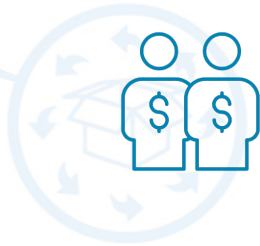




# RWMM

**Store Communications and Task Management**

# Customer and Retailer Goals



Clean Well Stocked Store

Knowledgeable Employees



Profitable Inventory

Productive & Happy Employees



# Why Retail Workflow Management?



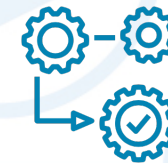
RWM supports Task Workflow that helps stores prioritize and execute workload



Organize Tasks  
required to run an  
efficient Retail  
Enterprise



Assign Tasks in a  
manner that help  
stores understand  
priorities



Track Task  
Execution &  
Collaborate to  
achieve goals

# How Does RWM Work?



Three simple steps designed to make store workload expectations clear

Create

Restock Shelves  
Count Inventory  
Watch Training Videos  
Open Store  
DM Checklists  
Store Surveys  
Pick Up in Store

Assign

Task can be assigned automatically when certain events happen like a customer order or shipment  
Or  
When a Gatekeeper decides to issue a tasks

Complete

Assignees complete tasks, communicate status, collaborate and fill out surveys

Assignors track execution and collaborate

# Create and Assign Tasks



## Create & Assign in Seconds to Individual or Groups

Create a task

Add Detailed Instructions

Add a Video

Attach Documents

Repeat Daily, Weekly or Monthly

Assign to Individuals or Groups

Add Checklist

Add a Survey

### Open Store

The screenshot shows a web-based form for creating a task. At the top, there's a browser-style address bar with icons for back, forward, and refresh. The form fields are as follows:

- Name:** A text input field containing "Open Store".
- Description:** A text area with a rich text editor toolbar (bulleted list, numbered list, bold, italic, underline) and the text "Complete the following task within 30 minutes of opening the store."
- Linked Item:** A text input field containing a URL: "https://youtube.com/watch?v=b-tQdB0ueJd".
- Start Date:** A date and time picker set to "2019-03-11 00:00".
- Due Date:** A date and time picker set to "2019-03-11 00:00".
- Repeats:** A dropdown menu set to "daily".
- Starts On:** A date and time picker set to "2019-03-12".
- Ends On:** A date and time picker set to "2019-03-31".
- Individual Assignees:** A text input field containing "storemanager-nyc-001".
- Group Assignees:** A search input field.
- Checklist:** A list of tasks with checkboxes and 'x' icons to remove them:
  - Clean Bathrooms
  - Open Register
  - Employee Meeting
- Buttons:** A blue button "+ Add Checklist Item" and another blue button "+ Add Survey Question".

# Complete Tasks



## Assignee Dashboard shows Priorities...Just Click on Task to get Started

+ New Task

Due In < 1 Days & Incomplete > Overdue > 0 Days

Created By Me [My Workload](#) Shared Workload Task Templates

Name	Assigner	Start	Due	State
District Manager Store Tour	storecomm	2/27/19	3/1/19	Started
Product Recall	storecomm	2/28/19	2/28/19	Done
Reminder: Mystery Shop	storemanager-nyc-001	3/1/19	3/1/19	Inactive
Send damaged product back to HQ	storemanager-nyc-001	3/1/19	3/1/19	Started
Shopping Bag Reorder	storemanager-nyc-001	3/1/19	3/1/19	Inactive

# Track Task Execution



Easily see Task Completion Status for Individuals or Groups

+ New Task

Search

Due In < 1 Days | Overdue > 0 Days | Show All Owners | In Range

Created By Me | My Workload | Shared Workload | My Groups View | Task Templates

<input type="checkbox"/>	Name	Owner	Start	Due	Assignees	Inactive	Started	Completed
<input type="checkbox"/>	Training - Store Tour	storecomm	2/27/19	3/1/19	- 1	• 1	- 0	- 0
<input type="checkbox"/>	Training - Welcome & Introductions	storecomm	2/27/19	3/1/19	- 1	• 1	- 0	- 0
<input type="checkbox"/>	Training - Employment Paperwork	storecomm	2/27/19	3/1/19	- 1	• 1	- 0	- 0
<input type="checkbox"/>	Training - Human Resource	storecomm	2/27/19	3/1/19	- 1	• 1	- 0	- 0
<input type="checkbox"/>	Shipment - UPS - 767	storecomm	3/2/19	3/2/19	- 25	• 25	- 0	- 0
<input type="checkbox"/>	Take a photo of the IT Box	storecomm	3/1/19	3/1/19	- 0	- 0	- 0	- 0
<input type="checkbox"/>	Planogram	storecomm	3/1/19	3/5/19 7:00 pm	- 1	- 0	- 0	- 0
<input type="checkbox"/>	District Manager Store Tour	storecomm	2/27/19	3/1/19	- 24	• 23	• 1	- 0
<input type="checkbox"/>	Ad Setup	storecomm	2/27/19	3/1/19	- 24	• 23	- 0	- 0
<input type="checkbox"/>	Product Recall	storecomm	2/28/19	2/28/19	- 24	• 23	- 0	- 0
<input type="checkbox"/>	Follow Up on overdue tasks	storecomm	2/28/19	2/28/19	- 1	- 0	- 0	- 0
<input type="checkbox"/>	Task Queue	storecomm	2/28/19	2/28/19	- 2	- 0	- 0	- 0

RWM is simple to get started but has powerful features that allows users to expand as they grow

<b>Task Queuing / Delegation</b>	Assign a task to a group and allow the group members determine who completes
<b>Task Templates</b>	Define Templates for your organization to use
<b>Task Messaging</b>	Threaded messages allow you to completely eliminate email, texting and other forms of communication that creates noise in your organization
<b>Groups</b>	Users can be in multiple groups, allowing for logical segmenting based on function like Visual Merchandising, Loss Prevention.
<b>Group Permissions</b>	Control who sees and follows up on tasks
<b>REST API</b>	Integrate with ERP and other Enterprise apps using Webhook and our API
<b>Multi Lingual / Custom Menus</b>	We support any language and can configure menus to use your terminology



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