



Go Spot Check

PROCESS

WHY DO WE USE GSC?

- It is used by the client to review daily activity and accomplishments
- To track data for client reporting
- To forecast samples, gratis, GWP's and TOA's
- To see what you have accomplished in store
- To view your affect on daily and monthly sales
- To track hours in-store
- To anniversary events and high volume sales days for future years and as a basis for next year's budget
- To monitor location when a mission is started and submitted

STEP 1: START MISSION

Arrive at the store a few minutes early and start your mission before entering. Ensure before starting your mission that you have chosen the correct store and brand. If you have any technical issues, contact GSC Support at (844) 359-2503 and your manager immediately (do not be late going into the store!).

STEP 2: MANAGER TOUCH BASE IN

Inform the MIC of your name and that you are from Missing Ingredient, representing a designated brand. Enter the manager's name and title in GSC. Ask for permission to take photos when entering and leaving the store. After taking photos in GSC, put your phone away.

STEP 3: QUESTION COMPLETION

It is best practice to fill out the various questions in your GSC mission off the sales floor. These include: Type of Visit, Hours Worked, Number of Associates Trained, Focus Product, Number of Completed Demos, Out-of-Stocks, Testers (Most of these questions cannot be answered until the end of your shift)

STEP 4: CHECK OUT AND MISSION SUBMISSION

An hour before your shift ends, meet with the MIC and perform a touch base. Before submitting your mission, complete the store feedback (based on touch base out), visit comments, visit-end photo, and finally, your sales total. Be sure to answer any remaining questions at this time. Submit the mission immediately after walking out of the store, in an area with a strong WiFi connection. Confirm your submission on the "Recent Activity" page.