

# Prepping for Tuesday:

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1. The receiver will bring the movies and games Entertainment once they have scanned all products in the system.
2. Organize all new releases into stacks on the third shelf of the side rack in the closet.
3. Prepare the movies during a slower time of the day. This will reduce the chance of theft or pre-sale mistakes. To prepare them for Tuesday you must:
  - a. Grab a stack of empty security cases (DVD or Blu-ray).
    - i. Unlock and stack each of them open on the counter of the V.
    - ii. Stack them neatly with all lock sides facing the right to insure an easy assembly process.
  - b. Grab a stack of DVD's or Blu-ray's according to the previous step.
    - i. Stack them neatly, face up, to the right of the open security cases with the bottom of the DVD closest to the security case.
  - c. Slide a DVD from the uncased stack into the **left** side of the open security case (this is so the movies will stand up on the flat lock side and sit better on the display racks).
  - d. Close the security case, lock it, and set it aside.
  - e. Repeat steps *c through d* until all movies in this first stack are cased.
  - f. Take the cased movies and set them neatly in a green tote in the closet.
  - g. Repeat steps *a through f* until all movies are cased. If you run out of empty security cases and it's not Monday, stop here.
  - h. If it is Monday you can reduce the amount of older movies on the aisle 19 end-cap or rotate older titles off the 4-way and use those cases.
    - i. If you do this remember to check and see if the title you uncased is "in-line" in the department.
    - ii. If it **is** in-line already, check the stock levels and box up what we don't use for returns.

- iii. If it is **not** in-line, box up the movies to be sent back.
- 4. After all the new movies are cased you will need to organize them into two different totes.
  - a. One tote is for the four-way and needs to be label.
    - i. This tote is **priority one** for all new releases.
    - ii. It should be prepped first because it is in a high traffic location.
    - iii. This tote should get a minimum of eight DVD-cased DVD's and four Blu-ray-cased Blu-rays. This ratio fills the shelf to capacity.
  - b. The second tote is for the Aisle 19 endcap and needs to be label.
    - i. This is prepped second since it is for the slower location.
    - ii. It does not matter if the Blu-Rays in this tote are in Blu-Ray security cases due to the excess of horizontal space on each shelf.
  - c. Once each tote is stocked with all the new releases that will be released on the coming Tuesday, verify the numbers and groupings.
  - d. Print coupons for each movie in each location (see How-To Print Coupons).
  - e. Print "price after coupon" 6-ups for each movie in each location (see How-To Make You Pay 6-Ups).
- 5. When all of this is done, set the totes on the Entertainment flat cart for Tuesday morning.
- 6. Any games being released should be given a spot in alphabetical order in the appropriate game case.
- 7. Each game should be given a PSA location of 1/1/2 with a tag count of however many facings there are (see How-To for Video Games).
- 8. Print some new tags for the games and place it correctly in the game case (see How-To to Making & Printing Tags).
- 9. Replace the gray-scale tag with the color tag when Shelf Edge brings the tags back to Entertainment.