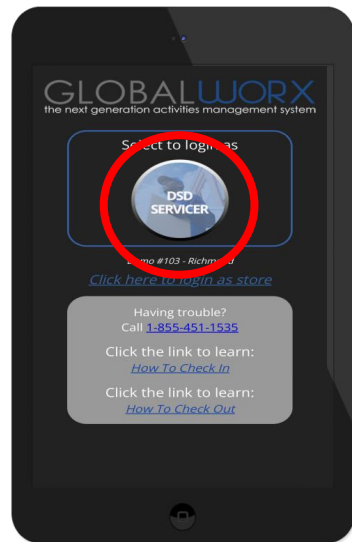


Check-In Process

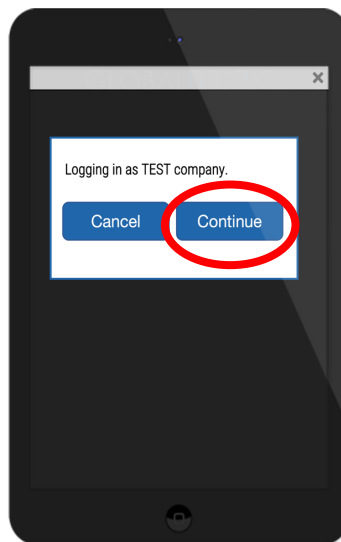
No Prepopulated Schedules



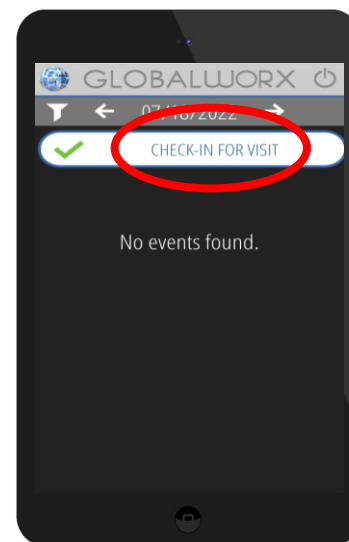
STEP 1:
Select the button labeled **“DSD SERVICER”**



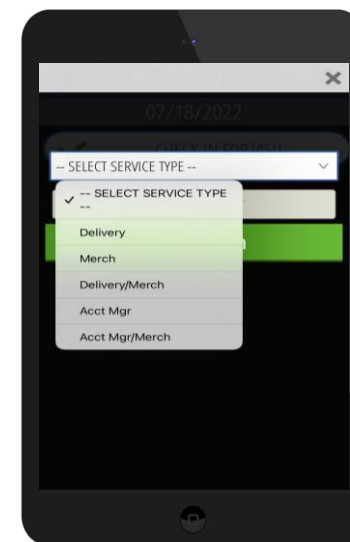
STEP 2:
Select your company name



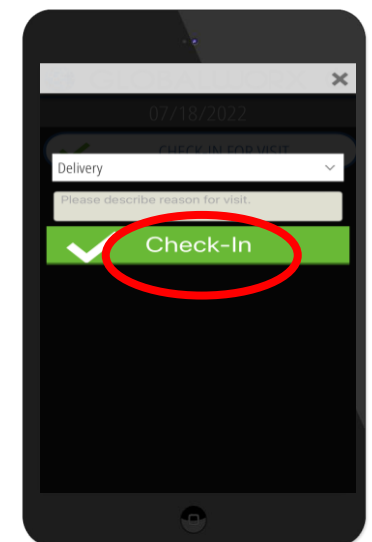
STEP 3:
Select **“continue”** to log in



STEP 4:
Select **“Check-In for Visit”**



STEP 5:
Select your service role

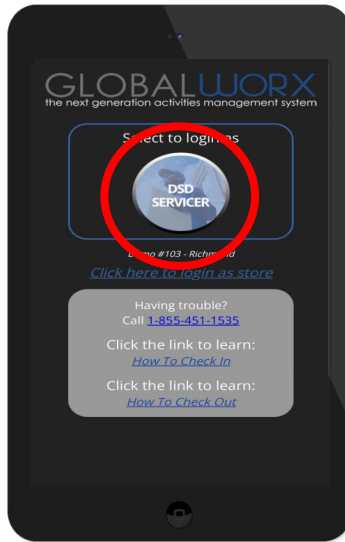


STEP 6:
Select **“Check-In”**

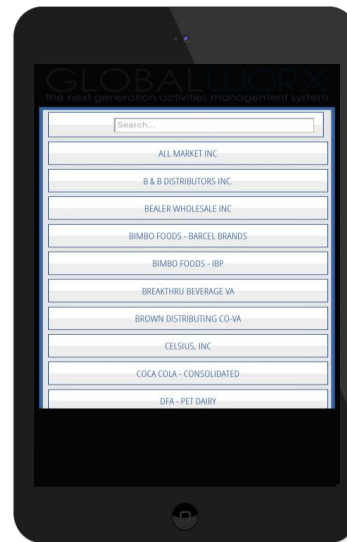


Check-In Process

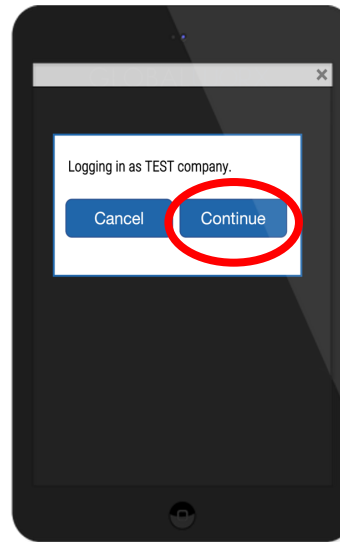
With Prepopulated Schedules



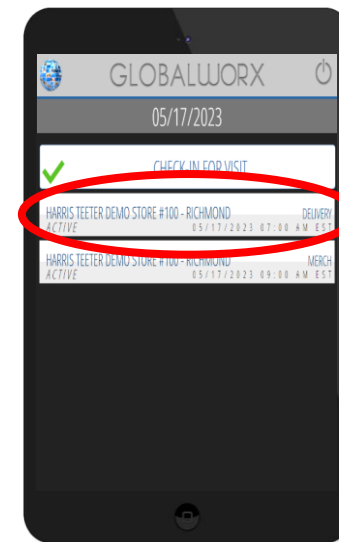
STEP 1:
Select the
button labeled
**“DSD
SERVICER”**



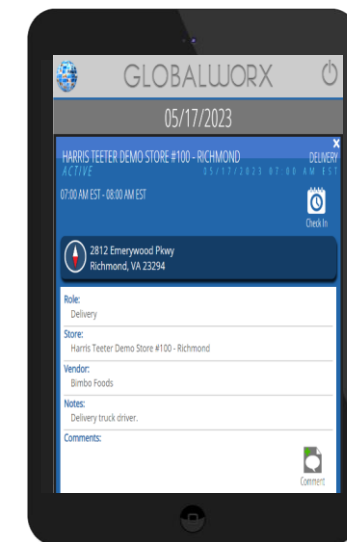
STEP 2:
Select your
company
name



STEP 3:
Select
“continue”
to log in



STEP 4:
Select **the**
prepopulated
visit
(ex. Delivery
or Merch)

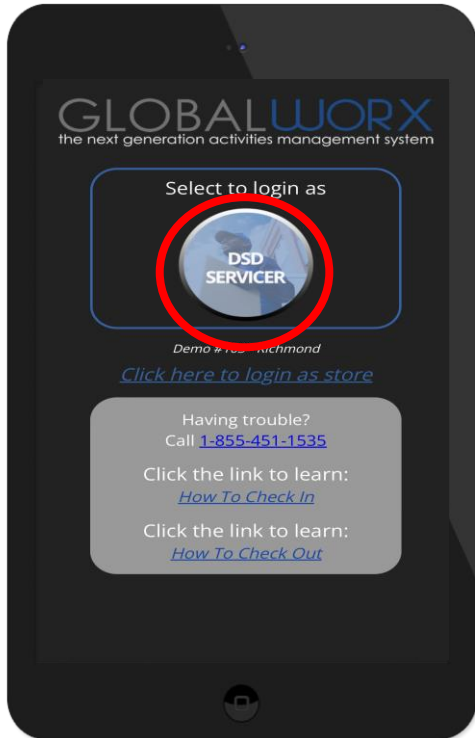


STEP 5:
Select
“Check In”

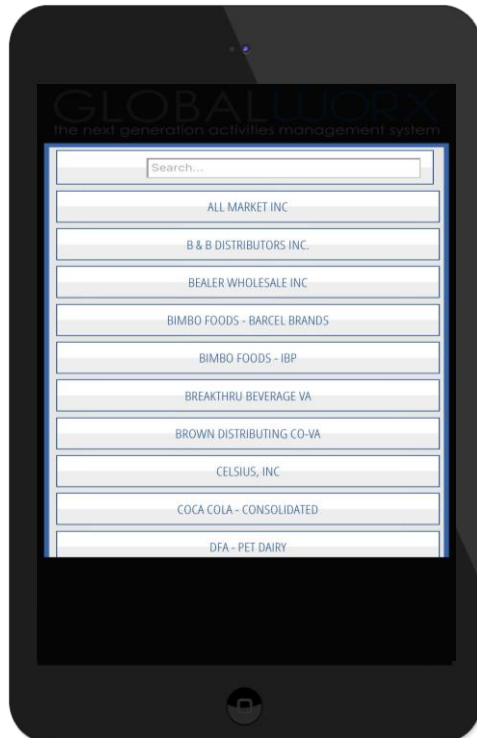


Check-Out Process

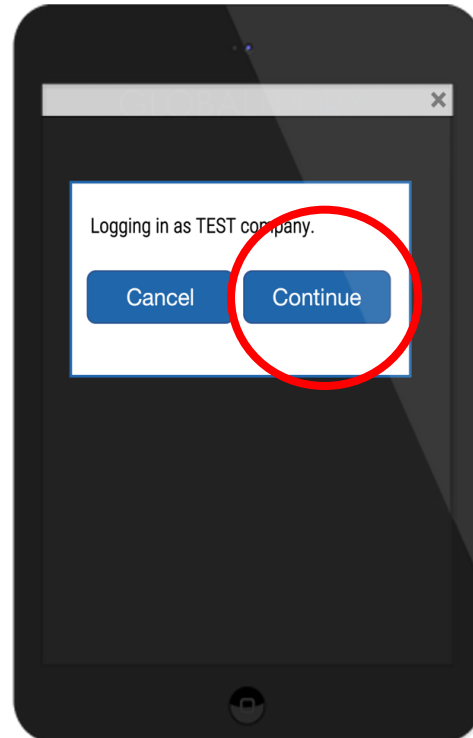
All Vendors



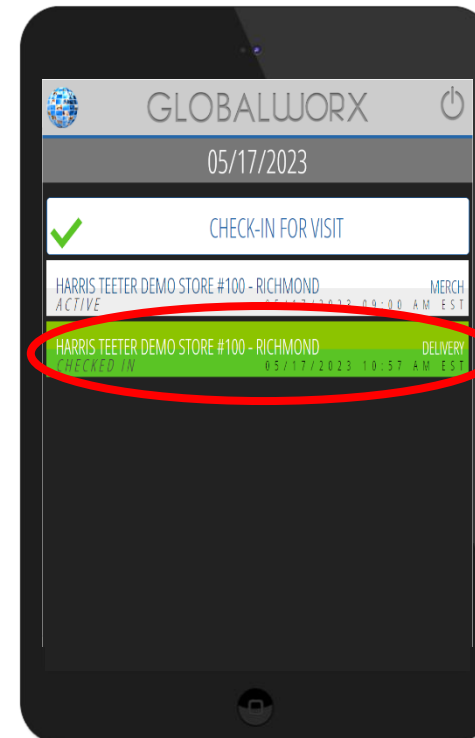
STEP 1:
Select the button labeled **“DSD SERVICER”**



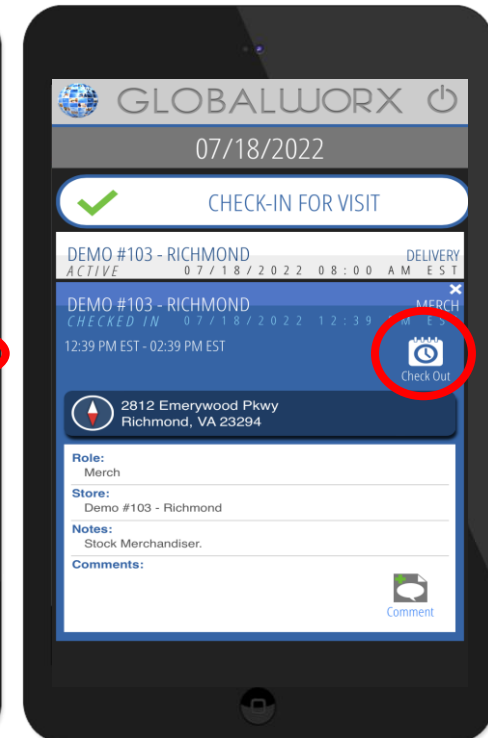
STEP 2:
Select your company name



STEP 3:
Select **“continue”** to log in



STEP 4:
Select the **(green)** event you checked into previously



STEP 5:
Select **“check out”**

