

The opening-day systems checklist

Work through the setup before opening day.

Before opening, a specialty shop needs a working checkout, a usable catalog, reliable stock counts, clear staff routines, and a plan for customer communication. Build and rehearse these together so the floor and website start with the same information.

Work through the essentials

- ☐ Map the floor, website, locations, and fulfillment promises.
- ☐ Set product naming, variant, barcode, and image rules.
- ☐ Reconcile opening inventory and check costs and prices.
- ☐ Configure supported payments, taxes, receipts, and returns.
- ☐ Test checkout, pickup, refunds, and stock changes.
- ☐ Assign staff permissions and daily operating responsibilities.
- ☐ Prepare customer opt-in and useful welcome messages.
- ☐ Rehearse a full trading day and record unresolved issues.

Make it a plan.

Write one concrete next step for each area. Give it an owner and a date.

Opening scope and must-work customer journeys

Unfinished catalog or inventory tasks

Team routines, owners, and support contacts

Rehearsal date, unresolved issues, and launch decision

Put it to work.

Use this worksheet with your team. Start with the gap that prevents a reliable customer experience, then check what changed.

Choose one priority

What will you fix first? Define a result you can observe, such as a correctly fulfilled pickup order or a reconciled stock count.

Assign the work

Name the person who owns the task, the person who verifies it, and the date you will review it.

Test the customer experience

Walk through a representative transaction or campaign before expanding the change. Keep a record of unresolved problems.

Want to talk it through?

Tell us what you found while working through this planner. We can help you decide what needs attention and how to start.

[Book a 30-minute call at theaseco.com/#project-call](https://theaseco.com/#project-call)

Read the full guide and current provider sources:

<https://www.theaseco.com/guides/opening-day>

Shopify POS setup

Easyteam setup for Shopify POS

Prepared October 14, 2026. Platform features, eligibility, and requirements change. Check current provider guidance for your setup. This workbook does not guarantee sales or search placement.