



### MERCHANDISING APP







# HOW TO

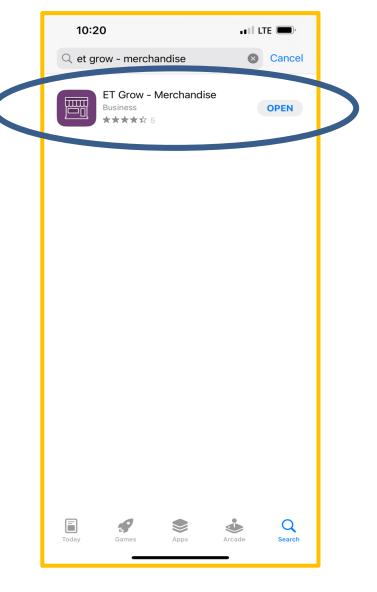
Ro Dipladenia

### **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.



### **USING THE APP**

Rod Dipladenia

### You will now use a standard login.



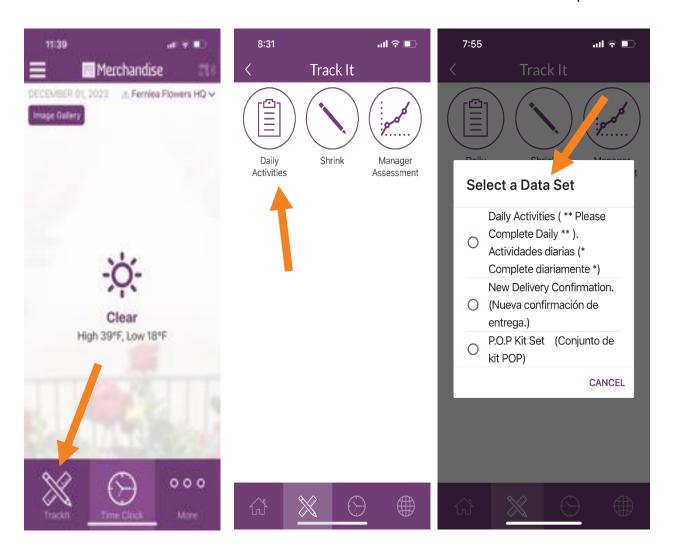


Username and Passwords have been provided to all groups in separate emails.

## **COMPLETING CHECKLISTS**

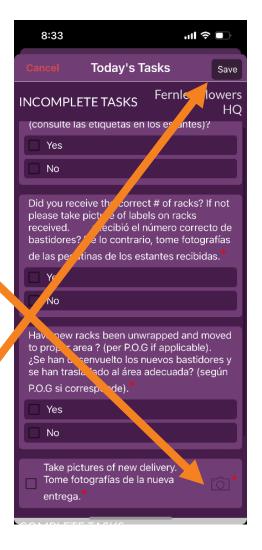
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- The main function of the app is for your team complete certain "Daily Activities" (Tasks).
- Beginning in January, as deliveries are made to the stores, we ask that you complete
  "New Delivery Confirmation" and POP Kit Data Sets.
- When servicing 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.



## COMPLETING CHECKLISTS

- 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.





## PICTURES FOR EACH SUBMISSION

**R Dipladenia** 



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



# ENTERING DISCARDS / SHRINK

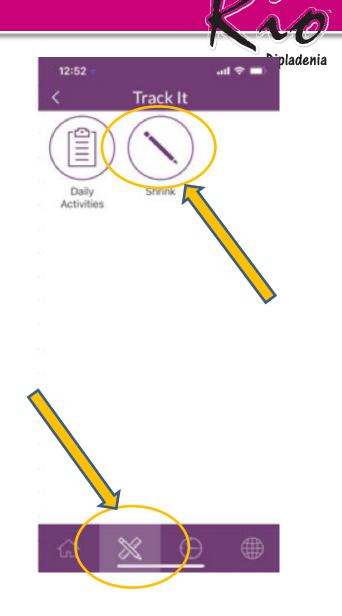
#### **Inventory Management**

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



# **ENTERING DISCARDS / SHRINK**

#### 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.

2:06	<b>, ,    今</b> 🔲		2:06		·III 🗢 🔲
Cancel	Shrink Save	<		Products	Done
Customer *	HOME DEPOT USA #1287 (PBS)	Q			
Product Name *	Select a product >		Customer Specific	All	Products
Reason	> >		ADENIUM 1G	1	
Date* ☑ Write some notes.	December 22, 2022 >	0	Units FLAT (5 Units)	UPC 58484017038	
🖂 )) Choose an Image	්රි] Take a Photo	0	AWESOML ACC Units FLAT (6 Units)	ENT SPIKE 1G UPC 58484505023	
Choose an image			CALYPSO LEMON #6		
		-			
		0	FLAT (8 Units)	58484971392	
			CALYPSO LEMON QT		
		$\cap$	Units	UPC	
		$\cup$	FLAT (10 Units)	58484970715	
			CALYPSO PATIO POT #8		
		0	Units SINGLE (1 Units)	UPC 58484971361	
			GARDEN TROPICS CENTERPIECE 1G		
		0	Units	UPC	

Scan Product

# **ENTERING DISCARDS / SHRINK**

- 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.



