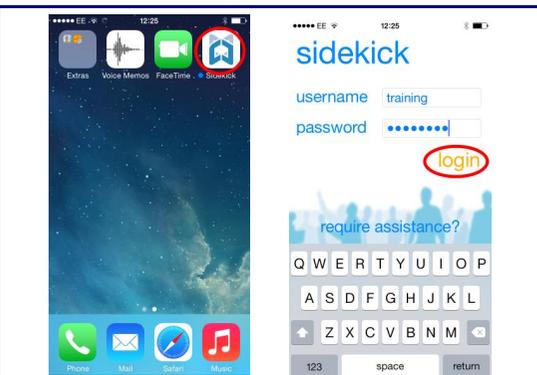
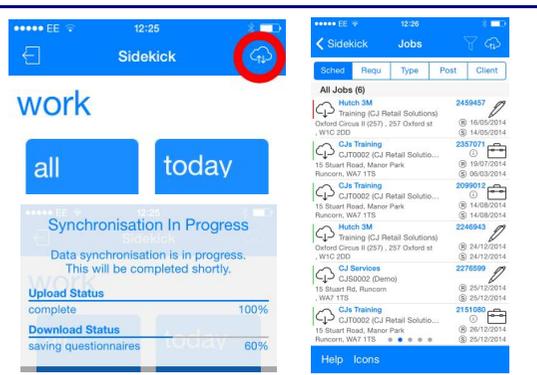


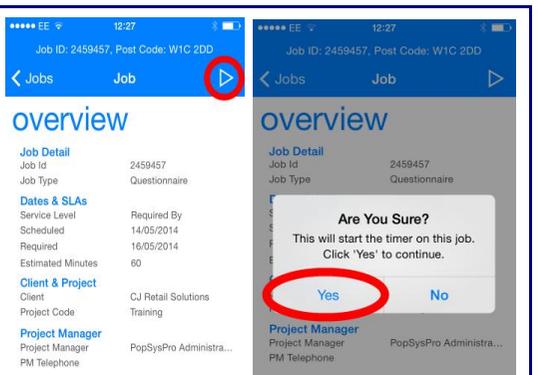
1. Go into the **App Store** and search for **sidekick**. Scroll through and find CJ Retail Solutions Sidekick then tap the install **cloud sync** icon.



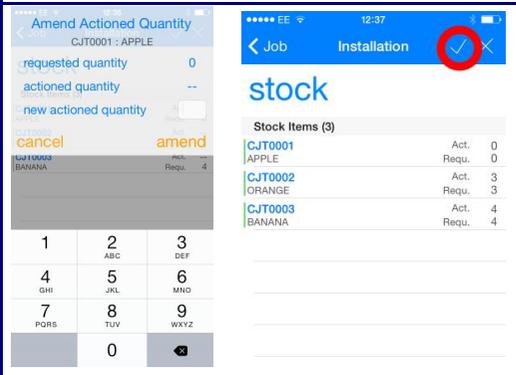
2. Once installed launch the application and type in your username and password as supplied by your project manager and tap **Login**



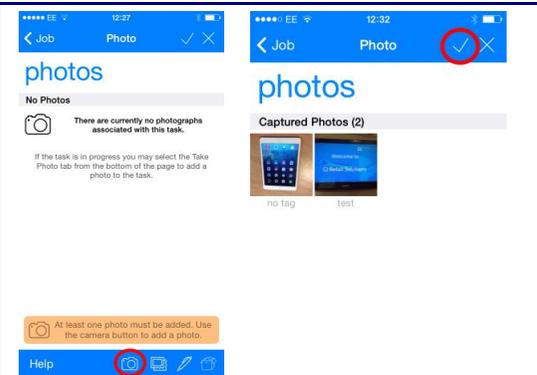
3. Tap on the **cloud sync** icon in the top right corner and once synced then you will be able to click on the available tile to display your job list.



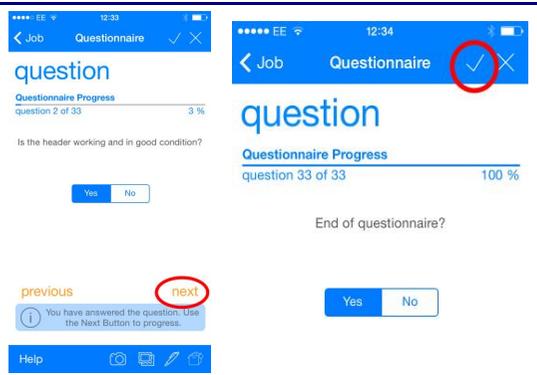
4. Tap on the **play triangle** in the top right hand corner and if you are at that site tap **Yes** to start the job.



5. An installation task is the 1st task here, tap on each stock item, enter the quantity of stock that you have installed, if they do not match required add a comment then tap the **tick icon**.



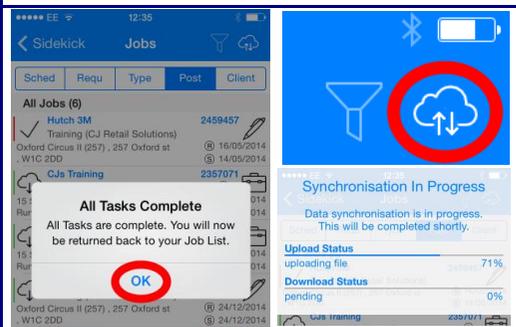
6. A photo task is next, tap on the **camera icon** in the bottom menu to launch camera, take the photo (landscape) and tap **use photo**, repeat until all aspect of job captured then tap the **tick icon**.



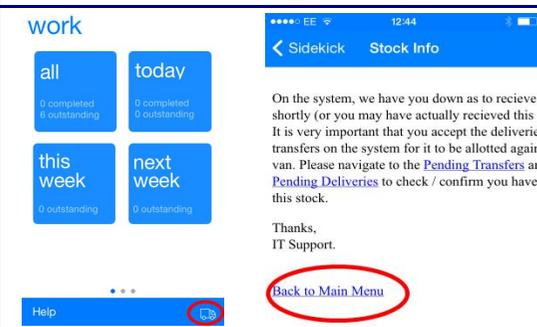
7. A questionnaire is the 3rd task, fill in the answers as best as you can adding comments (pen icon) if required. **Toggle Yes** to end the questionnaire and tap on the **tick icon** in the top right.



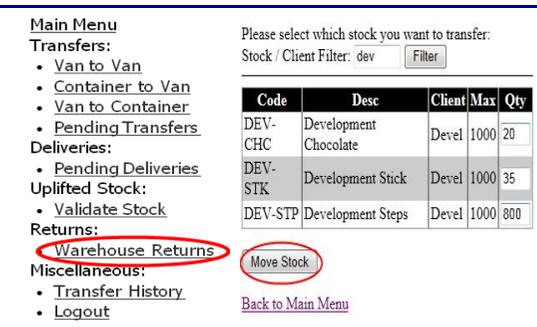
8. The signature task is the final task. Ask the store manager to use their finger to sign in the signature box, fill in the text boxes with their details and then tap on the **tick icon**.



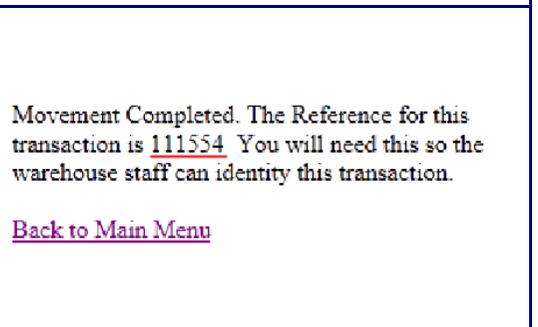
9. You will receive a notification when the job is complete. To upload the job back to our servers tap on the **cloud sync** icon again and allow the sync to complete



10. To return stock to our warehouses go back in to the **work tile screen** using the top left navigation, then tap the **lorry icon** in the bottom right corner, on Stock info tap **back to main menu**.



11. Tap **Warehouse Returns**, Tap to continue if you are returning to specific warehouse. Type in the quantity of each item of stock to be returned on the right, tap **Move Stock**



12. , Confirm the transfer and the unique number issued needs to be given to the warehouse person for the stock to be accepted back to the warehouse.