

MARKET CHECKLIST

FOR SALES REPS

ALL MARKETS

DEVICE MANAGEMENT

- ☐ CHARGE YOUR DEVICE
- ☐ PACK ACCESSORIES & DEVICE CHARGERS
- ☐ UPDATE SOFTWARE FOR IMPROVED PERFORMANCE
- ☐ CHECK MAIL ACCOUNTS TO EMAIL FROM DEVICE
- ☐ RESTART YOUR DEVICE
- ☐ CHECK DEVICE STORAGE

ACCOUNT MANAGEMENT

- ☐ LOGIN AND/OR RESET YOUR PASSWORD
- ☐ REVIEW YOUR CUSTOMER LIST
- ☐ CONFIRM BRAND AVAILABILITY
- ☐ TEST YOUR EMAIL BY SENDING A QUOTE
- ☐ OPEN CATEGORIES AND REVIEW PRODUCTS
- ☐ CREATE A TEST ORDER
- ☐ REVIEW SEND FILES (IF APPLICABLE)
- ☐ CHECK FLIPBOOKS (IF APPLICABLE)
- ☐ REVIEW ANY COMPANY POLICIES
- ☐ LOG OUT + IN TO RE-SYNC
- ☐ PERFORM A REFRESH DATA
(WHEN ON A STRONG, STABLE WIFI)

IF SOMETHING DOESN'T LOOK QUITE RIGHT ON YOUR DEVICE,
CONTACT YOUR BRAND ADMIN FOR ASSISTANCE.