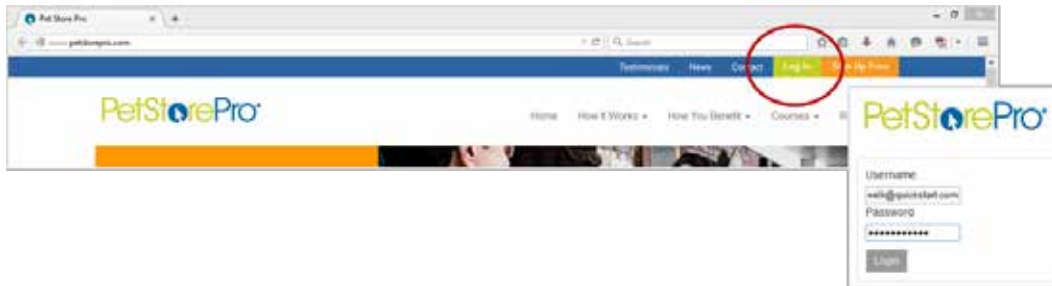
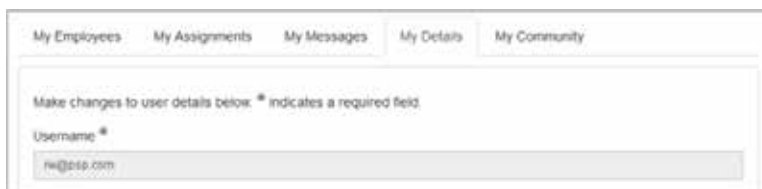


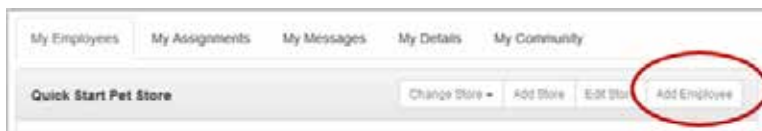
1. Check your privacy settings: **You must accept cookies to use Pet Store Pro.**
2. Log onto [www.petstorepro.com](http://www.petstorepro.com).



3. Change your password: My Details tab > [enter your new password] > Save.



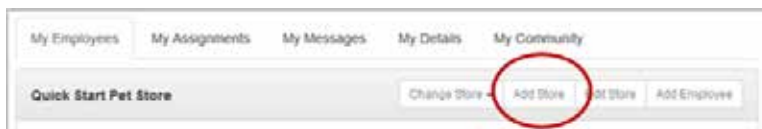
4. Add employees: My Employees tab > Add Employee > [enter information] > Save.\*



\* Check the Owner/Manager box to allow new user to add employees and make chapter assignments.

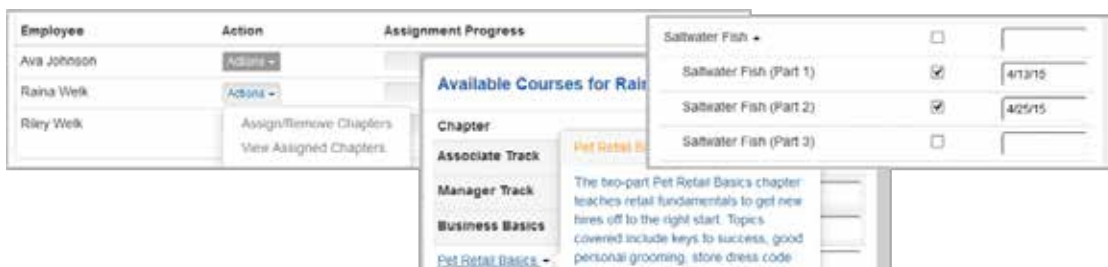


5. Add another store location: My Employees > Add Store > [enter information] > Save.\*

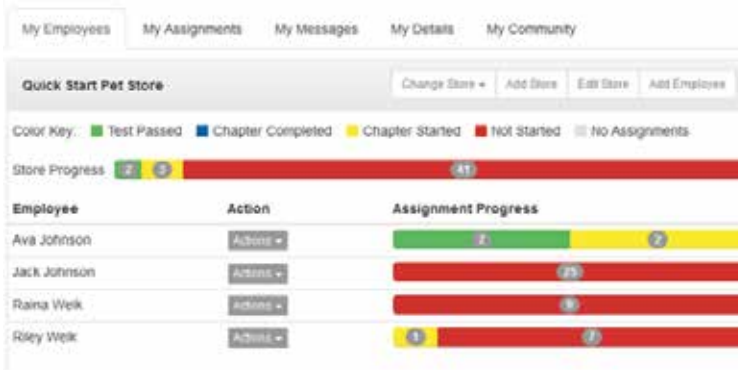


\* To add and manage employees at different locations, use the Change Store drop-down menu to select the correct store.

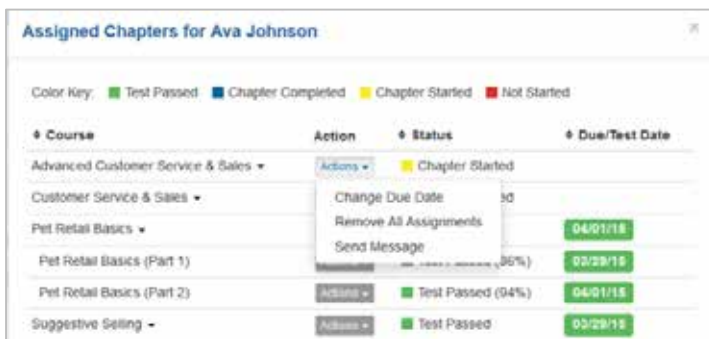
6. Assign chapters to yourself or an employee:
  - a. My Employees > [find employee name] > Actions > Assign/Remove Chapters.
  - b. Hover over chapter name for a detailed description.
  - c. Click the checkbox to assign an entire chapter and (optional) add a due date.
  - d. Click the down arrow next to the chapter title to assign only part of a course.



7. Use the dashboard to monitor progress at the employee and store level.

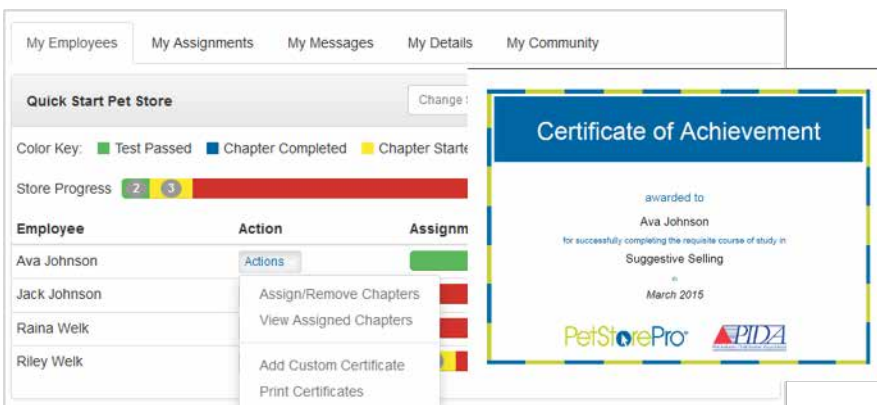


8. Click the progress bar or go to Actions > View Assigned Chapters to see employee progress by chapter, change due dates, send a message or delete an assignment.\*



\* Click the down arrow to see progress at the chapter part level, including test scores.

9. Print certificates for completed chapters: My Employees tab > [find employee name] > Actions > Print Certificates.



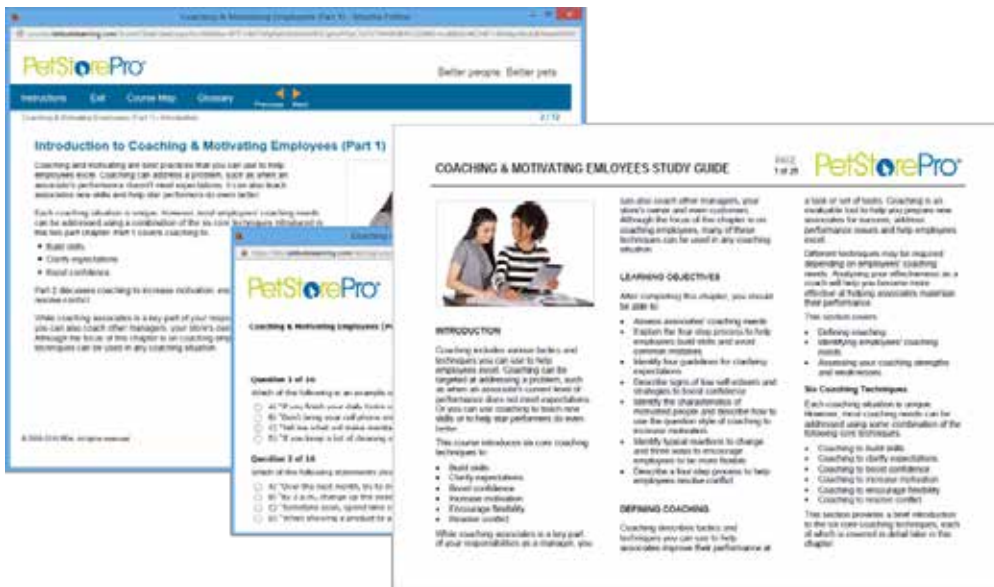
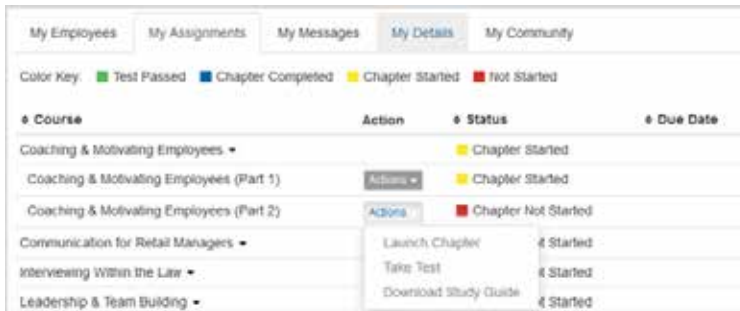
10. Or create a custom certificate for your store:  
 a. My Employees > [find employee name] > Actions > Add Custom Certificate.  
 b. Then, Actions > Print Certificates.



11. Change employee passwords: My Employees > Actions > View Employee Details.



12. Complete assignments: My Assignments tab > [select course] > down arrow > Actions  
 a. Launch Chapter  
 b. Take Test  
 c. Download Study Guide



13. For questions, call 443.640.1060.