R E L E A S E   N O T E S

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SAS Retail Services

pITch LIVE

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

B. Reset PIN section will appear to enter new PIN

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

Note : Do Not Share your PIN

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

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

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

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

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

E.. Work time has now started*

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

F. After clicking the Save & Close, you will be prompted to Confirm. After clicking Yes, the time punch will be saved
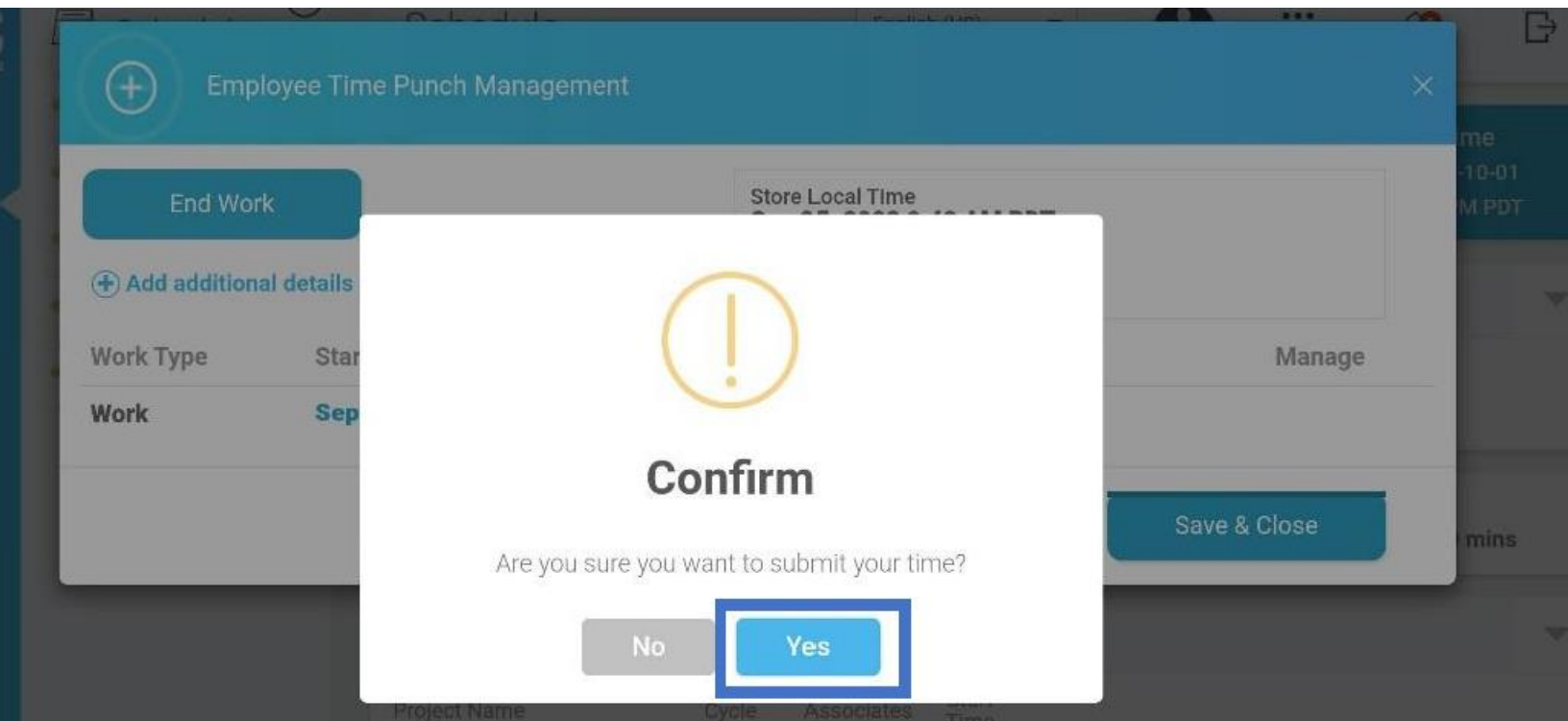
Additional Details can be added as seen below:

A. Click the *Add Time Punch* button

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

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

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

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

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

F. Click Save & Close and Confirm

G. Success message will appear

FAQ's

1. What will happen if I try to login without a PIN?
    a. You will see the error below:
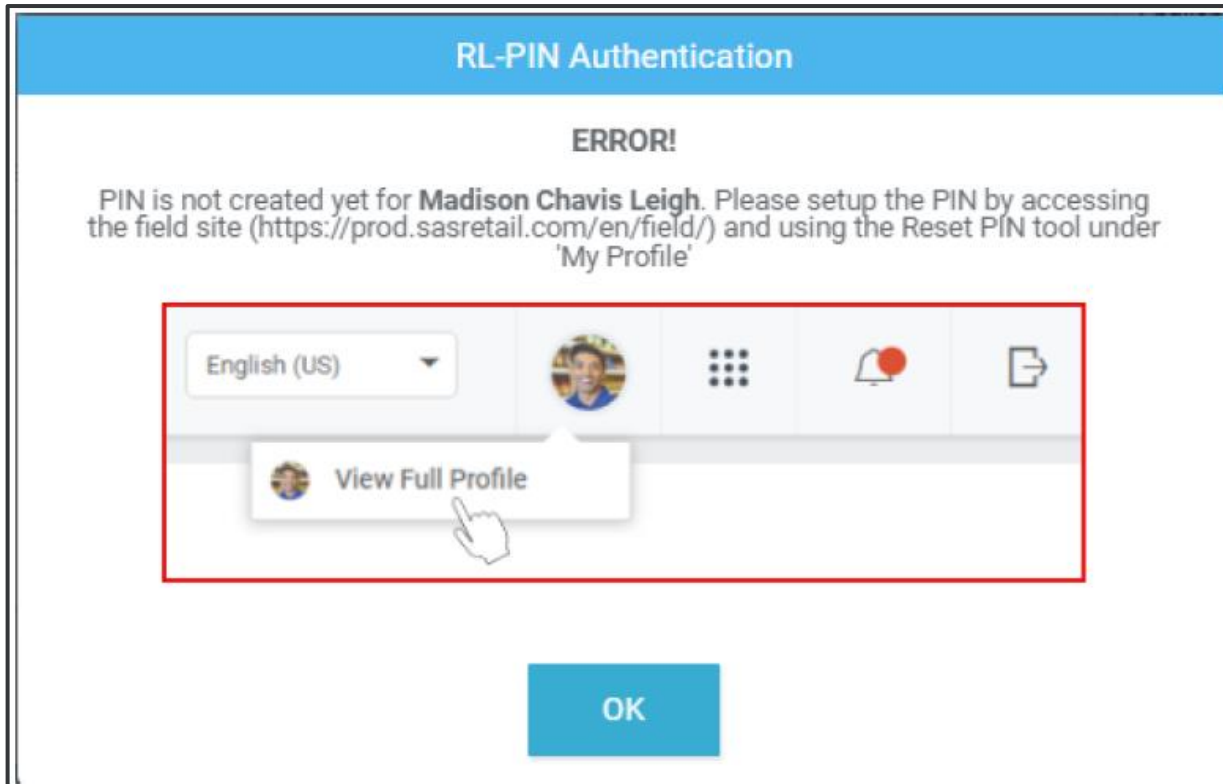
2. Where can I setup my PIN?
    a. Check "PIN" section above

3. I forgot my PIN, how do I reset?
    a. Please check Resetting PIN section above
    b. Submit a helpdesk ticket for further assistance

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

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

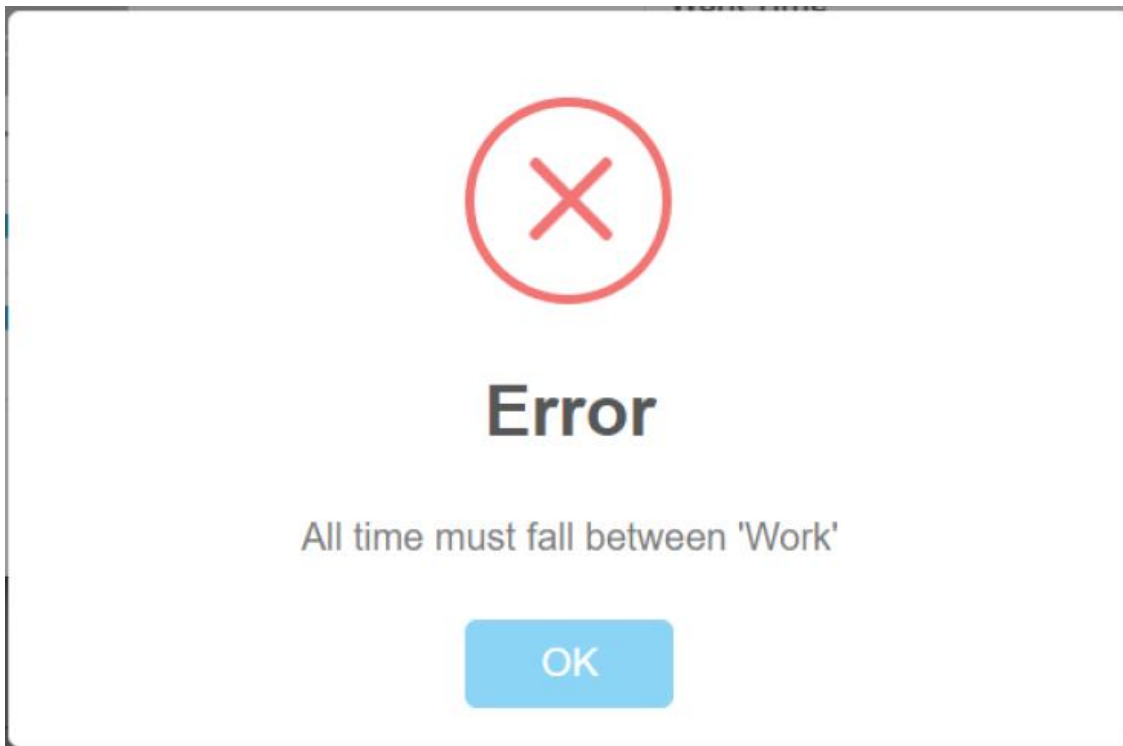i. If PIN is not configured, you will receive an error message

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.