

Vision Readiness: Final Reminders and Actions

Please **thoroughly** review the reminders and activities that will need to be completed to go live with the Vision POS.

FRIDAY

New/Open Layaways & Quotes

Step	Audience	Action	Supporting Tool
1	Senior Assistant & Marketing Manager	Print and clear ALL open Layaways and quotes with units associated by end business TODAY . All Layaways & Quotes remaining in the POS after Friday (Layaways that you do not have confirmation the customer is coming in on Saturday), will prevent you from going live.	Layaway and Gift Certificates Transition QRG
	NOTE: Review printed layaways and call each customer. Starting Monday after activation, manually enter all active layaways/quotes into the Vision system and complete by EOD . Discard any invalid items.		
2	All Employees	Do not move (turn off, plug-in, unplug) any printers, PEDs, or Net Stations before Monday morning.	If you have concerns about equipment, please contact the Service Desk ASAP so a ticket can be submitted.

SATURDAY

Validation Prep

Step	Audience	Action	Supporting Tool
1	All Employees	NO Layaway deposits or quotes may be taken on Saturday.	Please review the information on the Vision KC page .
2	Store Manager & Senior Assistant	Print the relevant documentation listed to the right for Monday.	Opening Day Reminders Before Starting Books End of Day Process Refund Guide
3	Store Manager	Aim to close and complete books by 7PM local time so your equipment conversion can begin ASAP. Ensure you log off. Do NOT power down the Net Station. Before completing End of Day on Saturday please check your layaway balance both on the Invoice Sales Screen and the Inquiries/Reports Screen to make sure nothing is left open.	N/A

IMPORTANT: Even though closing at 7PM helps your conversion start on time, continue to give every walk-in customer a great experience. Someone from IT may reach out if you are open past 7PM to see if you need assistance with anything.

SUNDAY

Validation Tips for Success & Reminders

Step	Audience	Action	Supporting Tool
1	Store Manager	See the Supporting Tool column and your meeting invite for your region's start time. Arrive at least 15-20 minutes early to ensure you can complete step 2 and are ready to begin at your region's assigned start time. NOTE: If you are NOT logged in before your assigned start time, you will be considered late.	Validation Group 1 (ET & CT) AZ Start time 6:30AM: 8:30AM ET Store Time 7:30AM CT Store Time Validation Group 2 (MT & PT) AZ Start time 7:30AM: 7:30AM (same for MT Store Time) 6:30AM PT Store Time These times account for Daylight Savings Time falling back on Sunday morning.
2	Store Manager	When you arrive at the store, begin logging into your Net Stations. When at least ONE Net Station is active, join the Sunday Validation Teams call. NOTE: Do not wait to log in to all Net Stations before joining the call.	If you experience any issues during your Sunday Validation, please leverage the Teams call/chat for further direction or call 480-606-7220.
3	Store Manager	Before opening the Store VDI, adjust screen resolution on all Net Stations to 1920x1080.	Desktop Resolution Instructions
4	Store Manager	The electronic Sunday Validation form, located in the Supporting Tools column, MUST be completed during the validation process. This ensures that IT can track progress.	Sunday Validation Form This form will also be added to the Sunday Validation invite. NOTE: A printed copy should ONLY be used for reference.
5	Store Manager	Do NOT enter any payments.	N/A

6	Store Manager	Do NOT re-enter your valid printed layaways or quotes on Sunday. Manually enter on Monday after validation and complete by EOD .	N/A
7	Store Manager	Before you leave, ensure ALL POS, printers, and PEDs are working properly.	If IT is unable to be fixed during the Sunday Validation, a ticket will be submitted.
8	Store Manager	Once all activities have been completed in the form, IT will perform a final validation to ensure everything is working. This should take approximately 10 minutes. Please wait for confirmation from IT before leaving.	N/A

MONDAY Go-Live

Step	Audience	Action	Supporting Tool
1	Store Manager	Arrive early so you are prepared and ready to support your people.	Vision KC page Support Flow and Self-Service
2	Senior Assistant & Marketing	Ensure ALL valid printed Legacy Layaways and quotes are added to the Vision POS by EOD . Discard any invalid layaways or quotes.	Layaway and Gift Certificates Transition QRG

If you have any questions, please contact your AVP.

Service Desk Contact Information

Support@discounttire.com

480-606-6007 or 800-366-4399