

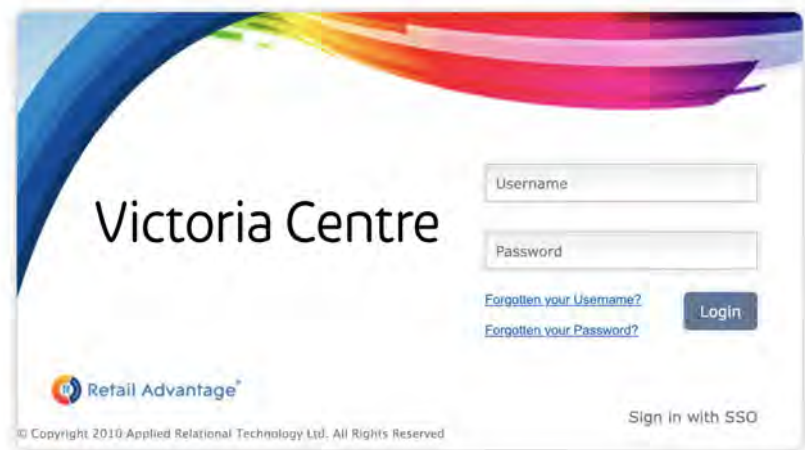
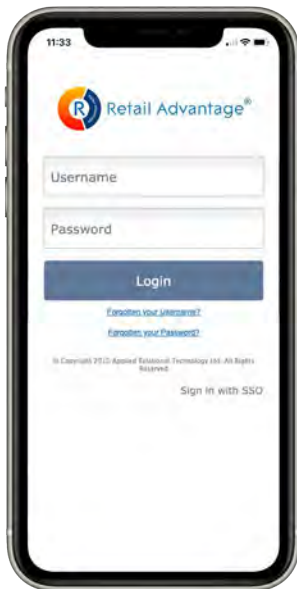
Retail Advantage® Quick Start Guide

Accessing Retail Advantage

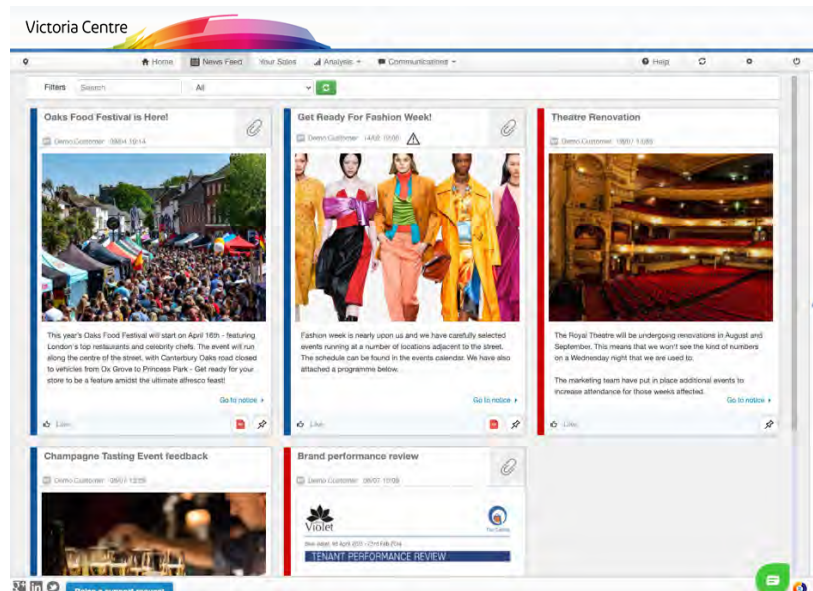
Accessing Retail Advantage is very similar regardless of whether you use a desktop / laptop or mobile device. Simply open an internet browser and enter the following into the address bar : app.retailadvantage.co.uk/nottingham



Alternatively download the Retail Advantage app onto your mobile device from the relevant app store. This delivers an experience optimised for mobile and tablet devices.

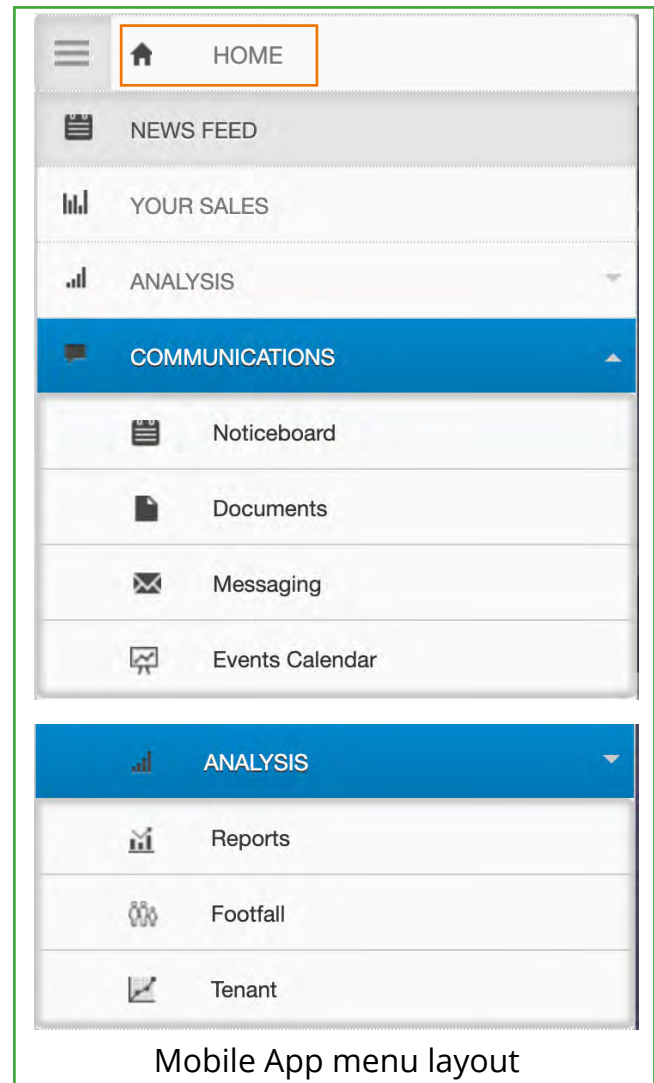
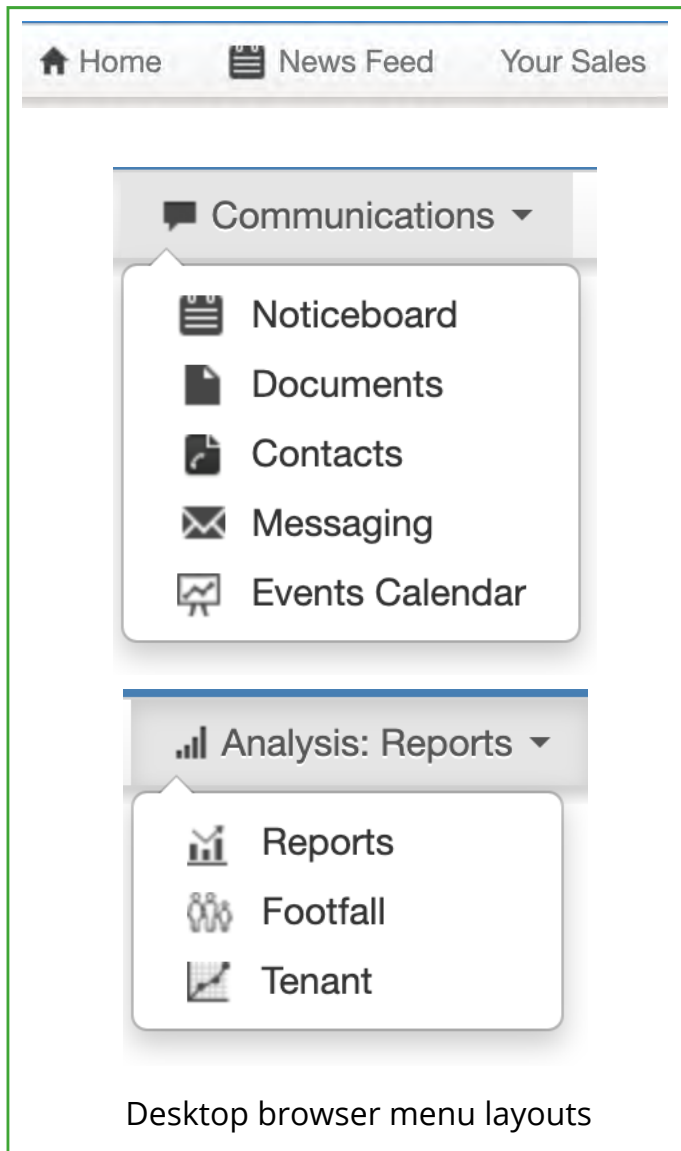


Enter your Username and Password in the boxes and click the Login button. Your Landing Page will then be displayed:



Menu Layouts - Brand Partner

The examples below demonstrate the Main areas that you will see on their Navigation Menu:



Below is an explanation of some key modules that will often appear on the navigation menu.

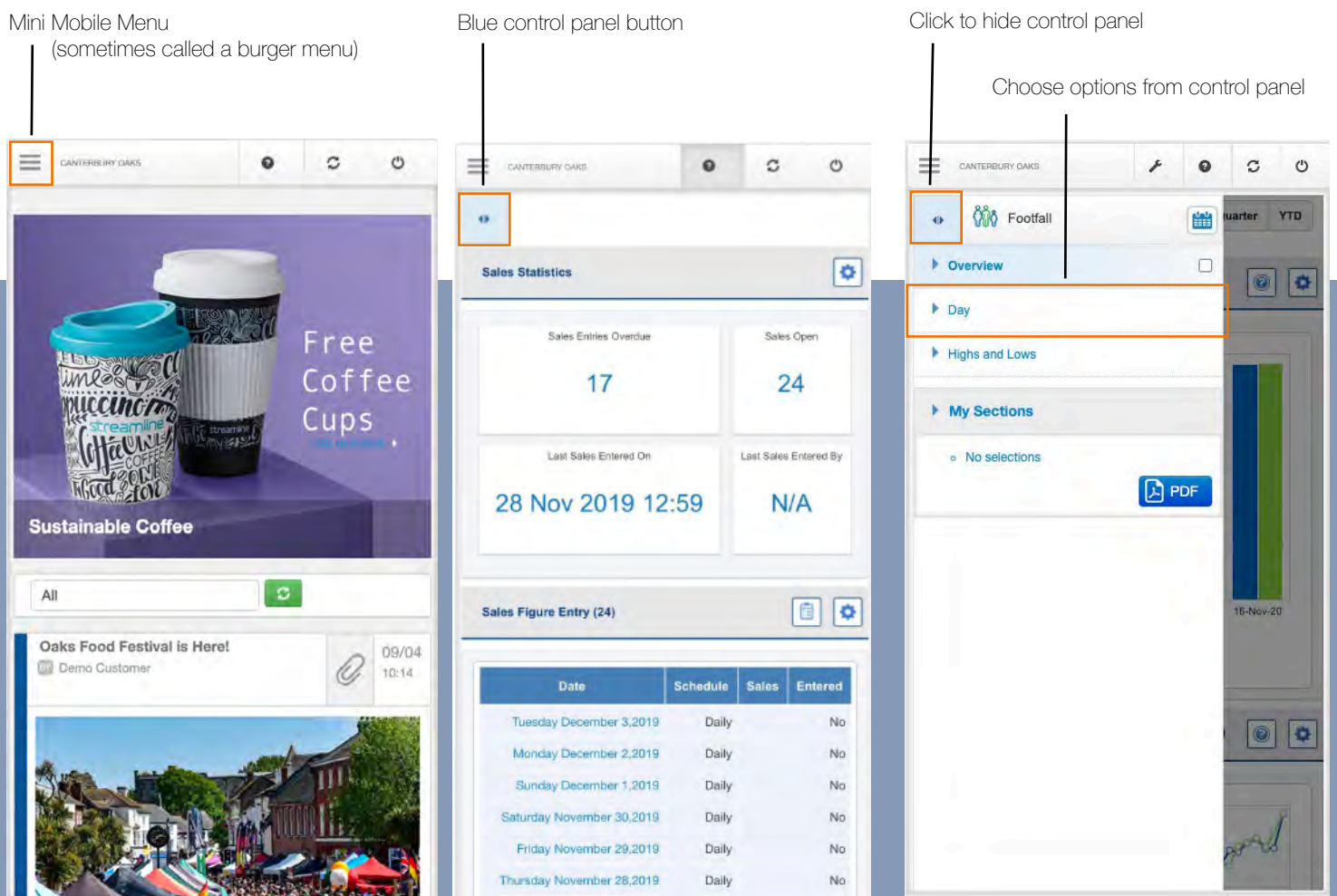
- **Home Button** This links the user to their primary dashboard
- **News Feed** This is a primary view of information about what's happening
- **Your Sales** This is where sales form status and data entry can found
- **Analysis** This provides access to a number of different reports and analysis tools
- **Communication** Notice board, documents library, messaging and contacts to keep users updated on what's happening

Mobile Views

If you are using Retail Advantage on a mobile device, content will be presented differently. However, most operations will be performed in a very similar way.

Click on the mini Mobile Menu at the top left to navigate to different modules. When you are in different modules, the menu control-panels that would normally sit on the left of the action Window are hidden. To access these controls, click on the blue button at the top left, just below the mini menu.

This will reveal the control panel. When you have made your selection from this control panel, you may need to hide the control panel again to view the updated page.



Mini Mobile Menu (sometimes called a burger menu)

Blue control panel button

Click to hide control panel

Choose options from control panel

The screenshots show the mobile interface for 'CANTERBURY OAKS'. The first screenshot shows the 'Sustainable Coffee' banner and a 'Free Coffee Cups' promotion. The second screenshot shows the 'Sales Statistics' section with metrics for Sales Entries Overdue (17) and Sales Open (24). The third screenshot shows the 'Sales Figure Entry (24)' section with a table of sales entries.

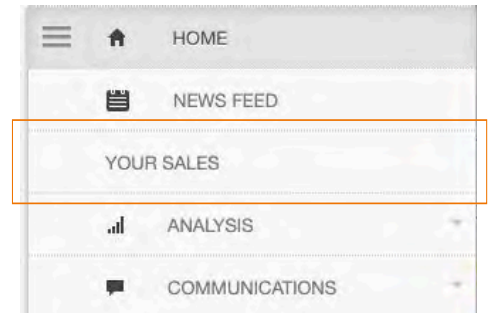
Date	Schedule	Sales	Entered
Tuesday December 3, 2019	Daily		No
Monday December 2, 2019	Daily		No
Sunday December 1, 2019	Daily		No
Saturday November 30, 2019	Daily		No
Friday November 29, 2019	Daily		No
Thursday November 28, 2019	Daily		No

If you are using an iPad, the service will display Retail Advantage with an experience closer to the full standard application.

Your Sales

From the Your Sales module provides access to submit turnover data, view data submission information and access performance Ranking statistics.

To go there, choose "Your Sales" form the navigation menu.

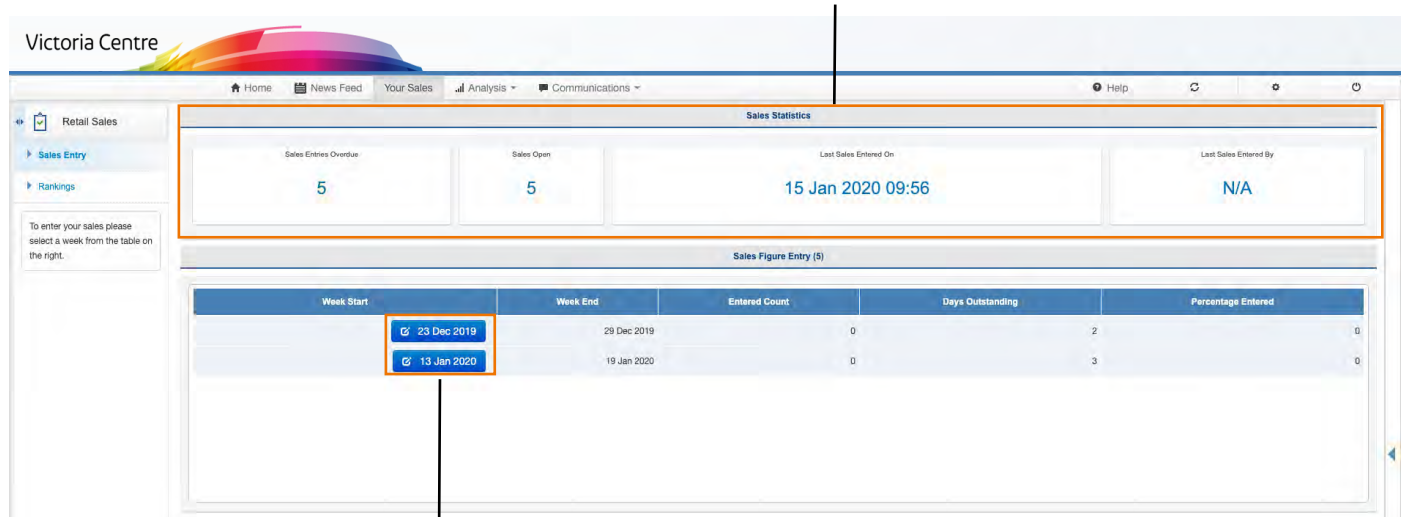


Submitting sales Data

Submission of sales figures can be accomplished from the main Your Sales page. To the right of the Action window you will see two areas. Sales Statistics at the top and Sales Figure entry below.

The Sales Statistics box provides information on the number of sales forms that are currently open to supply data to. There is also information on any form that are currently overdue and notes on recently submitted data.

Sales Statistics



Sales Forms

You can also access sales forms from the top of the News-Feed on a mobile device or the Sales Sales Figure Entry widget from your home dashboard. On the News Feed, any overdue sales forms will show in Red.

Clicking on a date listed will take you directly to the sales form to supply data.



Click to access sales forms

Any outstanding sales forms that are listed in the Sales Figure Entry Box can be accessed by clicking on the blue button marked with a date for each form. This will bring up the data submission window.

Date	Total Net	Total VAT	Total Gross	Transactions	Items (Optional)	Footfall (Optional)	Comments
Mon 13th Jan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Please enter Comments"/>

Please note, when using Retail Advantage on a mobile device, you will need to ensure you have access to either a WIFI network or mobile data connection to send your sales data to the Retail Advantage database.

The questions in each form will be specific to each retail destination. Any fields in columns marked with a * are mandatory. To submit your sales data, type in answers to the questions in the form.

Type values into the boxes provided, checking carefully as you go.

If you are part-way through a week, you can submit some daily entries and save these down by clicking the blue submit button.

Submit

Confirm Daily Entries

Total Net: £5000

Total VAT: £1000

Total Gross: £6000

Transactions: 375

Footfall (Optional): 542

Comments: Power issues today - store lighting intermittent.

Turnover this year is 260.93% down on last year, are you sure you want to continue?

Retail Advantage will perform some calculations to check if any data appears incorrect. If something appears wrong, error messages will appear in red. For example, this will happen when sales data does not add up or if figures seem to be unusually low or high.

If any values are flagged-up by the system, please double-check your numbers. Gross figures for example must be a total of Net + VAT.

If Retail Advantage suggests your data is particularly high or low but you are sure the numbers are correct, you can still confirm these amounts and proceed.

In this instance we would recommend submitting a note in the comments box.



If the store was closed, you can simply click on the "Store Closed" button to complete the form and mark the store as unable to trade for the day.

CANTERBURY OAKS

Total Net

Total VAT

Total Gross

Transactions

Footfall (Optional)

Comments

161 characters remaining