

## Preparation Worksheet

Please take some time to complete the preparation worksheet below, scan and email your completed worksheet to [deon.blyan@FGLSports.com](mailto:deon.blyan@FGLSports.com) by Friday February 26<sup>th</sup> at noon.

List the top 10 areas/items you use on the current OPS Portal and explain how and why they are the top 10. List these in the order of importance.

### TOP 10 OPS Portal Items

Item	How you use, Why it is important
1. Notifications	I know what has been updated, so I'm not going through every section
2. Friday Planning	Helps me know what's coming up & happening in stores.
3. Play book	Need it to setup & walk through my ads weekly or Bi weekly depending on time of year
4. Flyer	Help with ad setup, with new shoes coming out it helps me see what's new & needs to be on wall
5. Generic	Need for almost all ad setups
6. FTW launch date	Know what shoes we are getting & dates they can go up
7. Recall/Regraps	Helps alleviate room in back stock.
8. Monthly Business Review/Visual	UED Setups monthly, what's coming up in my department & others
9. Training	NEW Product Knowledge on FTW or P2L
10. workload Calander	UP Coming markdowns / retickets etc help plan the month.

Alerts

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