Sitoo Single Coverage Pin Guide

THE IMPACT: Single coverage can occur due to staffing models, callouts, or no-shows. When working alone, Team Members may still need to complete Sitoo functions that require secondary PIN authorization. The **Sitoo Single Coverage PIN**, available in Huddle, allows them to complete these transactions without another Team Member present.

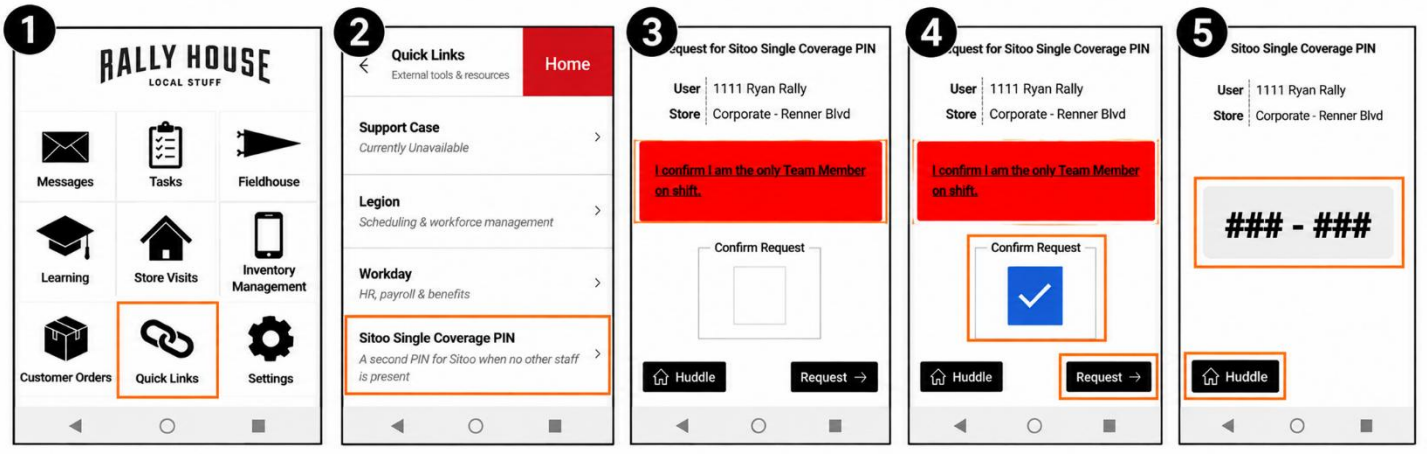
THE GAME PLAN:

The Sitoo Single Coverage PIN should only be used when a Team Member is the **only person working in the store.** It should not be used when a Team Member is in the back of the store or assisting a Guest on the sales floor.

In these situations, the Team Member should excuse themselves from the Guest, go to the point of sale, and enter their individual PIN for verification.

ACCESSING THE SINGLE COVERAGE PIN

1. Log into **Huddle** and select **Quick Links**.
2. Select **Sitoo Single Coverage Pin**.
3. Read the disclosure statement:
   "I confirm I am the only Team Member on shift."
4. Check the **Confirm Request** box and select **Request**.
5. Use the **PIN** displayed to complete the required Sitoo function.
   - When complete select the **Huddle Home** button to return to main menu and **sign out** of Huddle.



COMPLIANCE & MONITORING

Single Coverage PIN usage will be monitored through daily reporting to ensure compliance with the intended use guidelines. PINs should only be requested and used when a Team Member is working alone in the store. Any usage outside of these guidelines may be subject to further review.