

## RELEASE NOTES



A New Check In/Check Out process has been added to  
SAS Retail Logic



## PIN SETUP

For merchandisers to check in and check out of work, a PIN will need to be setup. The PIN can be setup on the APK or on Field Web.

### APK and Field Web PIN Setup

You will be able to set your PIN in the Profile section as seen below:

#### A. Once logged in, click on the *Profile* button

**SAS Retail Services**

**SCHEDULE**

**2023-07-24**

**FT**  
Store #3  
9500 Culver Blvd, Culver City, California, United States, 90232  
08:00 AM PDT 2

**FT**  
Store #4  
3525 W Carson St, Torrance, California, United States, 90503  
01:00 PM PDT 2

**2023-07-25**

**2023-07-26**

**2023-07-27**

**Schedule** 9.5(221) Last Sync 2023-08-01 09:39 AM

**FT**  
Store #3  
9500 Culver Blvd, Culver City, California, United States, 90232

**Shift Date & Time**  
2023-07-24 - 2023-07-30  
08:00 AM - 12:00 PM PDT

**Team**

Alfonso Gracia Yoshio Nakamaru (Lead)

**Start Driving** View Map Est. Driving time: 11 mins

**Projects**

Project Name	Cycle	Associates	Start time			
Cloned SAS Corp IT NonBillable	Cloned SAS Corp IT NonBillable Cycle 222	2	8:00 AM PDT	Finished	View	Add Expense



## PIN SETUP

B. Reset PIN section will appear to enter new PIN

**Profile**

**Yoshio Nakamaru**  
Retail Merchandiser Project

Start Date: 2020-08-19  
Location: Los Angeles, CA

Emp. ID: 18565  
Emp. Email ID: marvistaculver@g...  
Emp. Phone Number: 3105981184

**Reset PIN**

New PIN  
....

New PIN (again)  
Enter the same PIN as before for verification  
....

**CHANGE PIN**

C. Click *Change PIN* and a “Success!” message will appear

**Yoshio Nakamaru**  
Retail Merchandiser Project

Start Date: 2020-08-19  
Supervisor  
Location: Los Angeles, CA

**Work History** **Schedule** **Reset PIN**

New PIN  
.....

New PIN (again)  
Enter the same PIN as before for verification  
.....

**Success!**

**CHANGE PIN**

**Note : Do Not Share your PIN**



## PIN SETUP

### Resetting PIN

When resetting your PIN, you do not need to know your current PIN. To reset your PIN, please follow one of the steps above

Profile

**Yoshio Nakamaru**

Retail Merchandiser Project

Emp. ID: 18565

Emp. Email ID: marvistaculver@g...

Emp. Phone Number: 3105981184

Start Date

2020-08-19

Location

Los Angeles ,CA

Reset PIN

New PIN

....

New PIN (again)

Enter the same PIN as before for verification

....

CHANGE PIN



# BYOD REPORTING

For BYOD reporting, you will be able to login to your device and report time as seen below:

A. As a merchandiser, login to Field Web (Link: <https://prod.sasretail.com/en/field/>) and navigate to the visit

B. Click on Add Time Punch

The screenshot shows the SAS Retail Services Field Web interface. On the left is a sidebar with a 'Schedule' menu. The main content area displays a visit schedule for 'FT, 4' at '3525 W Carson St, Torrance, California, United States, 90503'. The shift date and time are '2023-09-25 - 2023-10-01' from '01:00 PM - 05:00 PM PDT'. Below this, the team members are listed: 'Alfonso Gracia' and 'Yoshio Nakamaru (lead)'. There is an 'Enter Travel' button and a 'View Map' link showing an estimated driving time of 39 minutes. At the bottom, there is a table of projects. The first project is 'Cloned SAS Corp IT NonBillable' with a cycle of 'Cloned SAS Corp IT NonBillable Cycle 231', 2 associates, and a start time of 'PDT'. The 'Add Time Punch' button for this project is highlighted with a blue box.

Project Name	Cycle	Associates	Start Time	
Cloned SAS Corp IT NonBillable	Cloned SAS Corp IT NonBillable Cycle 231	2	PDT	<input type="button" value="Add Time Punch"/> <input type="button" value="View"/> <input type="button" value="Add Expense"/>

C. The user will then be prompted with this message if the visit is not started.

The warning dialog box features a large orange exclamation mark icon. Below it, the text reads: 'Warning. This visit has not been started by the team lead yet. Are you sure you want to add time to the visit?'. At the bottom, there are two buttons: 'No' and 'Yes'.

**Note:** Edits are not available for APK or Field Web. Edits must be done on the Leads device or contact Supervisor



# BYOD REPORTING

D. The Employee Time Punch window will appear. Click on the Start Work button to clock in

**Employee Time Punch Management**

**Start Work**

[+ Add additional details](#)

Store Local Time  
**Sep 25, 2023 9:42 AM PDT**

Work Time  
- (-)

Work Type	Start Time	End Time	Manage
There are no entries for this shift yet			

Cancel Save & Close

E.. Work time has now started\*

**Employee Time Punch Management**

**End Work**

[+ Add additional details](#)

Store Local Time  
**Sep 25, 2023 9:42 AM PDT**

Work Time  
**0.0000 (0h 0m)**

Work Type	Start Time	End Time	Manage
<b>Work</b>	<b>Sep 25, 2023 9:42 AM PDT</b>		

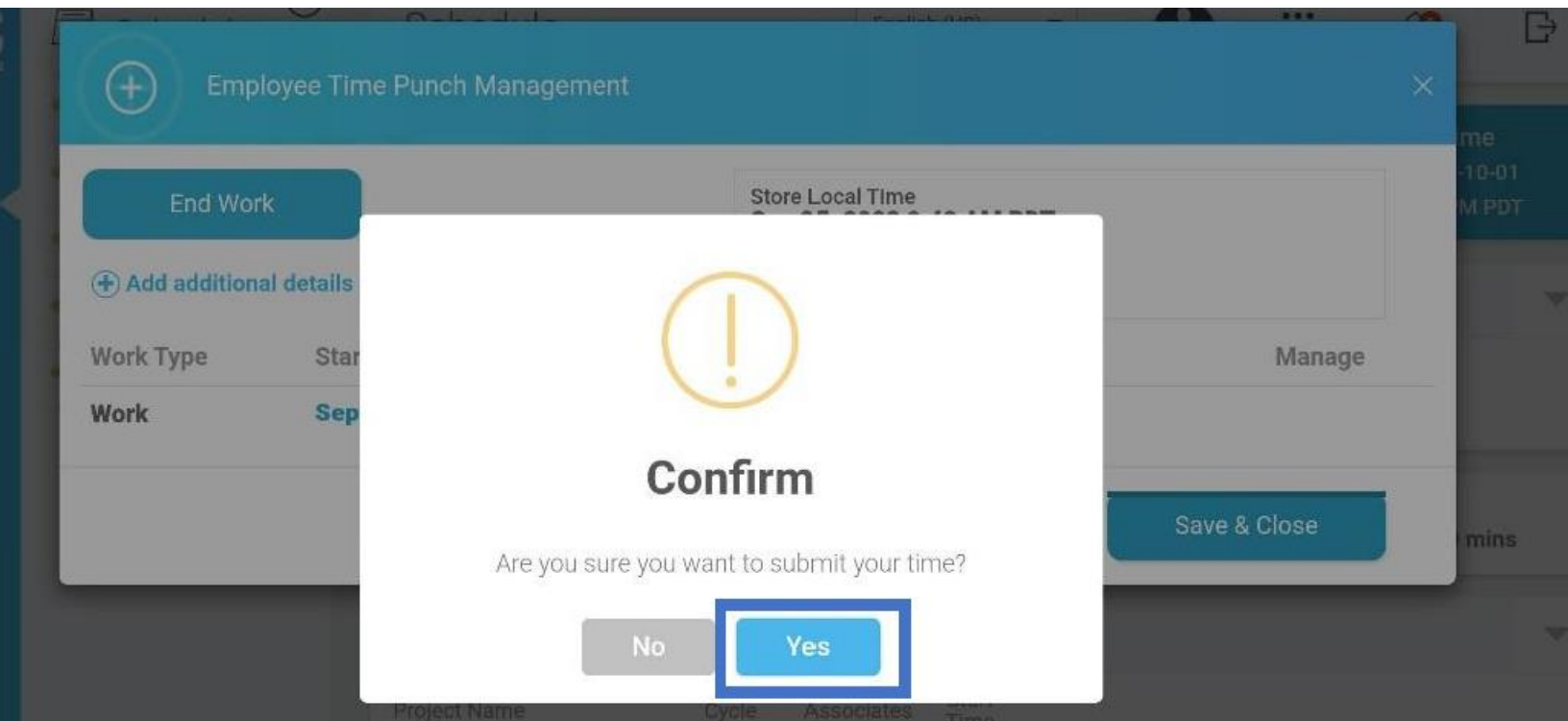
Cancel Save & Close

**Note:** After the “Start Work” button has been clicked, it will change to an “End Work” button



# BYOD REPORTING

F. After clicking the Save & Close, you will be prompted to Confirm. After clicking Yes, the time punch will be saved







# BYOD REPORTING

## ADDITIONAL DETAILS

Additional Details can be added as seen below:

A. Click the *Add Time Punch* button

**SAS Retail Services**

Schedule

English (US)

FT, 4  
3525 W Carson St, Torrance, California, United States, 90503

**Shift Date & Time**  
2023-09-25 - 2023-10-01  
01:00 PM - 05:00 PM PDT

**Team**

Alfonso Gracia Yoshio Nakamaru (lead)

**Enter Travel**

View Map  
Est. Driving time: 39 mins

**Projects**

Project Name	Cycle	Associates	Start Time
Cloned SAS Corp IT NonBillable	Cloned SAS Corp IT NonBillable Cycle 231	2	5:00 AM PDT

**Add Time Punch** View Add Expense

B. Click on Add Additional Details to reveal the drop-down menu

**Employee Time Punch Management**

End Work

**Add additional details**

Store Local Time  
Sep 25, 2023 9:53 AM PDT

Work Time  
4.8833 (4h 53m)

Work Type	Start Time	End Time	Manage
Work	Sep 25, 2023 5:00 AM PDT		

Cancel Save & Close





# BYOD REPORTING

## ADDITIONAL DETAILS

C. Click on the drop down to view the work types

**Employee Time Punch Management**

End Work

Store Local Time  
Sep 25, 2023 9:54 AM PDT

Work Time  
4.9000 (4h 54m)

— Add additional details

Select Work Type

Select Work Type

Lunch

Another Project

Sick

Holiday

Vacation

Bereavement

Start

End Time

Manage

25, 2023 5:00 AM PDT

Cancel

Save & Close

Project Name	Cycle	Associates	Start Time
Cloned SAS Corp IT NonBillable	Cloned SAS Corp IT NonBillable Cycle 231	2	5:00 AM PDT

Add Time Punch View Add

D. Select the Work Type needed and click the start button

**Employee Time Punch Management**

End Work

Store Local Time  
Sep 25, 2023 9:54 AM PDT

Work Time  
4.9000 (4h 54m)

— Add additional details

Lunch

Start

Work Type

Start Time

End Time

Manage

Work

Sep 25, 2023 5:00 AM PDT

Cancel

Save & Close

Project Name	Cycle	Associates	Start Time
Cloned SAS Corp IT NonBillable	Cloned SAS Corp IT NonBillable Cycle 231	2	5:00 AM PDT

Add Time Punch View Add



# BYOD REPORTING

## ADDITIONAL DETAILS

E. Start time for the additional detail will be added\*

**Employee Time Punch Management**

End Work End Lunch

+ Add additional details

Work Type	Start Time	End Time	Manage
Work	Sep 25, 2023 5:00 AM PDT		
Lunch	Sep 25, 2023 9:54 AM PDT		

Store Local Time  
Sep 25, 2023 9:54 AM PDT

Work Time  
4.9000 (4h 54m)

Cancel Save & Close

**\*Note:** Next to "End Work" an "End Lunch" button has appeared. This will happen for any additional detail

F. Click Save & Close and Confirm

**Confirm**

Are you sure you want to submit your time?

No Yes

Save & Close



# BYOD REPORTING

## ADDITIONAL DETAILS

G. Success message will appear

The screenshot shows the SAS Retail Services app interface. A white modal dialog box is centered on the screen, displaying a green checkmark icon and the text "Success!" followed by "Time has been saved" and an "OK" button. The background is dimmed, showing the "Schedule" screen. On the left, a sidebar lists dates from 2023-09-11 to 2023-09-29, with "2023-09-25" selected. Below the dates, two store locations are listed: "Store #3" and "Store #4". The main area shows details for "Store #4" at "3525 W Carson St, Torrance, California, United States, 90503". A "Shift Date & Time" box indicates the shift is from "2023-09-25 - 2023-10-01" from "01:00 PM - 05:00 PM PDT". Below this, a "View Map" button shows an "Est. Driving time: 39 mins". At the bottom, a table lists project details:

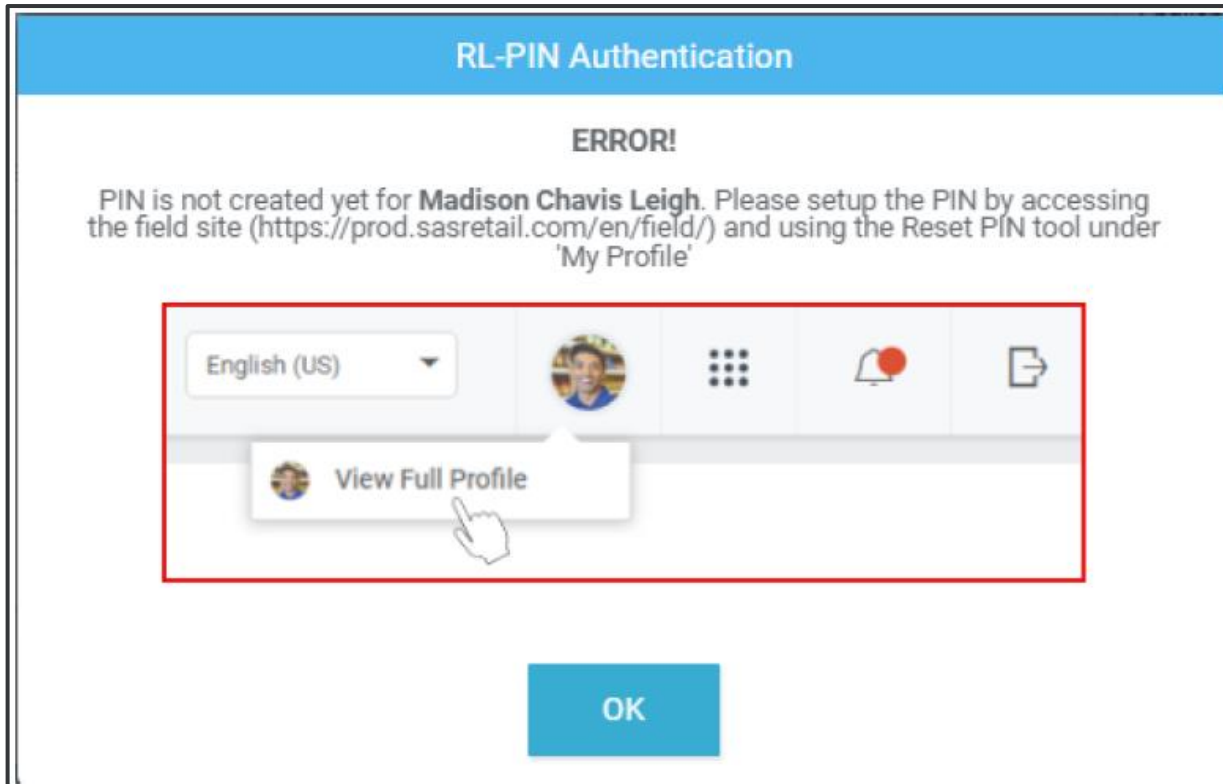
Project Name	Cycle	Associates	Start Time	Actions
Cloned SAS Corp IT NonBillable	Cloned SAS Corp IT NonBillable Cycle 231	2	5:00 AM PDT	<a href="#">Add Time Punch</a> <a href="#">View</a> <a href="#">Add Expense</a>



# FAQ's

1. What will happen if I try to login without a PIN?

a. You will see the error below:



2. Where can I setup my PIN?

a. Check "PIN" section above

3. I forgot my PIN, how do I reset?

a. Please check Resetting PIN section above

b. Submit a helpdesk ticket for further assistance



## FAQ's

4. What if I don't have a BYOD?

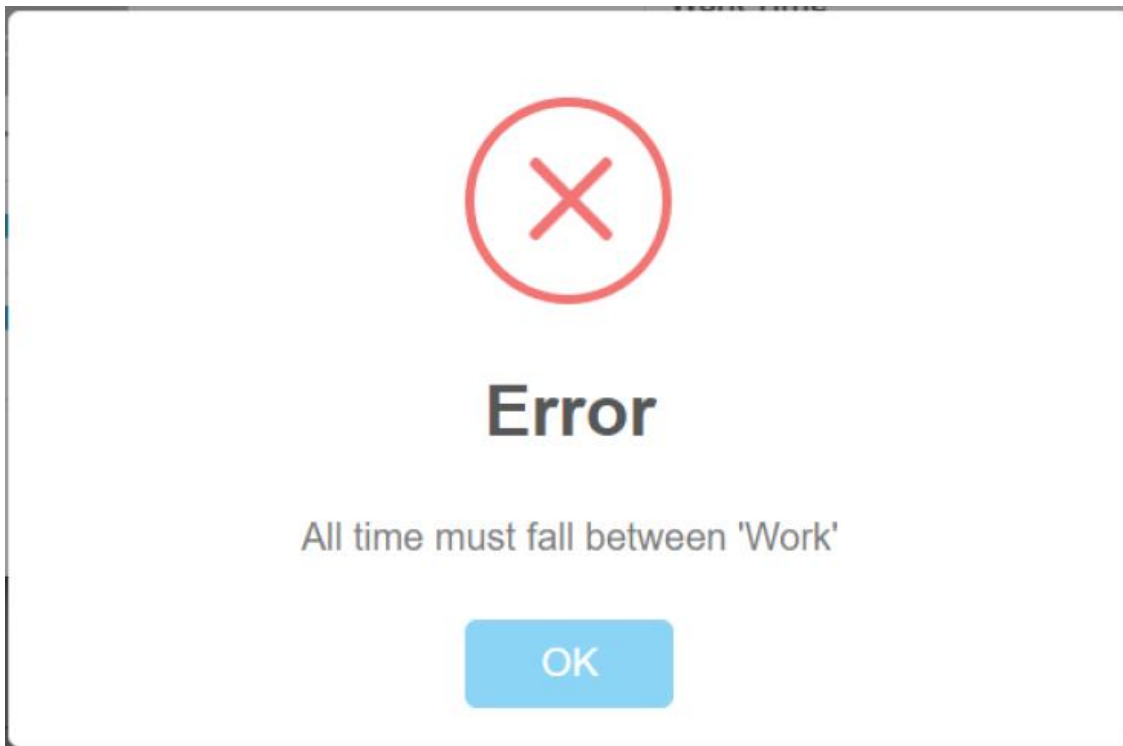
a. You may use the Lead's device to check in using your PIN

i. If PIN is not configured, you will receive an error message

5. Why is my lunch getting an error?

a. All additional time must fall in between the work time. Adjusting work time to fit the lunch may be done since end time can be changed to correct time later\*

b. Error message below:



**\*Recommendation:** If you wait to add lunch time until after it is over, you will not receive this error.