

Ulta Project Submission Guidelines

Hello! We are changing up the tech on the datasheets and submission process for the Ulta project. With so many years of data to hang onto, converging Excel files has become quite the lift on the back end. We think these changes will also make the process easier for the vendors as well because the Google Sheets will 100% work while in the stores!

The Ulta Project will now use a **unique template for each visit**. Data Submission as an Excel Attachment will no longer be required/accepted as of July 28th.

Before each visit, you'll need to login to the VMS to get a copy of your template. These will be linked to your survey and are unique for that **specific visit**. You must repeat this process for **each and every** Ulta Visit moving forward.

1. Login to the VMS - **Starting 24 hours** prior to your visit window (the templates will be live on Sun), you will see a new button "Get Template" available

Your Assignments					
Current Assignments		Previous Assignments			
Project	Store	Visits Start	Visits End	Data Due	
ULTA	Retail - ULTA 9019 East Talking Stick Way, Scottsdale, 85250	Mon 27 Jul	Sun 02 Aug	Sun 02 Aug 11:59 PM	<div>Get Template</div> <div>Submit Data</div>

2. A popup will appear explaining the Ulta Google Sheet process. You must click "Create Template" in order to create a unique copy of your template for this specific visit. You will repeat this process **every visit**.

Google Sheet Template

- This project is enabled for a Google Sheet submission as well as a Survey.
- Each visit for this project will have a unique Google Sheet created for you to complete.
- You must use this template for this visit only.
- You may complete your data collection directly into the Google Sheet using your smart phone, or complete the sheet on your desktop after the visit.

Create Template

Start by creating a template:

Create Template

Close

3. Once the template has been created, you will be able to access a link to the Google Sheet to use for this for this visit.

Template Created! Access your Google Sheet below.

Visit Template

Access your template here (opens in a new window, ensure popups are enabled):

https://drive.google.com/open?id=1nGwbIMwu2YKWDhLC5upaa0V4_Dt1Rd5b1ezDoTsmecw

If you close out/lose track of your template, you may return to this template / get the link any time repeating the process above.

SURVEY SUBMISSION

You'll just submit your survey like normal via the VMS. In the survey, you'll see a prompt with the link to your datasheet again and you must acknowledge you have completed the Sheet in order to continue and submit your survey. You will need to disable any pop-up blockers for this to work.

Submit Data



You are about to submit data for the following Project and Visit:

Project	ULTA
Store Type	Retail
Store	ULTA
Store Address	9019 East Talking Stick Way, Scottsdale, 85250
Visit Period	7/27/2020 - 8/2/2020

Google Sheet Submission This Visit also has a unique Google Sheet which must be submitted. During the survey you will be prompted to open and complete the Google Sheet, or you may open using the following link (warning popups must be enabled, opens in a new window): <https://drive.google.com/open?id=1A9EgsCXN0IZxAzUBh-wzeh4rRsMRrHDLR89eQa0BSJU>

What was the date of your store check? 07/28/2020