

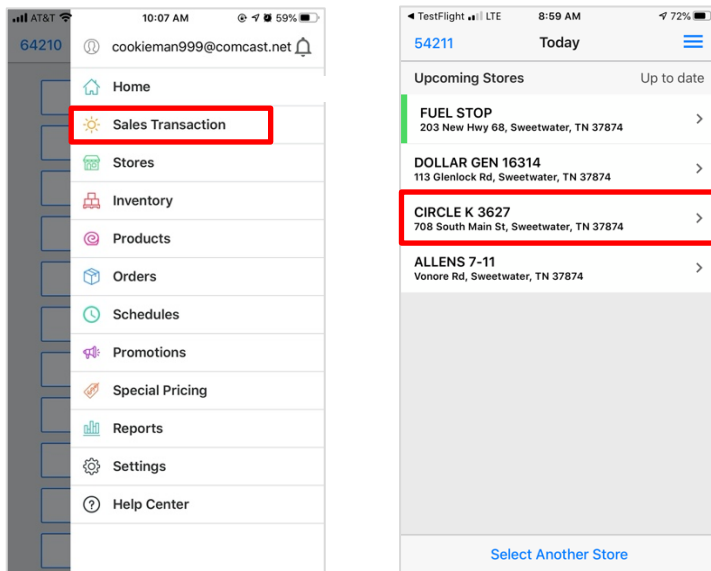
PASSING A STORE



FEATURE SUMMARY:

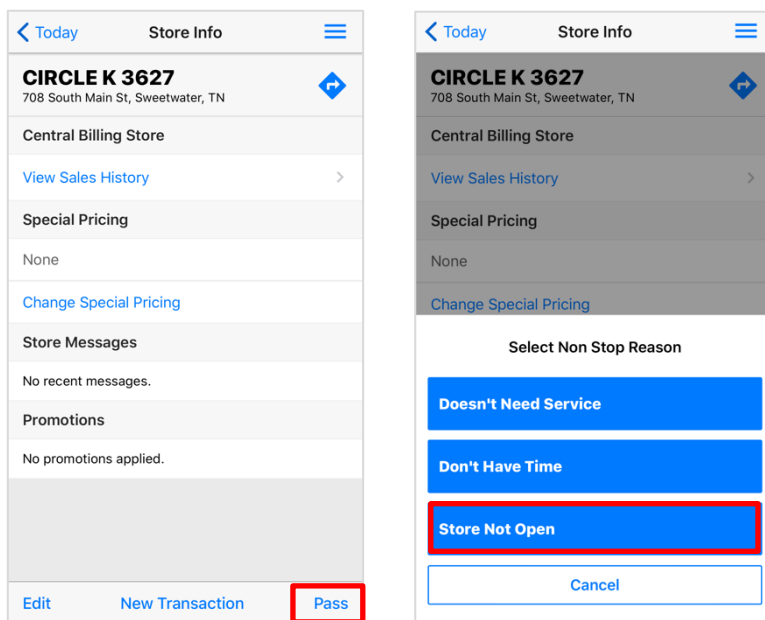
My Business users will be able to pass on a store that is in the daily queue. Principal Distributors will be able to view a report that details any stores that are passed or skipped with a reason in the Reports Menu.

1. From the Menu, tap Sales Transaction to view the stores for the day. Choose the store you wish to skip.



2. At the bottom right corner, you will now see “Pass” instead of “Shelves.” (The “Shelves” function has moved to the “Edit” button in the bottom left corner. Here you will be able to edit shelf sets.)

When you tap “Pass,” a pop-up menu will appear. Tap the reason for skipping a store. The store will then disappear.



3. Principal Distributors will be able to view a report that details any stores that were skipped. From the Reports Menu, scroll down to “Serviced Stores.” Tap the location and date you wish to review. You will be able to print the report from this screen as well.

