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318.



Preparation Worksheet

Please take some time to complete the preparation worksheet below, scan and email your completed worksheet to deon.blyan@FGLSports.com by Friday February 26th 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. Friday planning	Friday planning → keep me posted on week to week importance.
2. Visual updates	Visual updates help prep current and upcoming planning.
3. playback	helps get me ready for Ad. on Thursday when released. I can then plan what moves I should make.
4. sign off	Self explanation.
5. Notifications	- I like that I don't need to open every con. to know what's upcoming or current. Most important info is along side.
6. Monthly business review.	gives all monthly info for stores to know what's upcoming, changing and what I need to plan for.
7. Q Mag.	
8. training	- if I need any training, add to my planner.
9. Alerts	weekly planning.
10.	

The ops portal is a great tool to plan out the week for any visual. I can't actually say 1-10 importance, as they are all equally as important for

CORPORATE OPERATIONS planning