



# Harris Teeter DSD Servicer Program Expectations

## Step By Step Guide for Checking In & Out for Store Visits

### Logging In

All DSD Servicers must login via the Harris Teeter Tablet

1. Select the **“DSD SERVICER”** button.
2. Select **your company name** from the list of vendors who service the store.
3. Select **“continue”** to log in.



### Checking-In

ALL DSD Servicers are **REQUIRED** to Check In before service.

#### Scheduled visits:

1. Select your **pre-populated scheduled visit**
2. Select the **“Check In”** icon.



#### Unscheduled visits:

1. Select **“Check-In For Visit”**
2. Select **your service role**
3. Select **“Check-In”**

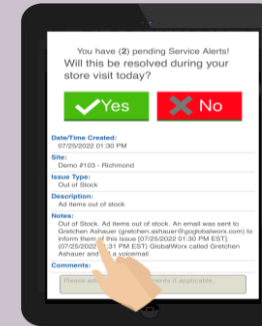


### Service Alerts

After checking in, you will be prompted with any open service requests

Select **“YES”** to complete the request during your visit

Select **“NO”** to keep the request open



### Checking-Out

Login via the Harris Teeter Tablet

1. Select the **“DSD SERVICER”** button.
2. Select **your company name** from the list of vendors who service the store.
3. Select **“continue”** to log in.

**ALL Servicers are REQUIRED to Check Out after service.**

1. Select your **previously checked in event**
2. Select **“Check Out”**



### Having Trouble?

1. Review videos on the Harris Teeter tablet
2. Call the GlobalWorx support line: **1-855-451-1535**
3. Email GlobalWorx support team: **HarrisTeeterDSD@GoGlobalWorx.com**