

AT THE MARKET

Step 1: Log In

Log in using email address and password.
Select the current market from the list of markets affiliated with your account.

Tip: 'Auto-Calculate' Saves Time & Reduces Errors
Information from your FM Tracks profile auto-calculates the incentive amount and applies a cap, if applicable. To override this function, tap 'Manual' and type new amount. When editing an old transaction, manual becomes the default.

Step 2: Enter Transactions

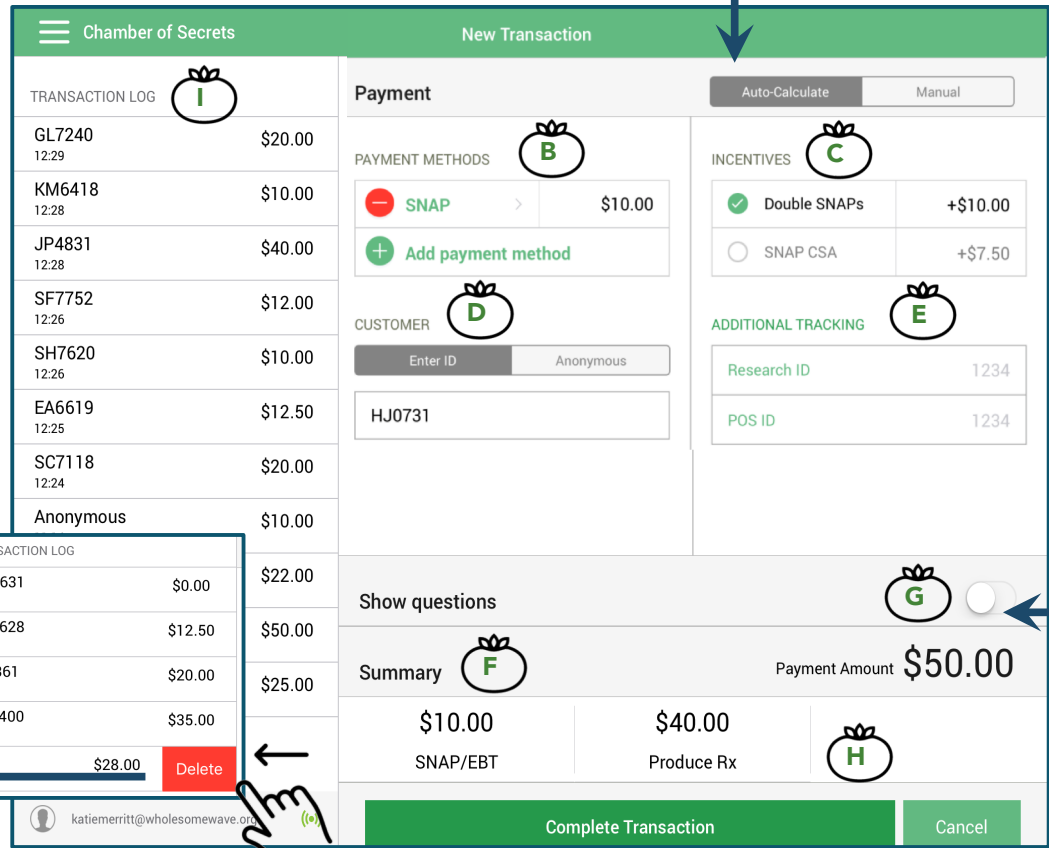
B PAYMENT METHODS
Select payment method used and enter amount. You can select up to 4 payment methods per transaction.

C INCENTIVES
Select incentive program(s) and confirm \$ amount(s).

D CUSTOMER
Enter customer's FM Tracks ID.

E ADDITIONAL TRACKING
If applicable, enter customer tracking information.

F SUMMARY
Payment and incentive totals are listed at the bottom.



Delete a transaction from the log by swiping to the left and tapping the red 'Delete' button.

Step 3: Ask Customer Questions

G Reveal or hide customer questions with the 'Show Questions' slider.
FM Tracks identifies customers from their FM Tracks ID and asks either New or Repeat Customer Questions.

Tip: Customer Questions Help You to Improve the Market
Learn about your customers, find out which outreach methods work, and enhance the consumer experience to keep shoppers coming back. *You are encouraged – not required – to ask customer questions.*

Step 4: Complete & Save a Transaction

H Tap 'Complete Transaction' to save a transaction. You will receive a prompt to confirm. You are now ready for the next customer.

I Saved transactions appear in the 'Transaction Log' on the left-hand side of the screen.