

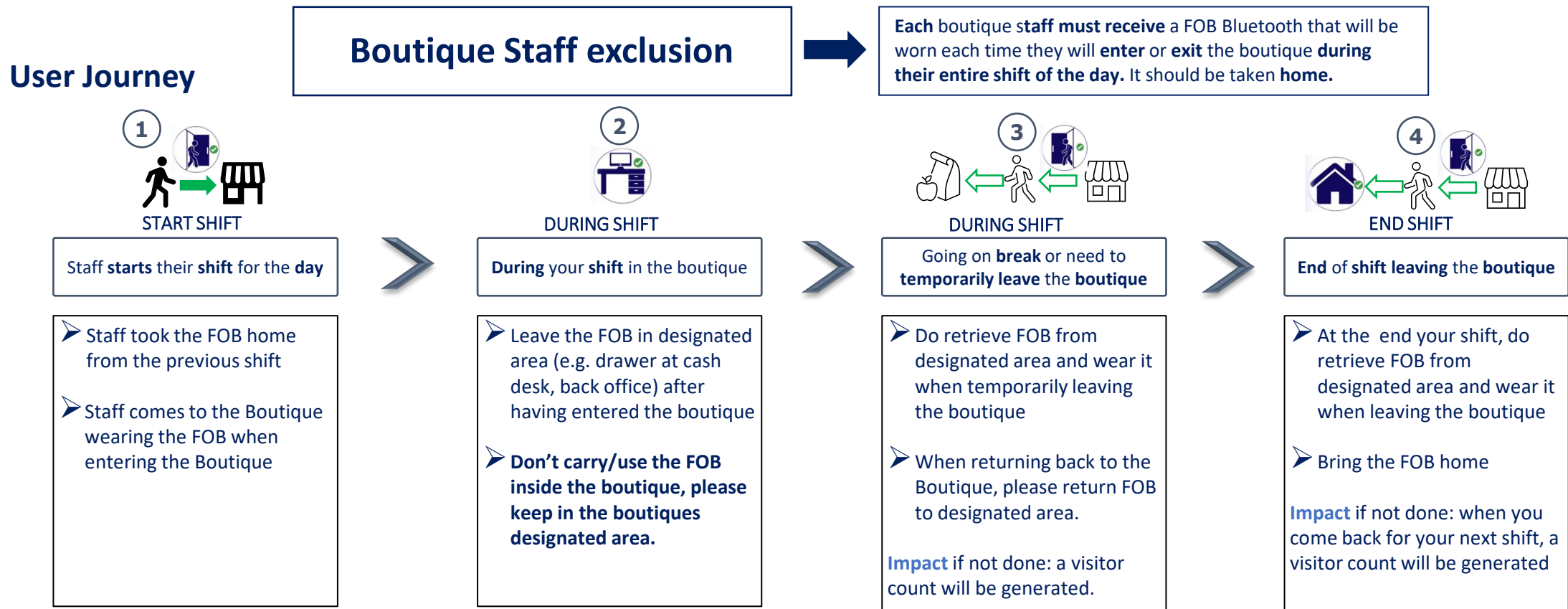


## How must FOB Bluetooth be used by boutique staff?

**Option 1:** Employees (sales staff only) to take FOBs home.

All sales staff must take FOBs home. They must bring the FOBs with them to begin their next shift and enter the boutique carrying them.

If staff must leave the boutique at any point during their shift, they must go get a FOB and exit the boutique carrying the FOB. They will also need to carry the FOB when they return to the boutique and put it back in the box/bowl.





## How must FOB Bluetooth be used by boutique staff?

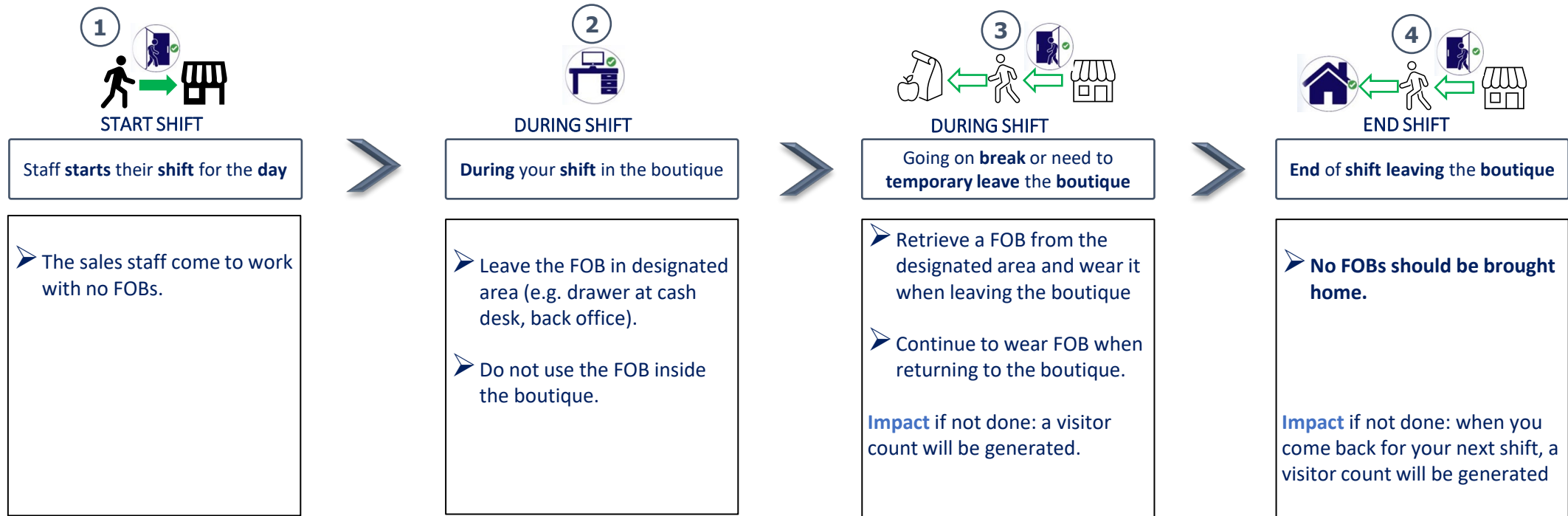
**Option 2:** Employees (sales staff) to leave FOBs at store. This is the preferred option when Prodco Live has store hours set.

All FOBs will remain at the store in the designated area. All sales staff and security guards must come to work with no FOBs.

### Boutique Staff exclusion

Each boutique staff will take a FOB from the designated area only when there is a need to exit the boutique.

### User Journey



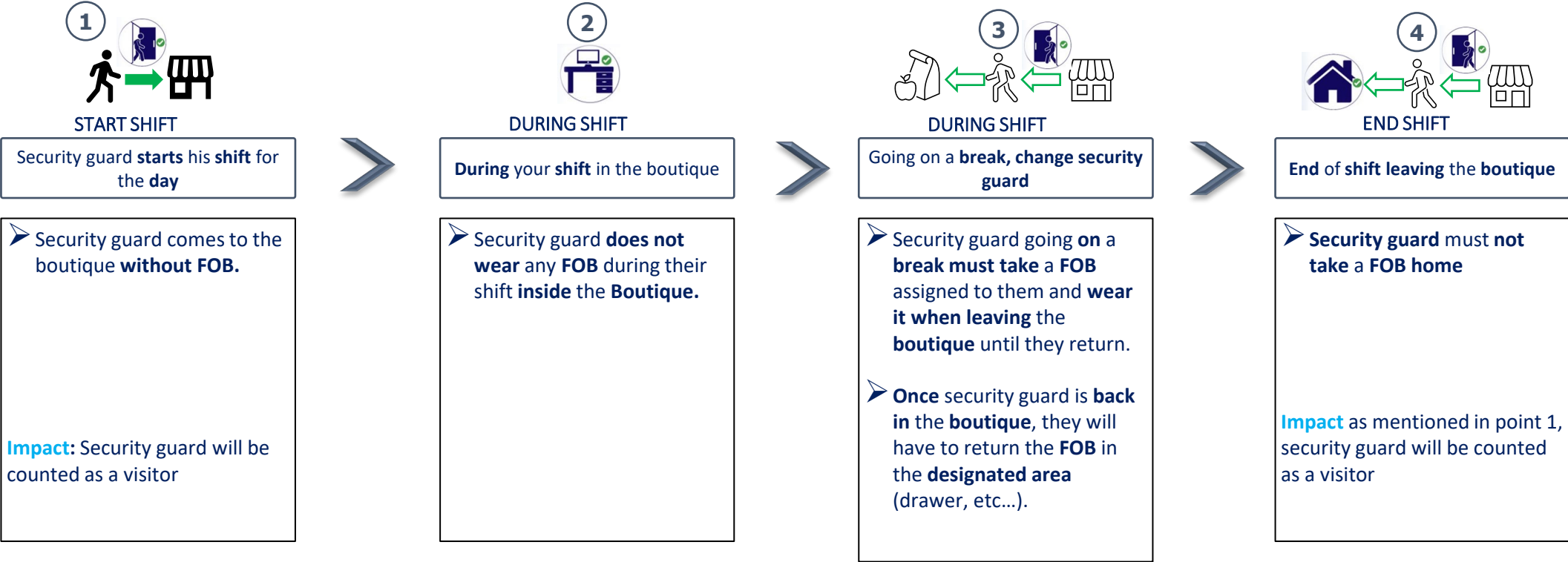


## How the FOBs Bluetooth must be used by the security guards?

### Security guard exclusion

The difference with the boutique staff is that **security guards will not have a dedicated FOB to take home**. Therefore, a FOB must always be available for the **security guards to use**.

#### User Journey



**Note:** The above process remains the same even when there is a change of security guard during the boutique opening hours (e.g. temporary change/replacement when the security guard who started the day goes to take a break)



**In the presence of a separate staff door that is in use at the store, please bear in mind the following:**

- Store staff and security guards should always use the staff door when arriving or leaving the store at the start/end of their shift; that means they are not required to take the FOB home with them.
- If any of them leave the store through the main door while carrying a Bluetooth FOB, they should return through the same entrance (during their shift);
- If any of them leave the store through the staff door they need to return through the same entrance (during their shift)

**Possible impact:**

If staff leave through one door and return through another while not carrying a FOB, they will be counted when using the main entrance (even if it happens once a day).

If staff leave through one door and return through another while carrying a FOB this could cause inaccuracies in data.

## FOBs Bluetooth usage – Testing



**\*\*IF YOUR BOUTIQUE IS REPLACING EXISTING FOBS. PLEASE DISREGARD THE REQUIRED TESTING BELOW\*\***

Your boutique has received Prodco's Staff Exclusion FOBs. These Prodco FOBs are to be distributed to and worn by your boutique's sales floor team. The FOBs should ONLY be worn by the staff who are remaining in the boutique but occasionally exit/enter. Please do not distribute to any staff that will remain near the entrance at all times, this will cause excessive FOB (Bluetooth) counts throughout the day causing very inaccurate data. Please see next page to see how staff exclusion works.

Before distributing the FOBs, some quick tests will need to be performed and documented by a boutique member:

### Test #1:

1. Please collect all the FOBs and stand under the sensor for 60 seconds. You will need to record the **exact local date and time** of this test, as well as the **amount of FOBs tested**.

### Test #2 (Please wait two minutes from the last test before starting test #2)

1. Please take one FOB, wear the FOB as you would during a typical day. Please record MAC address.
2. Walk in and out of the store; only one time is needed. It is crucial that when performing the test you walk 10 meters away from the boutique and wait a minimum of 20 seconds before entering the boutique. Once you enter please place your fob in the designated safe area and do not move for a minimum of 20 seconds. You will need to record the exact local date and start/end time of this test.

Once this is completed, please email Prodco at [staffexclusion@prodcotech.com](mailto:staffexclusion@prodcotech.com) to notify us that the FOB tests were completed. In the subject line please include "Your store #, staff exclusion test". In the body of the email please include the exact local date start time of this test, along with the MAC address.

**The FOBs can now be distributed.**



## FOBs Bluetooth Usage – Testing

Boutique Name:

Prodco Boutique ID Number:

### How To

1. Follow the below instructions for each test
2. Fill in blue cells to record test
3. Once both tests are completed, please email this form to [staffexclusion@prodcotech.com](mailto:staffexclusion@prodcotech.com)

### Test 1

Please collect all the FOBs and stand under the sensor for 60 seconds. You will need to record the **exact local date and time** of this test, as well as the **amount of FOBs tested**

Date	Local Time	Number of FOBs	Name of Person who performed test

### Test 2

1. Please take one FOB, wear the FOB as you would during a typical day. Please record MAC address.

2. Wearing the FOB walk in and out of the store; only one time is needed. It is crucial that when performing the test you walk 10 meters away from the boutique and wait a minimum of 20 seconds before entering the boutique. Once you enter please place your fob in the designated safe area and do not move for a minimum of 20 seconds. You will need to record the exact local date and start/end time of this test.

FOB Mac Address	Date	Local Time	Number of FOBs	Name of Person who performed test



Questions, please complete this page and email it to [staffexclusion@prodcotech.com](mailto:staffexclusion@prodcotech.com).

1. How will your boutique be using the FOBs. Please circle the option that applies to your boutique

- a) Option 1: All sales staff and security guards must take FOBs home.
- b) Option 2: : Employees (Sales Staff and Security Guards) to leave FOBs at store.

2. On Average, how many employees are working during the day?

Number of employees = \_\_\_\_\_

3. Where will the FOBs be kept within the boutique? please specify if the location is the front middle or back of boutique. (ex: drawer at cash desk in middle of boutique, office located in back of boutique)

Designated FOB location: \_\_\_\_\_

4. Do employees use main entrance often, are they helping clients carrying bags? Please circle the option that applies to your boutique.

YES          NO          OTHER: \_\_\_\_\_

5. Is there another employee/staff door? Please circle the option that applies to your boutique :

YES          NO

6. In Your experience on a regular day, how often does staff use the door? Please circle the option that applies to your boutique:

0          1-5          5-10          10-15          Other: \_\_\_\_\_