## Zebra **Workcloud** Task Management<sup>™</sup>

### Check

Want to streamline and standardize on-site procedures across your organization? With Workcloud Check, you can quickly create organized and prioritized checklists of routine daily tasks, so front-line staff can consistently execute multi-step activities on time and according to best practices.

# Workcloud Check in Action



### **Daily Opening List:**

Simplify daily processes with a comprehensive, step-bystep checklist of opening procedures for stores, restaurants, branches and more



### **New Promotions:**

Provide on-site teams with a checklist that ensures all signage and supplementary promotional materials are displayed properly and in the correct locations



### **Routine Cleaning:**

Ensure nothing is missed and cleanings are thorough for restrooms, dressing rooms, seating areas, and other customer-facing facilities



### Food Safety Procedures:

Create checklists to ensure that food safety guidelines and rules are being followed consistently and recalls are properly executed and documented

### Daily Tasks Made Simple

### Standardize Operations

- Create new checklists from scratch or using a template
- Update existing checklists easily
- Launch standardized checklists to the relevant location, district, region, or the entire organization

### Communicate Clearly to the Field

 Supplement checklists with images or explanatory notes to ensure that employees have all the information at their fingertips to complete activities



# 

 
 Notes
 CheckList

 Ensure that the front area displays are full, : priced and have the appropriate signage in place (repface any that are broken)
 :

Nata to search of our and organized according to
 In nat. clean and organized according to
 brand standards

 Ensure that Cash Wrap areas are full with
 Add-On Product (Gilf Cards need to be
 full at all registers)

Ensure that you have reviewed the schedule for the day

### Improve Checklist Organization

- Use a simple interface to sort all open checklists by type, priority, deadline, or status
- Enable team members to easily access any checklist from their mobile device, making it simple to execute important activities quickly and completely



### Transform On-Site Operations with Workcloud Check

Take advantage of the Workcloud Workforce Optimization Suite to help you optimize on-site execution and labor operations.

# Improve Line-of-Sight for Managers

### **Gain Real-Time Insight**

Send real-time notifications to managers or checklist creators when activities are complete

### Manage by Exception

View the completion status of associates' checklists in real time and also see performance by department or location

## Analyze Completion and Compliance

Create audit trails for completed checklists to ensure compliance across your organization and identify patterns to drive intelligent operational improvements





### Advanced Analytics

Get detailed, customized reporting on metrics that count such as time to completion, noncompliance and completion rates



### Capacity Planning

Understand how daily, repeated activities impact on-site workloads and workflows to accurately plan for and assign other projects and initiatives



### Labor Scheduling

Account for checklist activities when forecasting and scheduling on-site teams so your locations are always adequately staffed

To learn more about how Zebra can help your business simplify operations, improve communications and optimize labor decisions, contact us today.



NA and Corporate Headquarters +1 800 423 0442 inquiry4@zebra.com Asia-Pacific Headquarters +65 6858 0722 contact.apac@zebra.com EMEA Headquarters zebra.com/locations contact.emea@zebra.com Latin America Headquarters zebra.com/locations la.contactme@zebra.com

ZEBRA and the stylized Zebra head are trademarks of Zebra Technologies Corp., registered in many jurisdictions worldwide. All other trademarks are the property of their respective owners. ©2023 Zebra Technologies Corp. and/or its affiliates. 07/25/2023.