



October 13, 2025

Hello Store Managers and Stores,

We're looking forward to bringing the new Vision POS to your store on **Monday, October 27**.

To help you and your store prepare, we've outlined the activities that should be completed leading up to your go-live.

This Week (10/13 – 10/18)					
Step	Audience	Action	Start Date	End Date	Supporting Tool
1	Store Manager	Schedules Buddy Store Visit for all Full-Time employees on open Training Days between 10/16 – 10/24 .	10/13	10/14	Buddy Store List Buddy Store Scheduler
	Keep the following in mind when scheduling: • This is AOR-AOR training. Your employees should be assigned to their respective AOR at the Buddy Store. • Store Managers must be scheduled first, followed by the Senior Assistant Manager, and then all other Full-Time employees. • Do not exceed more than two employees visiting the Buddy Store on the same day. • Your Buddy Store will not be sending an employee to your store to cover during your visits, so please schedule accordingly. • DTU Learning System training is being assigned on Wednesday. This is to be completed at your Buddy Store – not beforehand. • All Store Managers and Assistant Manager AORs must complete their DTU Learning System training and Buddy Store Visits no later than October 24 to go live with the Vision POS. NOTE: If an employee has worked in a Vision store within the last 60 days and is currently in an activation store, they are only required to complete the DTU Learning System training (ultimately at the discretion of the Store Manager). For employees who worked in a Vision store more than 60 days ago, they are required to complete both the DTU Learning System training and the Buddy Store visits. • Keep in close contact with your Buddy Store and AVP to help maintain alignment.				
2	Trainee at GR8 Store	Attends Buddy Store Visit	10/16	10/24	Trainer Assessment – Paper

	All Full-Time employees are expected to perform a full day in the Buddy Store. The day starts with the Trainee completing the Vision Learning Path training followed by Model, Teach, Coach hands-on experience alongside the assigned Trainer.				
3	Senior and Marketing	Review the latest list of Aged Layaways (six months and older) on the Final Cutover Activities tab and begin clearing them out. These MUST be cleared out from the POS no later than EOD Wednesday, October 22 to go live with the Vision POS.	10/16	10/22	Layaway and Gift Certificates Transition QRG Open Layaway List

Next Week (10/20 – 10/26)					
Step	Audience	Action	Start Date	End Date	Supporting Tool
1	Store Manager and Senior	Ensure all Vision equipment (PEDs, Mobility devices, printers, etc.) is working properly. If any equipment is not working, please contact the Service Desk as soon as possible to have a ticket opened.	10/20	10/22	Environment Ready Checklist
2	Part-Time and Service Professional employees	DTU Learning System training assigned.	10/22	10/25: SA, SC, and CC employees you rely heavily on and schedule most often in these roles 11/1: All other PT employees	DTU Learning System

3	Senior and Marketing	Ensure ALL open Layaways and quotes with units associated are printed and cleared out. NOTE: These are different from the Aged Layaways that need to be cleared by Wednesday.	10/22	10/24	Layaway and Gift Certificates Transition QRG
4	Senior	Ensure all Net Stations and printers remain powered on all week. Please do NOT move (turn off, plug-in, unplug) any printers, PEDs, or Net Stations.	10/22	10/26	N/A

If you have questions, please first reach out to your AVP or Buddy Store. If you need additional assistance beyond this, please follow the Support Flow shown on the [Project Vision KC page](#).

Thank you for being on this journey with us!