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MERCHANDISING APP

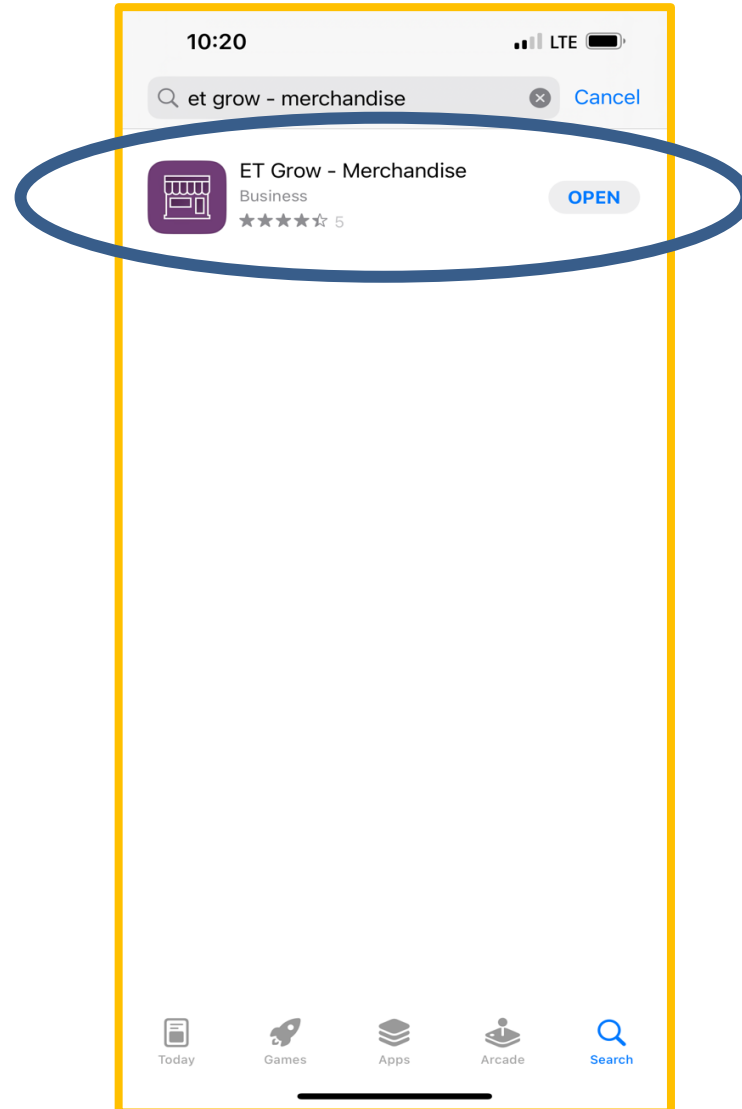Relax... it's Rio

Rio Dipladenia

Rio

Dipladenia

STEP 1: DOWNLOAD

Search in Apple Store or Google Play store by writing:

"**ET Grow – Merchandise**"
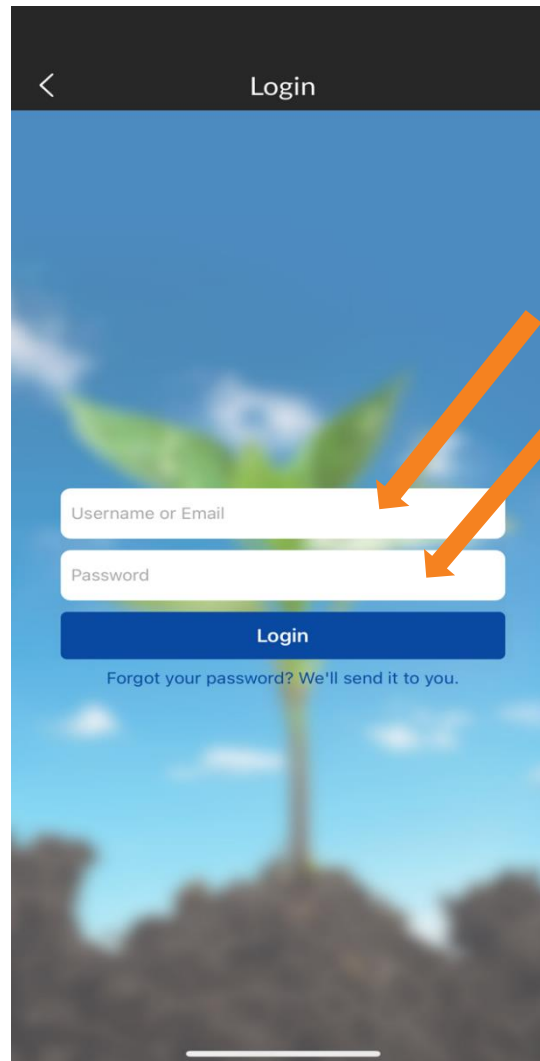
🌸 If your team member already has the app, please have them "update" in the App store.

🌸 After "updating" the app, they will need to log out, close the app and sign in again.
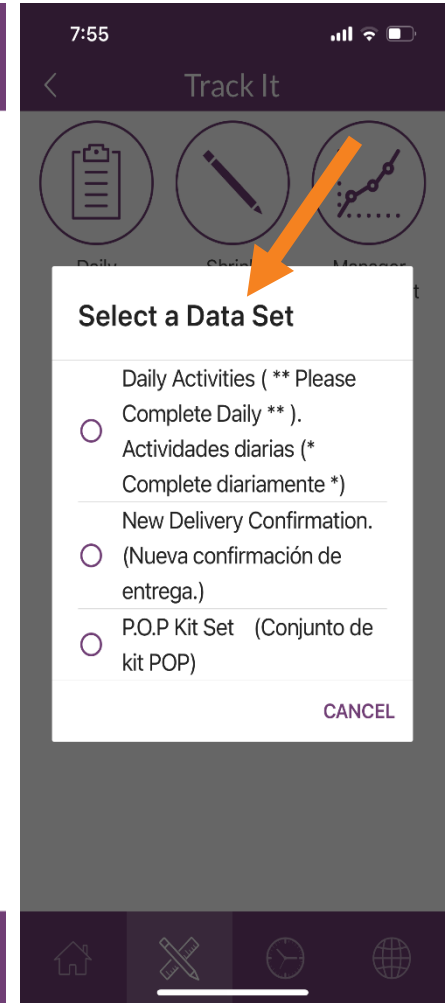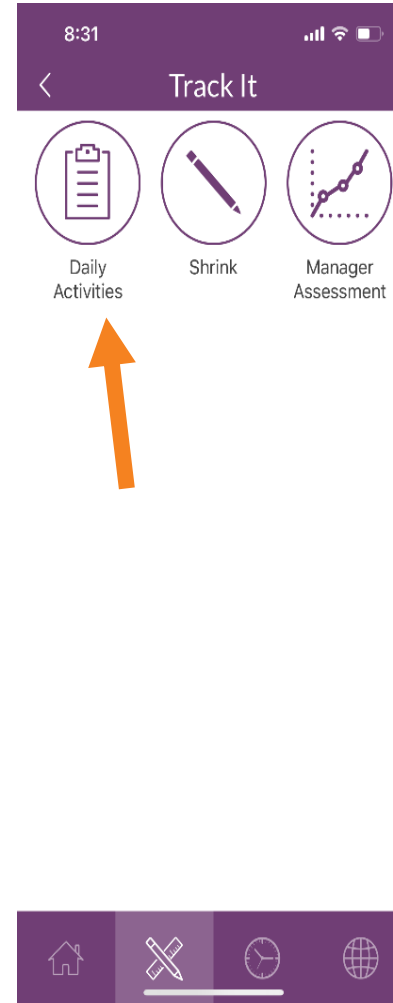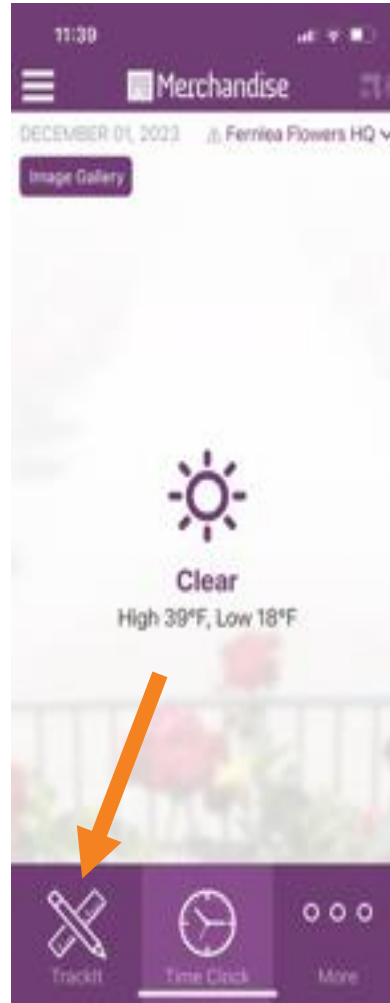

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You will now use a standard login.

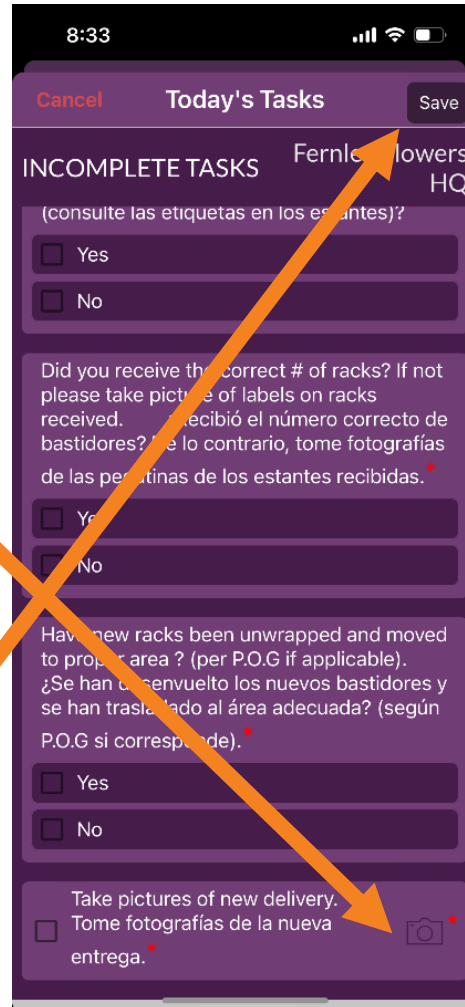**Username and Passwords have been provided to all groups in separate emails.**

- The main function of the app is for your team complete certain **"Daily Activities"** (Tasks).

- Beginning in January, as deliveries are made to the stores, we ask that you complete **"New Delivery Confirmation" and POP Kit** Data Sets.

- When servicing the stores, we ask you complete **"Daily Activities"** Data Set. We ask for a minimum of two entries per week per store. Some stores may require more during peak season.
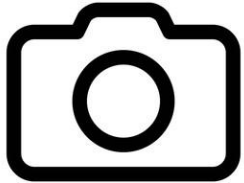
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- The "Activities/Tasks will include 3-5 questions that your team will complete. Photo's will be required for certain tasks. Use camera icon to the right of the task question.

- To take photo use camera icon.

- Once complete, press the "Save" You will not be able to save if questions have not been answered as well as if required pictures we not taken.
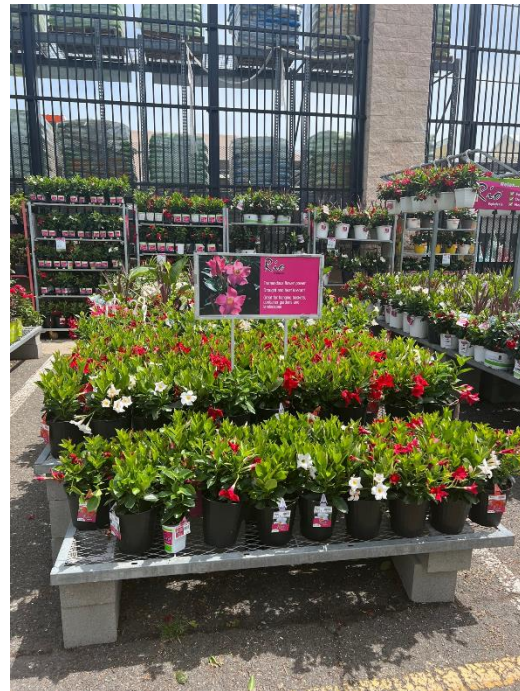
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❀ We ask that a minimum of three pictures of the RIO Displays.

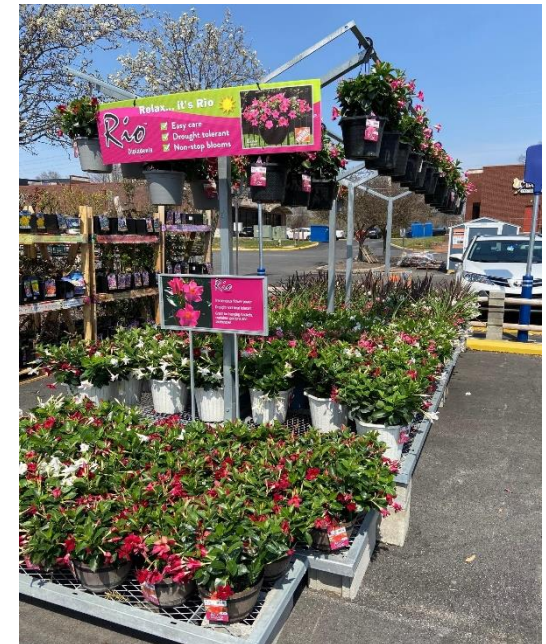One from the left, one straight on and one from the right.

One from the left

One straight on

One from the right
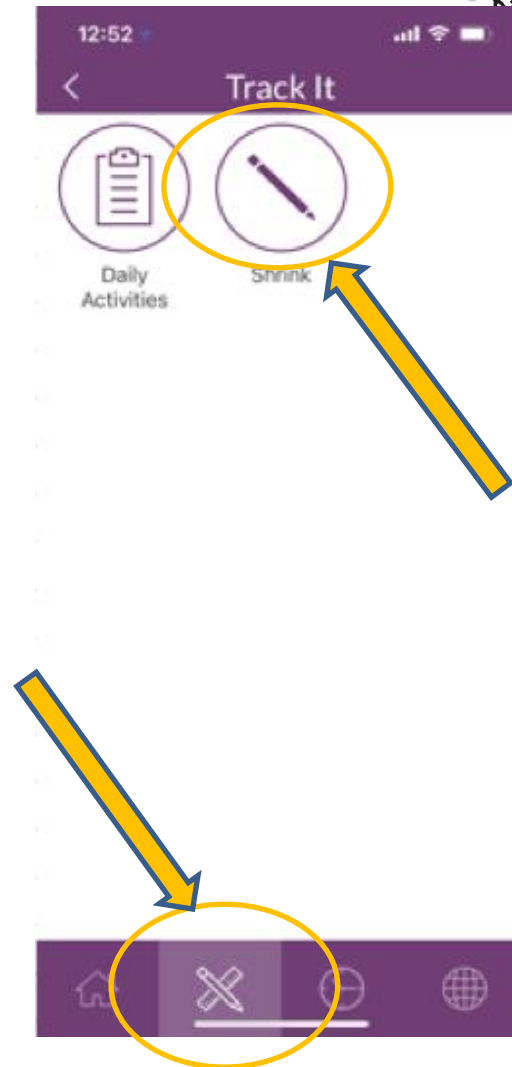
Inventory Management

The second key feature of the app is the entering of discards, so we know what inventory is in a store.

This will give us a better understand our inventory and sell through rates.

Entering discards (called "Shrink" in the App) is straightforward:

Step 1:
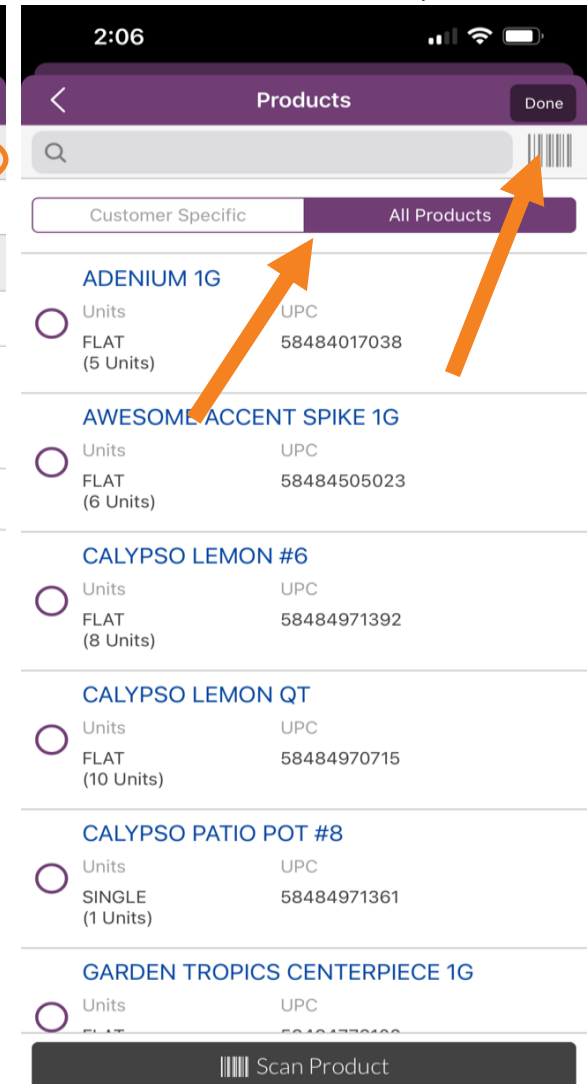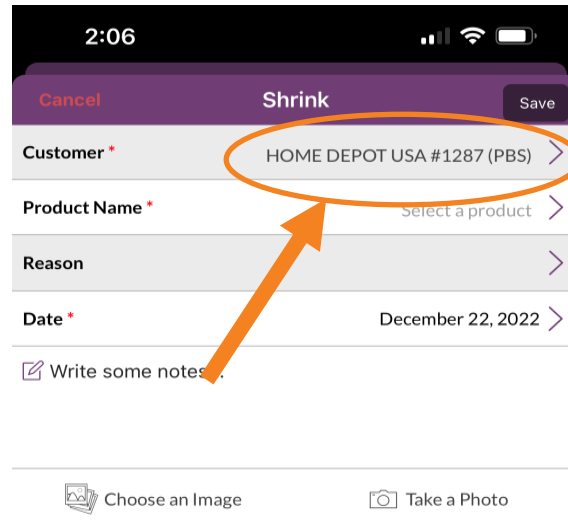Select the "Shrink" Icon in the Track It Tab

Step 2:
On the "Shrink" screen, you will automatically be taken to the store you are currently located.

In the "Product Name" section, you will select the product one of two ways:

- 1) By selecting the "All Products" tab;

- 2) By scanning the product's barcode.

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If using the Barcode option (preferred option for efficiency), the Product should appear quickly once the barcode has been read.

If for some reason the scanning function does not pick up the product, please revert to the "All Products" list.