


ACCESSING PLANOGRAMS

- Find a way to connect to the Internet. Click on Internet Explorer 

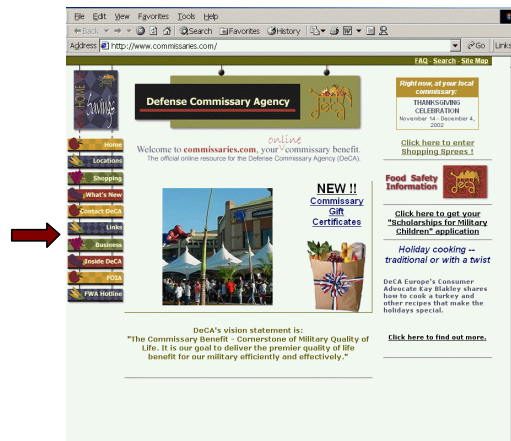
We recommend that you use Internet Explorer.

- Find the Address line at the top of the screen.



- Change the address by deleting what appears and typing www.commissaries.com, press the **Enter** key.

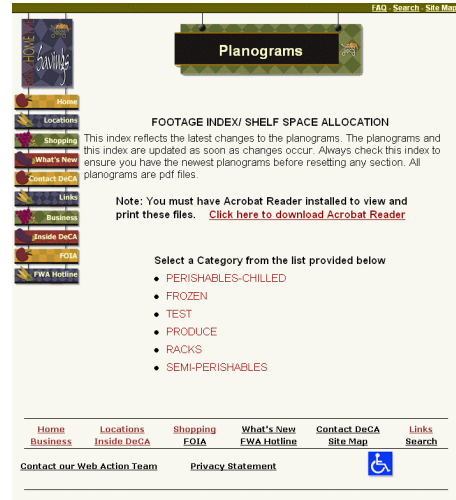
- From the **Front** page, click **Business** on the left side of the screen.



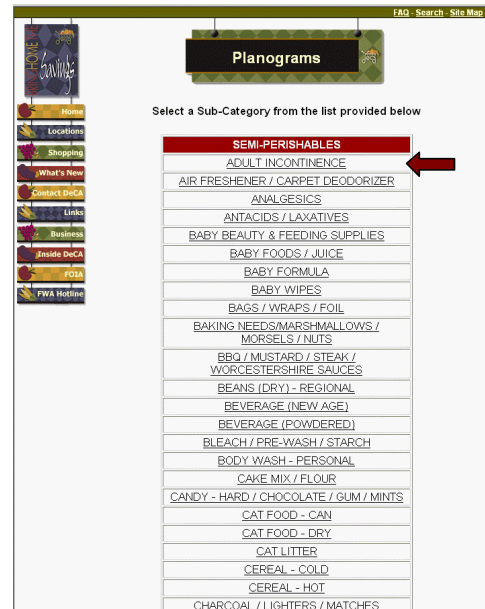
- When the **Business** page is displayed, click **Planograms**.



- Simply click the **Category** that you would like to review.
- **For Example:**
Click **SEMI-PERISHABLES**



- All Sub-Categories within the Category are displayed.
- Click the **Sub-Category** that you would like to review.
- **For Example:**
Click **ADULT INCONTINENCE**



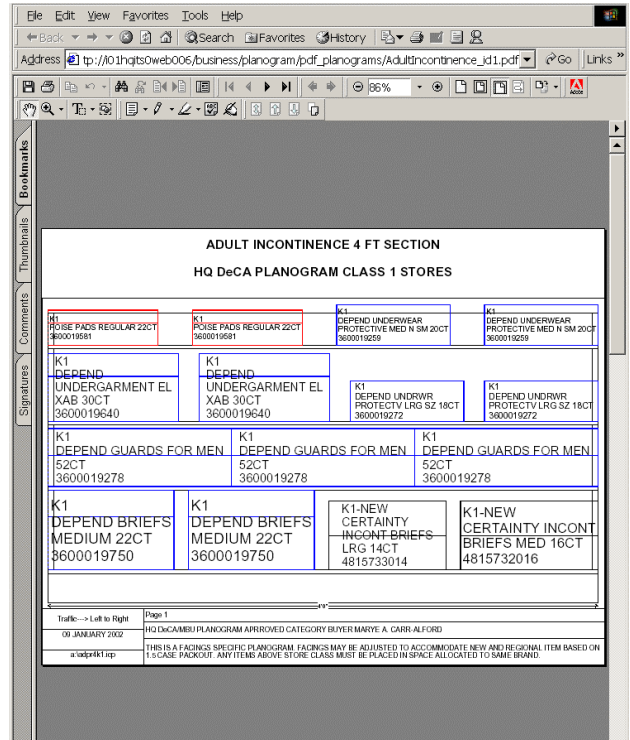
- All Sections within the Sub-Category are displayed.
- **NOTE:** The "DATE LAST UPDATED" field will display the **ACTUAL DATE**, that the file(s) were added to www.commissaries.com.
- Click the **Section** that you would like to review.
- **For Example:**
Click **4' SECTION - FOR CLASS 1 STORES**



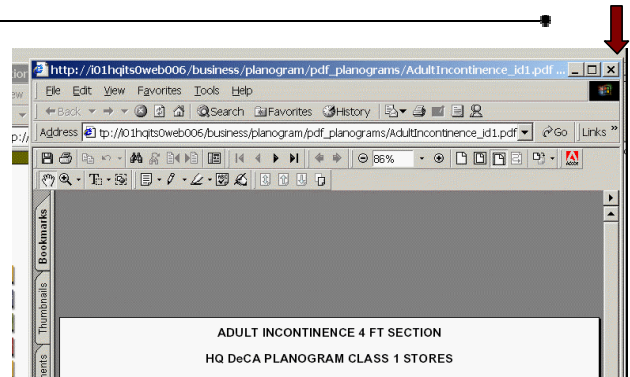
- The Planogram for the:

SECTION:
 4' SECTION – FOR CLASS 1 STORES
SUB CATEGORY:
 ADULT INCONTINENCE
CATEGORY:
 SEMI-PERISHABLES

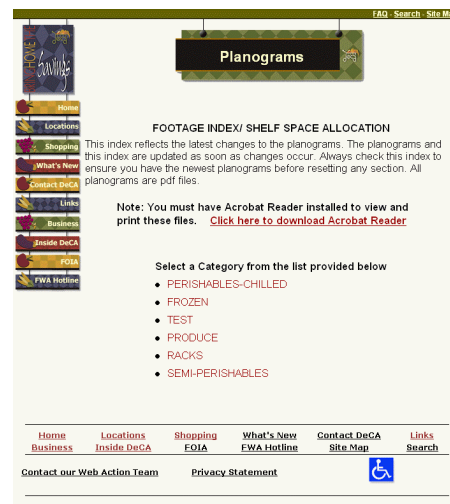
then displays



- To select another Planogram, simply close the window(s), by clicking the **X** at the top of your browser's window.

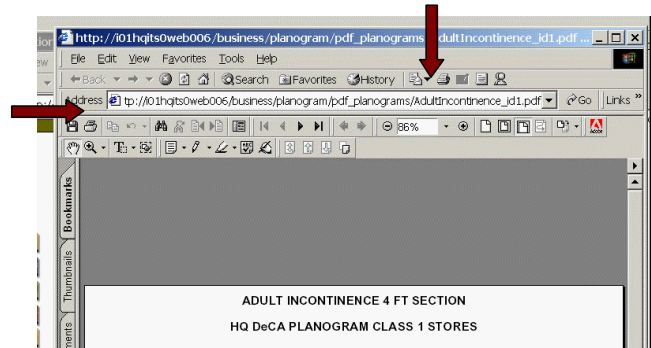


- Close each window, until you have returned to the main Planogram page.
- Select another **Category** and repeat the above steps.

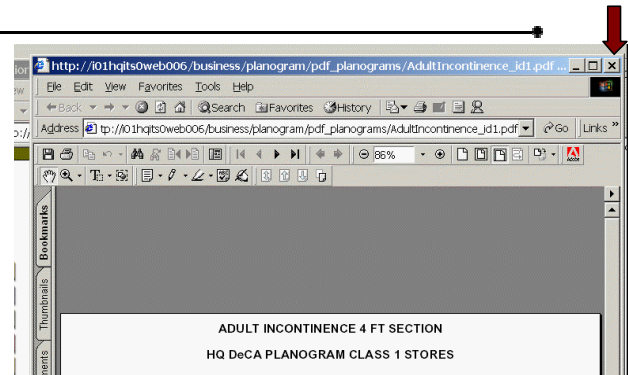


PRINTING PLANOGRAMS

- Once the Planogram displays in your browser's window, you may print the document by clicking the **"Printer" icon** on the browser bar or the Acrobat Reader bar.
- The document will be sent to **your computer's "default" printer.**

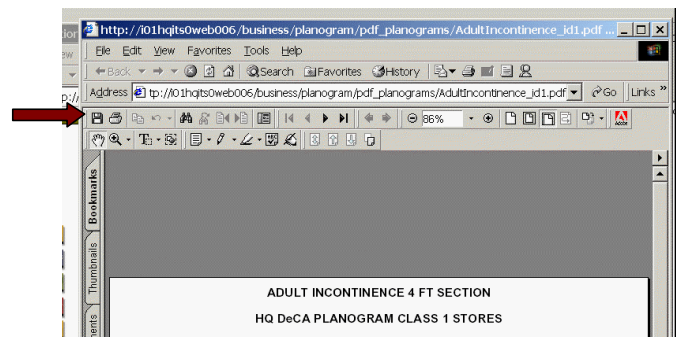


- When complete, simply close the window(s), by clicking the **X** at the top of your browser's window.



SAVING PLANOGRAMS

- Once the Planogram displays in your browser's window, you may save the document by:
 - Clicking the **"Save" icon** on the Acrobat Reader bar.
 - You will then be "prompted" to select where you would like the file saved.



- When complete, simply close the window(s), by clicking the **X** at the top of your browser's window.

