



November 24, 2025

Hello Store Managers and Stores,

We're looking forward to bringing the new Vision POS to your store on **Monday, December 8.**

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

Your primary focus for Monday and Tuesday should be store visits and clearing Aged Layaways. For the remainder of the week, please focus on units and our Black Friday/Cyber Monday promotions.

| This Week (11/24 – 11/29) |                       |                                                                                                                                                                                                                                                                          |            |          |                                                                                                   |
|---------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|---------------------------------------------------------------------------------------------------|
| Step                      | Audience              | Action                                                                                                                                                                                                                                                                   | Start Date | End Date | Supporting Tool                                                                                   |
| 1                         | Trainee at GR10 Store | Continue attending Buddy Store Visits.<br><b>REMINDER: Due to the holiday, no Buddy Store Visits should take place between 11/26 – 12/1.</b>                                                                                                                             | 11/13      | 12/6     | <a href="#">Trainer Assessment – Paper</a>                                                        |
|                           |                       | 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.                          |            |          |                                                                                                   |
| 2                         | Senior and Marketing  | Review the latest list of Aged Layaways (six months and older) on the <a href="#">Final Cutover Activities tab</a> and begin clearing them out.<br><b>These MUST be cleared out from the POS no later than EOD Wednesday, December 3 to go live with the Vision POS.</b> | 11/17      | 12/3     | <a href="#">Layaway and Gift Certificates Transition QRG</a><br><a href="#">Open Layaway List</a> |

| Next Week (12/1 – 12/6) |                                              |                                                                                                                                                                                                                       |            |                                                                                                                                       |                                                              |
|-------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Step                    | Audience                                     | Action                                                                                                                                                                                                                | Start Date | End Date                                                                                                                              | Supporting Tool                                              |
| 1                       | Store Manager and Senior                     | <p>Ensure all Vision equipment (PEDs, Mobility devices, printers, etc.) is working properly.</p> <p>If any equipment is not working, please contact the Service Desk as soon as possible to have a ticket opened.</p> | 12/1       | 12/3                                                                                                                                  | <a href="#">Environment Ready Checklist</a>                  |
| 2                       | Part-Time and Service Professional employees | DTU Learning System training assigned on 12/2.                                                                                                                                                                        | 12/2       | <p>12/6: SA, SC, and CC employees you rely heavily on and schedule most often in these roles</p> <p>12/13: All other PT employees</p> | DTU Learning System                                          |
| 3                       | Senior and Marketing                         | <p>Ensure <b>ALL</b> open Layaways and quotes with units associated are printed and cleared out.</p> <p><b>NOTE:</b> These are different from the Aged Layaways that need to be cleared by Wednesday.</p>             | 12/3       | 12/5                                                                                                                                  | <a href="#">Layaway and Gift Certificates Transition QRG</a> |
| 4                       | Senior                                       | Ensure all Net Stations and printers remain powered on all week. Please do <b>NOT</b> move (turn off, plug-in, unplug) any printers, PEDs, or Net Stations.                                                           | 12/1       | 12/7                                                                                                                                  | 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](#).