MARKET CHECKLIST

FOR ADMINS

ALL MARKETS

DATA MANAGEMENT

- [ ] REVIEW ALL PRODUCT DATA & IMAGES
- [ ] ENSURE ALL CATEGORIES HAVE PRODUCTS ASSIGNED
- [ ] UPLOAD FLIPBOOKS, TAG ITEMS, AND PUBLISH
- [ ] REVIEW SETTINGS IN WEBMANAGER (GLOBAL, APP, ETC.)
- [ ] UPLOAD ANY DOCUMENTS, SUCH AS POLICIES TO SEND FILES
- [ ] CHECK SETTINGS TO ACCEPTING CREDIT CARDS
- [ ] REVIEW CUSTOMER LIST IS ACCURATE
- [ ] PRINT OR GENERATE PRODUCT LABELS & TEST SCANNING
- [ ] MERGE DUPLICATE PRODUCTS (IF APPLICABLE)
- [ ] MERGE DUPLICATE CUSTOMERS (IF APPLICABLE)

PEOPLE MANAGEMENT

- [ ] ENSURE SALES REPS HAVE STANDARD LICENSES
- [ ] ENCOURAGE REPS TO UPDATE SOFTWARE
- [ ] ADVISE REPS TO CHECK LOGIN CREDENTIALS
- [ ] ENSURE ADMINS HAVE CORRECT ACCESS LEVELS
- [ ] ENSURE REPS HAVE REPZIO APP DOWNLOADED
- [ ] DOWNLOAD ANDMORE LEADS APP (IF APPLICABLE)
- [ ] ENABLE SHOWROOM MODE FOR REPS AT MARKET

PLANNING AHEAD FOR MARKET SAVES TIME AND EFFORT—STAY PREPARED AND HAVE FUN. HAPPY SELLING!

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