# The Road Map– Steps 1 to 6

Step 1   Log in to the Sysco Events app

Step 2   You will initially land on the microsite of the event you are currently attending or will next attend.

Step 3   Go to the main menu and select "Road Map"

Step 4   This is your Road Map: the list of products available at the show, handpicked by your MA for your needs.


- ✓ At the top you may see a green bar with the name of your current company account. By tapping on the bar, you can switch between company accounts (the bar will only appear if you represent multiple accounts at the show).

- ✓ In order to filter the product list, tap the three dots to the right of "Product Road Map." This will open a layover menu which allows you to filter your product results by:
  - Filter by product type
  - Filter by vendor
  - Filter by brand
  - Search for a product by booth, name, or SUPC

- ✓ Underneath the "Product Road Map" title, there is a second set of filter options:
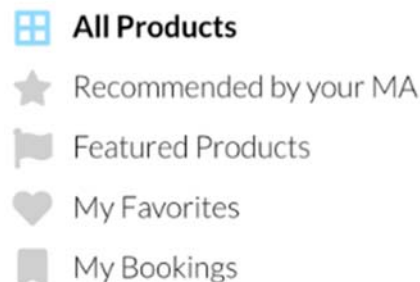
Step 5   Below the filters is the list of products. Each product on the road map will appear in a box and will contain the product name, the SUPC code and the booth number.
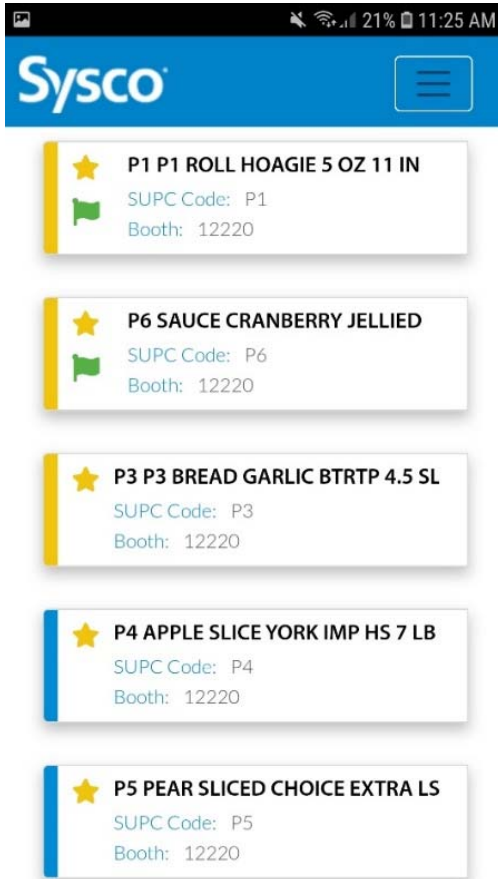

Products may also display either a star or a flag on the left-hand side.

✓ The yellow star indicates that this product has been recommended specially for you by your MA (as part of your Road Map)

✓ A green flag indicates that this is a featured product (by the CA or the supplier)

✓ On the leftmost edge of each product box, you will see a colored stripe. If the stripe is blue, this means that this product has not been booked. If the stripe is yellow, it means that this product has been booked.

In order to view more product information, book a product for your customer, or edit an existing booking, tap on the product box.

Step 6
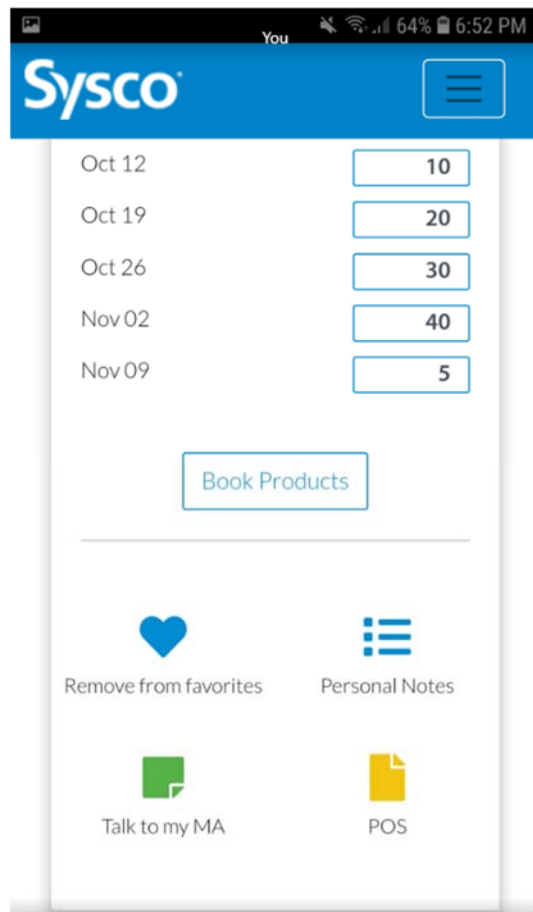
Once tapped, the product box will expand.

It will first show more product information: supplier, brand, pack size, and current product deal.

Underneath there will be a list of shipping weeks and, with each, a text box where you can input the number of cases for each available shipping week.

You might see some of these booking weeks pre-filled with suggestions from your MA. You can edit them to suit your needs.

At the bottom of the product box, you will see other options:
- ✓ **Add to favorites**: add product to favorites list
- ✓ **Personal note:** create a personal note for this product (see the "Personal Notes" section below)
- ✓ **Talk to my MA:** contact your MA via the app's chat feature
- ✓ **POS:** Some products will have marketing materials associated with this them such as PDFs or coupons. Tap on this icon to view them.

IMPORTANT: You can access the chat to talk to your MA on each product. Please use this function to chat only about the product you are viewing. This will help your MA to know what you need regarding the product so that he/she can have the data organized to serve you faster.

Personal Notes – Steps 1 to 4

Step 1   Go to the app menu and select "Personal Notes."

Step 2   You will initially land on the microsite of the event you are currently attending or will next attend. Here, you can view and create personal notes for this event. **No one else will have access to these notes.**

Step 3   Here, see your full list of personal notes
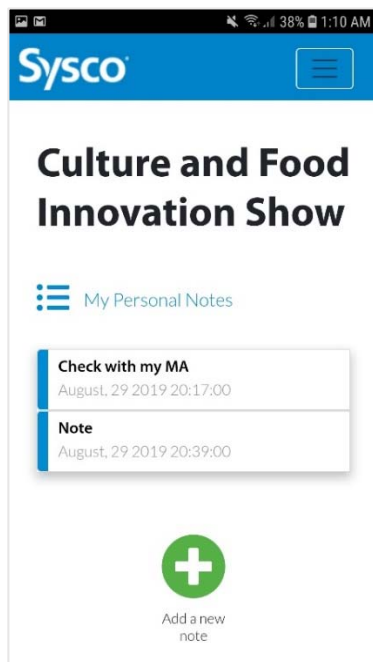
To view or edit an existing note, tap on its corresponding box
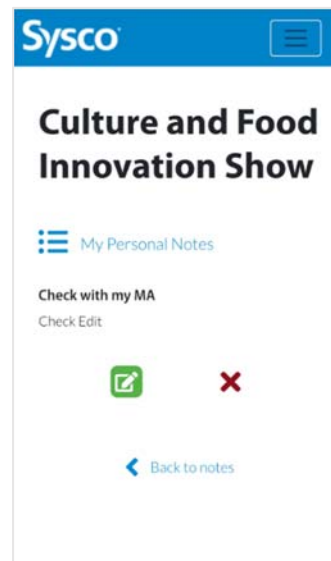
✓ Notes you have already made will be listed in boxes.

✓ Notes appear in the order in which they are made. Newest notes will appear at the bottom.

✓ To create a new note, tap on the icon.

✓ Your full note will appear on a new page.

✓ Tap on the icon to edit your note. Tap on the "Save" button submit any changes.

✓ Tap on the icon to permanently delete a note delete icon.

My Future Events

Go to the app menu and select "My Future Events." Here you will find a list of future events in which you

are registered.

My Past Events

Go to the app menu and select "My Past Events." Here you will find a list of events you have attended, and you will be able to visit each of their microsites and booking information.

My Account – Steps 1 & 2

Step 1   Go to the app menu and select your account name. Here you can view your basic account
information including your email, password, phone number, address, OpCo, and MA.

Step 2   To the right side of your account name, you will see the ⋮ icon. Here you can access a list
of all the accounts you currently represent. Switch between company accounts by tapping
on the account name.