ACCESSING PLANOGRAMS

• Find a way to connect to the Internet. Open your internet browser.

   We recommend that you use Internet Explorer.

• Find the Address line at the top of the screen.

• Change the address by deleting what appears and typing www.commissaries.com, press the Enter key.

• From the HOME page, click Business With DeCA located under the About Us menu tab.
• When the **Business With DeCA** page is displayed, click **Planograms** located in the left navigation bar.
• Simply click the **Category** that you would like to review.

**For Example:**

**Fresh Meats**
• All Sub-Categories within the Category are displayed.
  
• Click the **Sub-Category** that you would like to review.

• **For Example:**
  Click **Fresh Meat Display Cases (Spring & Summer)**

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![Commissary Banner](image)

**Save an Average of 30% or More!**

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**Business with DeCA**
- Contracting
- Retail / Grocery Products & Services
- Equipment
- Information Technology (IT)
- Procurements
- Services
- Supply
- Construction, Design & AL
- Small Business
- Contracting Business Links

**Marketing**
- Commissary Rewards Card
- DeCA Marketing Resources
- Retail Commodities Points of Contact
- Planograms
• All Sections within the Sub-Category are displayed.

• **NOTE:** The “DATE LAST UPDATED” field will display the **ACTUAL DATE** that the file(s) were added to [www.commissaries.com](http://www.commissaries.com).

• Click the **Section** that you would like to review.

• **For Example:**
  Click **Poultry Beef Pork Upright**

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**Save an Average of 30% or More!**

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**Sections**

<table>
<thead>
<tr>
<th>Sections</th>
<th>DATE LAST UPDATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Meat Display Cases (Spring &amp; Summer)</td>
<td>07/26/12</td>
</tr>
<tr>
<td>Poultry Beef Pork Coffin</td>
<td>07/25/12</td>
</tr>
<tr>
<td>Poultry Beef Pork Upright</td>
<td></td>
</tr>
</tbody>
</table>

---
The Planogram for the:

**SECTION:**
Fresh Meats

**SUB CATEGORY:**
Fresh Meat Display Cases (Spring & Summer)

**CATEGORY:**
Poultry Beef Pork Upright

then displays

### SPRING / SUMMER UPRIGHT MEAT CASE

HQ DeCA PLANOGRAM

PAGES 2, 3 & 4 SHOWS INDIVIDUAL PLANOGRAMS FOR POULTRY, BEEF & PORK
To select another Planogram, simply close the window(s), by clicking the X at the top of your browser’s window.

Close each window, until you have returned to the main Planogram page.

Select another **Category** and repeat the above steps.

**PRINTING PLANOGRAMS**

Once the Planogram displays in your browser’s window, you may print the document by clicking the “Printer” icon on the browser bar or the Acrobat Reader bar.

The document will be sent to your computer’s “default” printer.

When complete, simply close the window(s), by clicking the X at the top of your browser’s window.
SAVING PLANOGRAMS

- Once the Planogram displays in your browser’s window, you may save the document by:
  - Clicking the **Save** icon on the Acrobat Reader bar.
  - You will then be “prompted” to select where you would like the file saved.

- When complete, simply close the window(s), by clicking the X at the top of your browser’s window.