FIELD LEADER
DAILY CHECKLIST

DAILY

- ◯ Review Outlook inbox and respond to emails.
- ◯ Review Daily Reporting and follow up, if Needed
- ◯ Complete in NetSuite:
  - Camera Response Forms
  - Customer Review Cases
  - Standard Support Cases
  - Fixture Approvals
  - Over/Shorts
  - Return Review Signoff Forms
- ◯ Complete in HRIS System:
  - Review Applications & Set Up Interviews
  - Run Onboarding Status Summary Report; follow up with outstanding stores
- ◯ Review in Legion:
  - Outstanding timecards and exceptions
- ◯ Review '2 PM Warning Customer Orders Not Shipped' e-mail and respond, if needed.

MONDAY

- ◯ Approve Payroll for direct reports & store teams without Store Manager by 10 AM.
- ◯ Review Supplemental Hours and approve/decline & communicate with stores.
  - *NetSuite Search: Stores-Supplemental Hours Report*
- ◯ Review Pending Daily Deposit Receipt Needs Completed in NetSuite for outstanding store deposits.
- ◯ Review Pending Supply Orders and approve/reject store orders.
- ◯ Review Weekly Reporting for Sales and Scorecard.
- ◯ Engage and create post on LinkedIn.

FIELD LEADER
DAILY CHECKLIST

TUESDAY

- ◯ Complete Weekly Camera Reviews.
- ◯ Submit Labor Reponses.
- ◯ Review Pending Transfers for your stores and follow up.
  NetSuite Search: DM-Stores-Pending Transfers From Location
- ◯ Review Paid In/Outs for Stores LW & follow up if needed i.e., missing receipt, not valid purchase, etc.
  NetSuite Search: DM-Paid In / Paid Out Detail - LW
- ◯ Submit Mileage Expense for LW in NetSuite.
- ◯ Submit any expense on Purchasing Card through Spend Dynamics.

WEDNESDAY

- ◯ Engage and create post on LinkedIn.
- ◯ Review labor used WTD. If needed, make adjustments but don't cut from Weekend.
- ◯ Review Pending Daily Deposit Receipt Needs Completed in NetSuite for outstanding store deposits.

THURSDAY

- ◯ Review Supplemental Hours and approve/decline and communicate with stores.
  NetSuite Search: Stores-Supplemental Hours Report

FRIDAY

- ◯ Post your store visit schedule on your Outlook calendar for next week.
- ◯ Block of your calendar for when you will complete camera reviews next week.
- ◯ Review Pending Daily Deposit Receipt Needs Completed in NetSuite for outstanding store deposits.