

TOP 10 OPS Portal Items		Cindy Bain SSC 248
Item	How you use, why it's important	
1. Playbook	I use this to plan accordingly for upcoming sales. It is important to plan ahead in all areas of the store to maximize sales opportunities and efficiency on ad set up day.	
2. Flyers	I use this to see what the focus of the sale is for the week. What is on the front page is what we should have at store/department front.	
3. News Feed – Planning Bulletins	I use this to keep up to date with changes in operations. It is important to keep up to date with operations so that	
4. Alerts-Recalls, RTV, Regroups	I use this to ensure that all recalls, RTV's and Regroups are done in a correct, timely fashion. It is important to complete these before the deadline so that stores receive everything around the same timeline.	
5. Alerts-Launches	I use this list to draft a custom launch list for our store. It is important to keep track of launch items so that we do not break vendor agreements and sell before the designated date for customers or employees.	
6. Notifications	I use this to keep track of what has been added on the portal. This is important to efficiently check what is new and what is not. This prevents me from missing new important items.	
7. Q-Mag	I use this to direct my training focus for the quarter. There are no shortages of things to work on perfecting but this helps me to focus on what's important for the quarter. It is important to be on the same page with my superiors.	
8. Jumpstart – Weekly Update	I use this as a motivational tool to raise funds. I keep my cashiers updated on their fundraising progress so that they will be encouraged to have pride in what they have accomplished. This is important because helping kids get into sports	
9. Generic Signs	I use this to easily find signage that is always relevant. It is important to have this in a place that is easy to find because we will have more of an opportunity to serve customers on the floor.	
10. Period Objectives	I use this to reference our period objectives as opposed to going to the office to check. It is important to meet our goals for the period and stay ahead of our goals.	

### **Opportunities to improve:**

1. I would like to see the ops portal enabled on more computers. I would like the opportunity to browse through the items we have on here on the sales floor so that I can be available to help customers.
2. I would like to see the playbook/flyers released in a more timely fashion. If we have the opportunity to plan ahead sooner it would help us to not be forced to print signs on the weekend.
3. I would like to see more things catered to Nevada Bobs, specifically generic signs, and sections of the playbook. We have a rack of clearance apparel in Nevada Bobs that we do not have signs formatted for Nevada Bobs sign paper.
4. I would like to see the launch list include all of the product launches that we have.