



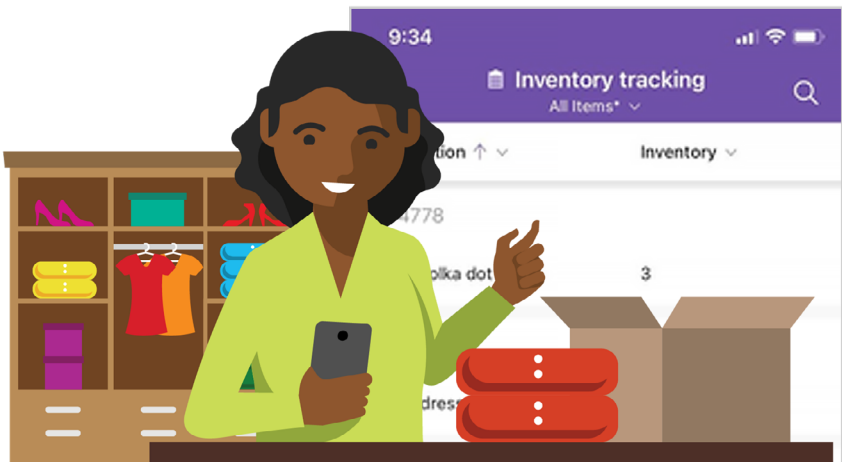
# Microsoft Lists

## Day in the life – Retail associate

Jessica is a retail associate for Contoso Clothes, a retail store that sells trendy clothes for men and women.

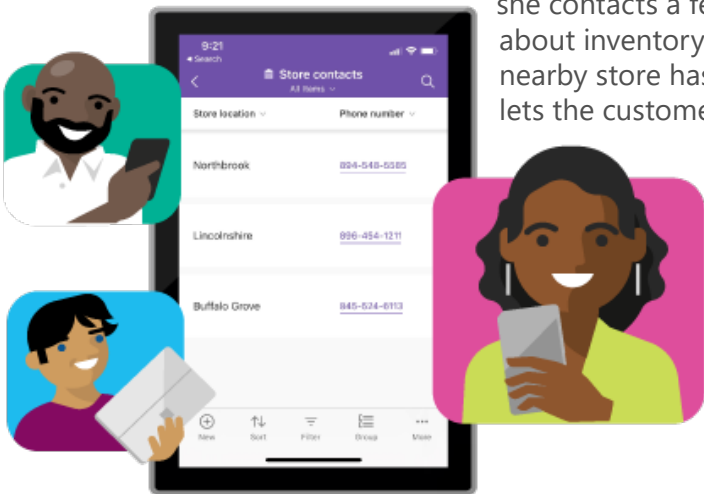
### 1:30 PM

Jessica arrives for her afternoon shift and begins stocking an order of dresses and sandals that just came in. To keep track of inventory levels, Jessica takes out her phone and opens the **inventory tracking** list: a Microsoft List stored in the store's Teams channel. She **adds the new items and quantities** to the list.



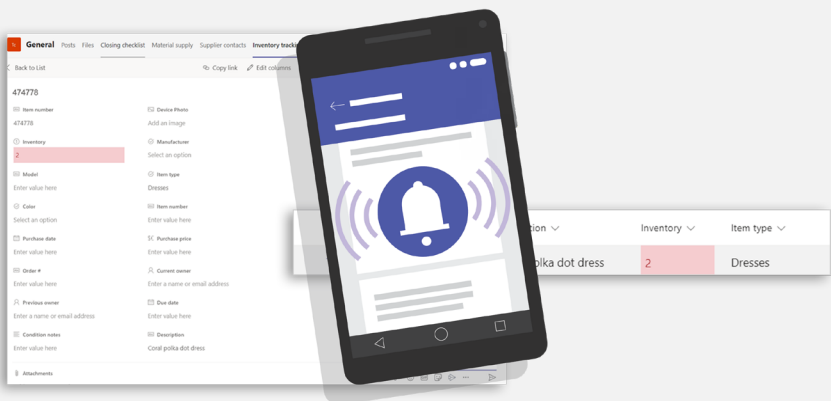
### 3:10 PM

A customer asks Jessica if any other locations carry his size in the shoes he picked out. Jessica opens their **store contacts** list to check with other Contoso Clothes store locations. All **hyperlinked to launch a Teams call**, she contacts a few others to ask about inventory. She's in luck – a nearby store has the shoes! Jessica lets the customer know.



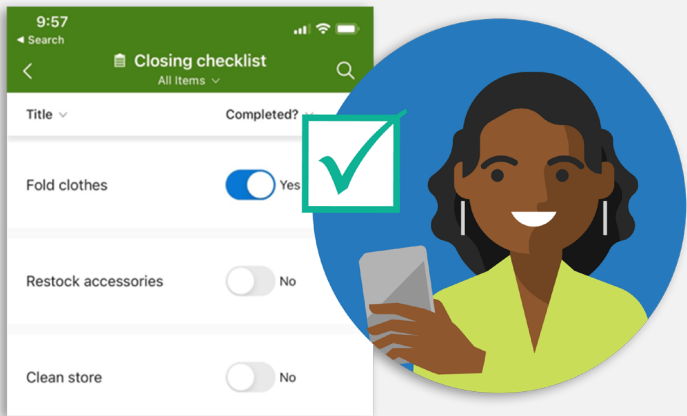
### 5:00 PM

Jessica notices that inventory for one of their dresses is low. She **sends a message** to Martin, the store manager, to let him know. Martin places a new order and **adds the estimated delivery date** to the **inventory tracking** list.



### 9:05 PM

It's been a busy day at the store, and now it's time to close down for the night. Jessica pulls up the store's **closing checklist** to start the evening routine. She begins folding clothes while Martin works on the cash register.



### 9:15 PM

Jessica finishes arranging the accessory table and cleaning the store. She **selects** the "Restock accessories" and "Clean store" checkboxes on her **closing checklist** to **mark them as complete**.



### 9:30 PM

Martin finishes closing out the cash register. All items in the **closing checklist** are now **marked complete**. Jessica clocks out with Martin and they lock up the store. Time to go home for the day!

