Friday August 25th

Checked In to WALMART TULSA, IA

Check In with Department Manager
Task complete.

Double check pricing on perrenials
Task complete.

Take a photo of the watermering mechanism
Task Missed

How many registers were open in the Garden Center?
Response: 1
Task Completed

Take a photo of the entrance.

Task Completed

Checked Out of WALMART TULSA, IA
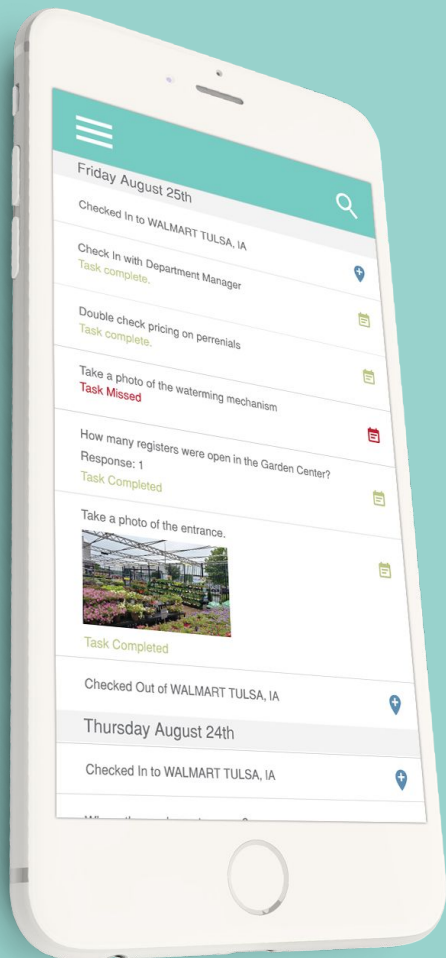
Thursday August 24th

Checked In to WALMART TULSA, IA
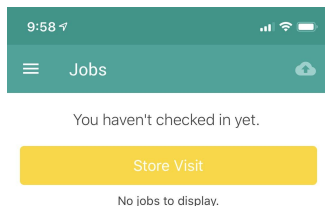
TAP APP TUTORIAL
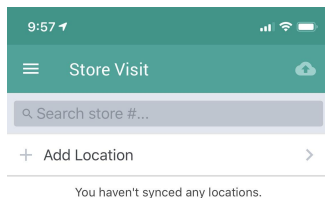OFFLINE MODE - SYNC IMPROVEMENTS

OVERVIEW

INTRODUCTION

- Offline Mode - Steps to Download
- Offline Mode - Steps to Upload
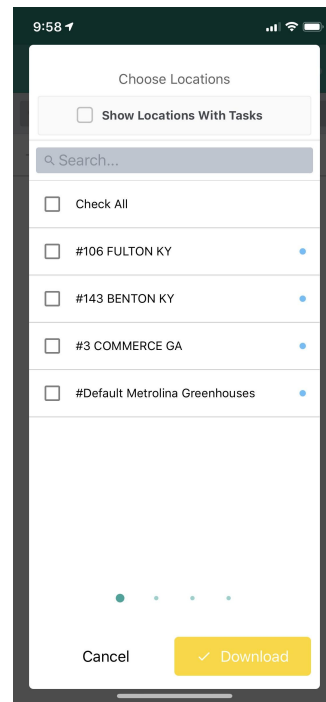- General facts about the new features

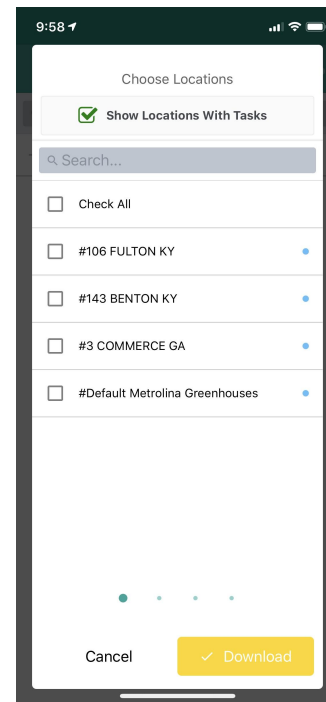# OFFLINE MODE – STEPS TO DOWNLOAD

Step 1: Choose Store Visit

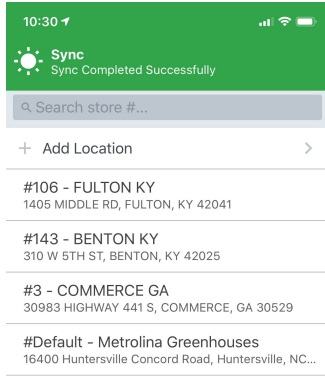Step 2: Click 'Add Location' to download stores
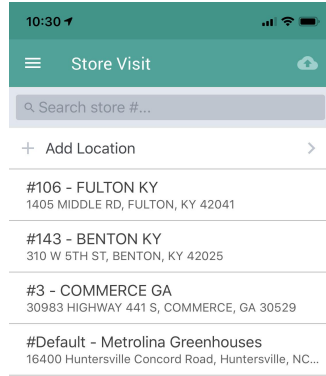
Step 3: Select stores with or without tasks

Step 4: Check the 'Show Locations with Tasks' box to filter for only stores with tasks
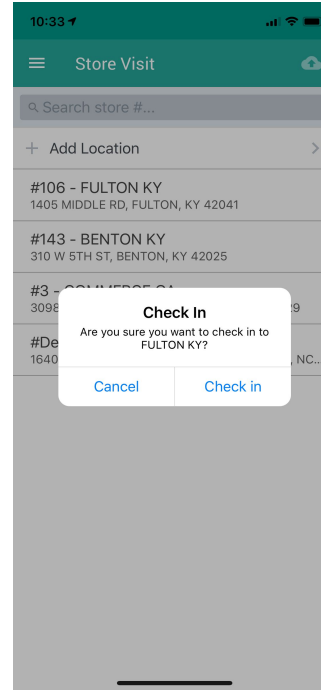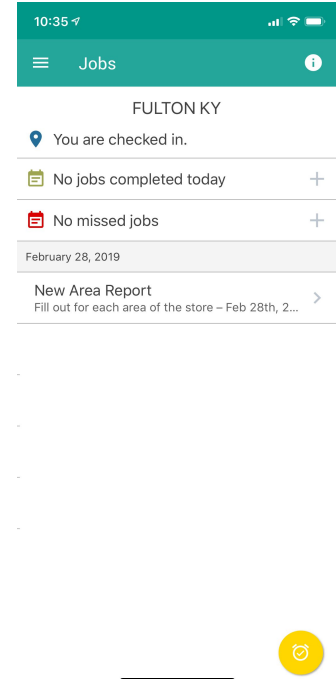
OFFLINE MODE – STEPS TO DOWNLOAD

Step 5: Once stores synced, you can check into those stores

Step 6: Click on your store to check in, or click 'Add Location' to add more stores
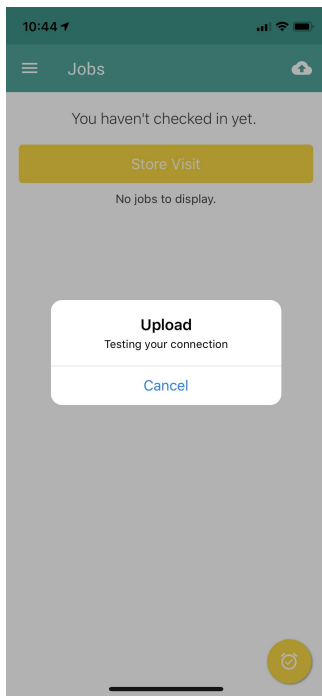

Step 7: Click on your store to check in

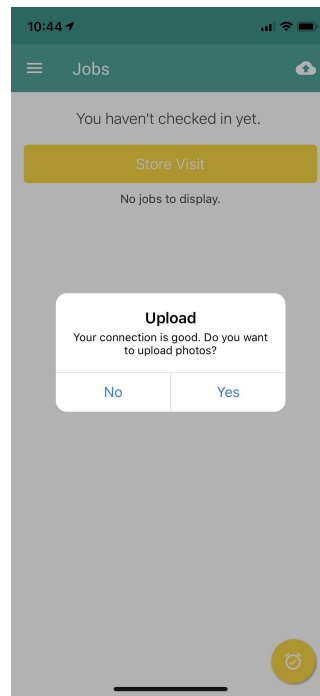Step 8: Complete tasks at the store like normal
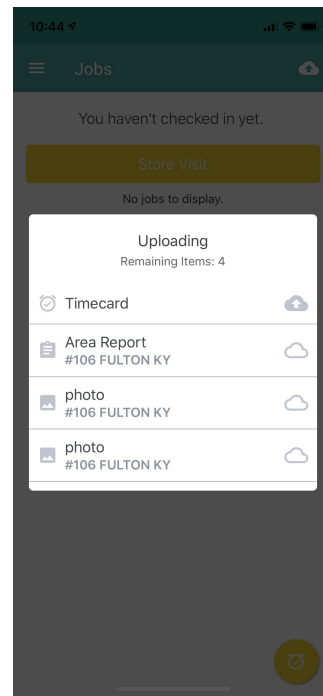
OFFLINE MODE – STEPS TO UPLOAD

Step 1: Go to the Jobs page, and click on the Cloud Icon

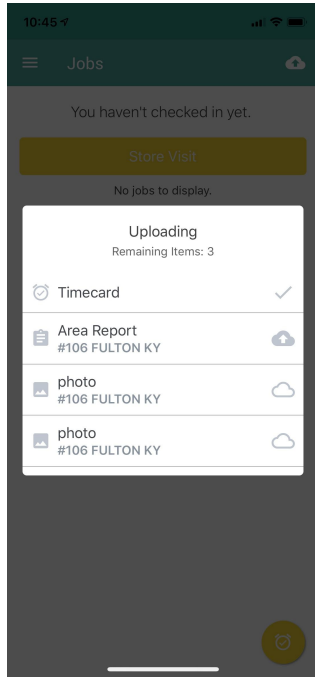Step 2: Before uploading, the system will check your internet connection

Step 3: Choose whether or not to upload photos. Click Yes to upload photos now
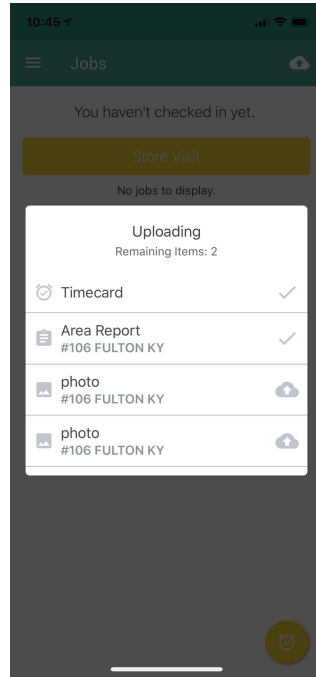
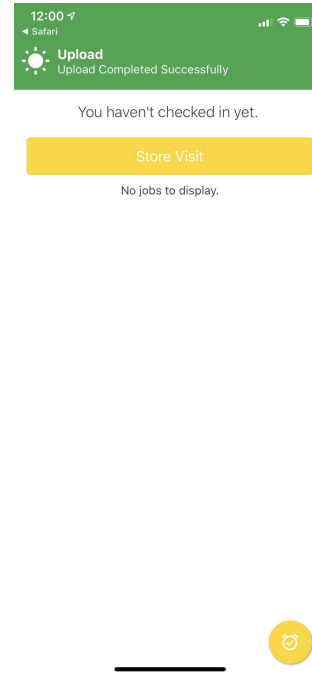Step 4: Your upload will begin and show the progress as it goes
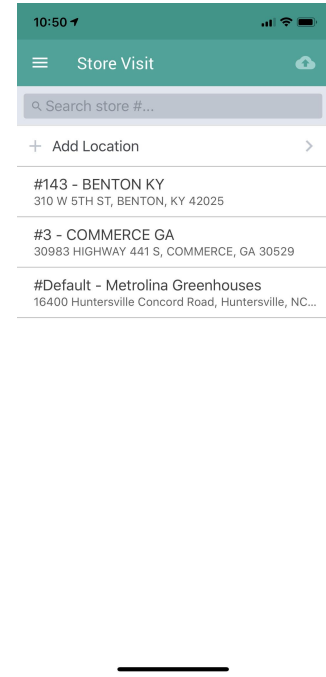
OFFLINE MODE – STEPS TO UPLOAD

Step 5: First Timecards, and Report Answers are uploaded

Step 6: Second, photos are uploaded after all job data, and timecards

Step 7: Once your upload is successful, you will see a message saying that the upload is complete.
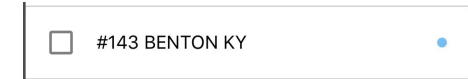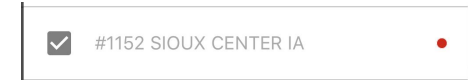
Step 8: After a successful upload click Store Visit, you are returned to the store visit page to select your next store

GENERAL FACTS

1. When you complete tasks at a store and upload those tasks, that store is removed from your list of downloaded stores.

2. A red dot next to a store in the download stores list means that there is unsynced activity for that store, so it cannot be unchecked.

3. A blue dot next to a store in the download stores list means that there is a scheduled job at the store to be completed.

4. The cloud icon for syncing is inactive when you do not have any unsynced information on your phone.

☑ #1152 SIOUX CENTER IA ●
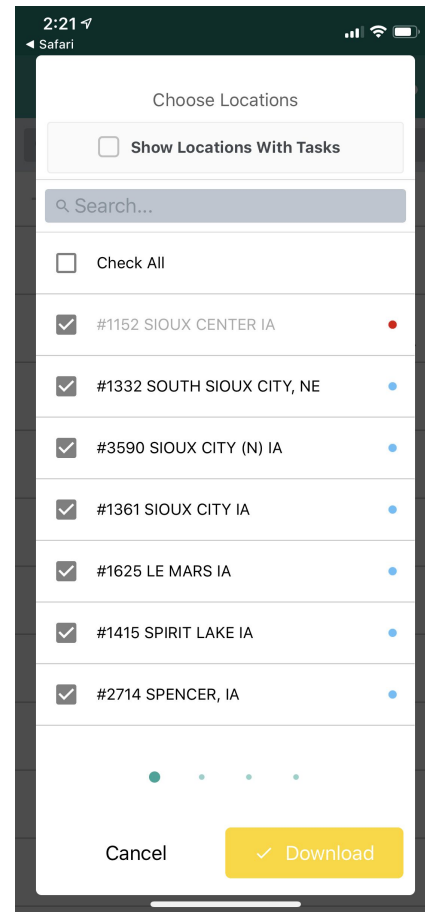
☐ #143 BENTON KY ●

There are no unsynced activities

There are unsynced activities

GENERAL FACTS (cont.)

1. All locations regardless of tasks scheduled show up in the select stores list.

2. There is now a select all button on the store download page to select all stores.

3. There is now a checkbox on the store download page to filter to see only stores with tasks

4. Prompt: "Are you done for the day?" has been removed

5. You can now log out of the TAP App without clearing your unsynced data

ONBOARDING, TRAINING & SUPPORT

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1-855-Get-Tap1   Incoming and outgoing caller ID