How To Import a Micromarket Planogram

1. Navigate to the **Accounts** page using the three-line menu in the top left of the screen
2. Click on the **POS Types** filter, click **Micromarket**, then click **Next**
3. Click on the micromarket POS that will **receive** the imported POG
4. Click on the red three-dot menu and select Manage Inventory
5. Click on **Import**
6. Select the POS you wish to import as the current POS's POG

<u>Before you click save</u>

1. **This will overwrite any existing products in the POS you are viewing**
2. Incorrectly importing a POG could result in:
   a. **Products not scanning at the kiosk**
   b. **Products not getting picked**
   c. **Incorrect products picked for the POS**
3. If you are certain this action is correct, Click **Save (only once)**

[Video: How to import a micromarket POG]

If an error message like the one below appears, click **OK** and wait 8-10 minutes for the planogram to import; the software is importing the POG in the background.
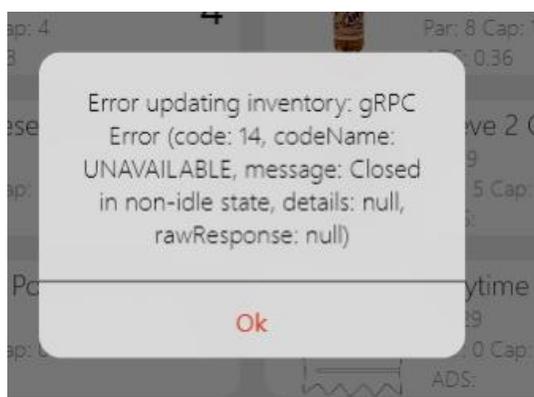
<u>Do not repeat steps 5 through 7 while the POG is importing.</u> This will create duplicates in your planogram.