

Rouses DSD Servicer Program Expectations

Step-by-Step Guide To Digital Check-In & Out

Logging In

All DSD Servicers must log in via the tablet.

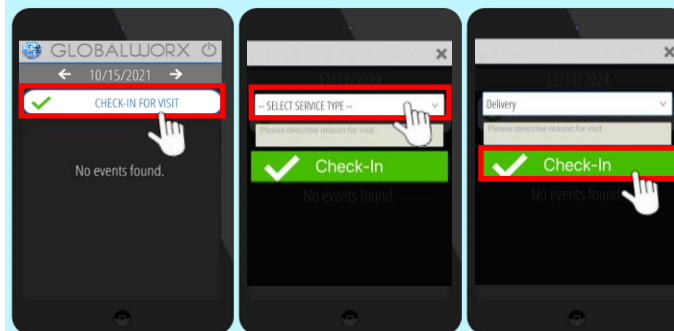
1. Select the “DSD SERVICER” button.
2. Select your company name from the list of vendors who service the store.
3. Select “Continue” to log in.



Checking In

All DSD Servicers are **required** to Check In on the tablet before service.

1. Log in to the tablet. Refer to – *Logging In*.
2. Select “Check In For Visit”.
3. Select your service role.
4. Select “Check In”.



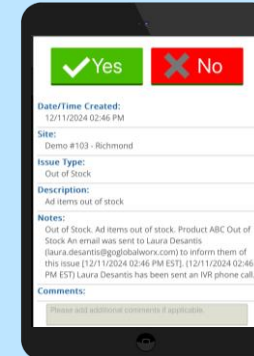
Service Alerts

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

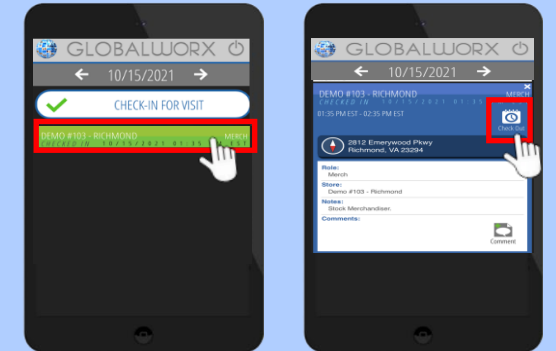
**Note: You can add comments to the service alert in the “Comments:” section at the bottom of the notification.*



Checking Out

All DSD Servicers are **required** to Check Out on the tablet after service.

1. Log in to the tablet. Refer to – *Logging In*.
2. Select your previously checked in event.
3. Select “Check Out”.



Vendor Assistance:

1. Review video tutorials on the tablet for help with how to check in and check out.
2. Vendors can check in and out if the tablet is not working by calling: **1-855-451-1535**.