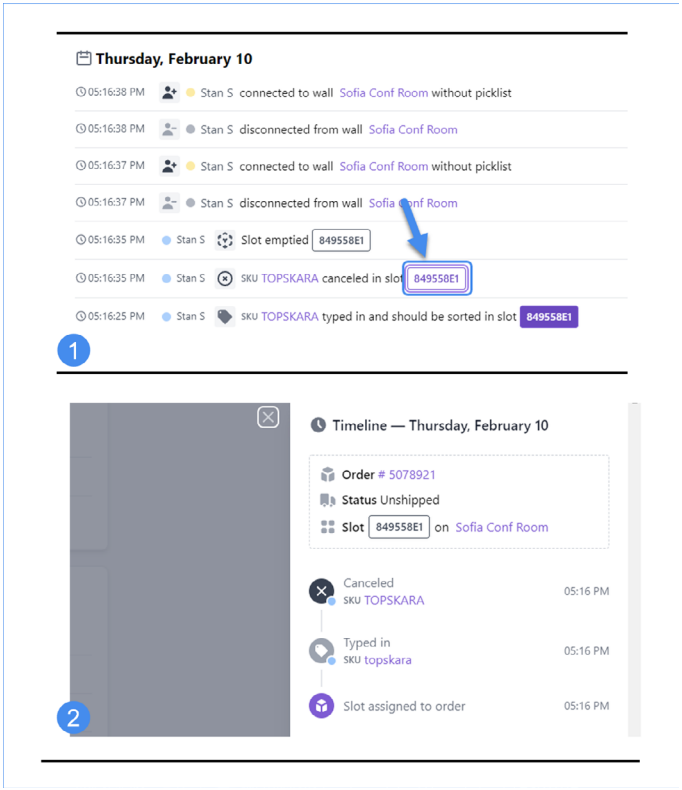
To look through the list of all activities, click Activity.



You can filter activities by:

- Warehouse
- Employee
- Order
- Slot barcodes
- Product barcode used when sorting (SKU, UPC, alias)
- Events:
  - All
  - Error
  - Successful

If you want to see the timeline for a slot, you can click the slot ID.



Slot capacities

The Skublox Hub App allows you to manage and assign slot capacities. It allows you to configure the volume of the slots and sort orders with multiple items or find a better fit for bigger-sized items.

When setting a capacity, you can choose between the following volume units:

- cubic inches
- cubic feet
- cubic centimeters
- liters

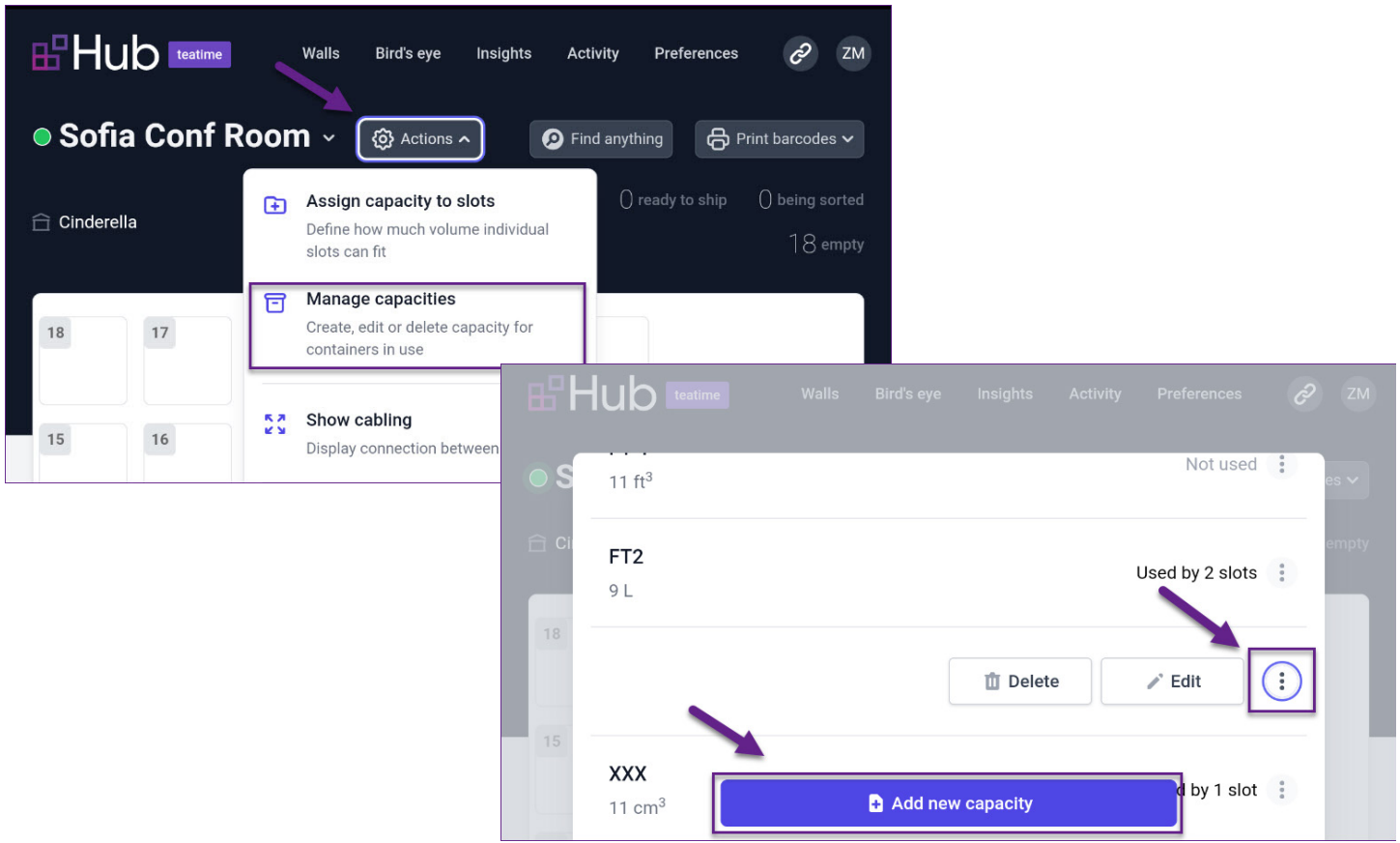
Based on the capacity, Skublox will try to find the most suitable slot for a given order without disrupting your sorting flow.

When assembling your wall, we recommend assigning smaller slots with smaller capacities at the top, as lighter items are easier to lift.

Manage capacities

To manage slot capacities, open your wall > Click on the **Actions** icon > Select **Manage Capacities** from the drop-down menu.

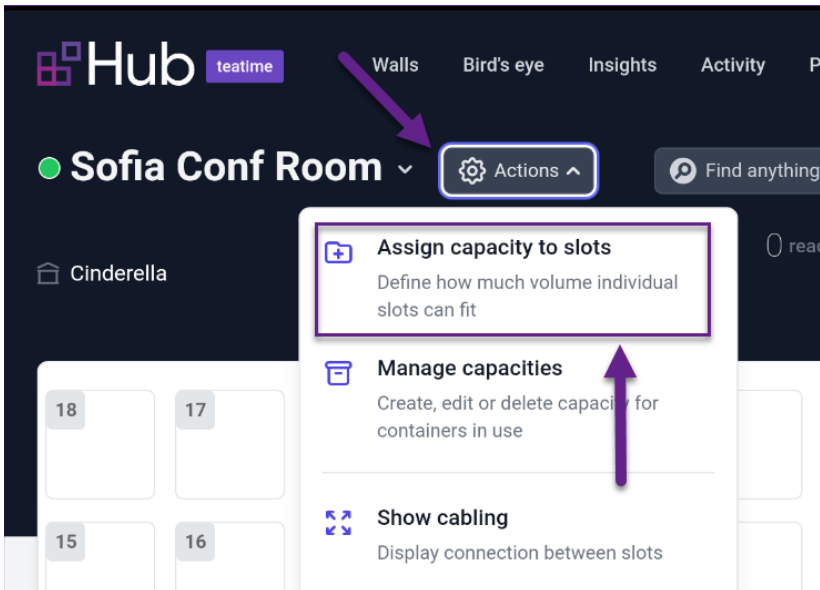
- **To create a new capacity**, click on the **Add new capacity** button. Specify the capacity name, the volume, and the volume unit.
- **To edit a capacity**, click on the **vertical ellipsis** icon next to it and select **Edit**. You can change the capacity name, the volume, and the volume unit.
- **To delete a capacity**, click on the **vertical ellipsis** icon next to it and select **Delete**.


Hub
teatime
Walls
Bird's eye
Insights
Activity
Preferences
ZM
Sofia Conf Room
Actions
Find anything
Print barcodes
Cinderella
0 ready to ship
0 being sorted
18 empty
Assign capacity to slots
Define how much volume individual slots can fit
Manage capacities
Create, edit or delete capacity for containers in use
Show cabling
Display connection between
18
17
15
16
Not used
11 ft3
FT2
9 L
Used by 2 slots
Delete
Edit
XXX
11 cm3
Add new capacity
by 1 slot

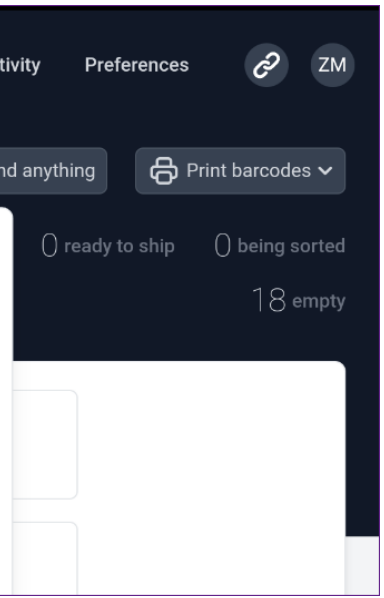
Assign capacity to slots

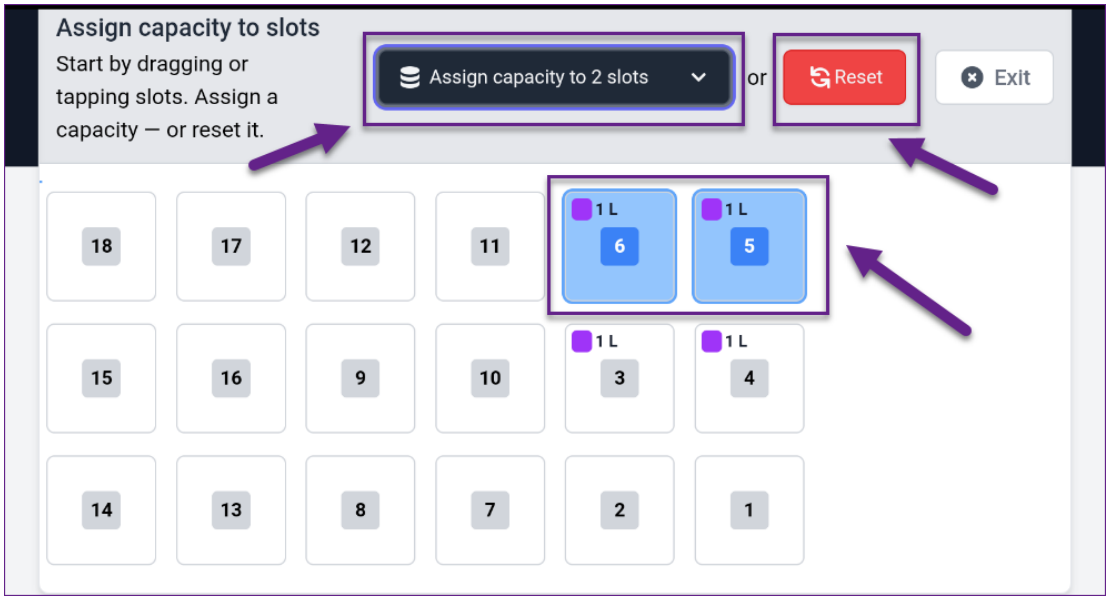
To assign slot capacities, open your wall > Click on the **Actions** icon > Select **Assign capacity to slots** from the drop-down menu. Note that all modifications take effect immediately and neither require a wall restart nor lead to any downtime.

- **To assign a new capacity**, select one or more slots and assign a capacity.
- **To delete an assigned capacity**, select the slot(s) and click the **Reset** button.



There might be times when an assigned slot is inconvenient and the slot size is too small for a product. In these cases, you can use the **Swap Slots** feature during the sorting process. Read more about the feature in the Swap Slots article.


tivity
Preferences
ZM
nd anything
Print barcodes
0 ready to ship
0 being sorted
18 empty


Assign capacity to slots
Start by dragging or tapping slots. Assign a capacity — or reset it.
Assign capacity to 2 slots
or
Reset
Exit
18
17
12
11
1 L
6
1 L
5
15
16
9
10
1 L
3
1 L
4
14
13
8
7
2
1

skublox

Sorter App

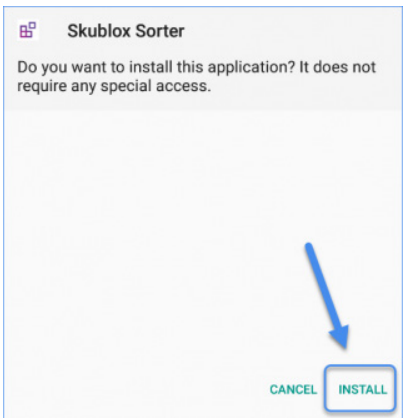
DOWNLOAD/INSTALL THE SKUBLOX SORTER APP

The Skublox Sorter App is designed to optimize your sorting process. It can be installed on any Android or iOS device. Follow the instructions below to learn how to download and install the application.

Android

If you don't have Google Play configured follow these steps to install the app manually:

1. Go to get.skublox.com.
2. Click **Download for Android**.
3. After the download completes, open the file > Click **Install**.
4. You can now access the **Skublox Sorter App** using the icon on your home screen.

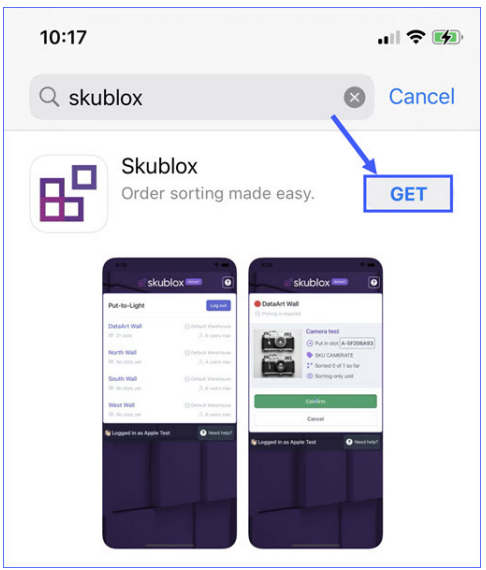


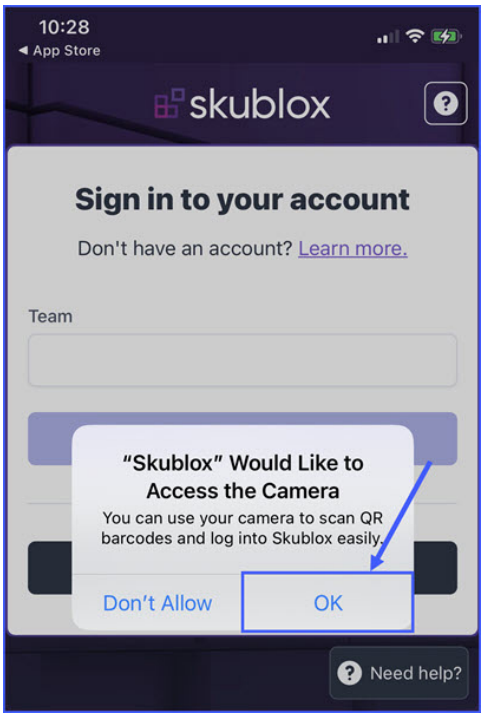
Download the Skublox Sorter App

Additionally, you can access the Sorter App: **team**.skublox.com, where **team** is your team name.

iOS

1. Go to Apple App Store > In the Search field type Skublox > **Search**.
2. Click **Get** > Wait for the installation to complete.
3. Open the app > Allow access to your camera by clicking **Ok**.





LOG INTO THE SKUBLOX SORTER APP

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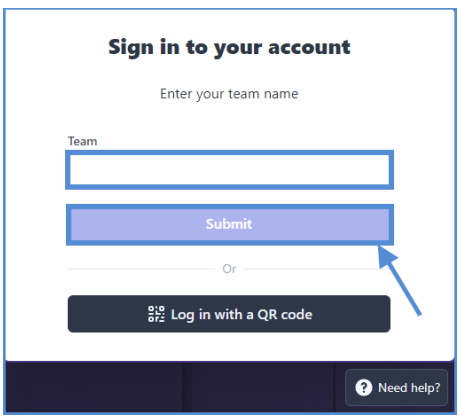
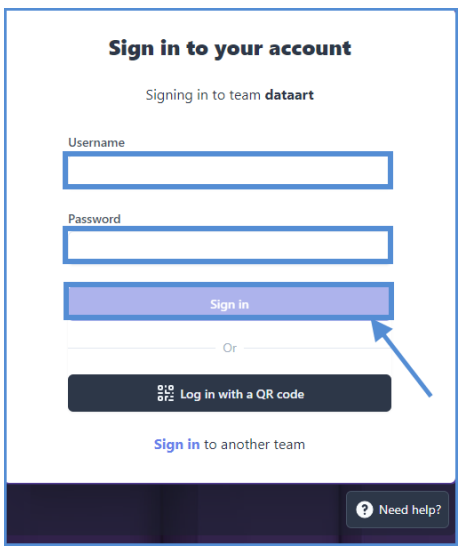
Skublox is all about improving your sorting process and simplifying your team's workflow. Before you start sorting, simply log in and the system will assign you your own unique color to use when sorting.

Log in with credentials

1. Enter your **Team name** > **Submit**.



2. Enter your **Username** and **Password** > **Sign in**.

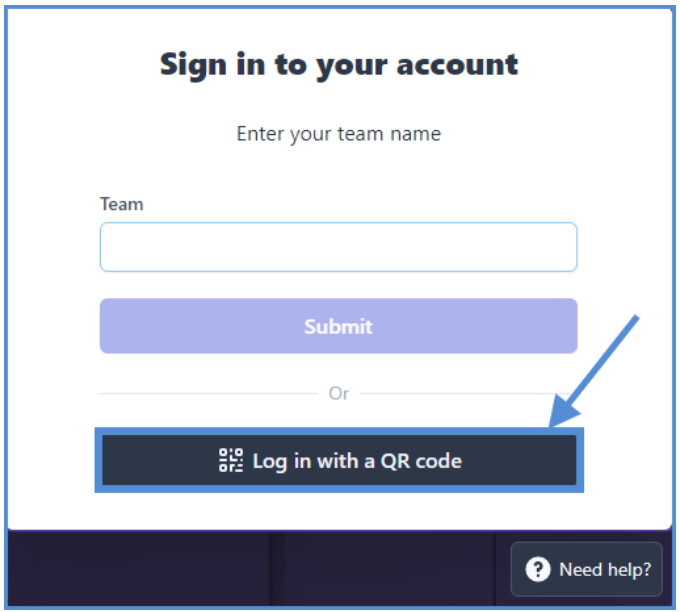


Log in with a QR code

1. Click **Log in with a QR code**.

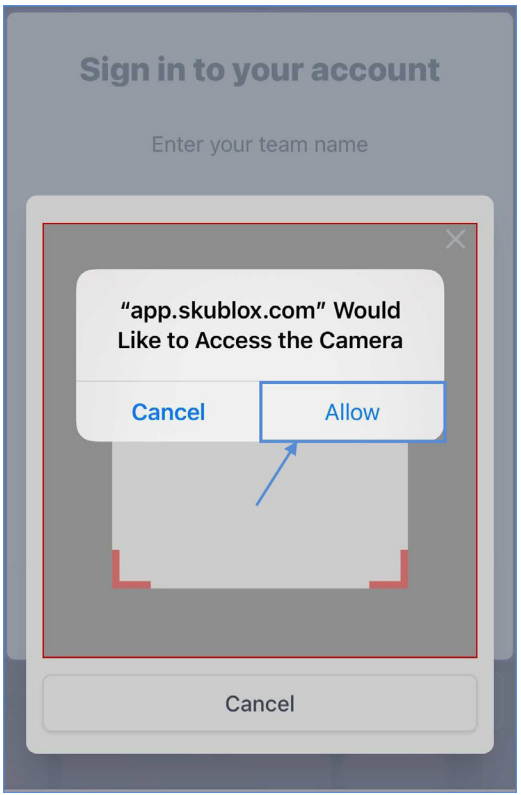
Each sorter has a unique Login QR code, which they can use to login into Skublox instead of entering their credentials. This code is generated only once from the **Skublox Hub App > Generate login QR code** option.

Some scanner rings do not read QR codes (2D codes), so be sure that your scanner rings support this function!



2. Only required for iOS devices: Click **Allow** to access your camera.
3. Point your phone towards the QR code to scan it.

> To learn more about the sorting process, refer to the Order Sorting section.



skublox

Order Sorting

CHOOSE A SORTING METHOD

Skublox offers flexible and accurate order sorting methods to help optimize your workflows. The Skublox Sorter App is supported on both Android and iOS. You have the freedom to choose the best options for your fulfillment team.

You can:

- Sort orders via mobile terminal
- Sort orders via smartphone and scanner ring
- Sort multiple units
- Key in product barcodes

You must log in, select a sorting wall, and choose to sort either with a picklist or without a picklist.

Sort products via mobile terminal

Before using mobile terminals for order sorting, you must configure your devices properly. Follow the instructions for the Skublox Sorter App.

The following workflow is recommended as the most efficient:

1. Scan the product barcode with your mobile terminal. The assigned slot will light up with your unique color.
2. Place the product into the assigned slot.
3. Scan the barcode of the slot.

Sort products via smartphone and scanner ring

Certain scanner rings do not read QR codes (2D barcodes), so if you want to use this type of code, make sure that your scanner rings support this function.

> Before starting to sort: You must connect your smartphone and scanner ring via Bluetooth. Follow the instructions provided by the scanner ring manufacturer.

1. Scan the product barcode with your scanner ring. The assigned slot will light up with your unique color.
2. Place the product into the assigned slot.
3. Scan the barcode of the slot.

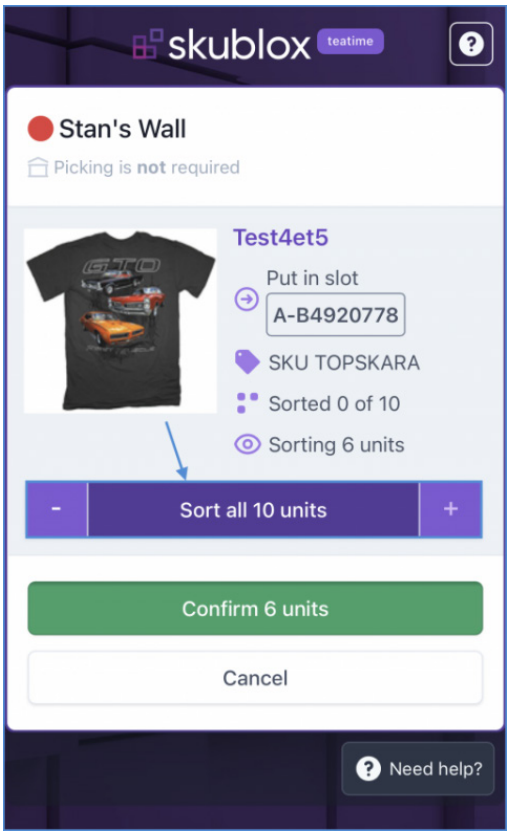
Sort multiple products

Certain scanner rings do not read QR codes (2D barcodes), so if you want to use this type of code, make sure that your scanner rings support this function.

> To access this feature, you must configure your Preferences in the Skublox Controller App.

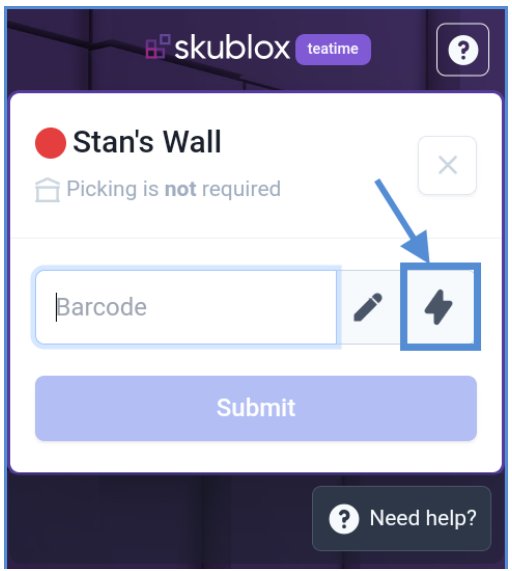
Some orders will have multiple units of a product. To sort more than one unit of a product, follow these steps:

1. Scan the product. Skublox will display the total number of units required for this product.
2. Tap the number of units to sort all of them. Alternatively, use + and — to adjust the quantity to sort.
3. Sorting multiple units of a product
4. Scan the barcode of the slot.

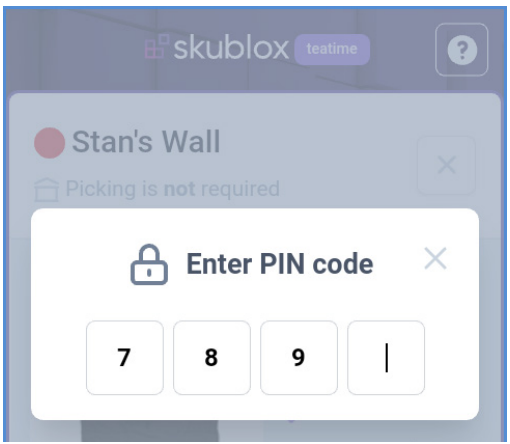


Key in product barcodes

1. Select a Skublox Wall.
2. Choose to sort with or without a picklist.
3. Tap the icon. When using a smartphone and scanner ring, tap the **Barcode** field.



4. Optional (**PIN code** is required if pre-configured):
5. Enter the **PIN code**.
6. Manually enter the **Barcode** of the product you want to sort > **Submit**. The assigned slot will light up with your unique color.
7. Place the product into the assigned slot > Scan the slot's barcode.



To **Key in** product suggestions, follow the instructions described here.

CHOOSE A PICKLIST

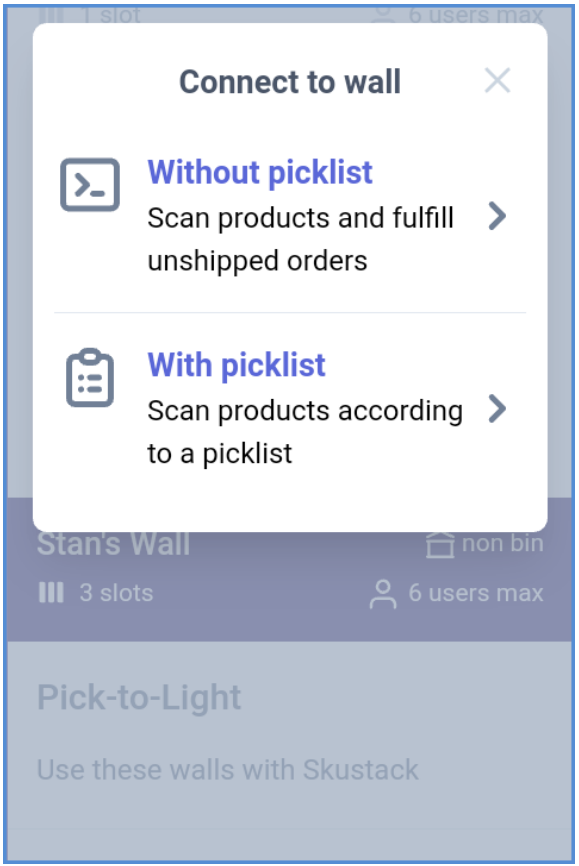
Skublox lets you sort items with or without a picklist:

- Sorting **without** a picklist – Sort products by any fulfillable order in your account
- Sorting **with** a picklist – Sort items by specific groups of orders chosen in Sellercloud, such as rush orders, orders by product, or destination

Choose a picklist option

Choose a picklist option

1. Log in to your account.
2. Select your sorting wall > Select **Without picklist** or **With picklist**.



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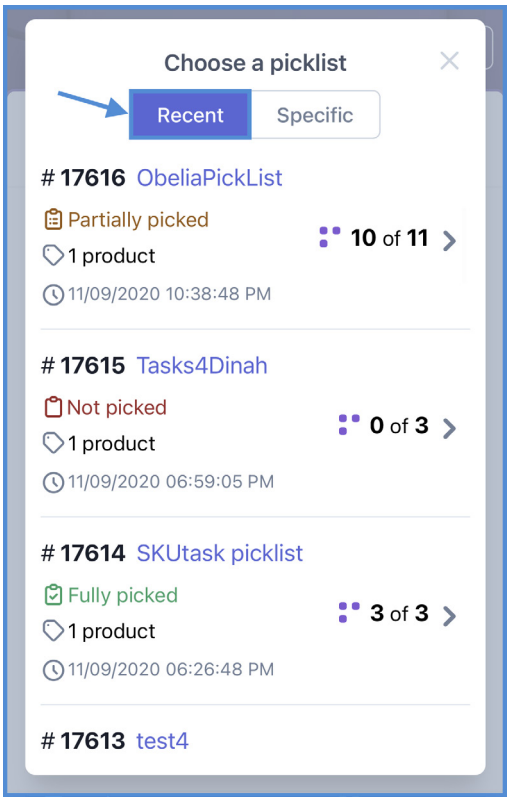
Choose a recent picklist

Skublox only supports picklists that are listed as **Open**.

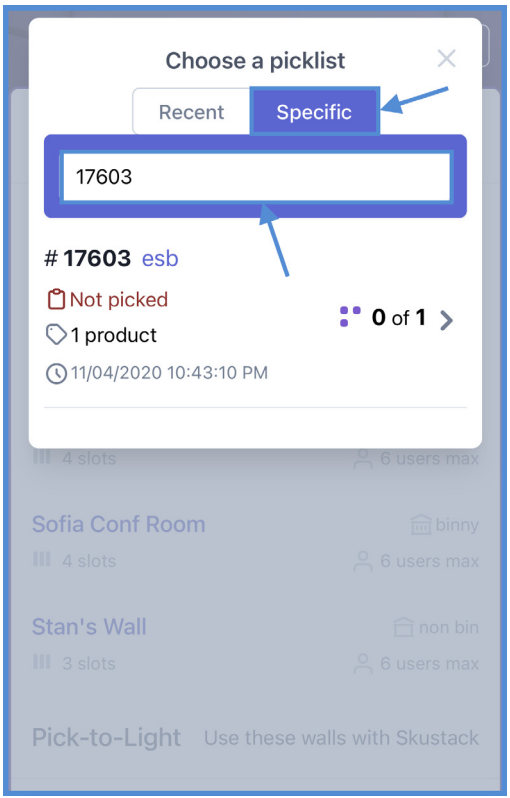
1. Select **With picklist**.
2. Select **Recent**. The most recent picklists will appear first.



Choose a specific picklist

Skublox only supports picklists that are listed as **Open**.

1. Select sorting **With picklist**.
2. Select **Specific**.
3. Enter the Picklist ID.



USE PRODUCT SUGGESTIONS

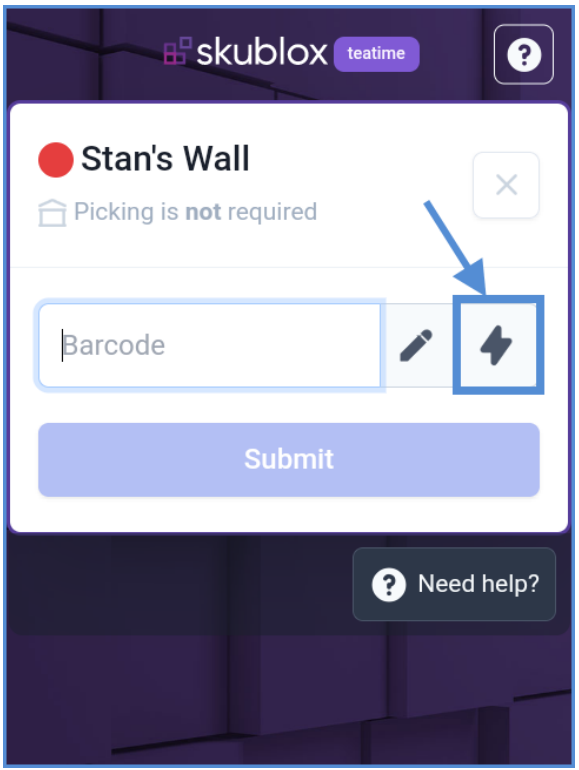
During the sorting process, you may reach a point when no more free slots are available. Using the **Product Suggestions** feature lets you:

- Determine which products still remain to be sorted for orders already in progress
- Check all products that remain to be sorted regardless of status

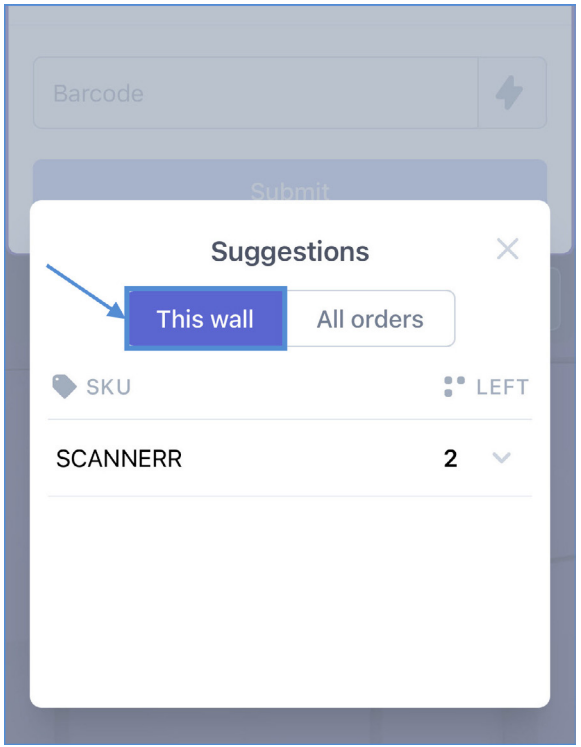
Use product suggestions

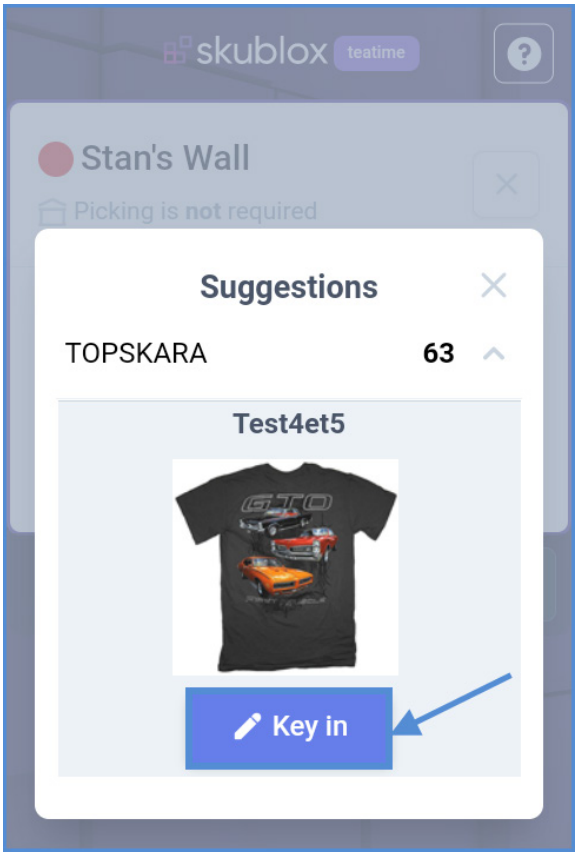
To use Product Suggestions:

1. Tap the icon.
2. Choose either **This wall** or **All orders**.
   This wall will only show products in the specified wall, and **All orders** will open a list of products in all current orders.
3. Tap on a product (SKU) to see more details.
4. You can pick the product and scan it.
   Alternatively, you can **key in** the product by tapping the button as shown below:



A **PIN code** may be required if pre-configured.



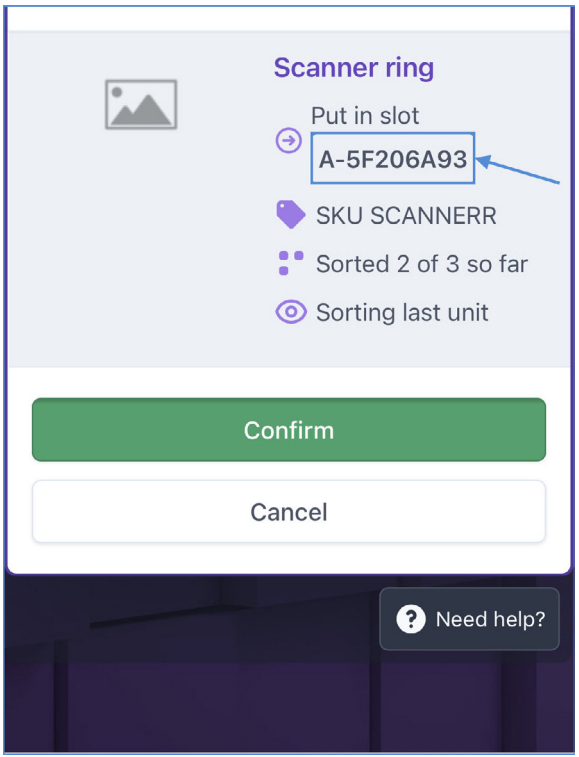


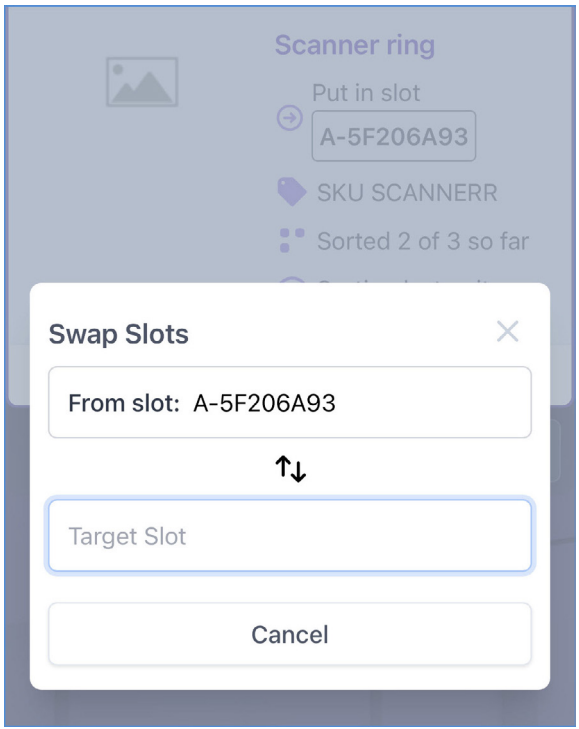
EN

CHOOSE A DIFFERENT SLOT WHEN SORTING (SWAP SLOTS)

There may be times when an assigned slot is inconvenient, or the slot size is too small for a product. You can use the convenient **Swap Slots** feature during the sorting process in these cases.

1. Scan the product you would like to sort. Skublox will automatically assign a slot for your product. **Do not scan** the original slot's barcode to confirm the sorting of the product.
2. Click the slot's barcode.
3. In the new window, scan the barcode of the slot of your choice. The system will turn off the light on the original slot.
   - You cannot key in the slot's barcode; you can only scan it with a mobile terminal or scanner ring.
4. Put the product in the new slot, and scan its barcode.





If you have one or more products already sorted in a slot, you cannot use the Swap Slots feature.

UNDERSTAND PRODUCT IDENTIFIERS IN SKUBLOX

Product identifiers are used to define and distinguish products in the global marketplace. Understanding the product identifiers that you can use with Skublox is an integral part of the order fulfillment process. Skublox supports the following product identifiers:

IDENTIFIER	DESCRIPTION
SKU	A unique code assigned to a product. SKUs are used as the primary product identifier. Typically, merchants create their code as the product SKU.
UPC	A type of code that is printed on the retail product packaging to help identify a particular item.
Shadow SKU	A type of virtual product that "shadows" another product. Its inventory is linked to an actual stock SKU, but it can have its alternate product profile.
Replacement SKU	This is used for interchangeable items and will enable Skublox to recognize the replacement SKU.
Alias	An alternative reference for a given product. Adding an alias to a product makes it easier to find it in the system and in the warehouse.
FNSKU	An Amazon product identifier for products fulfilled by Amazon. FNSKU is also known as Amazon FBA SKU.

SKUBLOX TERMS AND DEFINITIONS

The Skublox Guide contains a number of terms that are unique to Skublox. See the definitions in the table below to familiarize yourself with this terminology.

IDENTIFIER	DESCRIPTION
12V Repeater	Device that supplies additional 12V power to the Skublox system. Also known as a **Power Injector**.
Alias	An alternative reference for a given product. Adding an Alias to a product makes it easier to find it in the system and in the warehouse.
Controller	PC running Microsoft Windows and the Skublox Controller App (provided by Skublox).
Hub Device	A device that plugs into the Controller via USB with a standalone power supply. It's controlled by the Skublox Controller App.
Picklist	A list consisting of the items for orders.
Android Scanner (Zebra TC21)	An Android barcode scanner that allows for greater mobility when scanning and sorting orders.
Scanner Ring	A wearable barcode scanner that allows for greater mobility when scanning and sorting orders.

IDENTIFIER	DESCRIPTION
Shipper	A person who works on the shipping side of the Skublox Wall.
Shipper Light	A small Ethernet-cable-connected device that lights up in green to signal that the order is ready to be shipped.
SKU	Stock Keeping Unit (SKU) is the unique product code assigned to a product. SKUs are used as the primary product identifier. Typically, merchants create their own code as the product SKU.
Skublox Controller App	Universal Windows Platform (UWP) application that is installed on the Controller PC.
Skublox Wall	A collection of Slots, and respectively, pairs of **Sorter** and **Shipper Lights**.
Slot	Compartment for sorting product units.
Sorter	A person who works on the sorting side of the Skublox Wall.
Sorter Light	A small Ethernet-cable-connected device that lights up in a specific color to signal status. A **Sorter Light** can light up in Red, Blue, Yellow, Green, Magenta, and Cyan.

IDENTIFIER	DESCRIPTION
UPC	Universal Product Code (UPC) is a type of code printed on the retail product packaging to help identify a particular item.

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