

# MYBUSINESS-ACTION ITEMS

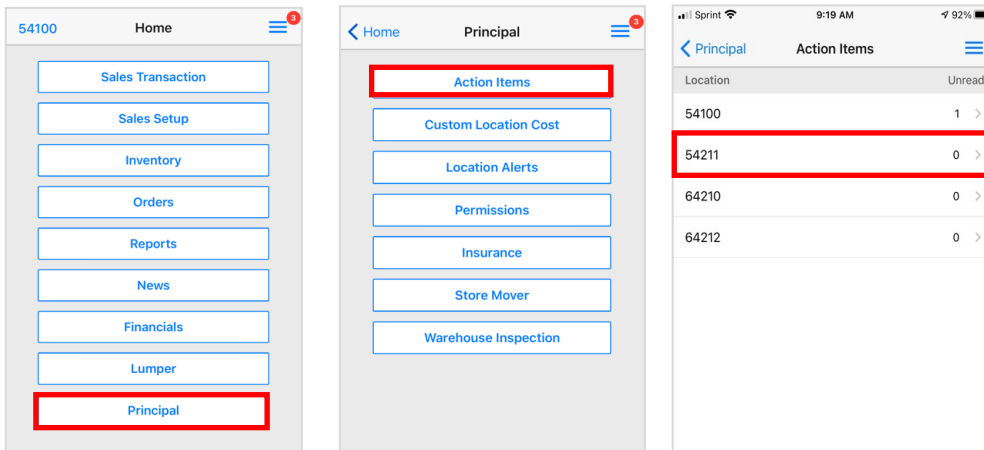


## FEATURE SUMMARY:

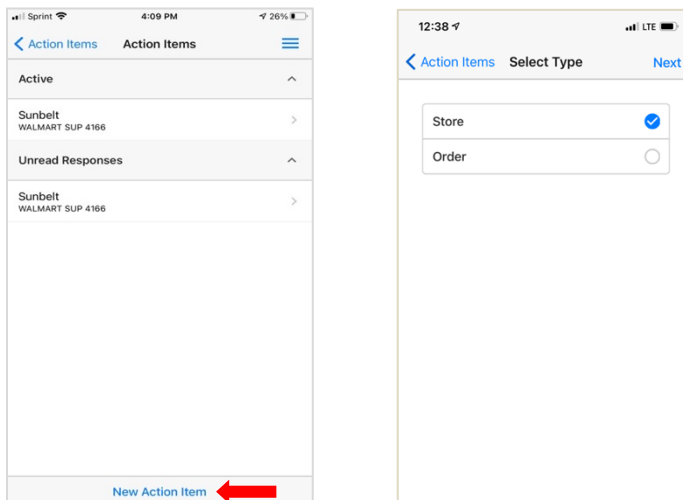
My Business Principal Distributors will now be able to message their location operator employees in the MyBusiness App. This feature is an excellent way for principal distributors to choose to communicate with a location operator about a specific store they sell to in their business.

There are 3 categories of messages/action items. When an action item is created by the principal, it will go into the "Active" folder. When the LO completes a task and replies back to the principal, the action items is classified as "Unread." When the principal reads the response, the item will move to the "Completed" folder. Store Action Item workflow is detailed below, however, process is identical to the Order Action Item. The main difference is that instead of selecting a store to apply the action item to, a principal can select a specific order night or "All Future Orders." If they select "All Future Orders" the action items will show up when viewing any current or future order. If the Location Operator responds to the action item on one of the orders, it will be removed from all of the orders.

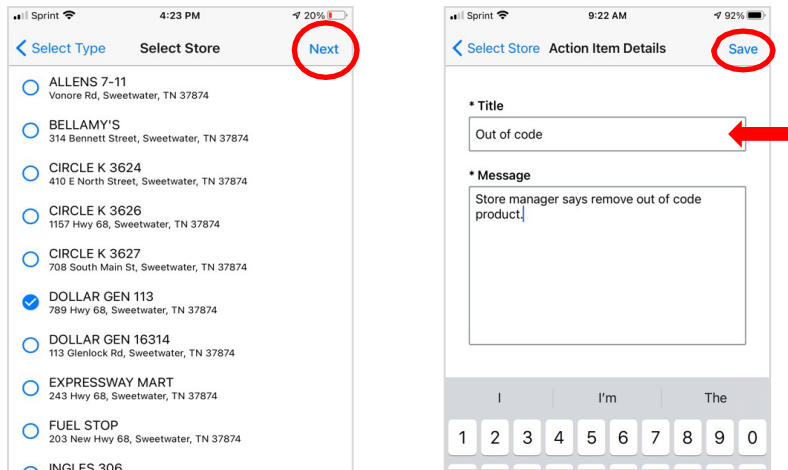
From the home screen, tap "Principal." Then tap "Action Items." Tap a location to message.



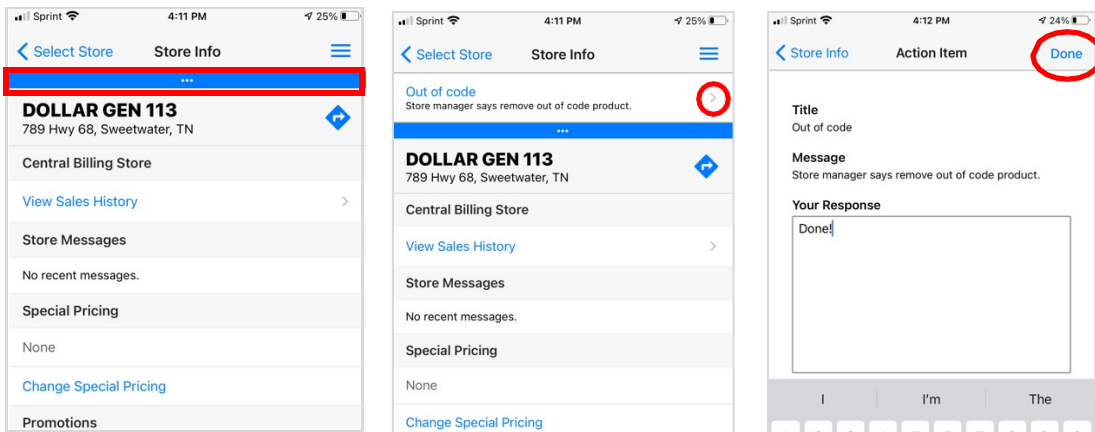
1. To begin, tap "New Action Item." Select the type of message and then tap "Next."



- The principal can then tap the store to send an action item for that specific store and then tap "Next." Enter a title and then a message, then tap "Save."



- The location operator will see the message initially as a blue bar at the top of the store information page. When the blue bar is tapped, the action item will open. Tap the right-facing chevron, and a response box is opened to reply back to the message. Tap "Done" to submit a response to the principal.



- The principal distributor will be able to view any communication in the Action Items menu option under unread messages or completed.

