How to close up a mall shift

- Inventory all product and update the *inventory log*
  - Mark down any promo product sold for the day with initials and date
- Check all orders and leads to the *ROR list* and send to the rep
- *Check into the event* on the app and process all orders
  - Confirm on your vectorconnect under the orders tab it's matched to the mall
  - Confirm orders are marked as "shipped" or "promo product" correctly
- Fill out your *stats form* for the day (Mall Stats Form)
- Confirm inventory matches what Cutco has on file for that mall
  - Vectorconnect -- Events -- Event Programs -- Promo Order Reports
  - IF something doesn't line up, resolve immediately by having rep update the order correctly with Cutco next day