



CATEGORY REVIEW POINT ASSISTANT CATEGORY MERCHANT (ACM) COMMUNICATION TASKS

JOB AID

This job aid explains how to use the Center Store Category Review Task List and Category Review Resources folder to send communications and calendar invitations. Point ACMs are responsible for sending communications and calendar invitations for the Category Review process and making sure all tasks are completed on time.

Audience

Grocery and Whole Body Assistant Category Merchants (ACMs)

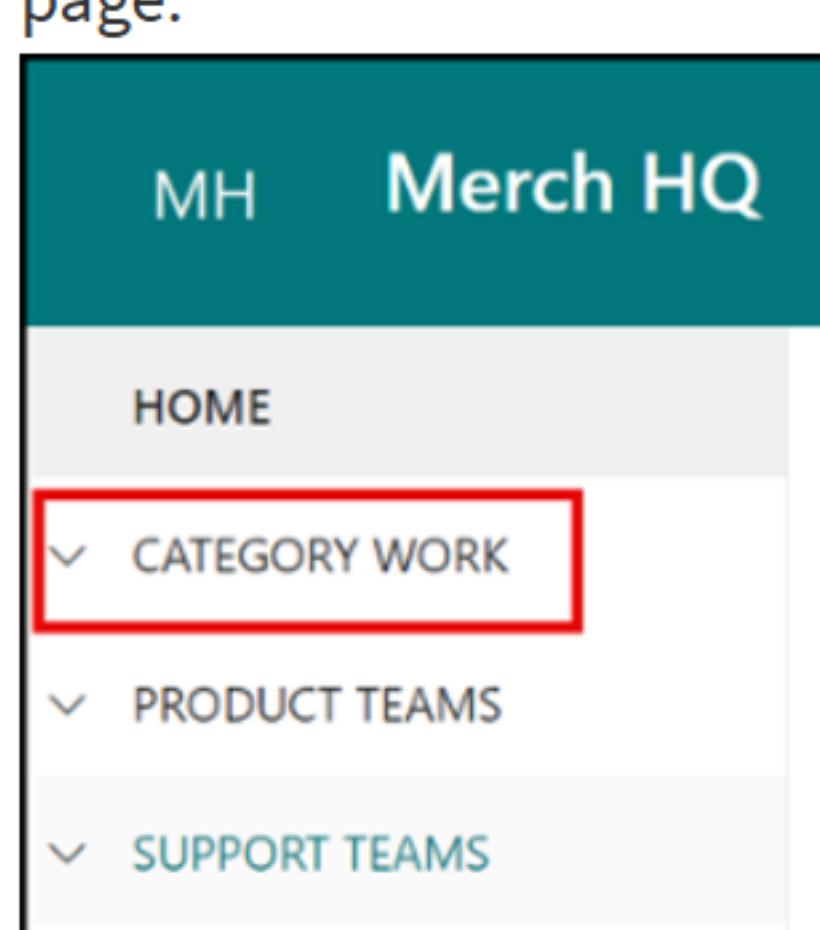


STEP BY STEP

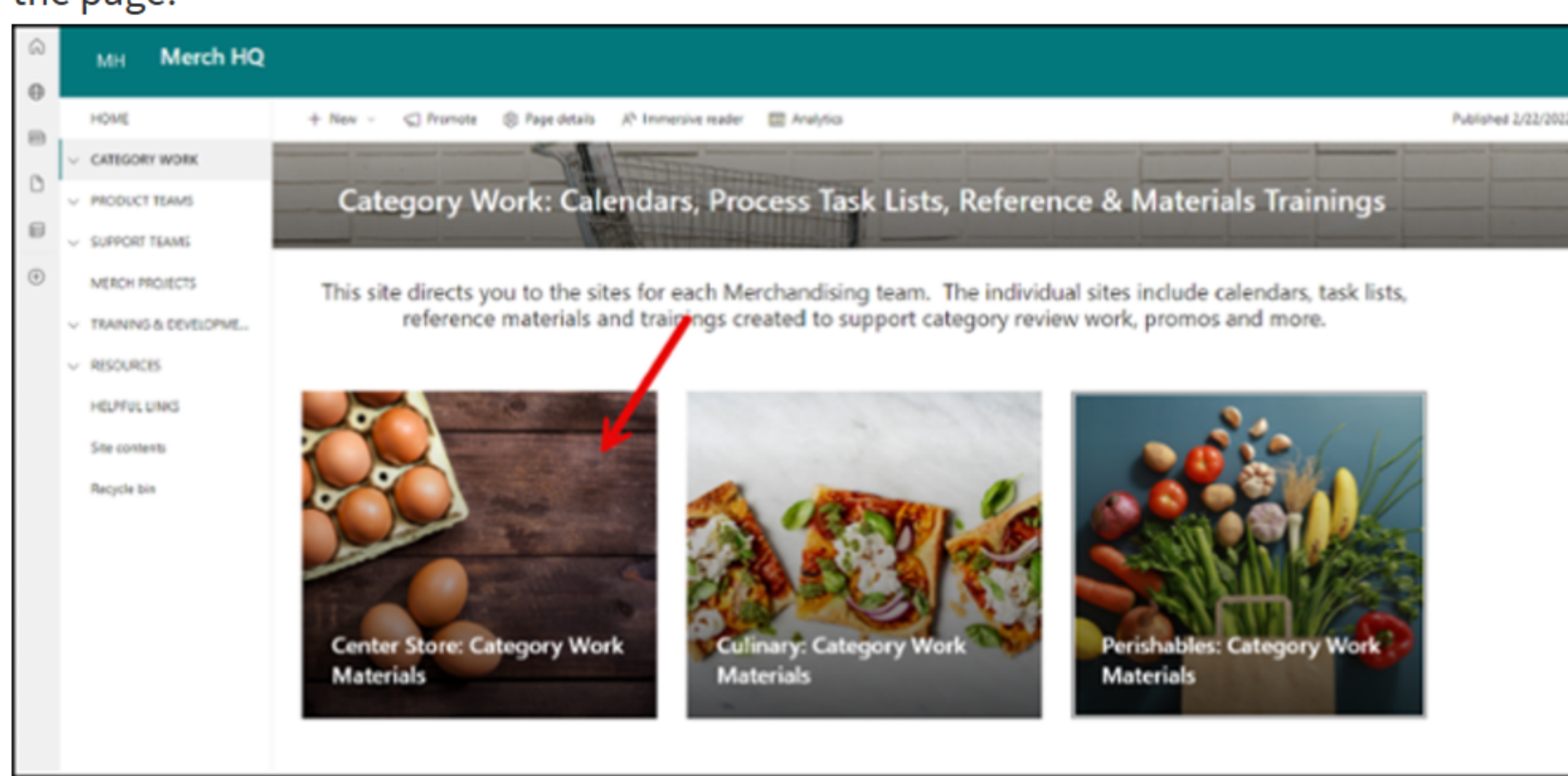
Part One: How to Navigate the Task List

This section will show you how to navigate the Category Review Task List.

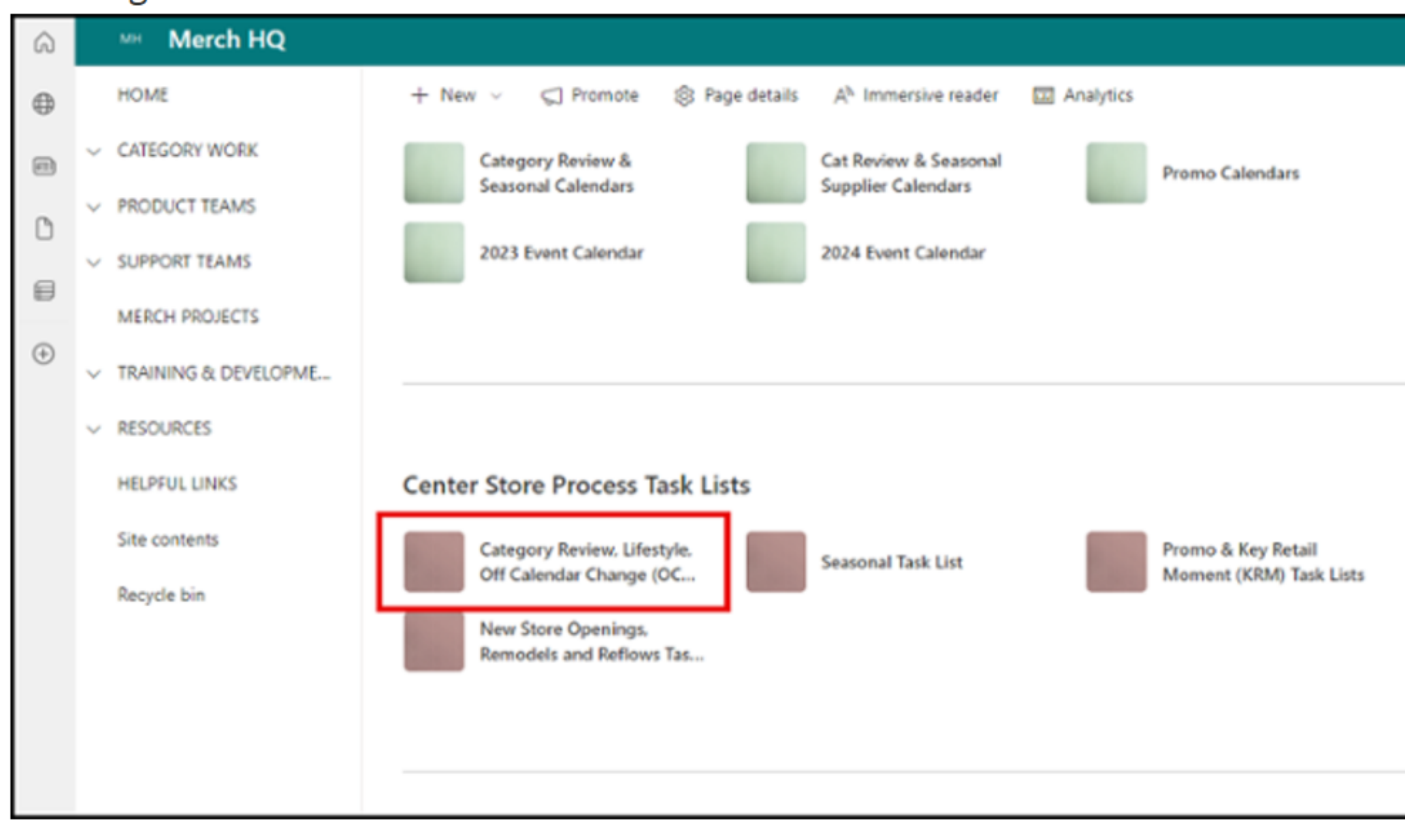
- 1 Go to [Merch HQ](#).
- 2 Navigate to **Category Work**. It is the second link on the menu on the left side of the page.



- 3 Click on **Center Store: Category Work Materials**. It is the first image on the left side of the page.



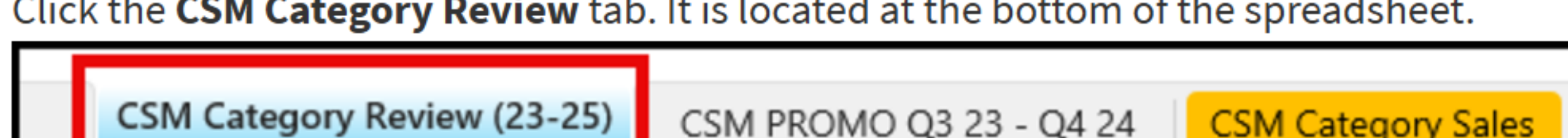
- 4 Click on **Category Review, Lifestyle, OCC, & Seasonal Task Lists**. It is an Excel file, located in the middle of the page in the **Center Store Process Task Lists** section after scrolling down.



NOTE

Click the star in your browser to favorite this spreadsheet for quicker access.

- 5 Click the **CSM Category Review** tab. It is located at the bottom of the spreadsheet.



NOTE

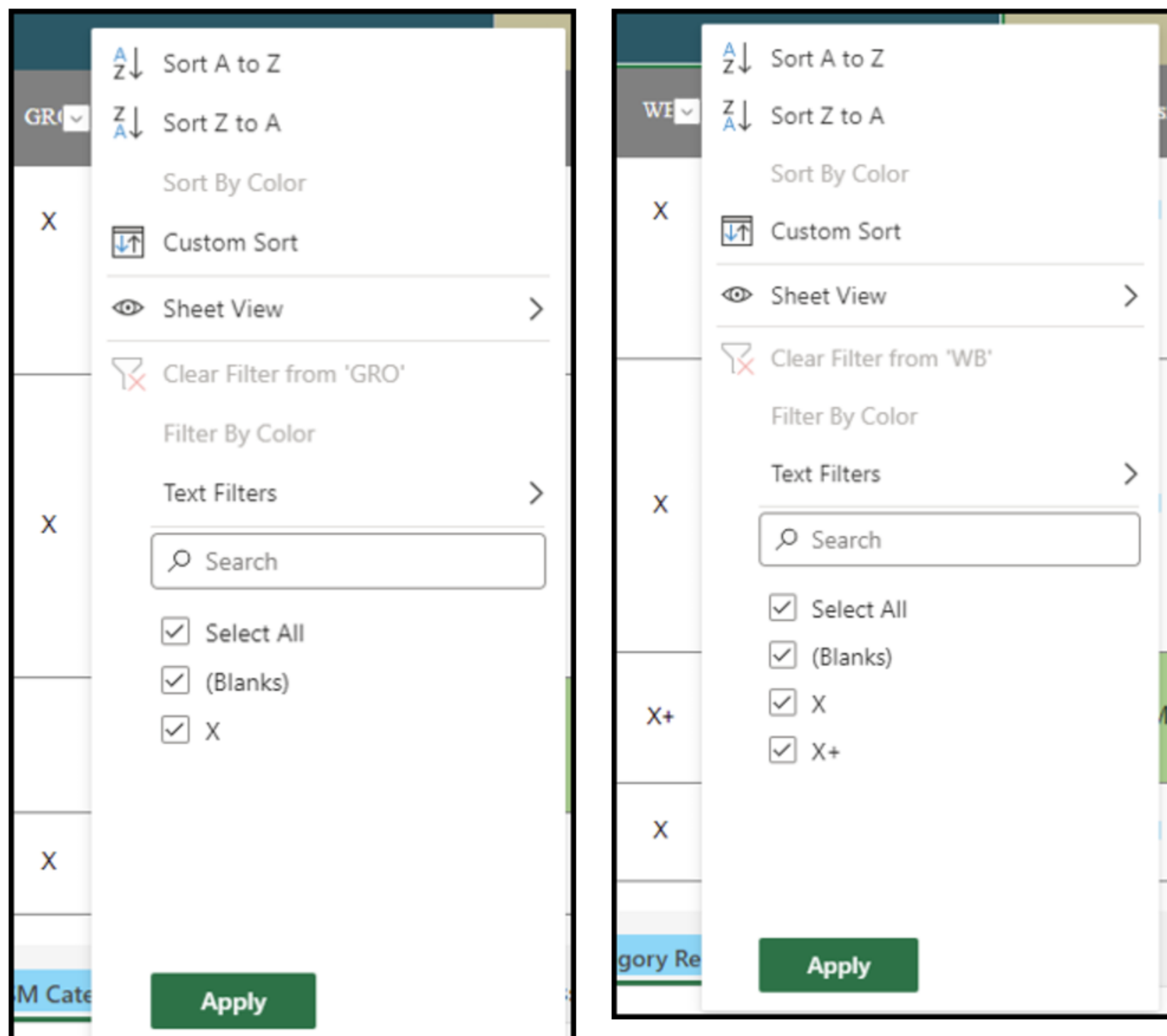
Looking for your assignment? Click the **Category Round Detail** tab to view Point ACM assignments. Make sure columns are not filtered before starting.



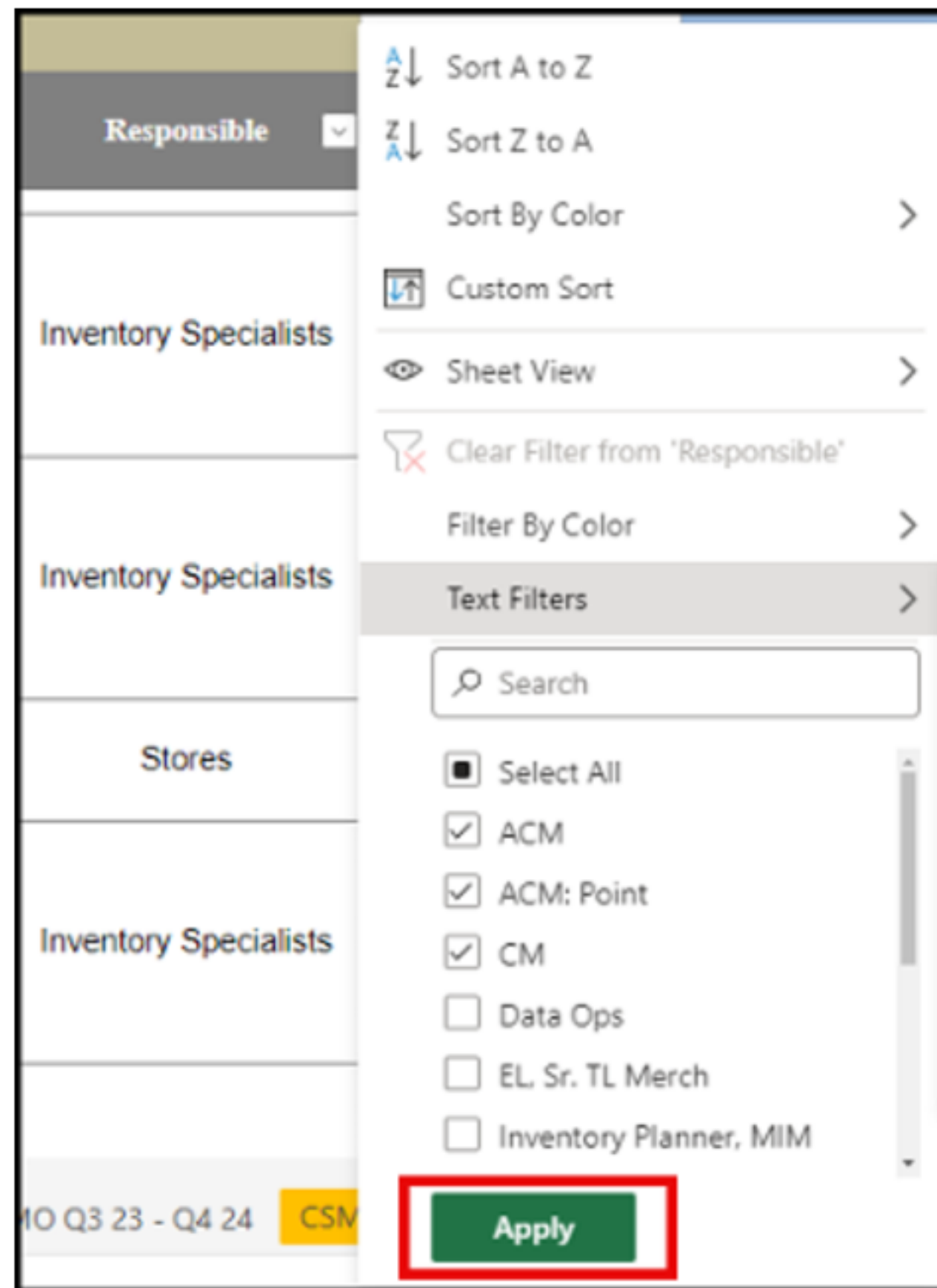
PRO TIP

Before continuing, make sure all columns are unfiltered.

- 6 Click the dropdown arrow to filter by team: **Grocery, Whole Body, or Lifestyle Subteam (X+)**.



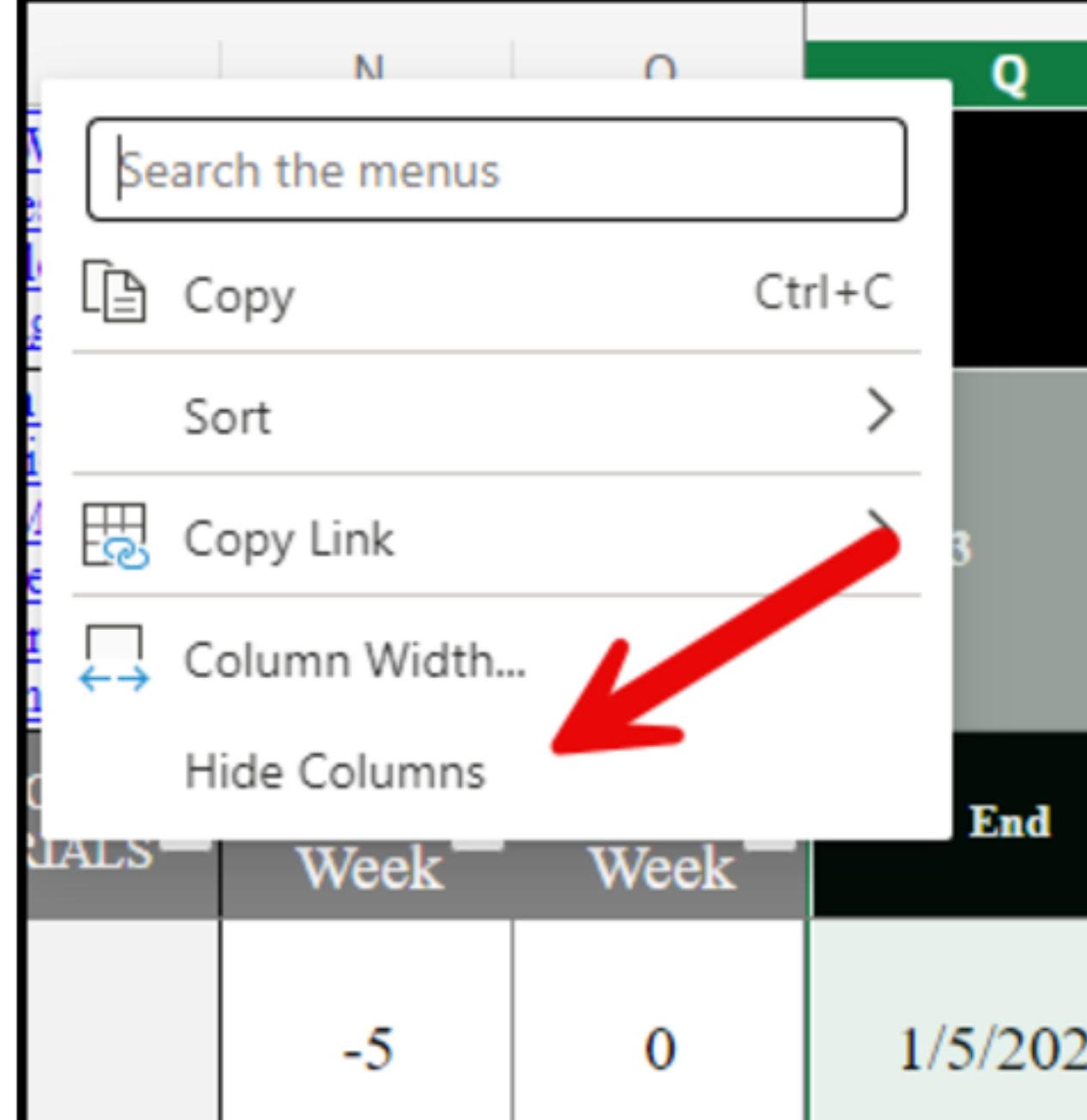
- 7 Click the dropdown arrow to filter to **ACM: Point, ACM and CM** tasks located in **Responsible, Informed, and Contributor** columns. Click **Apply**.



PRO TIP

It is important to view all **ACM: Point, ACM, and CM** tasks. This ensures accountability and that all tasks are done on time.

- 8 Highlight the columns containing rounds which you are *not* responsible for and right-click **Hide** on those columns for an easier view.



PRO TIP

Cells highlighted in yellow are due dates that may conflict with holidays or trade shows. Cells outlined in orange with orange text mean that the task is due this week.