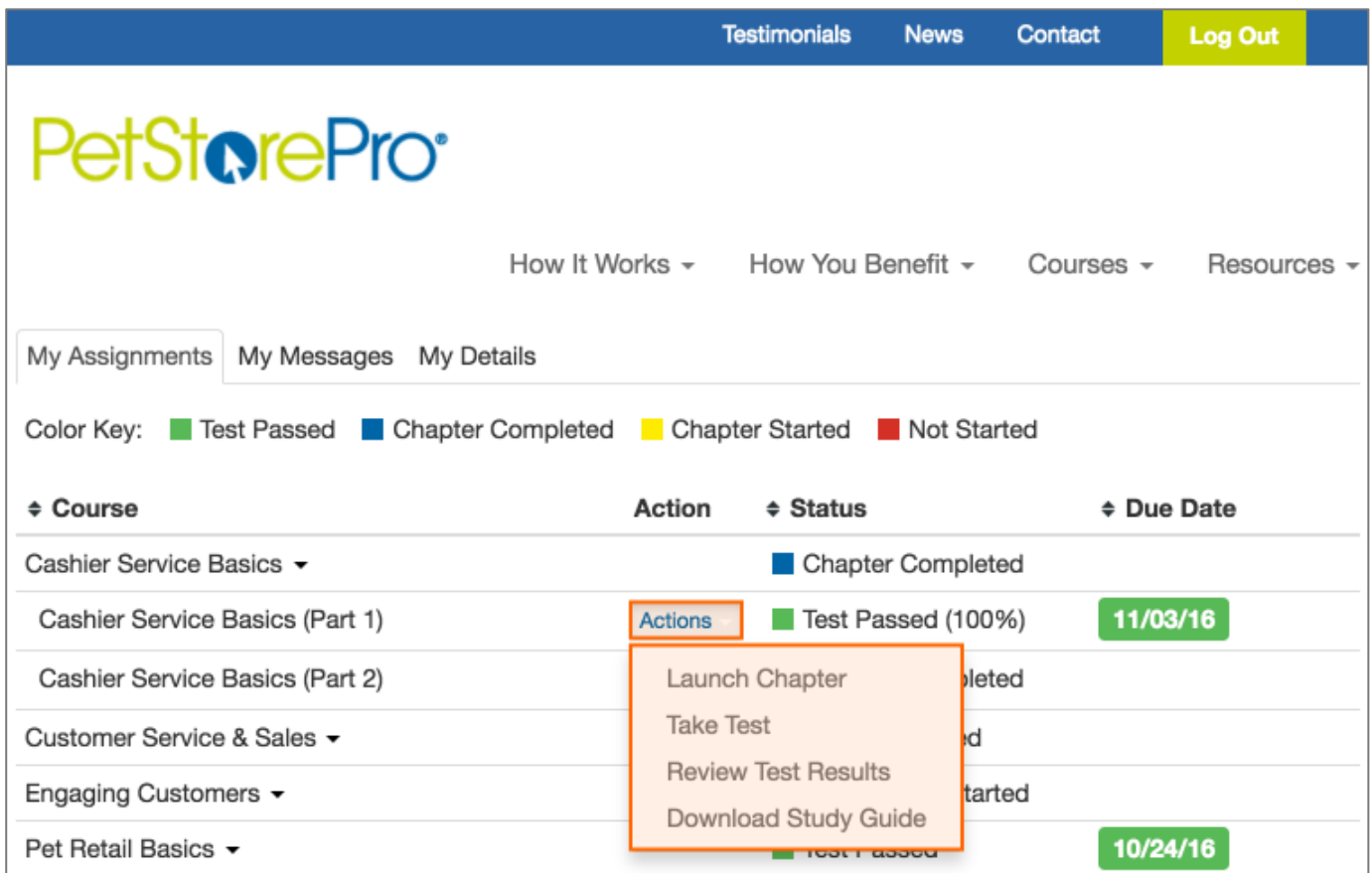


INTRODUCTION

Pet Store Pro provides free training that is underwritten by the Pet Industry Distributors Association (PIDA) with revenue from Global Pet Expo. This Quick Start Guide Cheat Sheet provides step-by-step directions on how to complete the most common actions in Pet Store Pro.

MENU OVERVIEW

The My Assignments tab has most of the features that you will regularly use in Pet Store Pro. Click a chapter name to view its parts. Then, click Actions to open the menu, where you can launch a chapter or take a test.



Course	Action	Status	Due Date
Cashier Service Basics		Chapter Completed	
Cashier Service Basics (Part 1)	Actions	Test Passed (100%)	11/03/16
Cashier Service Basics (Part 2)			
Customer Service & Sales			
Engaging Customers			
Pet Retail Basics		Test Passed	10/24/16

QUESTIONS?

For more information about Pet Store Pro, please contact your manager.

Action	What to Click
My Details: Edit Your Name, Email Address or Password	
Edit your name, email address or password	My Details* *You <i>can't</i> change your username.
Chapters & Chapter Discussions: View Chapter Descriptions, Complete Chapters & Participate in Community Discussions	
View chapter descriptions	Courses > [category name (Associate or Manager)] > [chapter name]
Complete an online chapter	My Assignments > [chapter name] > Actions [next to the part name] > Launch Chapter
Participate in a community discussion about a chapter	My Community* > Join the Discussion [next to the chapter name] OR My Assignments** > [chapter name] > Actions [next to the part name] > View Community Forum *You must be assigned a chapter that has a community before it will appear in My Community. **A chapter must have a community for View Community Forum to appear in the Actions menu.
Study Guides: Download	
Download a study guide	My Assignments > [chapter name] > Actions [next to the part name] > Download Study Guide OR Resources > Study Guides > [study guide name]
Chapter Tests: Take an Online Test & View Your Results	
Take an online test	My Assignments > [chapter name] > Actions [next to the part name] > Take Test
Review your test results	My Assignments > [chapter name] > Actions [next to the part name] > Review Test Results* *Review Test Results appears in the Actions menu <i>after</i> you have taken a test.
Messages: View	
View your messages	My Messages