



# **Vendor Access to Planograms**

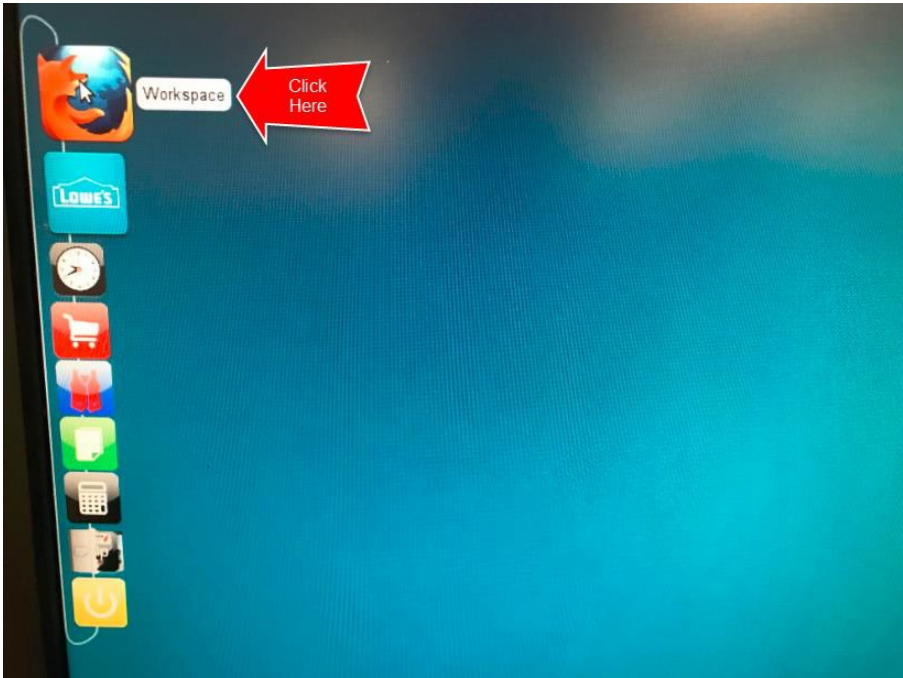
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Deployment Planning Team  
MOORESVILLE, NORTH CAROLINA**

May 4, 2018

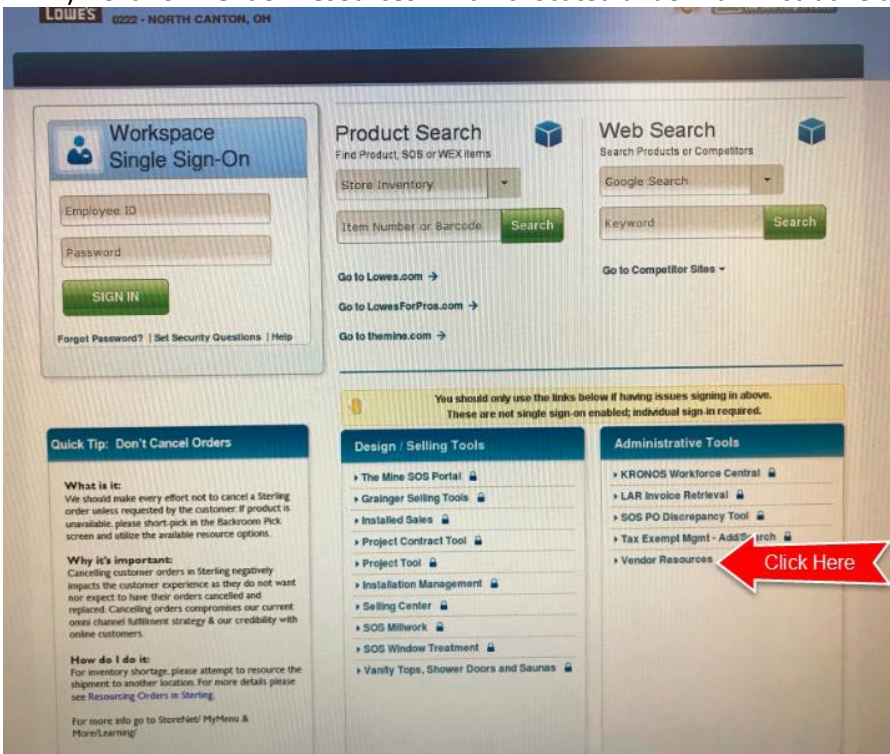
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# Vendor Access to Planograms

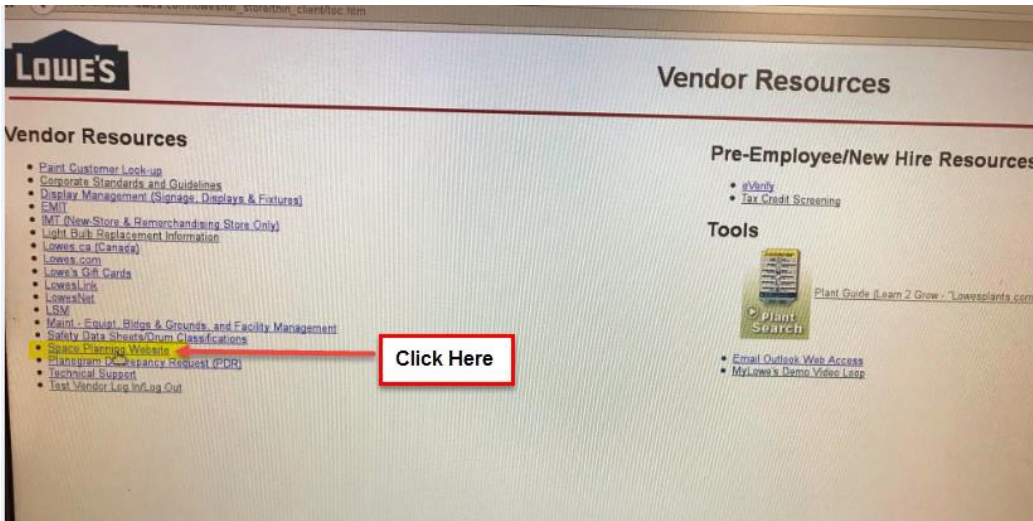
- 1) Go to store terminal. There is typically 1 computer per department
- 2) Click on **Firefox (Workspace)** Icon on the desktop



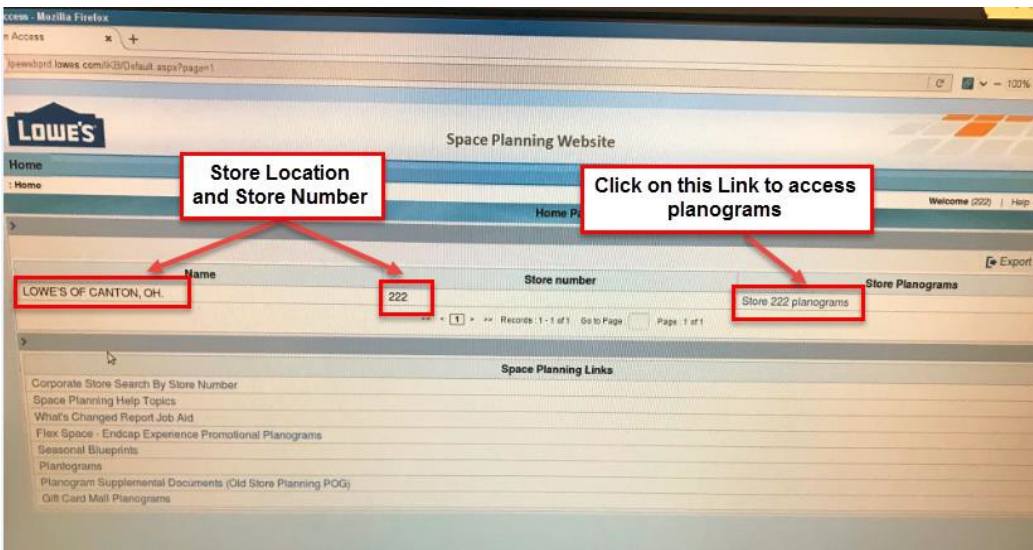
- 3) After clicking Workspace a new window will open.
- 4) Click on **Vendor Resources** which is located under Administrative tools



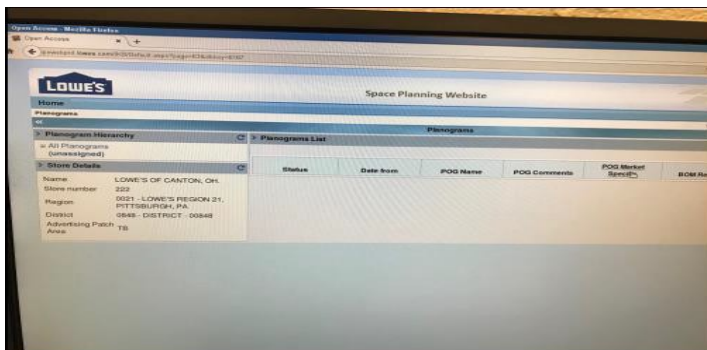
- 5) After clicking Vendor Resources a new screen will pop up
- 6) Click on **Space Planning Website** under Vendor Resources



- 7) New screen will be Space Planning where planograms are held
- 8) Click on Link under **Store Planograms**

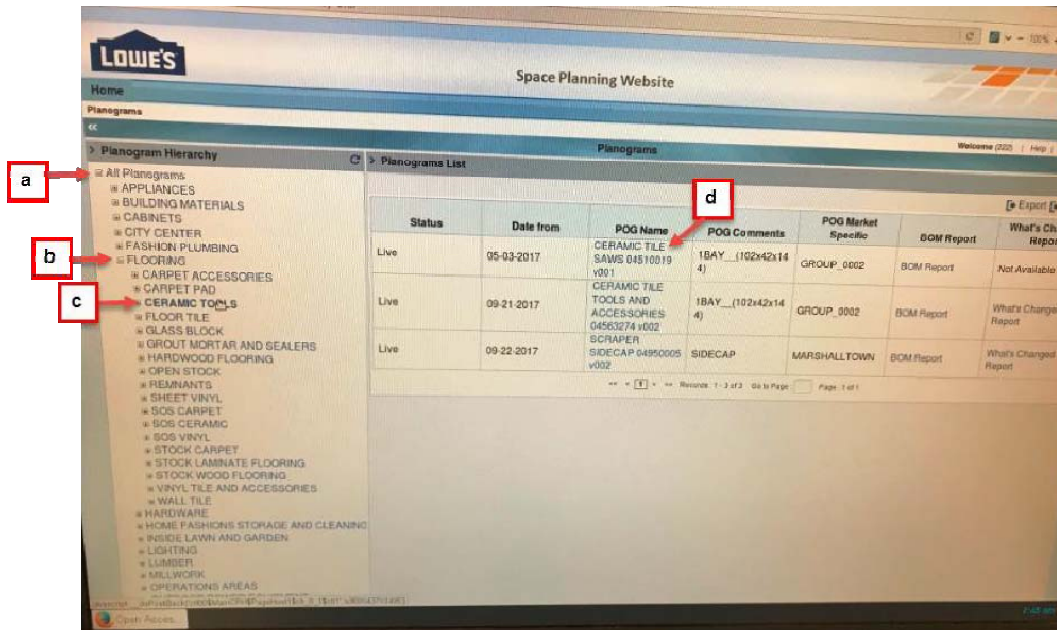


- 9) After clicking on Link the below screen will open



## 10) Steps to Access planograms

- Click box with (+) next to All Planograms. This will open to show all departments
- Click box with (+) next to Department of planograms you want to view
- Click description where planogram would be in department
- Click on Planogram you need to print. This will open a PDF of planogram



## 11) Press **CTRL + P** to bring up print screen

## 12) Select printer location (**Below or typical Locations w/description**).

- Cabprt73- Cabinet Printer
- Cusprt70- Customer Service Printer
- Flrprt78- Flooring Printer
- Lumpprt79- lumber/millwork printer

