



2022 HSS quick start reference guide ID# 781-0242-Version3+

Annually or Once to set the farm up or as needed during harvest:

1. Online enter in all field ID's to be tracked and print the report to be scanned at the scale
2. Online enter in all variety ID's to be tracked and print the report to be scanned at the scale
 - a. These two reports will be kept close to the scale/operator to input the currently picked fields and varieties using the scanner
3. Online enter/verify the global payrate of employees and update individual pickers with unique pay rates as necessary
4. Enter in all known employees from the sign-up day/s
5. Make sure the scale is CHARGED EVERY NIGHT!

Prior to every shift or as needed:

1. Vacuum printer internals from debris
2. Vacuum printer box, scanner box, scale base internals and top plate from debris
3. Clean necessary areas such as scale top platter per your farm's standard operating procedures
4. Ensure adherence to harvest scale service bulletins and annual calibration recommendation
5. Check scale accuracy with NIST traceable test weight of at least 10 pounds

In the office morning before picking:

1. Make sure that all known employees are entered in the employee tab
2. CHECK/UPDATE daily payrate for hourly and piece rate, CHECK special payrates for pickers and confirm correct
3. Print your daily employee roster report by pressing the "printer icon" filter by contractor/crews if necessary
 - a. This can be used to take notes by employee
4. Make sure that you have enough paper rolls, ink ribbon, USB flash drive and badges for the day
5. Check to ensure the scale is fully charged

At the picking cart/getting started:

1. Undo latches and open the lid
2. Lift scale platter to check it is seated in rubber bumpers and not binding or rubbing on any edges with base
3. Level scale by shimming case if necessary and as required every time the picking cart is moved
4. Press the round power button on the side of indicator stand
 - a. Scale will boot up and will display "SCAN" "STARTUP" "BADGE..."
5. Simply scan your "startup" card (all black control badge) to initialize the scale on your farms account
6. CHECK to make sure you have a flash drive backup of yesterdays picking OR insert a flash drive into the scale to make a final copy of yesterday's data
7. Ensure that the scale is reset for a new day of picking by scanning the RED "database reset" control badge
 - a. Make sure that yesterday's data uploaded successfully to the website and no additional data copies are needed, ***this step cannot be undone!!!***
 - b. Use the UNITS key to confirm "yes" for the "nuke data" confirmation, press ZERO button once
 - c. A database reset confirmation ticket will be printed indicating the time and date of the reset
8. You are ready for a new day of harvesting now that all the pickers have zero transactions saved in the scale
9. Press "weigh/clock" once to toggle between the weighing mode and time stamp mode

- a. Alternatively the time duration calculation in the HSS online will use the first bucket/last bucket if pickers are not clocked in or out using the “clock” mode
10. As pickers arrive to pick, check them on the roster to verify badge ID number and name
11. Leave the scale in the “clock” mode and scan the picker badge once
12. Hand the picker his/her badge and newly printed “time stamp” ticket along with buckets or other supplies
 - a. The picker is now clocked in and ready to begin picking
13. Once all pickers are clocked in for the day, press the “weigh/clock” mode once to toggle back to the regular weighing mode
14. Place your standard quantity of lugs that will be weighed EVERY time onto the scale and press the “tare” button
 - a. This saves the weight of the lugs on the scale as a tare value and the scale displays the NET weight
 - b. *CAUTION: Check the Tare weight regularly and if the number of lugs or buckets being weighed changes, update the tare weight by repeating step number 14*
15. OPTIONALLY
 - a. Scan the Field and Variety being harvested by the pickers for detailed productivity and traceability reports later
 - b. Ensure that the pickers are physically picking the field and variety assigned at the scale and scan the field/variety ID’s as necessary to tag fruit coming from the field properly
 - c. Once a field or variety is scanned, it is saved to each weight transaction until scanned to something different or the scale is turned off
16. OPTIONALLY
 - a. Scan the pre-printed pallet ID or LOT ID barcode the weighed fruit is being loaded on for increased traceability
 - i. See pallet ID description at the end of this document for more details on this procedure

Weighing pickers during the day

1. Recording weights are as simple as:
 - a. Confirm proper tare weight is saved in the scale (1 lug, 2 lugs, 3 lugs, 4 lugs, etc.)
 - i. Update tare weight by setting empty quantity of lugs on scale and pressing “tare” (as necessary throughout the day)
 - b. Confirm correct field/variety of fruit (OPTIONAL), confirm pallet ID is correct (OPTIONAL)
 - c. Set the next pickers full lugs with fruit on the scale
 - d. Visually confirm stable weight
 - e. Scan the pickers badge and hand the picker the transaction ticket
 - f. Remove the lugs from the scale
 - g. Repeat for each picker

Clocking pickers out for lunch or for their last weight at the end of the day

2. Scale software versions 4.3.6 and above include a “Last Bucket” mode which will create a weight record and a time punch record 1-2 seconds after the weight ticket with a single scan of the pickers badge
3. To enable this mode, PRESS AND HOLD the weigh/clock button “Lunch” will be displayed and then the scale will go back into the weighing mode
4. Proceed with the steps outlined in “weighing pickers during the day”
5. After scanning the workers badge to capture their weight ticket a second time stamp ticket will be printed out
6. Press the “weigh/clock” mode button twice to return the scale back to the regular weight capture mode
7. The workers will need to be clocked back in after lunch using the standard “weigh/clock” modes

At the end of the day at the picking cart:

- Confirm that all pickers have their last buckets weighed & clocked out using the “Lunch Mode”
- Confirm all pickers have been clocked out and badges have been returned (OPTIONAL)
- Confirm that ALL pickers are clocked out
- OPTIONAL (scan purple control badge for “END OF DAY” to print a backup hard copy picking summary)
- CONFIRM ALL transactions have been completed
- Insert the flash drive into the USB drive port on the scale
 - This will start the downloading of all transactions automatically from the day to the thumb drive
 - The scale will display a B.U.S.Y screen
- **WAIT WAIT WAIT WAIT** until the scale returns to the regular weighing mode
 - *Interrupting the download could cause irretrievable data corruption and loss of data!!!*
 - This could take up to 1 minute for a busy day of picking
- Once the scale returns to the regular weighing mode it is safe to remove the thumb drive
- Repeat the download procedure as necessary to create backup copies of picking data onto separate thumb drives
- DO NOT reset the scale until upload to the cloud of picking data is confirmed from the office
 - It is recommended that scale resetting be performed the next morning prior to picking
- Turn the scale off and plug into 110VAC extension cord to re-charge the scale for the next harvesting day

At the end of the day/uploading the data:

- Open the latest version of Chrome, Firefox or Safari on any device with an internet connection and a USB port
- Browse to:
 - <http://portal.harvestscale.com/Login/>
 - Login using your HSS Secure user name and password
- Plug your flash drive into your PC or Mac
- Click on the “import” tab at the top left
- Click “select file to import” and file browse to the current days picking data
 - The scale automatically files your scale data by:
 - HSSData_Farm name_scale ID number
 - Week of the year
 - Date
 - Datafile.HSSML
- Double click the file to select it
- Confirm the proper pay rate (make sure the minimum and piece rate is correct for that days picking)
 - *CAUTION: once the data file is imported the pay rates for the day are pulled into the import*
- Follow the prompts to complete the import and note that
 - All time stamps for breaks and clock-in/out must be correct prior to completing the data import
- Please email info@harvestscale.com if any uploading errors occur, attach a copy of your data file for review as well as your best contact information
- Once the data is successfully imported, payroll and productivity reports can be run.



Pallet ID or LOT ID tracking best practices

- To track the pallets of fruit or LOT IDS picked from the field to the packing house you should have already created pre-printed pallet or LOT ID labels with HSS specific barcodes.
 - This label should contain the pallet ID/LOT ID numeric value, as well as other information like date, field ID, variety ID and number of lugs that might need to be recorded
- To begin building a new pallet simply scan the new pallet ID barcode at the scale and set it on the first lug of the new physical pallet
- Any transactions generated after the new barcode was scanned will be allocated to that ID
 - Keep weighing enough lugs to fill an entire pallet or LOT ID
- Once you have weighed enough lugs to complete a pallet BUT before scanning a new pallet ID tag, scan your BROWN control code badge to print a single pallet summary report
 - You will be prompted to enter the pallet ID which defaults to the active palletID you were building
 - Confirm it is the correct ID and press the *ZERO* key to proceed
 - If you manually enter a pallet ID that does not exist in the scale it will prompt “invalid” and return to the main weighing mode
 - The scale will print a pallet summary ticket that can be stuck with the pre-printed label
- Now that the first pallet is complete simply scan the next pallet ID barcode for the first lug of the new pallet and send it down the line with the first lug
- AT THE END OF THE DAY To get a summary of all the pallets created on that scale
 - Press the *super/reports* key once
 - Press *print* key to toggle to the “LADING” report
 - With the word “lading” on the display press the ZERO key once to run the report
 - This report provides you with information like start and stop times for each pallet/LOT ID, fields, variety information on each pallet that can be very handy when using our BULK EDIT feature in the online software’s (import step 2- review and edit process) to find and correct groups of transactions that may have been scanned incorrectly throughout the day
- Use our “shipping” module in the online software to create your bill of lading to the packing house that will automatically pull in your pallet ID information and summarize into a bill of lading that can be given to the driver.