Site User 1.0

Homepage

🏠 Sport Chek Home

Homepage Banner image

👍 Featured Content

Banner	Banner	Banner
Holiday 2015	**Feature Name**	**Feature Name**
Banner	Banner	Banner
Feature	**Feature**	**Feature**

🔗 Quicklinks

- 🔗 Corporate Web Portal
- 📅 Week 46 Workload Calendar
- 📄 Store Repairs
- 📄 OH & S

🏳 Latest Updates

Default Landing Layout for Ops Portal 2.0 Site

Site Admin 1.0

Homepage

Homepage Admin

Banner

No banner

✏ Edit

Features

Features (X active)	Visible	Start	End	
Feature A	No	2016/03/01 0:00	2016/04/01 0:00	⊘ Delete
Feature B	No	2016/03/01 0:00	2016/04/01 0:00	⊘ Delete
Feature C	No	2016/03/01 0:00	2016/04/01 0:00	⊘ Delete

Item reordering

⊞ Add Feature

Quicklinks

Item reordering

Quicklink A   ⊘ Remove

Quicklink B   ⊘ Remove

⊞ Add Quicklink

Latest Updates

◉ Display updates [for last 2 weeks ▼]

○ Display [last 20 updates ▼]

1. One, fixed homepage for each Banner (SC, Atmo, Mark's?)

Site Admin 1.0.1
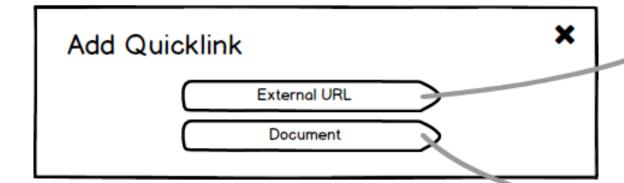
MODAL: Edit Homepage Banner

Homepage Banner

X

[Active banner thumbnail]

No banner ▸

Select banner image ▸

Homepage Banner: No banner

X

Please confirm that you don't want a banner.

◂ Back

Confirm

Homepage Banner: Select Image

X

Note: Banners are constrained to a X:Y ratio with minimum suggested dimensions of XXX px by YYY px.

[Selected banner thumbnail]

📁 Folder A
📁 Folder B
  📁 Folder C
    📁 Folder D
      📄 Some image file

Selected: **Some image file**

◂ Back

Finish

Site Admin 1.0.2

MODAL: Add Quicklink

Add Quicklink ✕

External URL

Document

Quicklink: External URL ✕

Site URL | Your URL | Test

Link Text | Your URL

Back   Finish

Quicklink: Document ✕

Please choose a document.

📁 Folder A
📂 Folder B
   📂 Folder C
      📂 Folder D
         📄 Some document
📁 Folder E

Document selected: **Some document**

Folder B\Folder C\Folder D

Back   Finish

Site Admin 1.0.3

MODAL: Delete Feature

Delete Feature ✖

Really delete Feature A?

You can't undo this action.

No   Yes, delete it

Site Admin 1.0.4

MODAL: Remove Quicklink

Remove Quicklink ✖

Really remove Quicklink A?

No   Yes, remove it

Site User 1.1

Feature Landing

🏠 <u>Sport Chek Home</u> // Feature Title

Feature Banner image

Feature Title

📅 December Planning Calendar

▶️ Holiday Vibes 2015 Videos

📓 Holiday 2015 POP Survival Guide

➡️ Top-Level folder

➡️ Checklists

➡️ Flyers

➡️ Cash Instructions

➡️ Generic Signs

➡️ Visual

🏴 **Latest Updates**

1. Latest Updates only lists documents added to Library that are referenced by the Feature.

Site User 1.1a

Feature Depth

🏠 Sport Chek Home // Feature Title // Top-Level folder

Top-Level folder

⬅ Back

🔽 Week 44

    🔽 Footwear

        📄 1UP - Men's & Women's Nike Footwear - Take 25% Off   2015/12/04

        📄 1UP - Men's & Women's Nike Footwear - Take 25% Off   2015/12/04
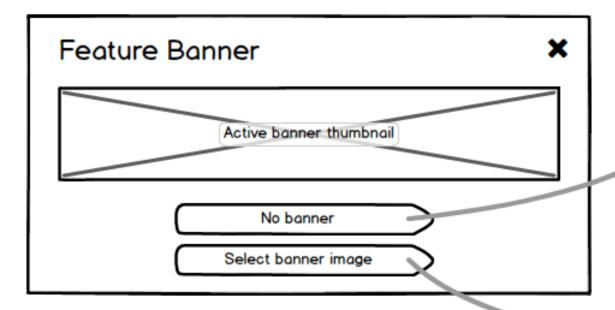
    ▶ Hardgoods

    ▶ Softgoods

▶ Week 45

▶ Week 46

Default Landing Layout for Ops Portal 2.0 Site

Site Admin 1.1

Create/Edit Feature

[Create/Edit] Feature

💾 Save Changes

Feature Title*

Enter your title here

Tile Label

Enter your title here

Visibility

Start / / 📅   End / / 📅

Banner

No banner

✏ Edit

Top-Level Documents

Documents	Start	End	
📖 Linked Document Title	2016/03/01 0:00	2016/04/01 0:00	⊘ Remove
📰 Linked Document Title	2016/03/01 0:00	2016/04/01 0:00	⊘ Remove

Item reordering {

⊞ Add Item

Folders

Item reordering
Top-level folders only {

📂 Folder A   ⊘ Remove
⊞ Add folder item

📁 Folder B   ⊘ Remove

📁 Folder C   ⊘ Remove

⊞ Add top-level folder

Latest Updates

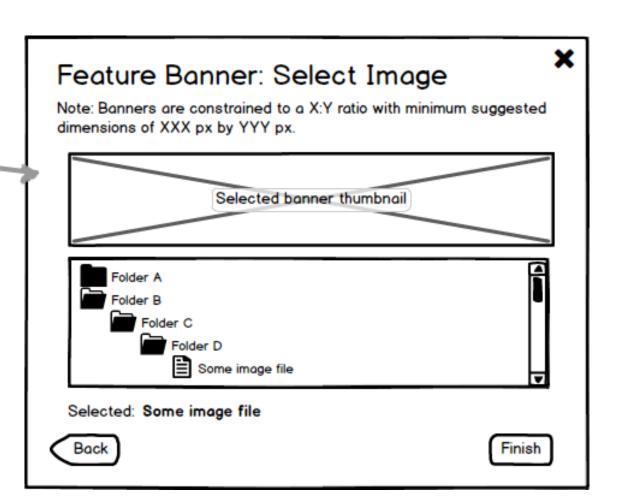◉ Display updates [for last 3 days ▼]

○ Display [last 20 updates ▼]

1. Tile Label displays on Homepage. If left blank, truncated (ellipsis) version of longer Title will be displayed.

2. Visibility start Date/time defaults to now (page load) when creating, saved setting otherwise.

3. Start/End Dates for Top-Level documents are inherited from the original documents, and read-only within the Feature form.
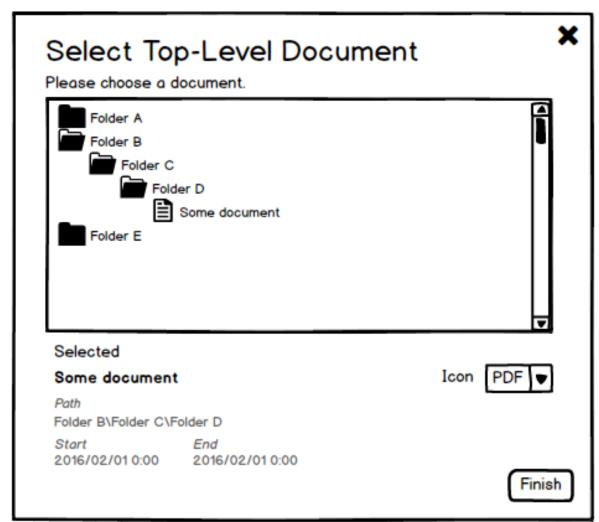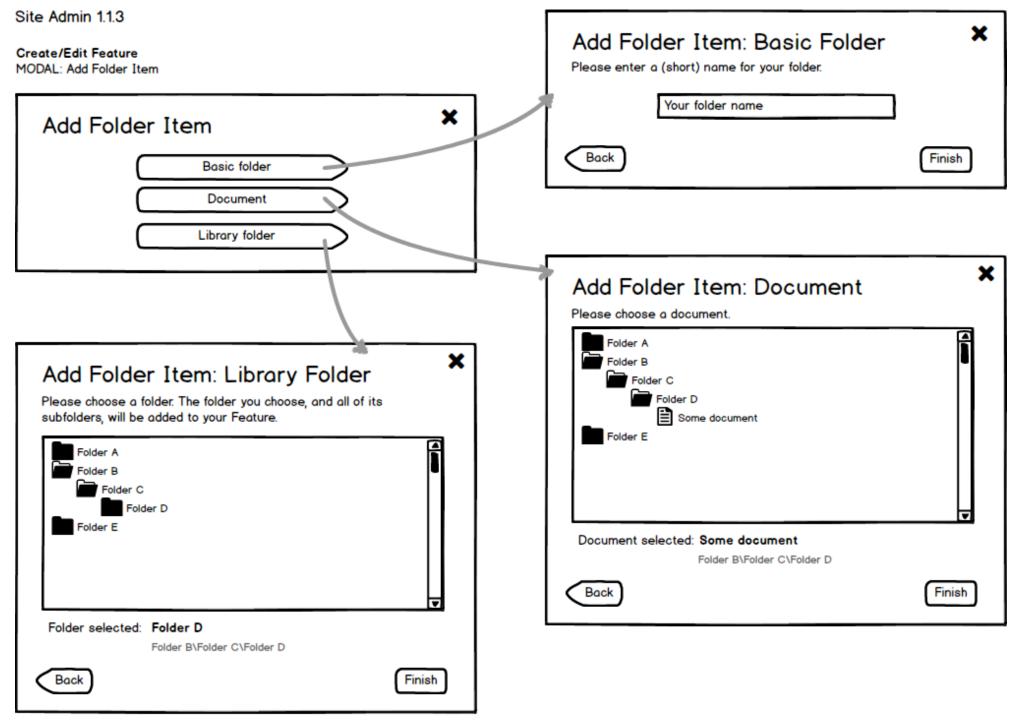
Site Admin 1.1.1

Create/Edit Feature
MODAL: Edit Banner

Feature Banner

✖

Active banner thumbnail

No banner

Select banner image

Feature Banner: No banner

✖

Please confirm that you don't want a banner.

Back

Confirm

Feature Banner: Select Image

✖

Note: Banners are constrained to a X:Y ratio with minimum suggested dimensions of XXX px by YYY px.

Selected banner thumbnail

📁 Folder A
📁 Folder B
   📁 Folder C
      📁 Folder D
         📄 Some image file

Selected: **Some image file**

Back

Finish

Site Admin 1.1.2

Create/Edit Feature
MODAL: Select Top-Level document

Select Top-Level Document

Please choose a document.

- 📁 Folder A
- 📂 Folder B
  - 📂 Folder C
    - 📂 Folder D
      - 📄 Some document
- 📁 Folder E

Selected

Some document   Icon [PDF ▼]

Path
Folder B\Folder C\Folder D

Start   *End*
2016/02/01 0:00   2016/02/01 0:00

[Finish]
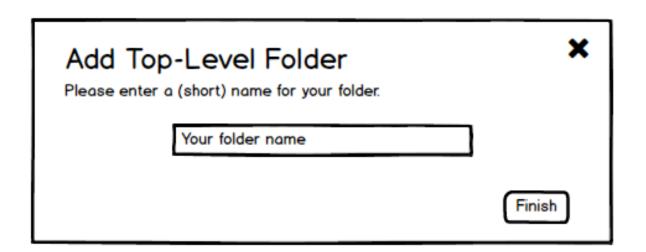
1. Icon defaults to doctype (e.g. PDF, XLS) on selection, but can be changed post-selection.

2. Available icons TBD.

3. Admin-managed icon set TBD for some future release (hard-coded for now).

4. Start/End dates for selected documents are read-only, inherited from original document.

5. If a referenced document is deleted from the Document library, warning/confirmation will call out associated feature.
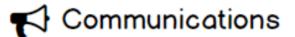
Site Admin 1.1.3

Create/Edit Feature
MODAL: Add Folder Item

Add Folder Item ✕

> Basic folder

> Document

> Library folder

Add Folder Item: Basic Folder ✕

Please enter a (short) name for your folder.

| Your folder name |

(Back)   [Finish]

Add Folder Item: Document ✕

Please choose a document.

■ Folder A
📁 Folder B
　📁 Folder C
　　📁 Folder D
　　　📄 Some document
■ Folder E

Document selected: **Some document**
Folder B\Folder C\Folder D

(Back)   [Finish]

Add Folder Item: Library Folder ✕

Please choose a folder. The folder you choose, and all of its subfolders, will be added to your Feature.

■ Folder A
📁 Folder B
　📁 Folder C
　　■ Folder D
■ Folder E

Folder selected: **Folder D**
Folder B\Folder C\Folder D

(Back)   [Finish]

1. Any changes within a Library folder added to a Feature will be reflected within that Feature moving forward.
2. If a user attempts to remove something from within a Library folder (or the folder itself) referenced within a Feature, then a warning/confirmation should display. e.g. "Feature X includes this folder/document. Proceed?"

Site Admin 1.1.4

Create/Edit Feature
MODAL: Add Top-Level folder

Add Top-Level Folder

Please enter a (short) name for your folder.

Your folder name

Finish

Site User 2.0

Communication Landing

📢 Communications

Week 44 DM Communication   📎 6   November 27, 2015

Good afternoon,

All information has been posted to the Operations Portal. I have attached all the information here for you in case you need to access it outside the site.

Read more...

Week 43 DM Communication   📎 8   November 20, 2015

Week 42 DM Communication   📎 8   November 13, 2015

Week 41 DM Communication   📎 8   November 6, 2015

Week 40 DM Communication   📎 8   October 30, 2015

Week 39 DM Communication   📎 8   October 23, 2015

Week 38 DM Communication   📎 8   October 16, 2015

Site Admin 2.0

Communication Landing

📢 Communications Admin

[✉ New Message]

Created ▾	Subject	📎	Status	Delivery	Expiry	
2016/01/04 17:00	Subject Line Text	3	Queued	2016/01/05 05:00	2016/02/05 05:00	⊘ Delete
2015/12/31 15:00	Subject Line Text	3	Draft	n/a	n/a	⊘ Delete
2015/12/20 15:31	Subject Line Text	3	Sent	2015/12/21 05:00	2016/01/02 05:00	⊘ Delete

Site User 2.0

Communication Landing

⊕ **Back to Communications**

WK 44 DM Communication

🔗 **6 Attachments**

Posted by: Rob Petrollini
Date: November 27, 2015 5:00 a.m.

Good afternoon,

All information has been posted to the Operations Portal. I have attached all the information here for you in case you need to access it outside the site.

If you have any issue with the Trailguide, Playbook or generic signs, please send them to me directly so I can ensure they are fixed quickly.

Week 44

· Workload Calendar – SC & ATMO
· Subs – SC & ATMO
· Correction Notice – SC
· Footwear Product Launches – SC
· Friday Planning Bulletin – SC & ATMO

Action Required on December 6th – Product Re-ticket
Attached is a memo that was sent to all Sport Chek stores in the week 43 mailbag outlining the Sunday, December 6 Product Re-Ticket.
It is imperative the steps listed in the memo are followed to ensure we capture every UPC for this re-ticket and also ensure that no Inventory Integrity issues are created.

Cash POS QRG & Policy Handbook Updates

📄 PDF Attachment A

📄 Excel Attachment A

📄 PDF Attachment B with a real...

📄 PDF Attachment C

📄 PDF Attachment D

📄 Excel Attachment B