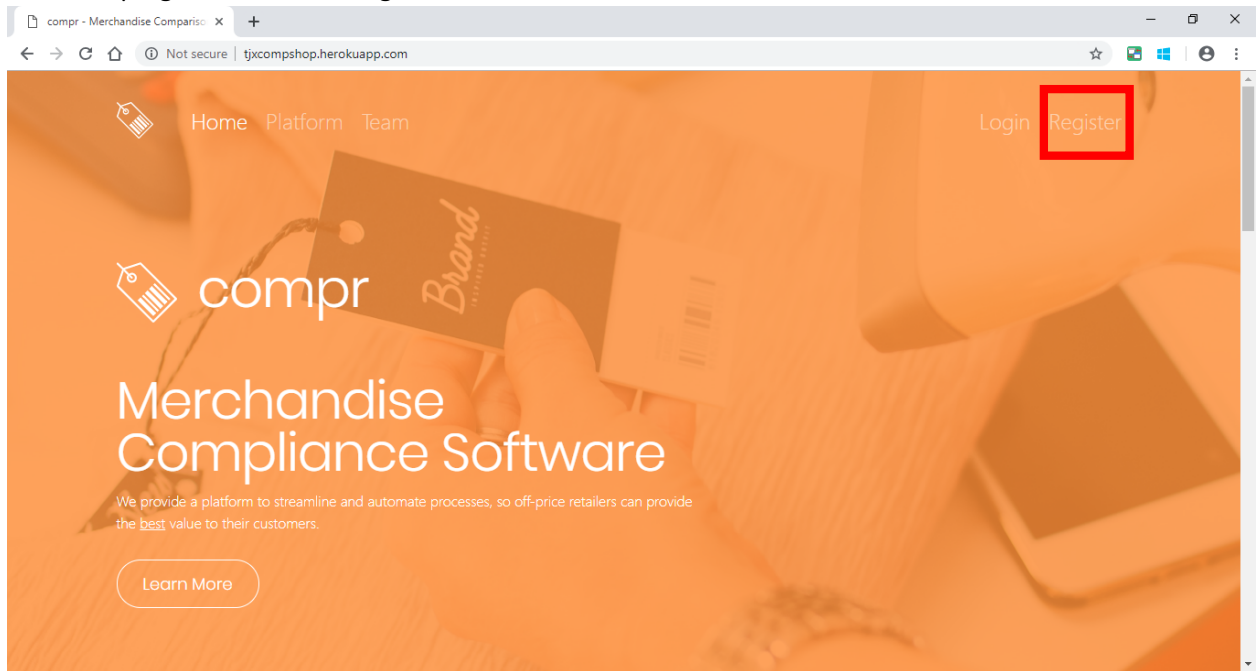


Comp Shop Tool User Guide

Setting up and Registering Account

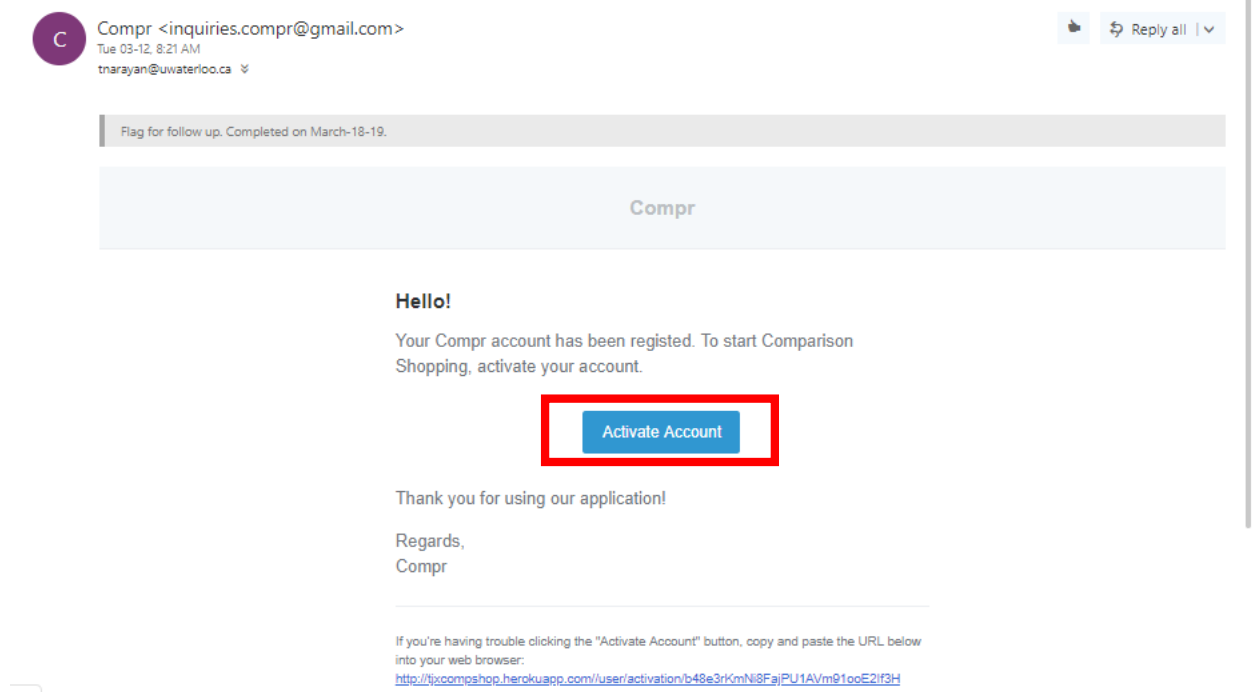
- 1) Visit the website: www.compr.ca
***Ideally please use Google Chrome browser (you can download on your work computers – steps below). If the view is disoriented try use wifi connection. If you're having trouble clicking go to the following link: <http://tjxcompshop.herokuapp.com/register> ***
- 2) On the top right corner click Register



- 3) Enter your account registration information and click Register.
Note: Your account is not attached to your TJXC account so please feel free to use any password.
Right now there are only a few departments, this will be fixed in the next two weeks. For now please pick one department.

A screenshot of the account registration form on the Compr website. The form is white with a red border and is set against an orange background. It contains the following fields: 'Name', 'Email Address', 'Department' (a dropdown menu with 'Electronics', 'Footwear', 'Handbags', and 'Kitchen' visible, highlighted by a red rectangle), 'Role' (a dropdown menu with 'GMM', 'DMM', 'Executive Assistant', and 'Merchant' visible), 'Password', and 'Confirm Password'. A red rectangle highlights the 'Register' button at the bottom. Below the button, there is a link that says 'Already have an account? Log in here.'

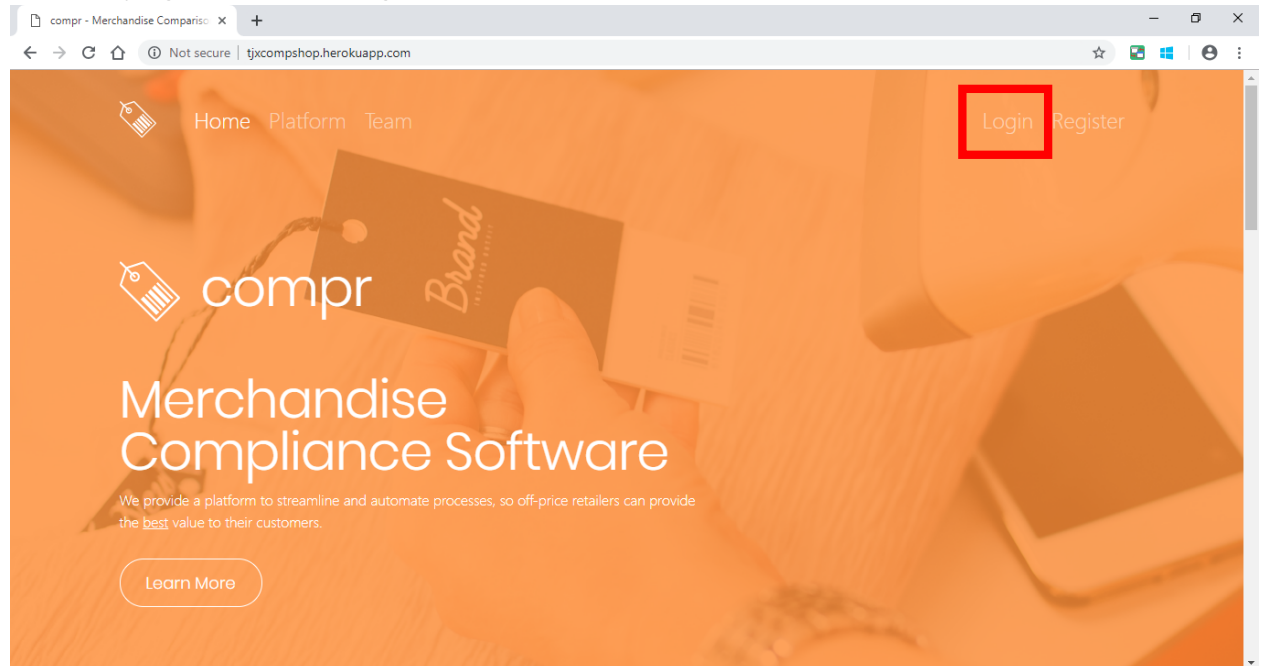
- 4) Once you have registered you should be told that there is an activation email sent to your email account and click the link to verify your account. The email will look like below:



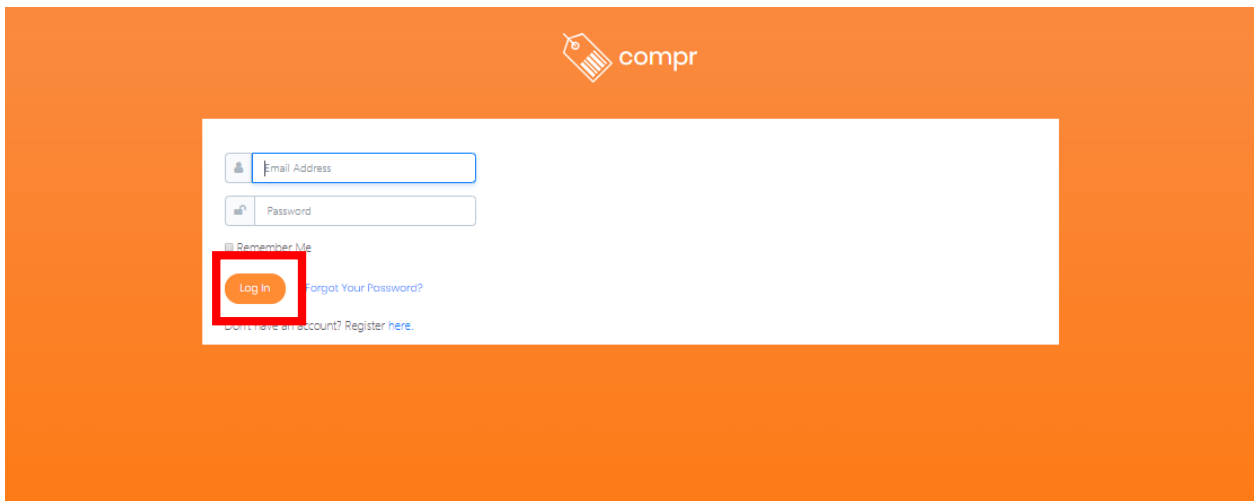
NOTE: Once you have clicked on the link you will be redirected to the login page. Please login there to access your account.

Logging In

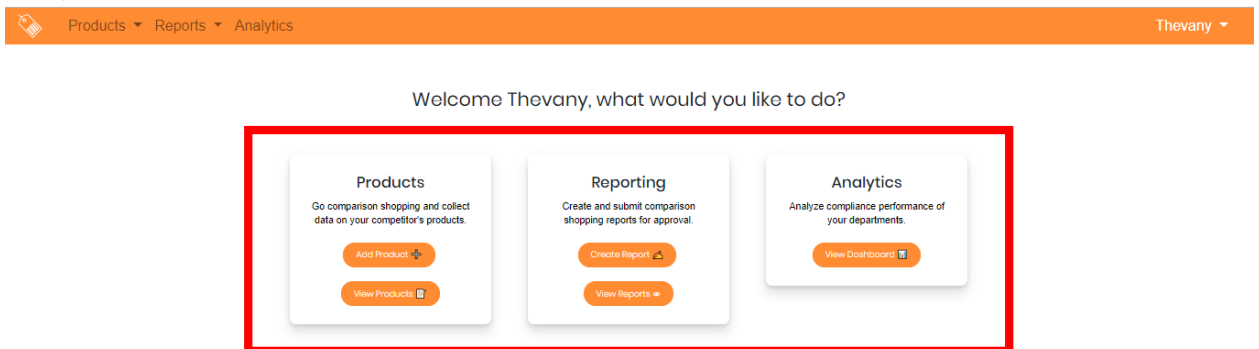
- 5) Visit the website: www.compr.ca
6) On the top right corner click Login



- 7) Enter your account login information and click Login. If you have forgotten your password you can click Forgot Your Password and follow the steps.



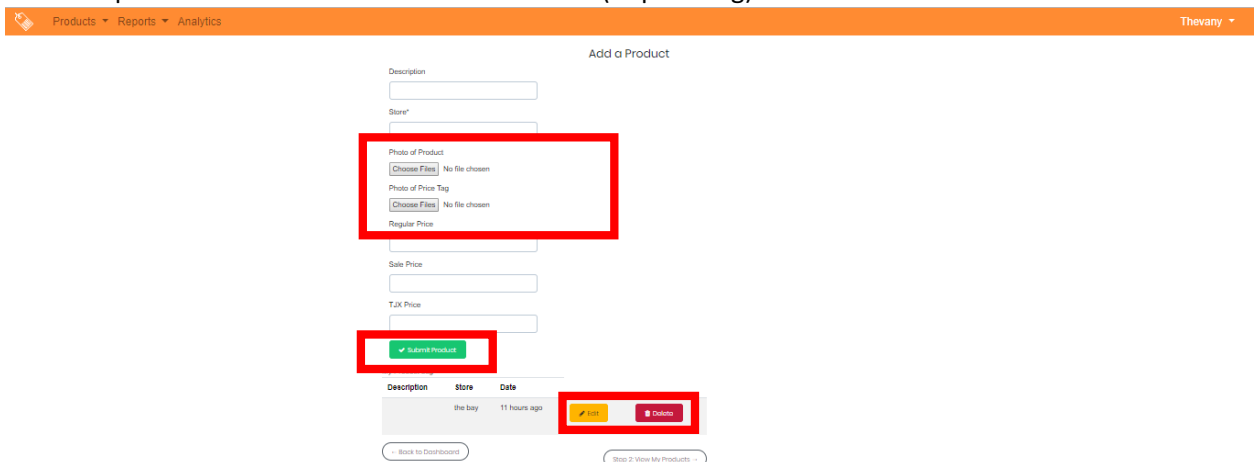
- 8) Once logged in you will see the screen below. You have three options: Products, Reporting or Analytics



NOTE: Once on another a page to return to the main homepage click on the top left corner.

Add Product

- 1) Select Add Product
- 2) Fill in minimum required information of product: Store Name
- 3) For each product you can add two pictures. Either select the first picture from Camera Roll or Take the picture. Do the same for the second one (of price tag).



- 4) Once you have added the pictures and put in at least minimum required information (at least Store Name) you can click submit.

- 5) The page will refresh, to show in the table below the new item you added. You can edit or delete product here.

Products ▾ Reports ▾ Analytics Thevany ▾

Add a Product

Description

Store*

Photo of Product
[Choose Files](#) No file chosen

Photo of Price Tag
[Choose Files](#) No file chosen

Regular Price

Sale Price

TJX Price

[✓ Submit Product](#)

My Product Log

Description	Store	Date		
	the bay	11 hours ago	✎	✖

[← Back to Dashboard](#) [Step 2: View My Products](#)

- 6) Continue to follow steps 2-4, to add additional products

Edit My Products

- 1) Select My Products which is a log of all products that you added that haven't been submitted in a report.

Products ▾ Reports ▾ Analytics Thevany ▾

My Product Log

Description	Store	Date	Edit	Delete
	the bay	Mar 16, 2019	✎	✖
Black T-shirt	Sitches	Mar 16, 2019	✎	✖
	Hudson Bay	Mar 16, 2019	✎	✖
	Hudson's Bay	Mar 16, 2019	✎	✖


[← Step 1: Add a Product](#) [Step 3: Submit a Report](#)

- 2) Click Edit for the product you want to modify
- 3) Fill in the remainder of the information for the product such as price etc.
- Note: Regular Price and Internal Price (Price of product at TJXC) are mandatory once you decide to edit a product.

Products ▾ Reports ▾ Analytics Thevany ▾

Edit Product

Description*



Store*

Regular Price*

Sale Price*

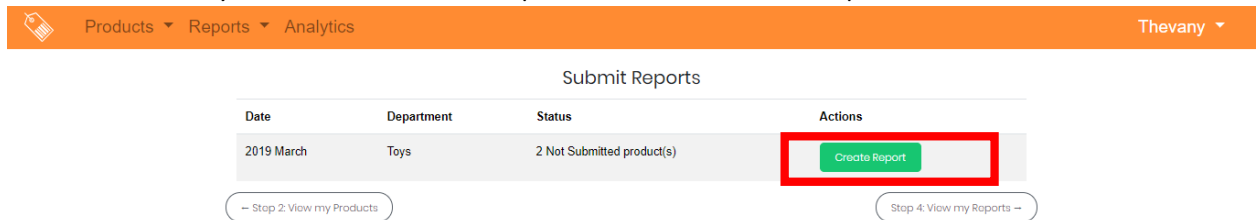
TJX Price*

[✓ Save Product](#)

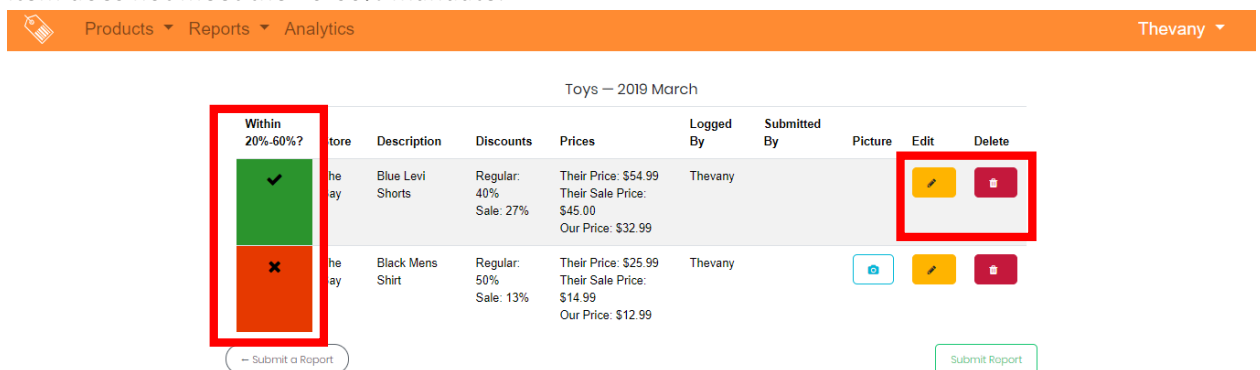
- 4) Click Save Product. You will be redirected to Edit log page

Create Report

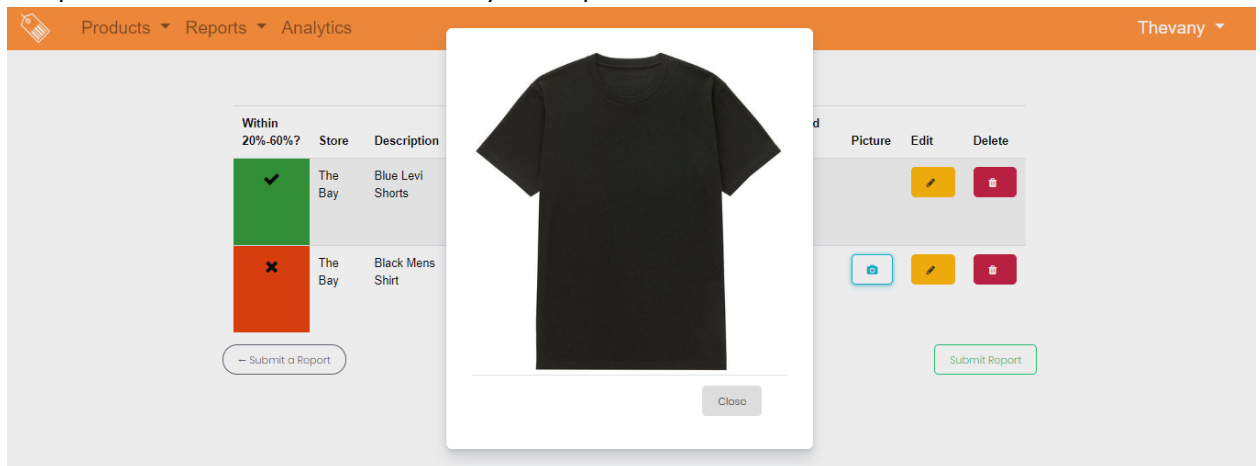
- 1) Click Create Report
- 2) Select the month you want to create the report for and click Create Report Button.



- 3) You will be shown a view similar to below. You can see all the items being added to the report and either modify the information shown in the report or delete the item. Red indicates that the item does not meet the 20-60% mandate.

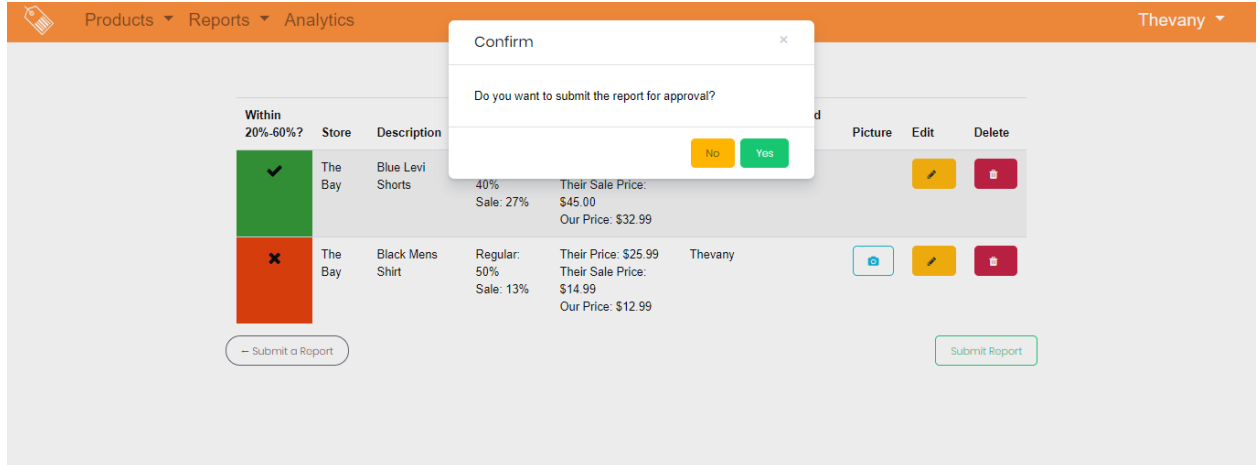


- 4) The picture icon when clicked will show you the picture of the item added.

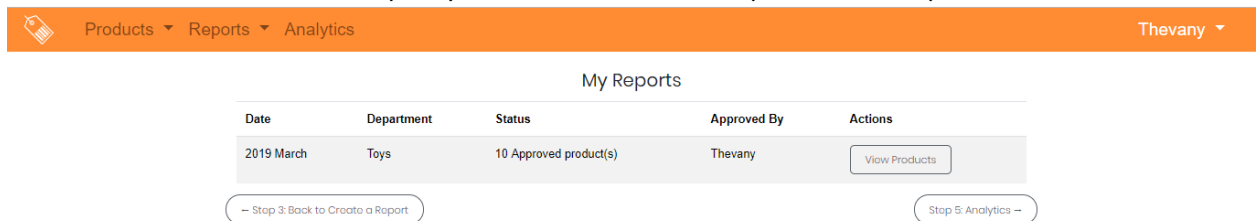


- 5) Once you are ready Click Submit Report in bottom right hand corner.

6) You will be prompted with a dialogue box.



7) If you click Yes the report will be delivered to your DMM. They will be notified via email of your submission. You can view the report you submitted in View Reports under Reports.



Google Chrome Install

- 1) Visit the website: <https://www.google.com/chrome/>
- 2) Click Download Chrome and follow steps to install. You will be prompted to enter your password for TJX account.
- 3) Once you have entered password you will be told you do not have access to install. This will be followed by instructions to install without Admin approval. CLICK YES.
- 4) Install will complete on its own.