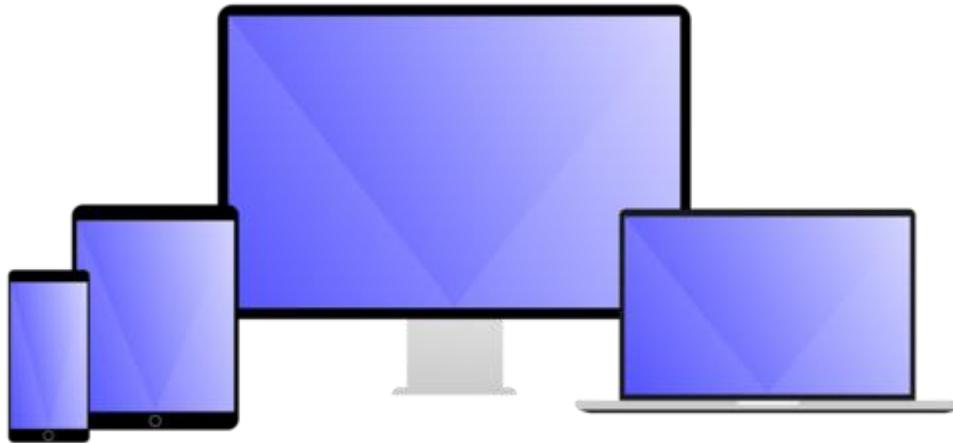




RETAIL SELLING SPECIALIST



User Guide

Logging in to Workforce

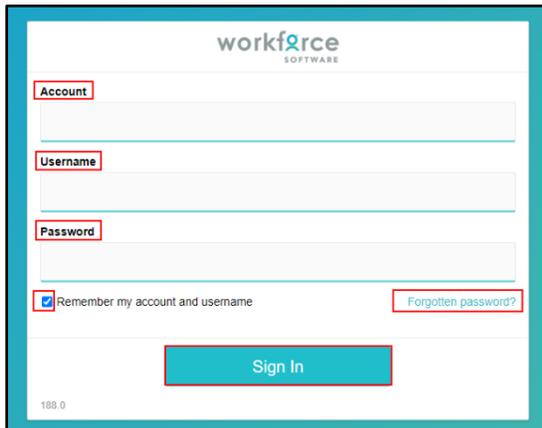
Navigate to the link provided to you in your welcome email where you will be presented with the screen below. The following logon details are set as default.

We strongly recommend that you bookmark or save this link to your favorites

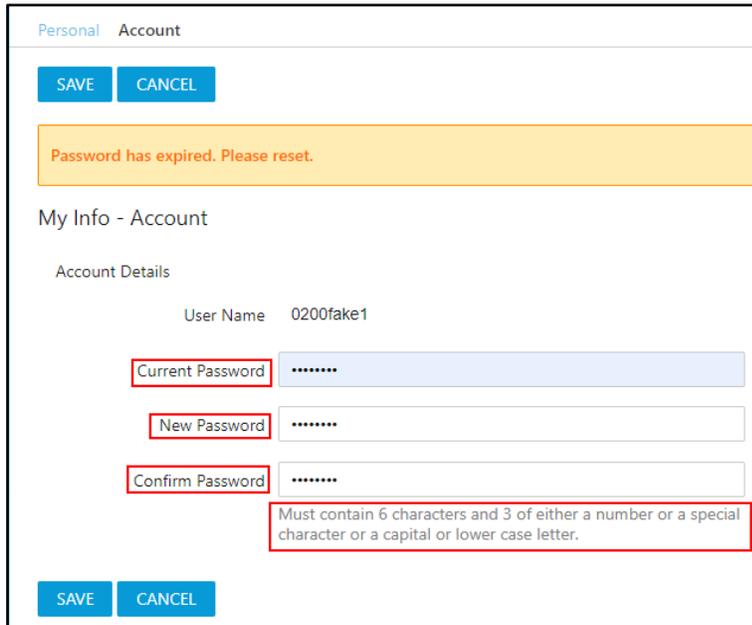
Account: (refer to your welcome email)

Username: **Your email address**

Password: **CoWorx1** (this is the initial password for new users)



1. Upon initial login, you must change your password. Enter your current password (CoWorx1) and then your new password twice, click **SAVE**



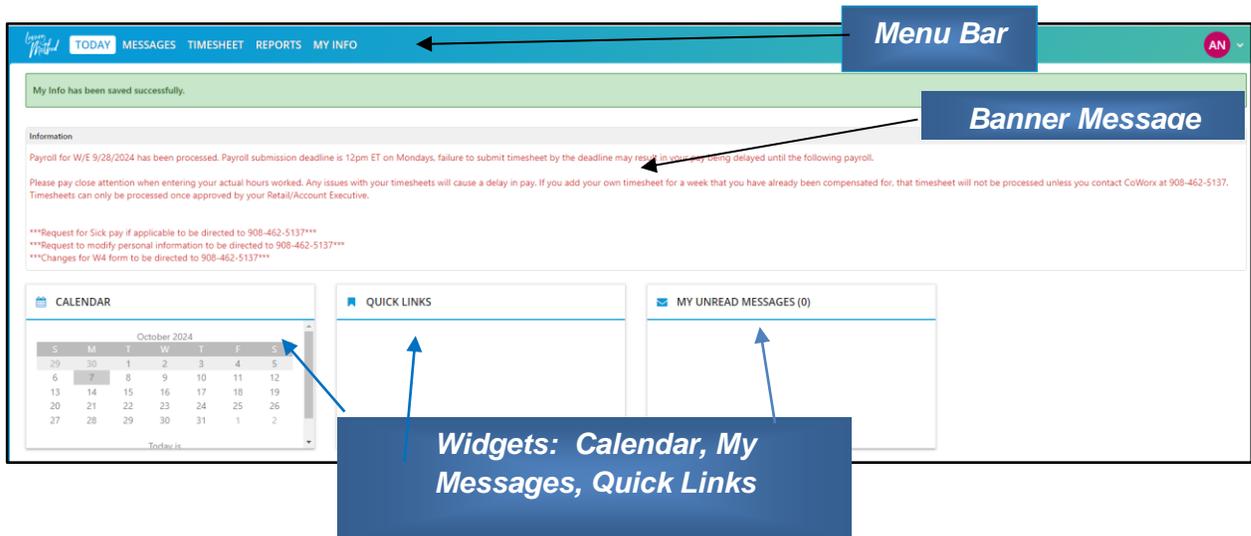
Password Requirements found here

The system will require you to change your password every 90 days.

Please keep your Workplace Online username and password secure at all times

Today Page

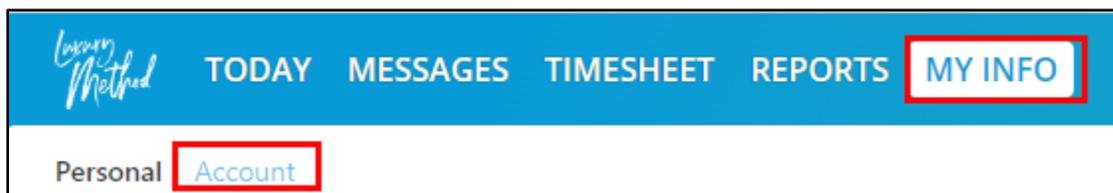
When you have successfully logged on, you will be taken to your **Today** page. This will present you with details specific to you and the menu options to navigate to other parts of the system.



- The Menu bar is the blue bar that is across the top of the screen and is available on all pages
- The Banner Message is important information posted by CoWorx
- The Widgets include a calendar, a shortcut to messages that shows a count of how many unread messages you have, Quick links, a quick view to all your scheduled shifts in the next two weeks

View Personal Details

1. Clicking on the **My info** option on the blue menu bar will take you to your personal details. From this screen, you can view your details and edit your password.
2. To change your account password, click on **Account** in the sub menu and follow the same steps you took when you initially logged in. See page 2



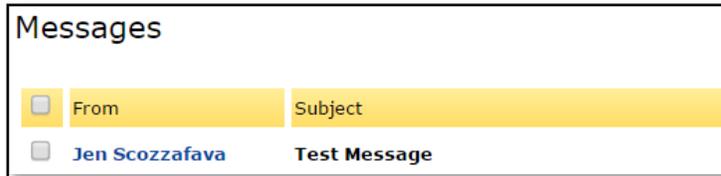
Please contact the Luxury Method Team if you need to update any of your contact information, including address, phone numbers or email address

View Messages

Clicking on the **Messages** option on the menu bar will take you to a summary of all messages relevant to you.



1. Unread messages will be in bold.



2. To read a message click on the name in the **From** column.
3. To delete a message, check the box next to it and click on the **Delete** button. All boxes can be checked by using the box at the very top.
4. Once a message is opened you will see the option to return to the message summary page or delete the message.

Timesheets

Every **RSS** is expected complete their **timesheet** for the previous week by end of day **Sunday**.

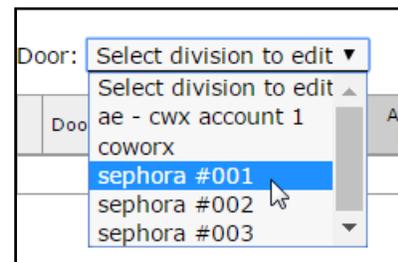
1. Select the **Timesheet** menu option from the main menu bar.



2. Click the upside-down triangle next to Select division to edit to see the list of doors that have been assigned to you. **DO NOT CHOOSE the AE DOOR**



3. Click on the door that you worked at to create a timecard



4. Click on Add Timecard at the top of the page to create a timecard for that door



Submit | Cancel | **Add Timecard** | Previous | Next

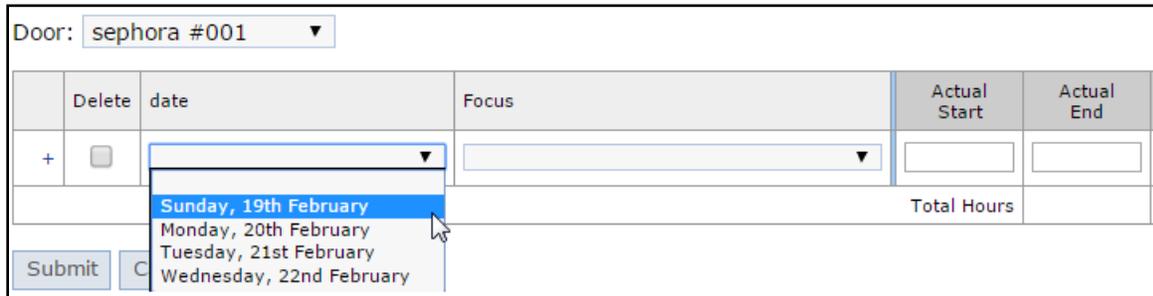
My Timesheet: Sephora #001

< Sun, February 19 - Sat, February 25 >

Door: sephora #001

Delete	date	Focus	Actual Start	Actual End	Pay Start	Pay End	Break	Pay Type	Total Hours	Total Pay	Click Show to Enter Retail Sales
Total Hours											

5. Select the date that you worked from the drop-down menu

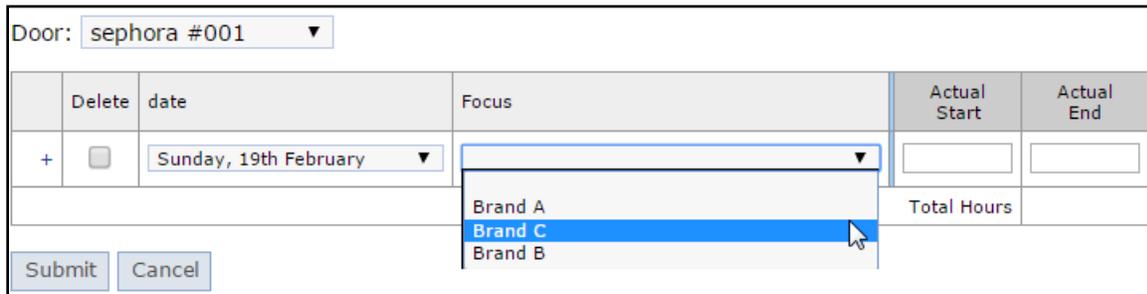


Door: sephora #001

Delete	date	Focus	Actual Start	Actual End
+ <input type="checkbox"/>	<input type="text" value="Sunday, 19th February"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours				

Submit | Cancel

6. Select the Focus from the drop-down menu



Door: sephora #001

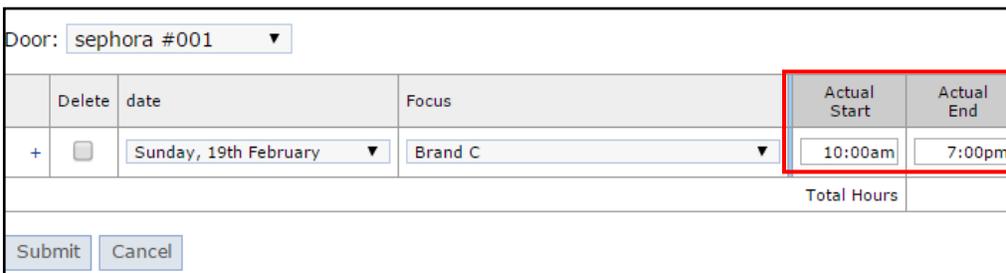
Delete	date	Focus	Actual Start	Actual End
+ <input type="checkbox"/>	<input type="text" value="Sunday, 19th February"/>	<input type="text" value="Brand C"/>	<input type="text"/>	<input type="text"/>
Total Hours				

Submit | Cancel

7. Enter in your Actual Start and Actual End Time

a. Please include am or pm when submitting your time (e.g. 10:00am or 7:00pm).

i. To avoid a delay in pay, please ensure the time submitted is accurate and the correct am/pm designation is used



Door: sephora #001

Delete	date	Focus	Actual Start	Actual End
+ <input type="checkbox"/>	<input type="text" value="Sunday, 19th February"/>	<input type="text" value="Brand C"/>	<input type="text" value="10:00am"/>	<input type="text" value="7:00pm"/>
Total Hours				

Submit | Cancel

8. If you took an unpaid break, select the number of minutes from the Break drop down
9. If you did not take a break – choose the No Break option
 - a. **Important **California employees** Per CA Labor Code Section 512, you must take a 30 min unpaid meal period for shifts 5 or more hours**

Delete	date	Door	Brand	Actual Start	Actual End	Pay Start	Pay End	Break	Paid Break	Total Hours	Total Pay	Pay Group	Click Show to Enter Retail Sales
1 +	<input type="checkbox"/> Friday, 18th October	Cowork	Cowork	3:00pm	7:00pm	3:00pm	7:00pm	No Break	00:00	04:00	04:00	NJ	Show 5

Total Hours

- No Break
- 20 mins
- 25 mins
- 30 mins
- 35 mins
- 40 mins
- 45 mins
- 50 mins
- 55 mins
- 60 mins
- 90 mins

10. To enter retail sales, click on the Show link located in the column labeled Click on Show to Enter Retail Sales

Click Show to Enter Retail Sales

Show

11. Scroll to the left and use the Sales by Brands drop down to select the brand you need to report sales for. **DO NOT** enter the retail sales in the Notes section on the right.

Door: sephora #001

Delete	date
+ <input type="checkbox"/>	Sunday, 19th Februar

Sales by Brands

Brands

- BR-A Brand A
- BR-B Brand B
- BR-C Brand C

Notes

12. Enter the whole dollar amount in the text box that appears next to the brand
 - a. Do not use decimal points or dollar signs (\$), whole numbers only

Door: sephora #001

Delete	date	Focus	Actual Start	Actual End
+ <input type="checkbox"/>	Sunday, 19th February	Brand C	10:00am	7:00pm

Sales by Brands

Brands

Delete

BR-A Brand A 100

Total Hours

13. Click Submit to save your timesheet

Submit

Cancel

14. To add additional timecards to the same door, click the **Add Timecard** button on the top of the page or **click the plus sign (+) next to the timecard number**

Submit | Cancel | **Add Timecard** | Previous | Next

My Timesheet: Sephora #003

< Sun, February 19 - Sat, February 25 >

Door: sephora #003 ▼

	Delete	date	Focus	Actual Start	Actual End
1 +	<input type="checkbox"/>	Monday, 20th February ▼	Brand B ▼	12:00pm	5:00pm
+	<input type="checkbox"/>	Tuesday, 21st February ▼	Brand C ▼		
				Total Hours	05:00

Submit | Cancel

15. This is what your timesheet will look like when it has been successfully submitted.

Timecards submitted successfully.

My Timesheet

< Sun, February 19 - Sat, February 25 >

Door: Select division to edit ▼

	Door	Focus	Actual Start	Actual End	Pay Start	Pay End	Pay Type	Total Hours	Break	Total Pay	Click Show to Enter Retail Sales
Sunday, 19th February	Sephora #001	Brand C	10:00am	7:00pm	10:00am	7:00pm		09:00	▼	09:00	Show S
Monday, 20th February	Sephora #003	Brand B	12:00pm	5:00pm	12:00pm	5:00pm		05:00	▼	05:00	hide S
Sales by Brands BR-B Brand B 500											
Notes :											
Tuesday, 21st February	Sephora #003	Brand C	3:00pm	8:00pm	3:00pm	8:00pm		05:00	▼	05:00	
			Total Hours	19:00				19:00		19:00	

16. Timesheets can be edited until approved. Once the timesheet has been approved, it will change from yellow to green

- a. Please note - **all** timecards (each shift worked) for the week must be approved for CoWorx to process payment

My Timesheet

< Sun, February 19 - Sat, February 25 >

Door: Select division to edit ▼

	Door	Focus	Actual Start	Actual End	Pay Start	Pay End	Pay Type	Total Hours	Break	Total Pay	Click Show to Enter Retail Sales
Sunday, 19th February	Sephora #001	Brand C	10:00am	7:00pm	10:00am	7:00pm		09:00	▼	09:00	Show S
Monday, 20th February	Sephora #003	Brand B	12:00pm	5:00pm	12:00pm	5:00pm		05:00	▼	05:00	Show S
Tuesday, 21st February	Sephora #003	Brand C	3:00pm	8:00pm	3:00pm	8:00pm		05:00	▼	05:00	
			Total Hours	19:00				19:00		19:00	