

STOREFRONT GUIDE

- 1. Within the Unit Leader Portal's "Storefront Reservations" tab.
- 2. The system defaults to display all storefront shifts booked by Trail's End. You may filter to look for a **specific date**, or use the **search** bar to search for a specific location.

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All Locations

MM/DD/YYYY

Search by location

Clear

HIDE RESERVED, IN PROCESS, & PAST

You also have the option to hide storefront shifts that have been reserved, are in processing, or past reservations

Apr 25, 2023

Kroger

1234 Main St.
Anytown, USA

9:00 AM - 11:00 AM
2 Hour Shift

Claimed

Reserve

Manage

- 3. Once a reservation has been claimed, the time block will be grayed out and labeled as **claimed**.
- 4. Click the "Reserve" button to reserve your desired storefront block.

5. Once a storefront reservation block has been claimed, you can manage that reservation by clicking on "Manage" in the upper left corner of the screen.

Jan 1, 2023

Walmart

5678 Market St.
Anytown, USA

10:00 AM - 12:00 PM
2 Hour Shift

Claimed

Reserve

Manage

STOREFRONTS

Manage

Inventory

Sales Report

All Locations

06/01/2023 - 06/30/2023

☐ Hide Reserved, In Process, & Past Reservations

Clear Filters

Friday Jun 2, 2023

Ace Hardware

1234 Scout Way, Anytown, USA
(555) 123-4567

< -7

< -1

+1 >

+7 >

8:00 AM
10:00 AM
2 Hr
0 / 2

10:00 AM
12:00 PM
2 Hr
0 / 2

Build Out

Release

From the Manage screen, you can build out your shift schedule, assign inventory or Scouts to a shift, record a sale for the shift, and view how the storefront is performing. You can also delete any storefront you no longer need by clicking on the "Release" button on the bottom right.