PROCESS MANUAL **TIMETABLE**

GLOSSARY

MENUBAR

Located at the top left of the site. Click here to open all sections of the Administrative Panel, all with different functionalities.

SHOPPERS

The Shoppers view section has 3 tables:

Pending Shoppers: this lists all shoppers that are created in the Administrative Panel but are not currently live in www.shop.pr because of the start date, or are in pause.

Current: this lists all active and live Shoppers in www.shop.pr.

Last 25 Expired Shoppers: this lists the last 25 expired Shoppers from the site.

TIMETABLE

This is the section to create the entry for a Shopper to be sent to the indexing team.

NOT LINKED

Timetable entries with the yellow status, “Not linked”, means it is a new entry and the Shopper for this Timetable entry has not been created yet.

NOT SYNCED

Timetable entries with the red status, “Not Synced”, means the entry has suffer changes after the Shopper has created and the Admin has to synch this changes.

SYNCED

Timetable entries with the green status, “Synced”, means the Shopper for this entry has been created.

USERS

In this section, users can edit their personal information and change the password.

STEPS TO CREATE A **TIMETABLE** ENTRY

To create a Timetable entry, follow these simple steps:

1. Access to the Administrative Panel, with your credentials (username and password).

2. Go to the Menubar located at the left side of the screen.

3. Click on the “Timetable” section.

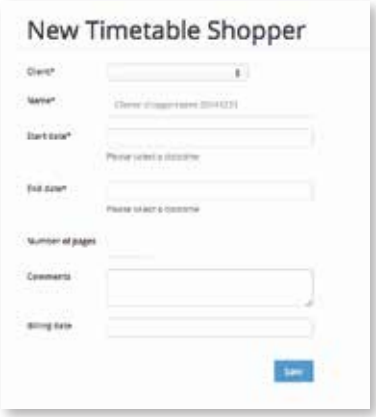
4

In the Timetable section click on “New Timetable Shopper” button at the top right of the screen.

New TimeTable Shopper+

5

Fill in the required information for the Timetable.



Client: select the client.

Name: Enter the name of the shopper. The format should be: Name of client – name of shopper & start date (yyyy-mm-dd).

Start Date: select start date and time for the Shopper.

End Date: Select end date and time for the Shopper.

Cantidad de Páginas: Insert the number of pages in the attachment.

Recibido: Date of reception for the shopper.

6

Click on the save button to start uploading the attachement.

SAVE

7

After saving the Shoppers’ information an upload section will appear. Click and select or simply drag and drop the file to be attached. **Only one file per Timetable in .ZIP format is allowed.**

8

Click on the “save” button. The Timetable entry has been created and sent to the operations team.

SAVE

9

To see the Timetable, go to the MenuBar.

10

Click on “TimeTable” **(You will see the entry at the top of the list and the status icon will show if the shopper has been created or not.).**

TO EDIT A EXISTING **TIMETABLE** ENTRY

1. Click on the “edit” button at the left end of the Timetable entry table.

2. It will redirect to the Timetable entry page, make the necessary changes and press the “save” button.

SAVE

3. If the Shopper for the Timetable entry was created, you will have to click on the “Sync” button to sync all changes. If the Shopper for the Timetable entry has not been created, all changes will be synced automatically.

SYNC

If you have any question regarding processes and if you encounter any inconvenience in the Administrative Panel, please contact
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