G<sub>☉</sub>SpotCheck

# Save-A-Lot App User Guide

Tasks

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- 1. Go-Spot-Check App Download
- 2. Completing Missions
- 3. FAQs

#### **G**øSpotCheck

# Save-A-Lot User Guide

Back		10 AM	* 🗖
≡	Choose	e a Place	
	O. Georgeh Theor	Discos	
	Q Search These	e Places	
	complete your mis	sions at places near	
	-		_
Ettack to App Store   1010 AM     Choose a Place     Q. Search These Places   Cut     Allow "GoSpotCheck" to access your location while you use the app?     Miswing location access lets you complete your missions.     Don't Allow   Allow     List   Map			
			_
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nil VZW Wi-Fi 奈 11:00 ■ Choose	
Q Search These Places	
Aldi 2503 S. Highway 27, C 34711-6788	0.0mi Clermont, FL
Walmart 1450 Johns Lake Rd, 0	0.0mi Clermont, FL 34711
Add a Ne	w Place
List	Мар



#### Activate Location Services

Download the GoSpotCheck app for your smartphone using the link in your email invitation, or by searching for "GoSpotCheck Team" in the App Store.

You must click "Allow" when asked about location services.

The app is location-dependent and will update you with available missions based on your GPS location as well as your Save-A-Lot store association.





#### Sign In

Enter your Save a Lot store-specific email address:

retail.store.xxxx@instore.save-alot.com

Enter your password. Your password is "savealotxxxx", meaning the word "savealot" with a lower case "s", followed by your 5-digit store number.

If you have questions about logging in, please contact GoSpotCheck support (see page 4). They will be able to assist you.

#### Choose a Place

Select a Place for additional info or to begin a Mission.

Pull down on the Choose a Place screen to refresh Places and Missions.

Please note: You will only have access to the Aldi and Walmart locations that are closest to your assigned Save-A-Lot store. These are the locations where you will be conducting your price checks.

**Directions to a Place** 

After you have selected a Place, you

can get directions by tapping the map

icon with the blue pin to the left of the

From this map, tap the small blue car

icon to the right of the Place title to

open directions in Google® Maps or

Place name/address.

Apple® Maps.





#### Place Details View

When you select a Place from the Choose a Place Screen, you will be brought to the Place Details page. From here you can choose to complete your Price Check Mission or view additional information about the Place.

Missions	Contacts	Hist



Lake Rd, Clermont

No Contacts Available Add a contact using the button

Contacts

History

Missions



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Contact information for each Place can be stored within the GoSpotCheck application. After selecting the appropriate Place, access Contacts by tapping the 'Contacts' tab at the bottom of the screen.

Add additional contacts by tapping the new contact button in the upperrighthand corner of the contact screen.

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# Save-A-Lot User Guide

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Choose a Place Place Details	
Walmart 1450 Johns Lake Rd, Clermont, FL 34711	3.3mi
January 2018	
Price Check Wed, Jan 24 at 2:43 PM MST by Store 302	0
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••••• Verizon 🗢 9:39 AM	L 1 🖇 🖿
Place Details Tasks	
6/6 Required 2/3 Option	al
Product Category(s) in-service Please select all that apply	ed 🗸
Edit 2 Selections	•
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Add Answer	
How would you rate the individ overall status? Based on today's interactions rate h would describe the individual's statu	ow you
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=	Recent Activity	
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Price Chec	k	9
1450 Johns La	ake Rd, Clermont, FL 347 ad, Jan 24 at 2:43 PM MST	11 >

#### History

Tap the 'History' button to view Missions that were previously completed at your selected Place.

\*\*This will be a very useful way to confirm whether a store check has been completed at that location for the given week.

Tapping on the Mission Response itself will display the information recorded on that visit and give you the ability to Share the response (see p. 4 for additional information).

Place Detail	s Sections	
Price of each ite	ollowing mission to ca em listed.	
C	0/25 Required 0 Option	nal
Dairy Secti 0/10 Required	0 Optional	
Produce 0/5 Required	0 Optional	
Grocery 0/6 Required	0 Optional	
Meat 0/4 Required	0 Optional	



#### **Starting a Mission**

From the Place Details Mission tab, tap the Mission you would like to complete.

Start the Mission by tapping the orange "Start Mission" button.

**Note:** You are able to start a Mission without an internet connection as long as you have previously loaded the Place and Mission you need to complete. You can load this info by refreshing the Choose a Place screen when you have a strong Wifi or LTE connection.

#### **Submit Mission**

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Once all required Tasks are complete the status bar at the top of the screen will turn green. Tap the orange button to Submit the Mission Response. A green banner indicates successful submission.

If you do not have a strong internet connection, your Mission response will be saved in your Recent Activity until you next connect to a strong internet signal, at which time it will automatically submit. This will be indicated by a gray banner.

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0	Save-A-Lot		
<u> </u>	retail.store.00302@instore.save-a-lot.com	Q	Search
•	Choose a Place		ALL
Ø	My Recent Activity		Aldi 2503 S. 34711-6
0	Anywhere Missions		
SETT	INGS & HELP	9	Walma 1450 Jo
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## Menu

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For more options, tap the menu icon (3 lines) in the top left corner of the screen.

From the menu, you can view recently submitted and in progress Missions or contact our Support Team for assistance.

## **Recent Activity**

Submitted Missions and those that are in progress can be accessed from Recent Activity. You will be able to view submitted Missions for up to 30 days and submit In Progress Missions for up to10 days after they were started.

Tap the Mission Response to view more information or Share the Response.



Dairy Section

Fruits and Vegetables Section 3/3 Required 0/1 Optional



# Sharing

You can share a previously submitted Mission Response in the History of a place or in the Recent Activity tab of the Main Menu.

Tapping the Share icon at the bottom of the screen will display sharing options.

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Recent Activity Sections	
Price Check Complete the following mission to capture the Price of each item listed.	
30/30 Required 0/10 Optional	
Dairy Section 27/27 Required 0/9 Optional	
Fruits and Vegetables Section 3/3 Required 0/1 Optional	
Share a Link	
Open in Safari	
Send Me a PDF	
Cancel	

#### Sharing, cont.

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Tapping the sharing icon will allow you to share a link of the Mission response via SMS, Email, or various other mediums depending on your device's settings. You may also open the link to view it in your device's default web browser, or send yourself a PDF via email.



## Reaching Support

You can contact our Support Team for assistance by tapping the menu icon (3 lines) in the top left corner of the screen.

From here, you will be able to connect with our Support team via Email, Text and Phone. You can also access our Help Center here as well.

#### **General App Tips**

1. Make sure Location Services are turned on for GoSpotCheck in your device's Settings. Don't worry, we are not pulling your location very often! We only need this information to show you available Missions when you're ready to complete them.

2. Make sure your operating system is up to date. You can do this in the App Store for iPhone/iPad (iOS software) or in the Google Play Store for Android devices.

3. Be sure you have a strong cellular data or WiFi connection when you first log into the app to ensure your device has downloaded the most updated information from your Save-A-Lot's system. You can refresh this by pulling down on the "Choose A Place" page while connected. Once your device has fully downloaded all information, you will be able to work offline if necessary. We highly recommend connecting to internet as often as possible, however, to ensure your Missions stay up to date.

4. If the Place you are visiting does not show up in the app, try to refresh the "Choose A Place" screen (pull down to refresh). If the Place is still not showing up, please feel free to reach out to Support (see #14, above).