



## Reporting Superfridge Visits

Please click the “REPORT YOUR VISIT” on our website, [www.jrdemosandmerchandising.com](http://www.jrdemosandmerchandising.com)

**OR** go directly to the Superfridge Website, <https://network.superfridge.com/> aka, FieldLink

**PAYMENT IS BASED ON REPORTING! IF A VISIT IS NOT REPORTED, YOU WILL NOT BE PAID**

**How to access the reporting site – you will have a SECOND/SEPARATE LOGIN to REPORT!**

- **Username** = Your Phone Number (cell phone or if no cell phone, home phone number)
- **Password** = Your first initial and last name (all lowercase) – same as the password used for [www.jrdemosandmerchandising.com](http://www.jrdemosandmerchandising.com)
  - For example, John Smith would “jsmith”

### Superfridge Visit Report Data Checklist

*Below are the questions that you will need to answer following a Superfridge service visit.*

*This is simply for reference; **all report data MUST BE ENTERED ONLINE** via FieldLink, <http://network.superfridge.com>*

1. **All Visits:** Is the Superfridge unit on the floor? Yes/No, if no, you will need to contact your Superfridge Territory Manager immediately while in the store.
2. **Changeover/Setup Visits ONLY:** How many pieces of the previous promotional product did you remove from the unit?
3. **Follow-Up Visits ONLY:** Was there remaining product when you arrived at the store?
4. **All Visits:** What type of product did you put in the Superfridge unit?

#### Product “Type” Identification:

SECTION A:	SECTION B:	SECTION C:	SECTION D:
Featured Product, i.e. promoted product (matches POS)	Approved Substitute = same manufacturer of featured product	Store Brand = Frozen, French Fries or Vegetables; Refrigeration, Cheese or Cottage Cheese*	Non-Compliant = other/empty

5. **ALL Visits:** How many total pieces of product (*preferably Section A*) are in the unit AFTER stocking/restocking?
6. **Follow-Up Visits ONLY:** Did the store *receive* a reorder of the featured product?
7. **All Visits:** What is the EVERYDAY (aka regular) price of the featured product?
8. **All Visits:** What is the CURRENT price of the featured product?

*\*If using SECTION C, Store Brand products, do not place competing store brand products. For example, if the Featured Product is Sargento Cheese, DO NOT PUT STORE BRAND CHEESE SLICES in the unit. You will need to use another, non-competing, store brand product such as coffee creamer*

## **REPORT VISITS WITHIN 24 HOURS OF YOUR VISIT**

- **Unable to report a visit?** It is VERY IMPORTANT that you call or email JRDM and provide your report information. If you do NOT report your stores, you will NOT RECEIVE PAYMENT.
- DO NOT MAKE STORE VISITS BASED ON WHAT APPEARS ON THE REPORT SCREEN/DASHBOARD!
- If a store(s) does not appear on the dashboard, DO NOT PANIC! Call or email JRDM to report over the phone (or via email). Do NOT assume that because a store(s) are not on your dashboard, that you should not visit the unlisted store(s). Likewise, **do not assume you should visit a store simply because it is on your dashboard** – for example, if you have been instructed not to visit a store (i.e. unit repair, holiday) do not make a store visit or enter ANY data on the report screen. If you are unsure, please contact us.