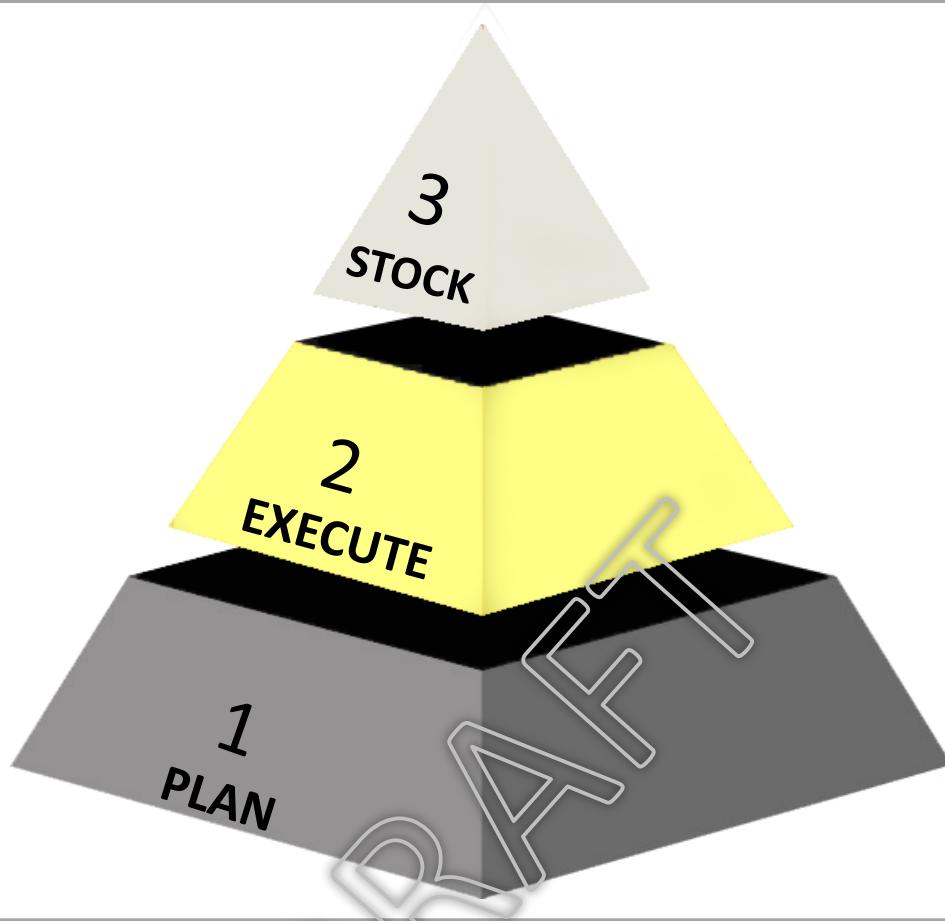


# MONTHLY ACTIVITY GUIDE (MAG) PROCESS

## Quick Reference Guide to Setting Endcaps

**1****PLAN**

- Monthly Activity Guide (MAG) book
- Shelf label kit
- Labor planning
- Staging of MAG inventory

**2****EXECUTE**

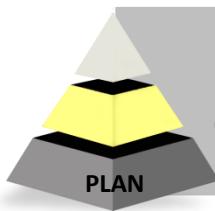
- Gather supplies
- Remove exiting items
- Return exiting items to appropriate location

- Clean shelves
- Reset shelves
- Remove old labels and set new labels vertically

**3****STOCK**

- Position existing items
- Stock MAG items
- Balance inventory: manage extras and holes

- Position labels
- Manage overstock



# MONTHLY ACTIVITY GUIDE (MAG) PROCESS

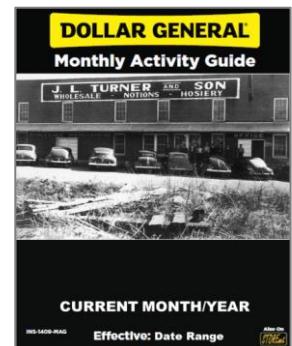
## Quick Reference Guide

### PLAN

#### 1: Monthly Activity Guide (MAG)

Store Managers should become familiar with the upcoming MAG sets ahead of time.

- MAG books are sent to stores one - two weeks in advance of setting.
- MAG books are also available online via STOREnet three weeks in advance.



#### 2: Shelf Label Kit

When shelf label kits arrive via fulfillment:

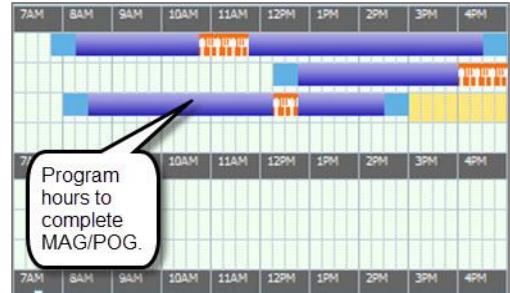
- Separate the display pages, shelf labels, and strips by week.
- Keep labels for future set weeks on clipboards in the office until needed.



#### 3: Labor Planning

Program hours are scheduled on T+3 in ATLAS.

- Store Managers can move these hours to a different time or day to meet the store's needs.



#### 4: Staging of MAG Inventory

Stage MAG inventory on separate u-boats.

- Look for labels with an X, N, or MAG week (see examples below).
- Place inventory on separate u-boats: paper/cleaning, food, and HBA/other.





# MONTHLY ACTIVITY GUIDE (MAG) PROCESS

## Quick Reference Guide

### EXECUTE

#### 5: Gather Supplies

Gather the following supplies:

- Silver cart
- Box cutter
- Trash bag
- Cleaning supplies
- HHT
- Pricing gun
- Labels/Display pages
- Pen



#### 6: Remove Existing Items

Work one endcap at a time.

- Tape display page to endcap for a visual guide.
- Determine which items stay/exit.
- Remove exiting items and place on the silver cart. Keep items organized on the cart.



#### 7: Return Existing Items

Return exiting items to their appropriate location. Use HHT to find location, if necessary.

- If items do not fit in the appropriate location, keep them on cart to be placed in the receiving room as over stock or place them on the appropriate sky shelf.
- Follow HHT instructions if item requires markdown. Use pricing gun and place item in clearance.



#### 8: Clean Shelves

Using cleaning supplies, clean each shelf and shelf strips. If items remain, move them to the side to clean shelves.





# MONTHLY ACTIVITY GUIDE (MAG) PROCESS

## Quick Reference Guide

### EXECUTE

#### 9: Reset Shelves

Begin at the bottom shelf and work upward. Reset shelves in the correct numeric slot based on instructions in the MAG.

- If space exists under the first shelf slot (slots do not begin at the very bottom), begin by counting the first slot as #6.



#### 10: Labels

Ensure that blank yellow shelf strips are installed on every shelf. Remove old labels and place new price labels vertically in the shelf strip channel in the correct location for each item. These labels will serve as a visual guide for stocking. Refer to MAG for proper signage: shelf strips, shelf talkers, signs, etc.





# MONTHLY ACTIVITY GUIDE (MAG) PROCESS

## Quick Reference Guide

### **STOCK**

#### **12: Stock MAG items**

If items remain on the shelf, position them into their correct location. Park u-boat of MAG inventory near endcap adjacent to where you are working. Do not block the aisles. Add new MAG items from u-boat.

After stocking the endcap:

- If items are left, stock them to their core location or place them on an appropriate sky shelf, if applicable. If the core location is full, place items on the cart.
- If items are missing, spread items so there are no holes on the endcap. Use product from the core location to balance inventory, but do not empty the core location.
- If multiple items are missing, fill empty space with fill-in items per MAG instructions. Print new labels to match the filler item.



#### **13: Position Labels**

After endcap is stocked, position labels in their correct location. The label should be:

- Horizontal, under the shelf strip channel.
- To the left, under the item.

Discard white pages after endcap is set.



#### **14: Manage Overstock**

Take extra inventory from the cart to the receiving room (or to an appropriate sky shelf, if applicable) and place in the correct overstock category area.