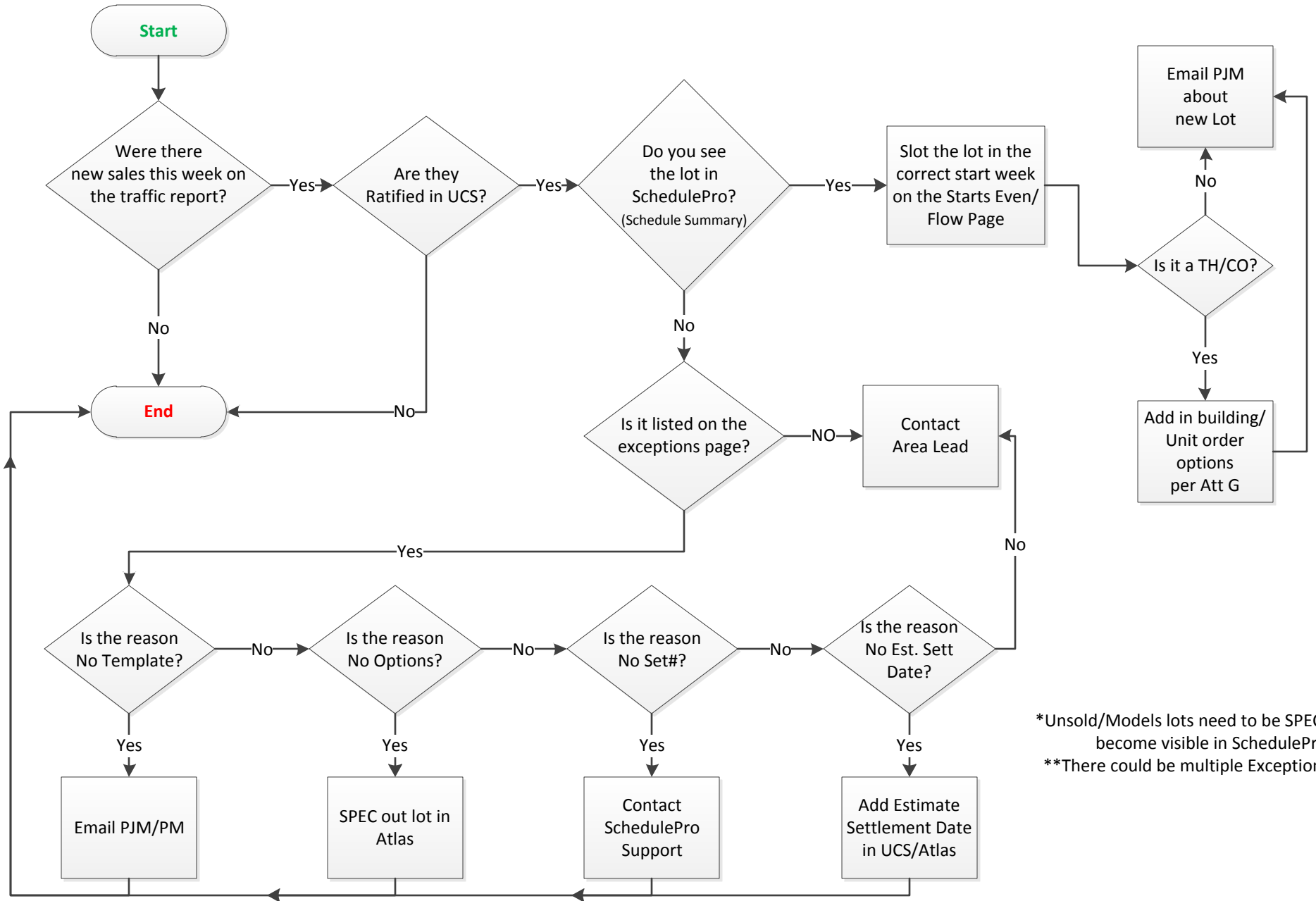




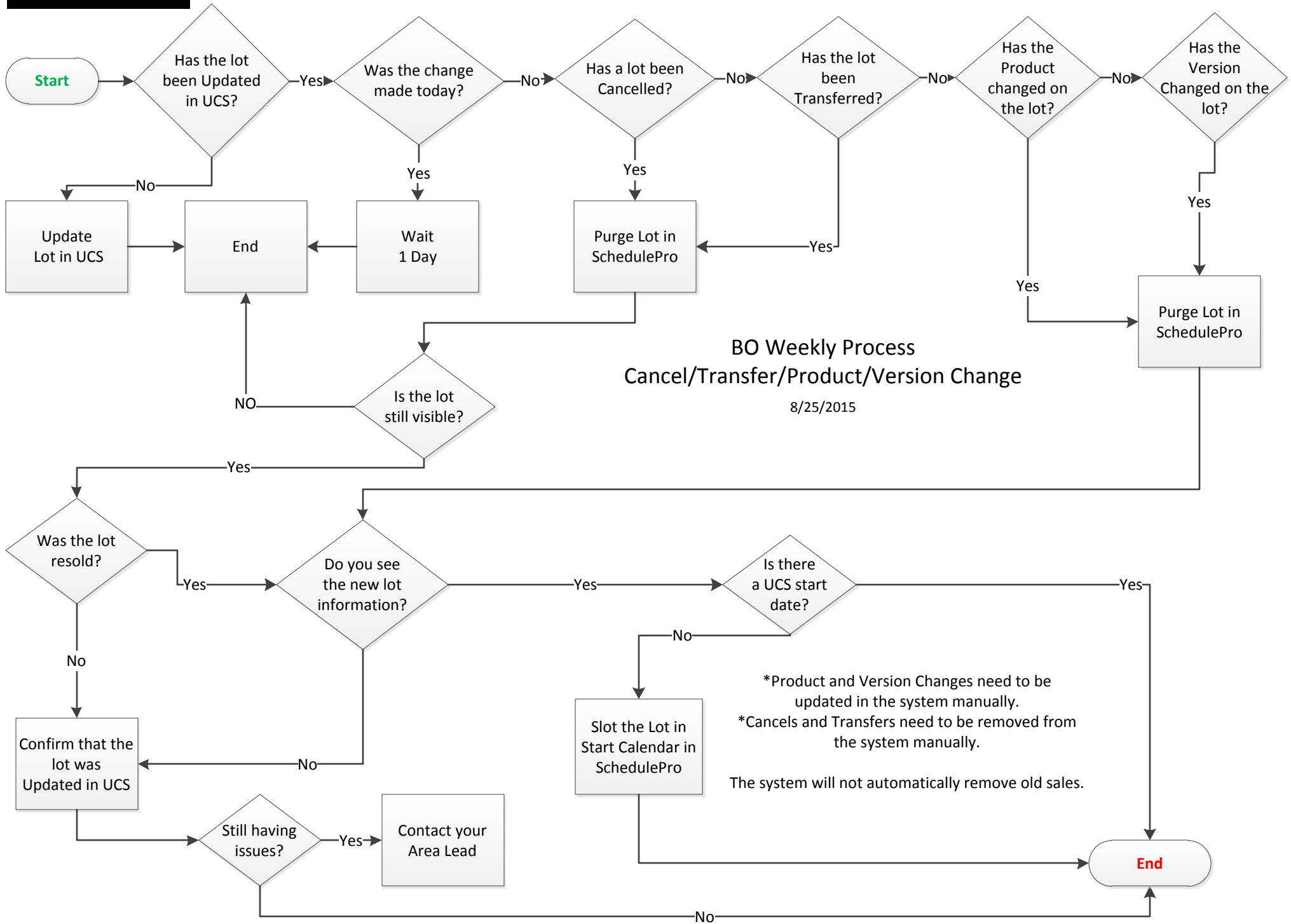
Best Practice BO Weekly Process New Sale

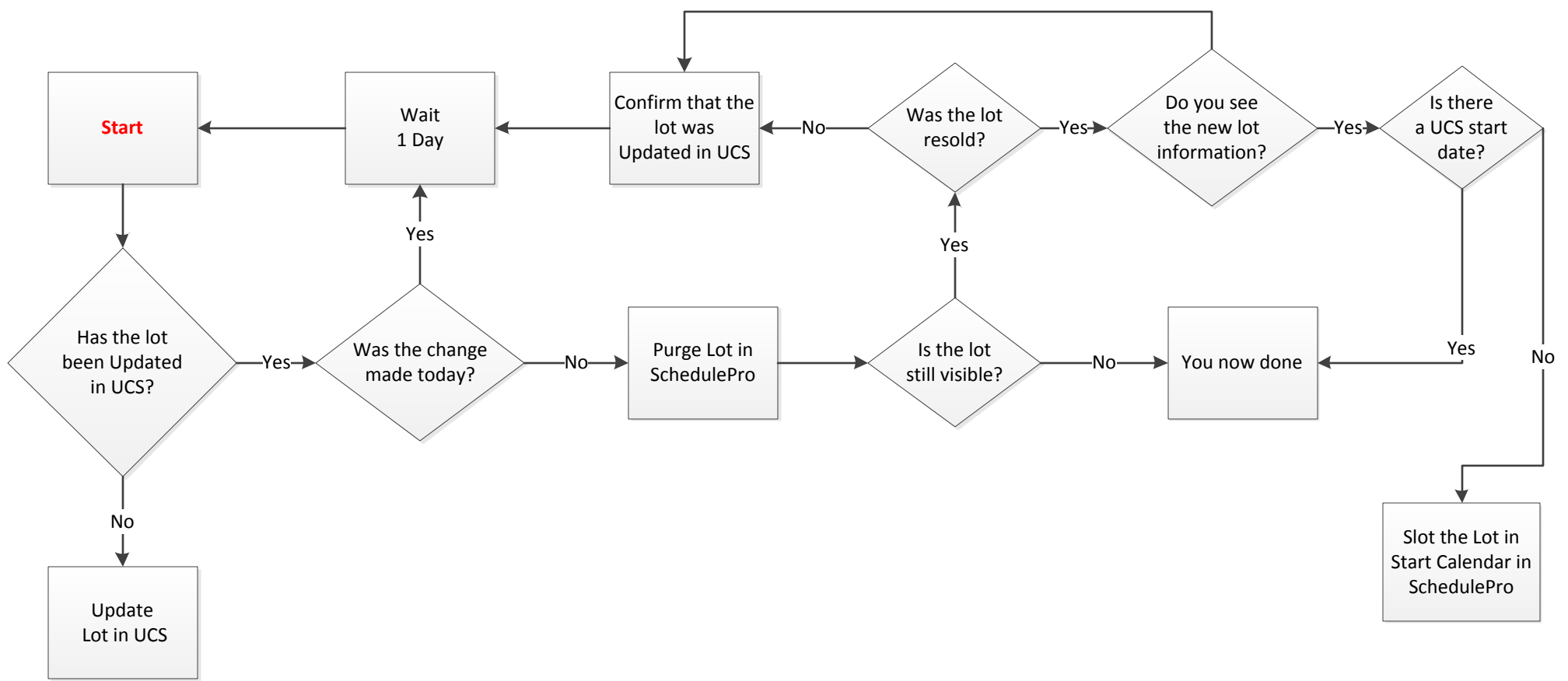
8/25/2015



*Unsold/Models lots need to be SPECed out to become visible in SchedulePro.

**There could be multiple Exceptions per lot

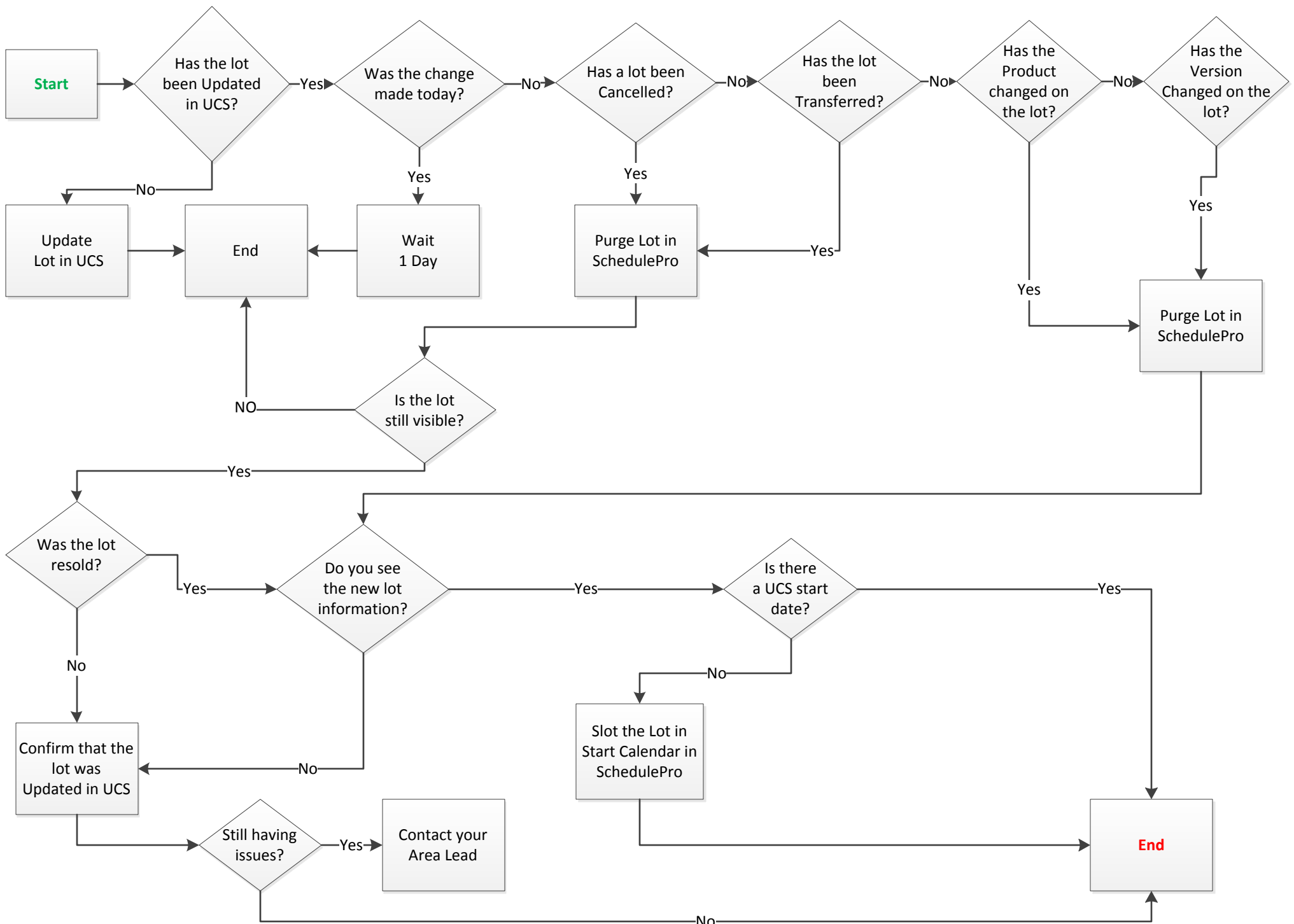




“Updated” includes

Cancelled
Transferred

*Cancels and Transfers need to be removed from the system manually. The system will not automatically remove old sales.



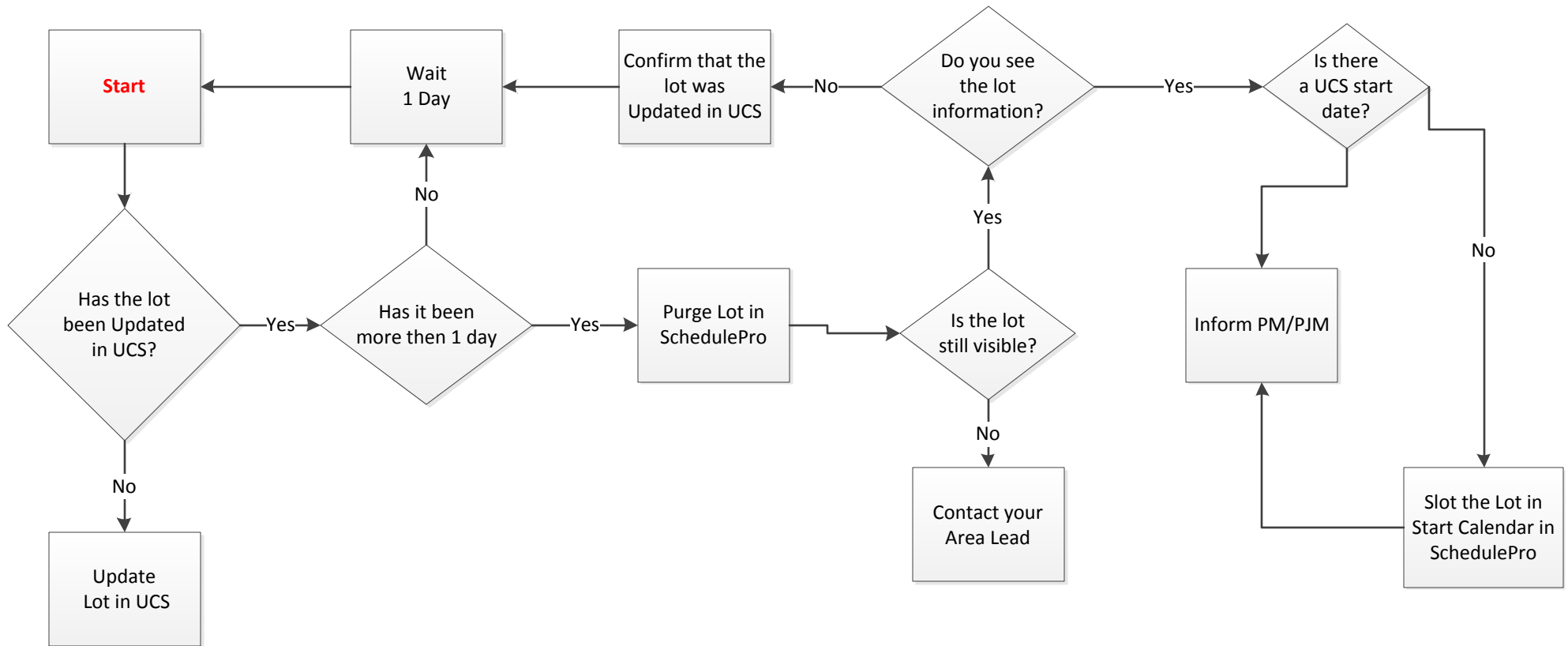


Best Practice

BO Weekly Process

Product/Version Change

8/25/2015



“Updated” includes

Product Change
Version Change

*Product and Version Changes need to be updated in the system manually. The system will not automatically update schedules if the Product and/or version change.