

**Login:**

User Name jbb  
Password: 12345  
[Login Button](#)

**Dashboard:**

Hover over Stores->Add New

**Add a New Store:**

Fill in textboxes  
Store Configuration: Select: Drive Thru, Pharmacy, Photo and [click + button](#).  
[Preview and Create Button](#)

**Review New Store:**

[Create Store Button](#)  
**New Store Lightbox:**  
Edit Deadline and Recipient  
[Yes button](#)  
**Survey sent Lightbox:**  
[Close Button](#)

**Survey E-mail:**

Link to survey form link

**Store Survey Form:**

Fill in Quantity textboxes  
[Submit Button](#)

**Survey Form Thank you:**

[Return to Store Details Button](#)

**Store Details:** (edit address)

Click "278 Springfield Ave" -> converts to a textbox  
Edit to "287 Springfield Ave"  
[Click "Save Edits" Button](#)  
**Appearing Lightbox**  
Changed from link  
[Commit Edits to Page](#)

**Store Details Page:** (expanded panels)

Click on Project Management header to show expanding panel  
Click Dave Fazzino in Client Contacts Table

**Contact Details:**

Hover Settings->Notification Settings

**Notification Settings:**

Set textboxes  
Add a New Rule link to add another line  
[Preview and Create button](#)

### **Update Notification Settings? Lightbox**

Ok Button

Dashboard page

Enter search “Agawam” and click **Go Button**

### **Store Search Results:**

Click 0859 link

### **Store Details:**

Add a review link

Set textbox and vendor experience.

**Vendor Review Submitted lightbox**

**OK Button**

### **Vendor Details Page:**

Hover Stores->Import Data

### **Import Spreadsheet File:**

**Import File Button**

### **Reconcile Import Discrepancies:**

**Interactive Mode Button**

### **Reconcile Import Discrepancies : 3 Left**

**Replace**

### **Reconcile Import Discrepancies : 2 left**

**Deny Button**

**Reason Lightbox**

Select a Reason textbox

**Confirm Deny Button**

### **Reconcile Import Discrepancies: 1 left**

**Replace Button**

### **Discrepancy Resolution Summary:**

**Complete Resolution Button**

### **Discrepancy Resolution Confirmation:**

Secrete Button directly above the Dashboard Menu tab

Incoming Call appears

**Answer button**

### **Contact Details:**

**Log a Call button**

### **Log Current Call:**

Add a new topic link

**Done with Call Button**

### **Dashboard:**

Search textbox enter “Agawam”

**Go Button**

**Search Results:**

0859 link

**Store Details:**

Expand Project Management Panel

Generate big packet and auto vendor selection link

**Find Vendor and Send Bid Packets:**

Set dropdowns and textboxes (counter arrow on textboxes are NOT functional)

Find Vendors Button

Results list appear at bottom

Select multiple textboxes

Selection Vendors Button

Vendors Selected for Bid Packets Lightbox

Confirm and Submit Button

**Store Details:**

Expand Project Management Panel

View and evaluate bids received link

**Select Winning Bid Packet:**

Select A&A Primary and Store Design Consulting Secondary

Submit for Approval

**Select Winning Bids Lightbox**

Confirm and Submit Button

**Store Details:**

Secrete button directly below Dashboard Button

**Dashboard:** (final)

Expand Action Items

Click Items to Approve Tab

Approve Link