

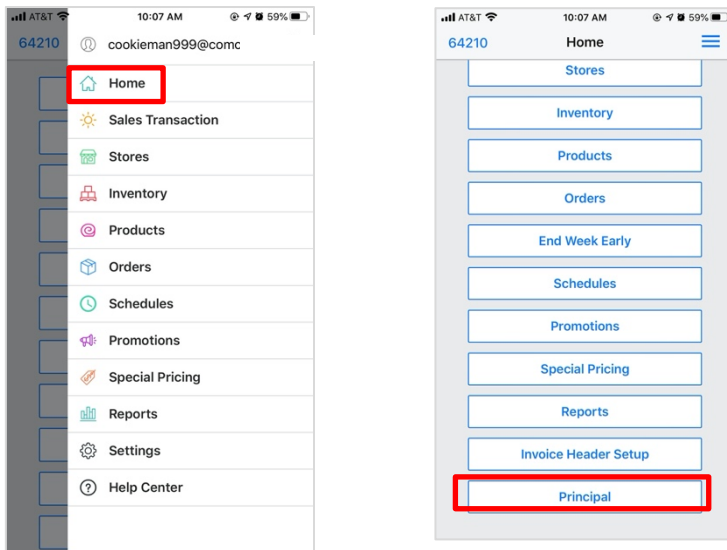
MOVING STORES BETWEEN LOCATIONS



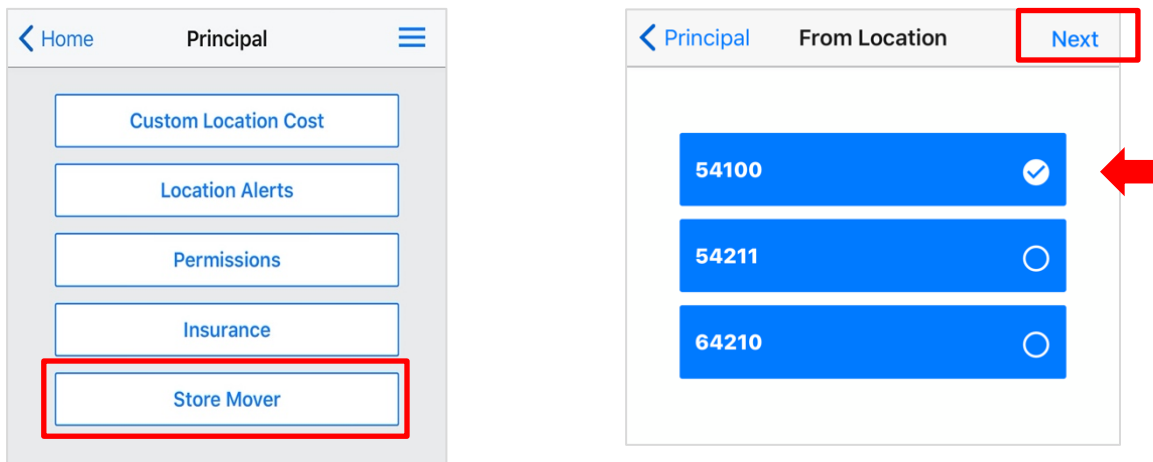
FEATURE SUMMARY:

Principal Distributors will be able to move stores between locations under the same AR number.

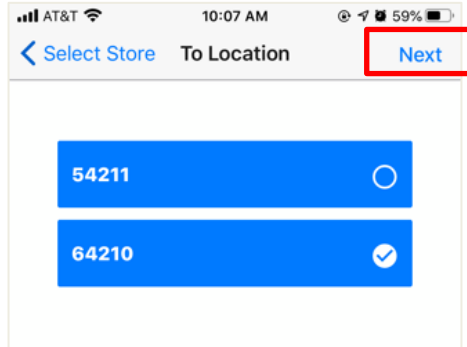
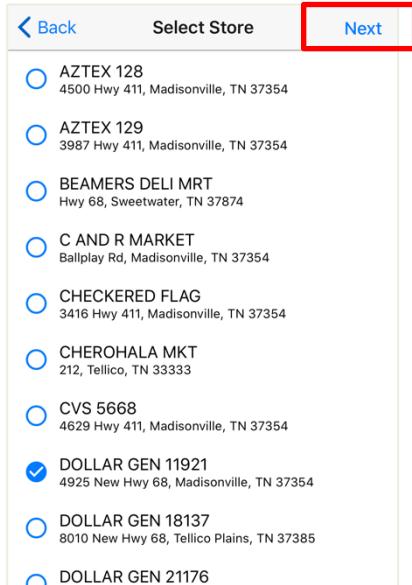
1. Start by tapping HOME from the hamburger, the three bar menu, in the top right corner. Scroll down to the bottom of the home screen and tap “Principal.”



2. Tap “Store Mover” at the bottom of the menu. Then, select which location you wish to move a store FROM. Tap “Next.”



3. Select the store you wish to move. You may only select one store at a time. Tap “Next.” Then, select which location you wish to move the store TO. Tap “Next.”



4. Lastly, you will be able to review your changes. Then tap “Save.” When you tap SAVE, you will go back to the “Principal” Menu.

