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1.0 ePAC Overview

ePAC

ePAC stands for Electronic Promotional Application Calendar. ePAC is an online web application which allows suppliers to submit brand budgets and apply for promotional programs. The newest version of ePAC (October 2013) has improved reporting capabilities, ability to request changes throughout the year, up to date budgeting information.

Below is a high level summary of how the ePAC process works:

Step 1

Suppliers/agents input budgets for each of their brands. At this time you would specify budgets for displays, Air Miles, Occasions Magazine, etc. At this time you will also have the opportunity to indicate priority months for your brands. For example, if you have a National programming running in August you can request a display for your brand in August.

Step 2

Category Management assigns Corporate Liquor Store Displays by brand. Category Management reviews the brand budgets and assigns Corporate Liquor Store Displays to the brands, based on their budgets and brand plans.

Step 3

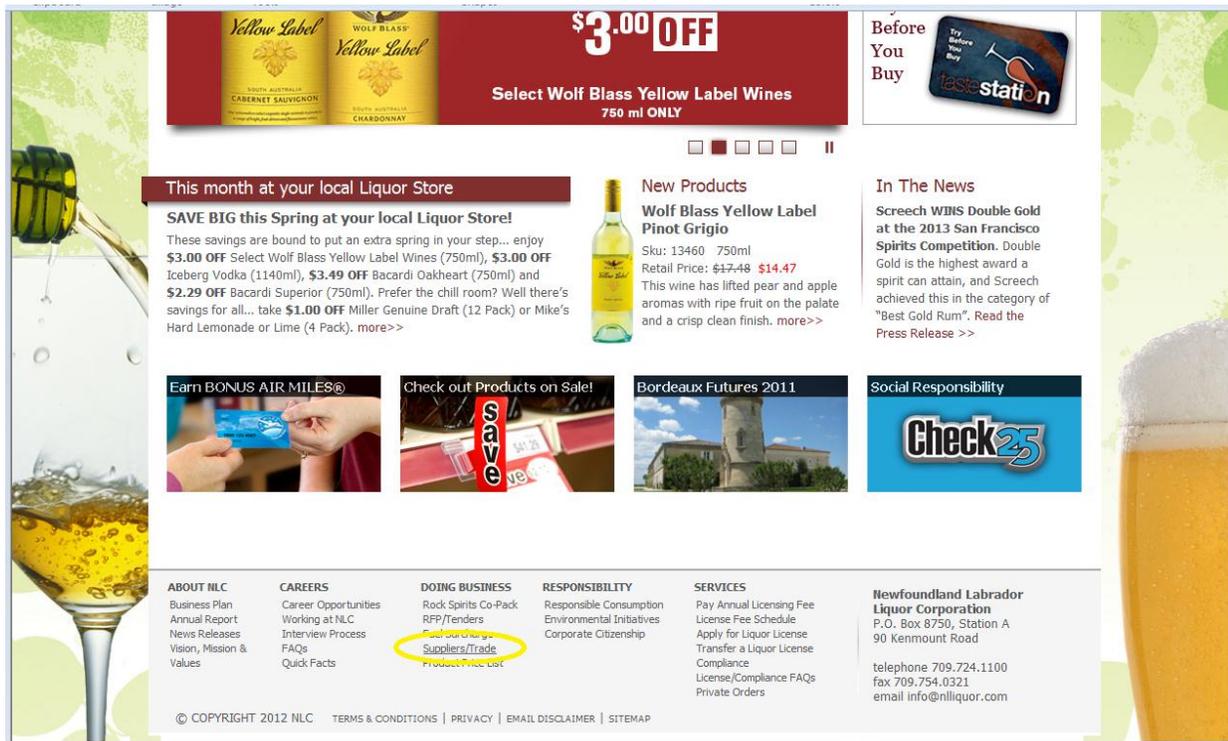
Suppliers/agents review display approvals and input promotional program requests for the upcoming fiscal year. It is required that all brands on display have a promotional program as well to help support the display.

Step 4

Category approves/rejects secondary programming. New for October 2013 release: Suppliers will be able to access ePAC throughout the year and make change requests through the application, rather than through email.

2.0 Getting Started

The electronic Promotional Application Calendar can be accessed by logging into the NLC Extranet – which is available on the NLC Corporate Website (<http://www.nlliquor.com>) from the Suppliers/Trade page:



The screenshot shows the NLC Corporate Website homepage. At the top, there is a promotional banner for Wolf Blass Yellow Label Wines, featuring a \$3.00 OFF discount on 750 ml bottles. Below the banner, there are several sections: 'This month at your local Liquor Store' with a 'SAVE BIG' message and details on wine discounts; 'New Products' featuring Wolf Blass Yellow Label Pinot Grigio; 'In The News' with a headline about a double gold award; and four smaller promotional tiles for 'Earn BONUS AIR MILES', 'Check out Products on Sale!', 'Bordeaux Futures 2011', and 'Social Responsibility' with a 'Check 23' logo.

At the bottom of the page, there is a navigation menu with the following categories:

- ABOUT NLC**: Business Plan, Annual Report, News Releases, Vision, Mission & Values
- CAREERS**: Career Opportunities, Working at NLC, Interview Process, FAQs, Quick Facts
- DOING BUSINESS**: Rock Spirits Co-Pack, RFP/Tenders, Full Charge Suppliers/Trade, Product Price List
- RESPONSIBILITY**: Responsible Consumption, Environmental Initiatives, Corporate Citizenship
- SERVICES**: Pay Annual Licensing Fee, License Fee Schedule, Apply for Liquor License, Transfer a Liquor License, Compliance, License/Compliance FAQs, Private Orders

On the right side of the navigation menu, contact information for Newfoundland Labrador Liquor Corporation is provided: P.O. Box 8750, Station A, 90 Kenmount Road, telephone 709.724.1100, fax 709.754.0321, email info@nlliquor.com.

At the bottom left of the page, there is a copyright notice: © COPYRIGHT 2012 NLC, with links for TERMS & CONDITIONS, PRIVACY, EMAIL DISCLAIMER, and SITEMAP.

Figure 1

The NLC Extranet is a website for external users (Vendors, Licensees, Liquor Express, etc.), to access specific information and perform tasks like applying for new product listings, promotion requests and ordering product.

(See section 2.3 for login details).

A login account is required to access the NLC Extranet and ePAC. The login account maps back to the national agent's product brand families and individual skus in ePAC. This includes any active product; or delisted product that have a quantity greater than 0.

NLC Category Management is responsible for maintaining and updating the National Agent login accounts and the product listing data. Any requests for changes to either the agent mapping or brand family / product data must go through the NLC Category Management Team.

If you require assistance to retrieve your account information, please contact: categorymanagement@nliquor.com; or call 709-724-1226 or 709-724-1251.

2.1 Recommended System Requirements

In order to access the NLC Extranet from an external computer, the computer must meet minimum requirements. These requirements include:

- Core i5 Intel Processor or better
- 2 GB RAM minimum – 4GB preferred
- Windows 7
- Internet Explorer 8.0 or higher. Other browsers are not supported by NLC extranet applications.
- High speed internet connection (3 MB/s or faster)
- Display resolution of 1440 x 900 pixel or better

2.2 Logging In

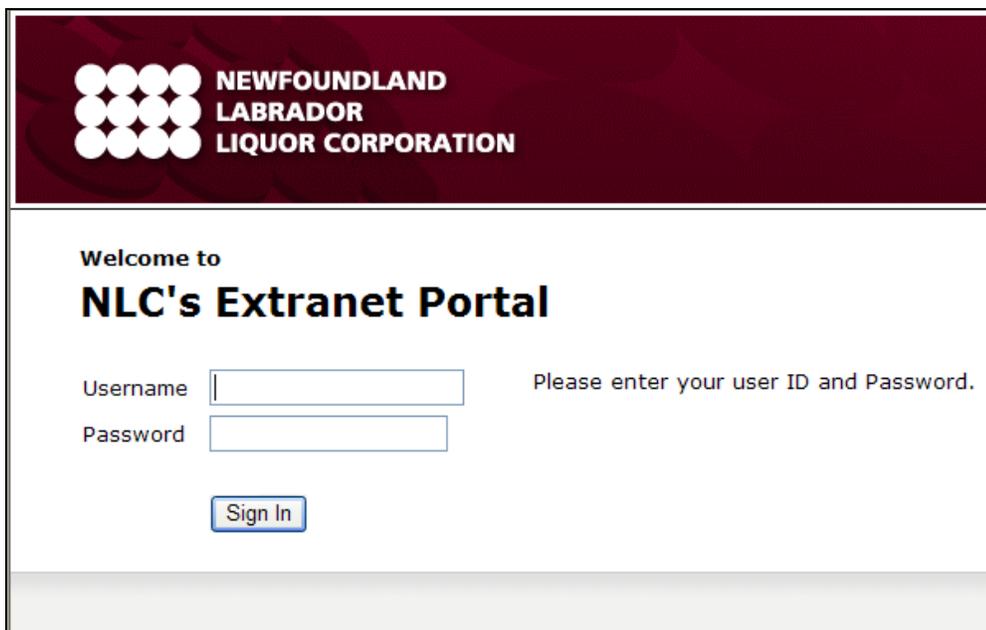
To login to the NLC Extranet:

1. Open Internet Explorer and go to the NLC Corporate Website:
<http://www.nliquor.com>

2. Click on 'Suppliers/Trade' in the footer of the website, then click on the NLC Extranet link as show below:

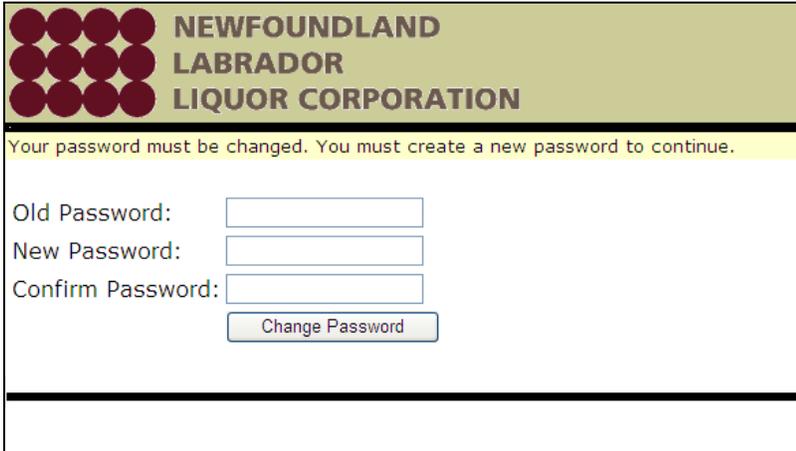


3. A login screen will appear:



The screenshot shows the NLC's Extranet Portal login screen. It features the NLC logo at the top left. The main heading is 'Welcome to NLC's Extranet Portal'. Below this, there are two input fields: 'Username' and 'Password'. To the right of these fields is the instruction 'Please enter your user ID and Password.'. A 'Sign In' button is located below the input fields.

4. Log in using the username and password provided by NLC.
5. If this is the first sign in attempt OR if it has been 45 days since the last password change, you will be prompted to change the password.



NEWFOUNDLAND
LABRADOR
LIQUOR CORPORATION

Your password must be changed. You must create a new password to continue.

Old Password:

New Password:

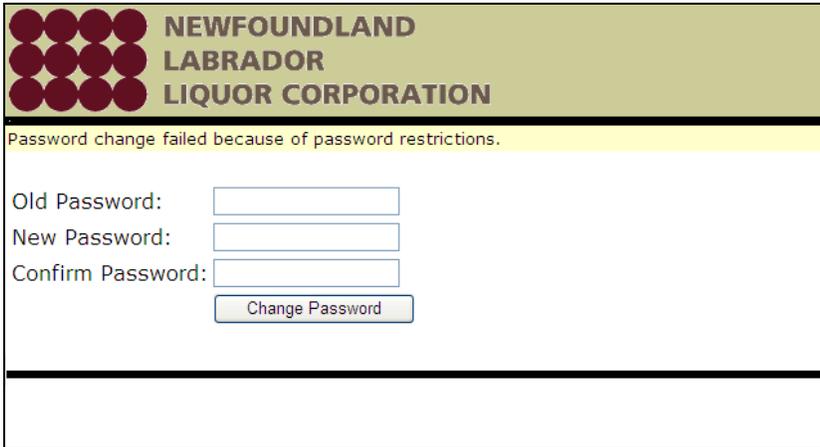
Confirm Password:

6. To change the password:
 - a. Enter the old password
 - b. Enter a new password

NOTE: This cannot be the same as an old password and must be at least six (6) characters in length.

- c. Re-enter the new password

NOTE: This must match what was entered in the new password box. If you fail to provide a unique new password or match the new password with the confirm password field an error will appear in yellow highlight below the NLC logo (Figure 5).



**NEWFOUNDLAND
LABRADOR
LIQUOR CORPORATION**

Password change failed because of password restrictions.

Old Password:

New Password:

Confirm Password:

Figure 5

7. During login, an information bar will appear in the browser asking to install an Active X Control (Figure 6).

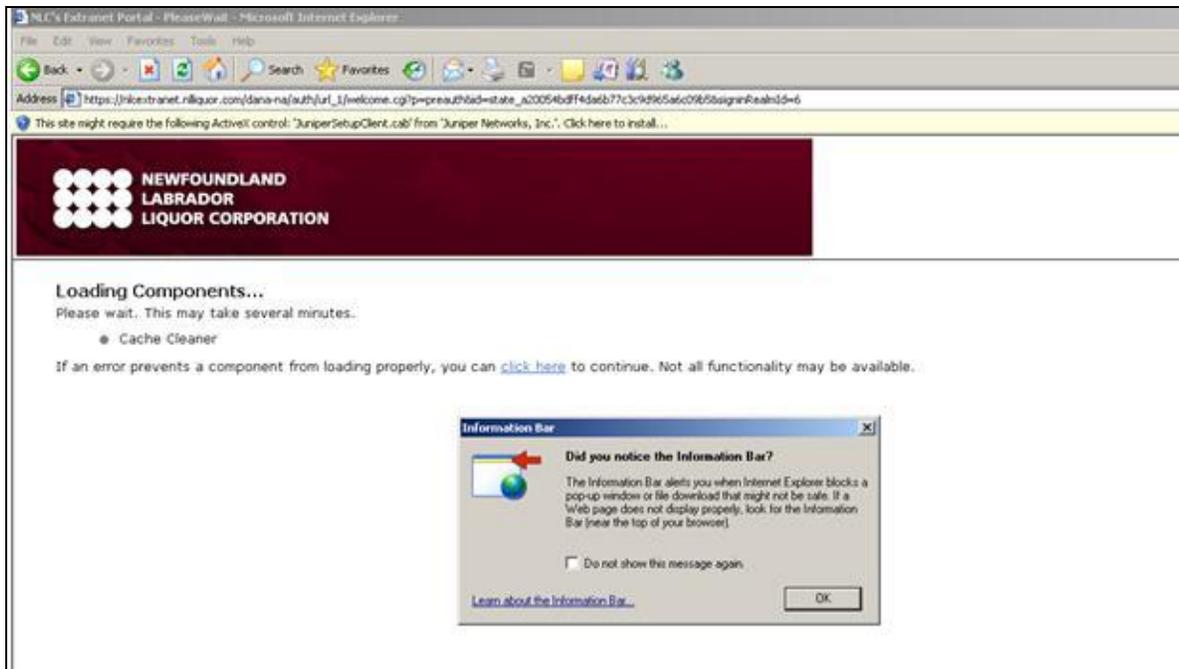


Figure 6

8. Right click the yellow bar and select "Install Active X Control" (Figure 7).

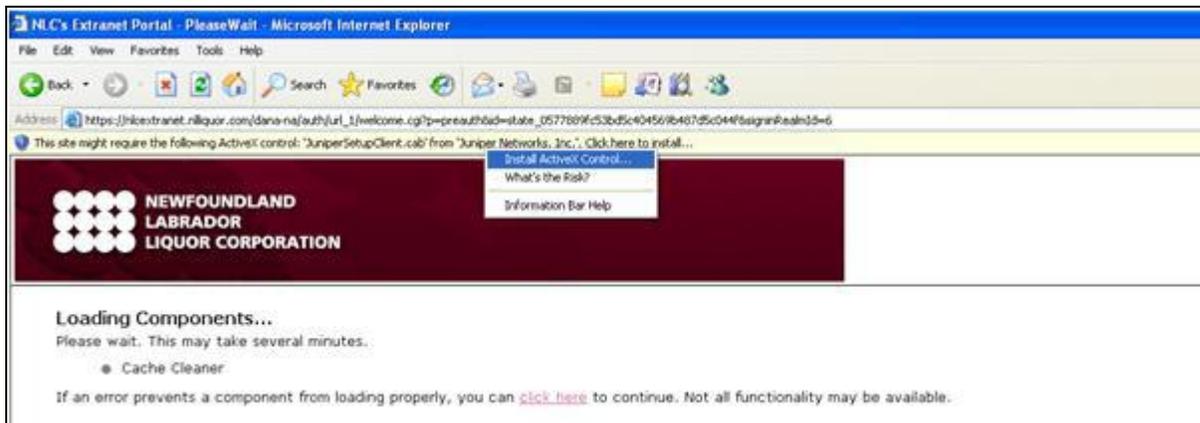


Figure 7

9. This will present a Security Warning dialog. This is normal. Select the “More Options” arrow (Figure 8).

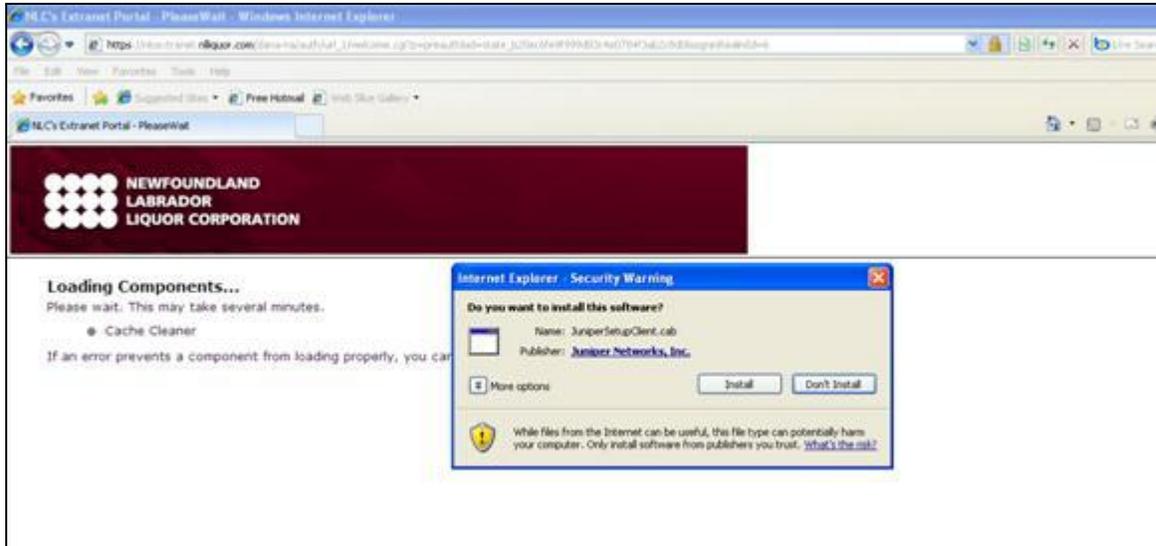


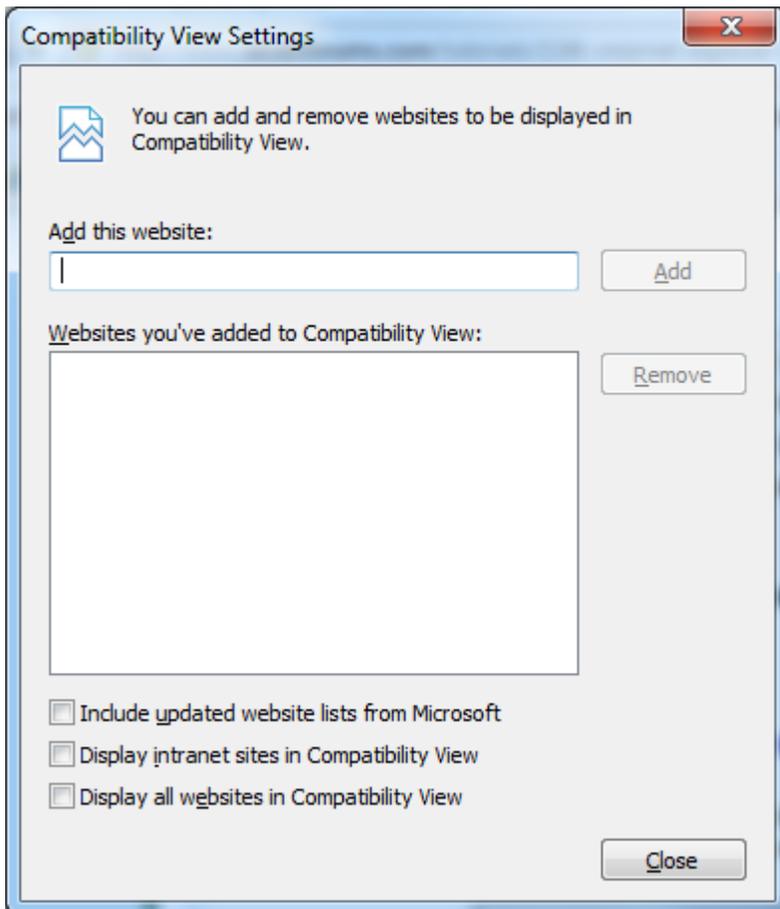
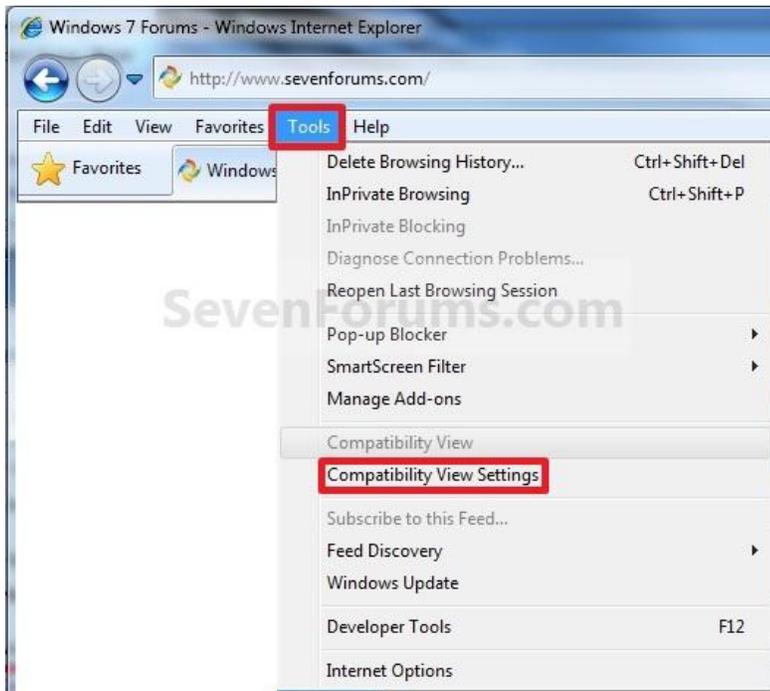
Figure 8

10. From the More Options, select the “Always install software from “Juniper Networks, Inc.”” option and click Install. This will install a Juniper client on the PC (Figure 9).



Figure 9

**** Please note if you are using Internet Explorer for viewing ePAC we recommend that you turn off the Compatibility View. Note you must uncheck the top two boxes in the second screen. See below:**



11. After the install is complete, the NLC Extranet will appear (Figure 10).

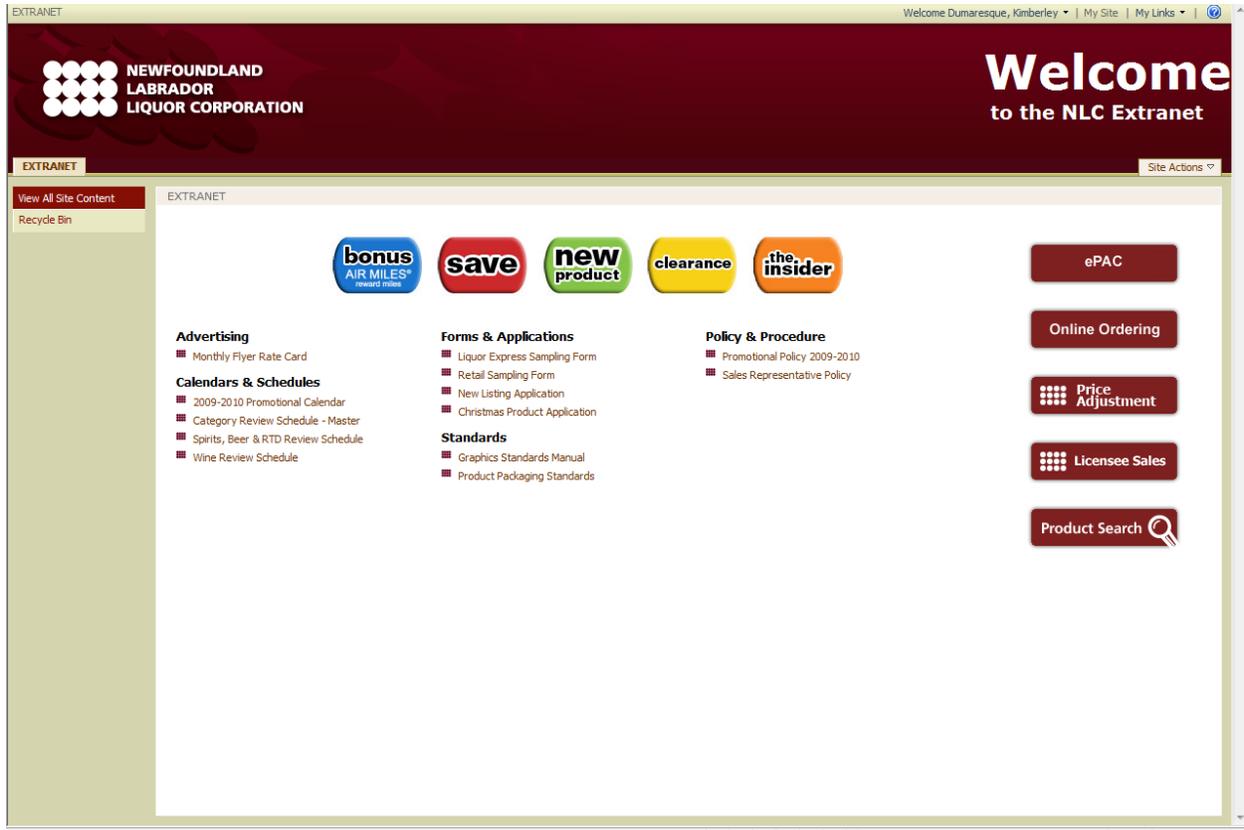


Figure 10

Following these directions will ensure that future login attempts on the same computer will not prompt for the Juniper client install. If a default Install is chosen then the Juniper prompt to install each time you login on that PC.

2.3 Logging Out

To sign out of the NLC EXTRANET, click on the **Sign Out** button (shown as the door icon) located on the Juniper toolbar (Figure 11). This toolbar will appear at the top right of the web browser and can be moved to the left by clicking the first set or arrow buttons.



Figure 11

Legend for the Juniper toolbar:

	Moves the bar to the left or right
	Home button (NLC Extranet)
	Expands and collapses the menu bar
	Session timer (3 hours max per session – 30 mins. max idle time)
	Help button (links to the User Manual)
	Sign Out

The maximum session duration is 3 hours – meaning that after 3 hours you will have to sign out and sign back in to continue work (please remember to save all work before signing out). If you do not take any action on the site within 30 minutes from the last action, the session automatically times out and you will have to log back in.

This could cause problems with accessing the sign in screen.

3.0 The ePAC Process

* For a complete description of the programs that are available for promotion application, please refer to the latest NLC Retail Promotion Policy, found here: <http://www.nliquor.com/corporate/doing-business/suppliers-trade>

3.1 Logging In

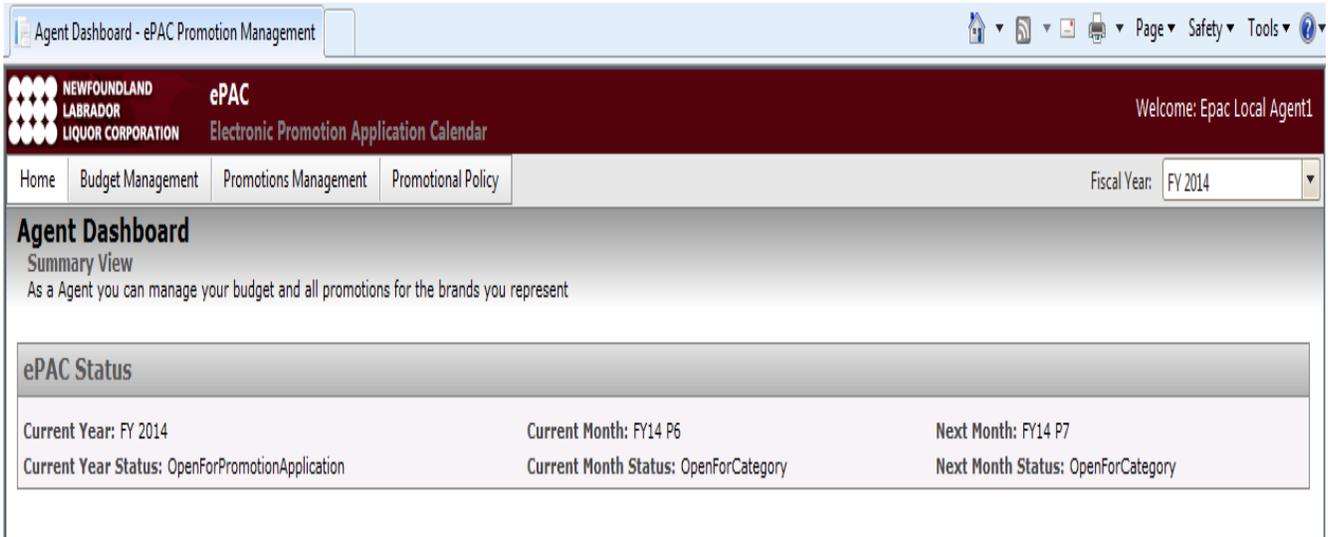
As a National Agent representative, you will receive an email notification advising you that budget submissions are being accepted by the NLC.

Using the account information provided to you by the NLC, log in to the NLC extranet (see page 8 of this guide).

Once inside the NLC extranet, you will be able to view the NLC Extranet Home Page:



From here, click the ePAC button. The Agent Dashboard will display:



The screenshot shows the ePAC Agent Dashboard. At the top, there is a navigation bar with tabs for Home, Budget Management, Promotions Management, and Promotional Policy. A 'Fiscal Year' dropdown menu is set to 'FY 2014'. Below the navigation bar, the 'Agent Dashboard' section is titled 'Summary View' and includes the text: 'As a Agent you can manage your budget and all promotions for the brands you represent'. A section titled 'ePAC Status' contains a table with the following information:

Current Year: FY 2014	Current Month: FY14 P6	Next Month: FY14 P7
Current Year Status: OpenForPromotionApplication	Current Month Status: OpenForCategory	Next Month Status: OpenForCategory

The tabs across the top of the page represent various views of ePAC information:

1. Fiscal Year: click the drop down to display the desired fiscal year
2. Home tab: Displays the Agent Dashboard, a summary of ePAC current and next period information.
3. Summary of ePAC status':
 - **OpenForPromotionApplication**: agents may apply for brand promotions
 - **OpenForCategory**: agents may not apply for brand promotions
 - **Open for Budget Submission** – agents can submit brand budgets and brand notes for the new fiscal year.
 - **Open for Category** – NLC category managers prepare promotions for the upcoming fiscal year and build the display grid; category managers and Supply Chain management review and approve\decline promotions.
 - **Open for Promotion Application** – agents can apply for promotions (secondary programming)
 - **Open for Change Requests** – agents submit requests for changes to existing promotions and apply for promotions. All requests for change have to be reviewed and approved by the category managers and Supply Chain management.
 - **Closed** – Period is finalized no changes can be made to promotions by Agents, category managers or Supply Chain management.

4. Budget Management tab: Use this tab to manage your brand budget and promotion information for the year.
5. Promotions Management tab: Use this tab to apply for promotions by brand/SKU or by promotional program.
6. Promotional Policy: This tab opens a .pdf file of the NLC's Retail Promotional Planner.

3.2 Budget Management

Once notification is received from the NLC’s marketing department, agents may begin to submit their brand budgets.

The entry screen presents a summary view of the planned, committed and remaining budget by brand.



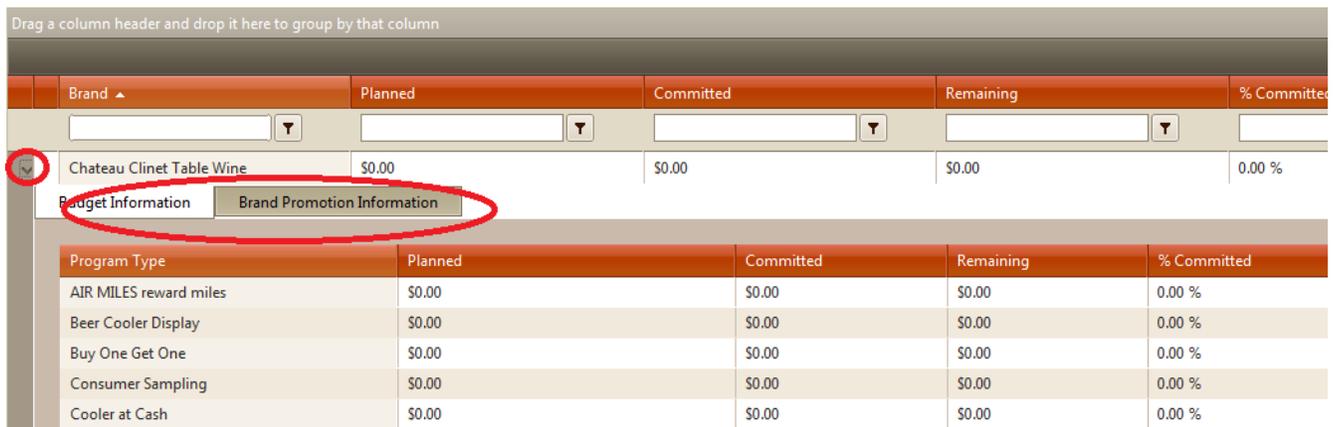
Budget Management
Fiscal Year Budget
As a Agent you can manage your budget for the selected fiscal year

Drag a column header and drop it here to group by that column

Brand	Planned	Committed	Remaining	% Committed
> Chateau Clinet Table Wine	\$0.00	\$0.00	\$0.00	0.00 %
> Chateau Mouton Rothschild TableWine	\$0.00	\$0.00	\$0.00	0.00 %
Expand	\$0.00	\$0.00	\$0.00	

Expand the '>' to reveal the budget details for a brand.

The Budget Information tab details the budget for the brand by program type:



Drag a column header and drop it here to group by that column

Brand	Planned	Committed	Remaining	% Committed
Chateau Clinet Table Wine	\$0.00	\$0.00	\$0.00	0.00 %

Budget Information | Brand Promotion Information

Program Type	Planned	Committed	Remaining	% Committed
AIR MILES reward miles	\$0.00	\$0.00	\$0.00	0.00 %
Beer Cooler Display	\$0.00	\$0.00	\$0.00	0.00 %
Buy One Get One	\$0.00	\$0.00	\$0.00	0.00 %
Consumer Sampling	\$0.00	\$0.00	\$0.00	0.00 %
Cooler at Cash	\$0.00	\$0.00	\$0.00	0.00 %

Click the 'Edit' link to update the budget information:

Budget Information		Brand Promotion Information				
Program Type	Planned	Committed	Remaining	% Committed		
AIR MILES reward miles	\$0.00	\$0.00	\$0.00	0.00 %	Edit	
Beer Cooler Display	\$0.00	\$0.00	\$0.00	0.00 %	Edit	
BOGO	\$0.00	\$0.00	\$0.00	0.00 %	Edit	

Enter the planned budget then click 'Update' or 'Cancel' to complete your changes:

Budget Information		Brand Promotion Information				
Program Type	Planned	Committed	Remaining	% Committed		
AIR MILES reward miles	<input type="text" value="0"/>	\$0.00	\$0.00	0.00 %	Update Cancel	
Beer Cooler Display	\$0.00	\$0.00	\$0.00	0.00 %	Edit	
BOGO	\$0.00	\$0.00	\$0.00	0.00 %	Edit	
Choice Display	\$0.00	\$0.00	\$0.00	0.00 %	Edit	

The Brand Promotion Information tab indicates whether or not this brand is part of a National Program for the chosen fiscal year/period.

Please add any notes for Category managers to be aware of when building displays.

Click 'Insert' or 'Cancel' to complete your changes:

▼	Absolut Vodka	\$0.00	\$22,167.00	(\$22,167.00)	0.00 %						
Budget Information		Brand Promotion Information									
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> + Period Information for this Brand Refresh </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Period</th> <th style="width: 40%;">Is National Program</th> <th style="width: 40%;">Notes</th> </tr> </thead> <tbody> <tr> <td>Period: <input type="text" value="FY 2014"/></td> <td>Is National Program: <input type="checkbox"/></td> <td><div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div></td> </tr> </tbody> </table> <p>Insert Cancel</p> <p>No records to display.</p> </div>						Period	Is National Program	Notes	Period: <input type="text" value="FY 2014"/>	Is National Program: <input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>
Period	Is National Program	Notes									
Period: <input type="text" value="FY 2014"/>	Is National Program: <input type="checkbox"/>	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>									

Secondary promotions may be applied for using the 'Promotion Management' tab in ePAC:



Secondary promotions may be applied for by program type (Programs View) or by SKU/Brand (Products View).

The **Programs View** tab



This view allows you to apply for a promotion by the program name.

Programs View Products View

Promotion Management

Promotions Management - Programs View
As Agent you can manage promotions by promotional program

Drag a column header and drop it here to group by that column

	Period	Program Type	Program Name
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼
>	FY 2014 Q1	Occasions Magazine	Occasions Magazine
>	FY 2014 Q1	Open Face Cooler	Open Face Cooler 1
>	FY 2014 Q1	Open Face Cooler	Open Face Cooler 2
>	FY 2014 Q1	Open Face Cooler	Open Face Cooler 3
>	FY14 P1	AIR MILES reward miles	AIR MILES Bundle AND
>	FY14 P1	AIR MILES reward miles	AIR MILES Bundle Combo

Expand the '>' next to the program and period you wish to apply for then click 'Apply for this program':

Drag a column header and drop it here to group by that column

	Period	Program Type	Program Name
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/>
▼	FY 2014 Q1	Occasions Magazine	Occasions Magaz
<p>Occasions Magazine</p> <p>Apply for this Program</p>			
	Promotion Description	Promotion Units	Promotion Pr
	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/>
No child records to display.			

Navigation: [K] [←] [1] 2 3 4 5 6 7 8 9 10 ... [→] [X] Page size: 20 ▼

Enter the promotion info and click Save or Save & Close when done.

Insert a new promotion

Promotion Editor

Apply for a promotion
Edit the promotion info, Add/Remove Brands and Products

Save | Save & Close

Promotional Period: FY 2014 Q1

Promotional Program

Name: Occasions Magazine

Description: Occasions Magazine

Program Fee:

Name: Admin Fee \$0

Admin Fee: 0.00

Per Unit Fee: 0.00

Minimum Admin Fee: -

Maximum Admin Fee: -

Per Store Fee: 0.00

Store Count:

Total Price

Status: New

Description:

Notes:

Click 'Edit' to add products to the program then 'Add Product':

Promotion Status	Has notes	Actions
New	<input type="checkbox"/>	Edit Delete

Store Count:

Total Price: \$390.00

Status: New

Drag a column header and drop it here to group by that column

[Add Product](#)

Dept	Sub Dept	Class	Sub Class	Brand	SKU	Description	Bottle
No records to display.							

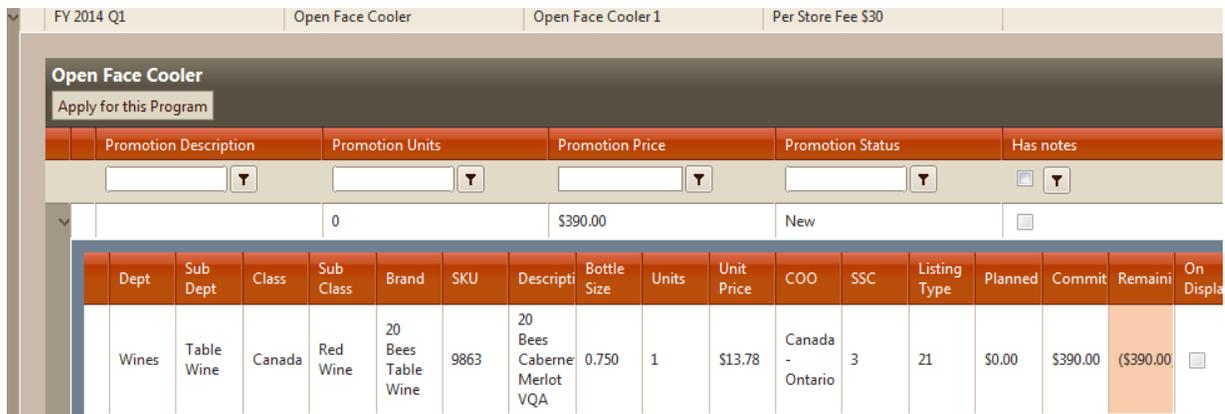
Product Picker

Expand the product category using the '+' sign to expose the desired department and sub department.



On the right side of the screen click 'Select' or 'Unselect' to include or exclude the SKU for the promotional program. When you are finished simply close the screen to save your changes.

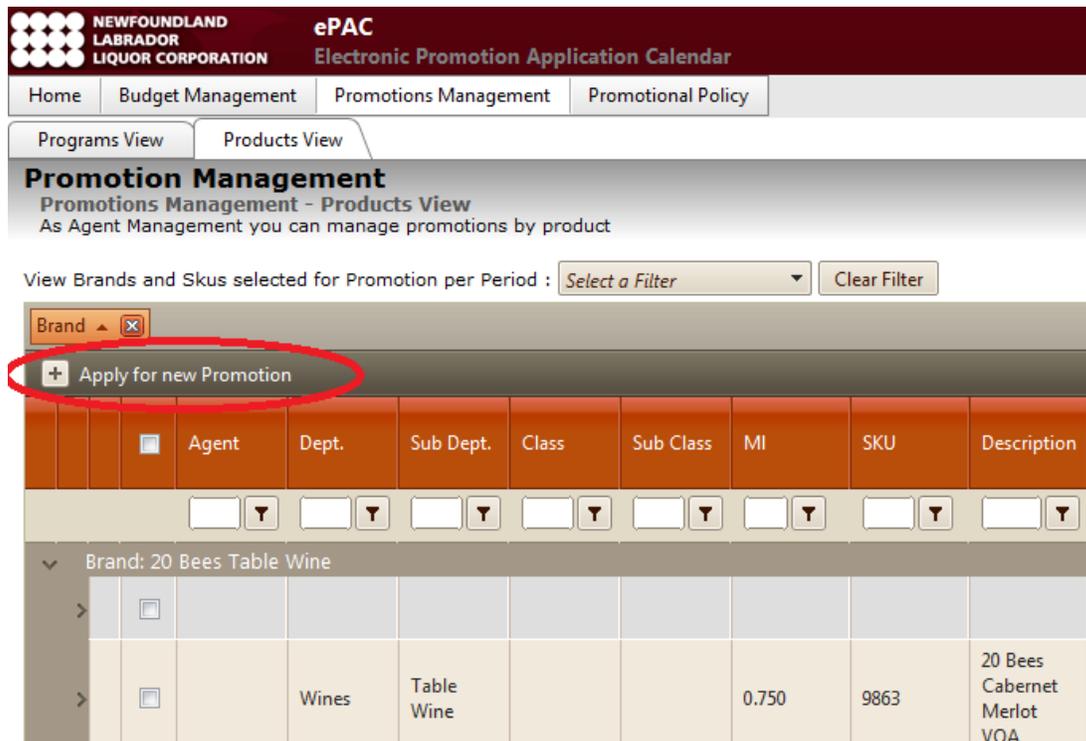
Below is the resulting screen:



The **Products View** tab

This view allows you to apply for a promotion by product (SKU.)

Expand the '>' next to the product and period you wish to apply for then click 'Apply for a new promotion';:



The screenshot shows the ePAC (Electronic Promotion Application Calendar) interface. At the top, there is a navigation menu with options: Home, Budget Management, Promotions Management, and Promotional Policy. Below this, there are tabs for Programs View and Products View. The main heading is "Promotion Management" with a sub-heading "Promotions Management - Products View". A note states: "As Agent Management you can manage promotions by product".

Below the heading, there is a filter section: "View Brands and Skus selected for Promotion per Period : ".

The main table has a header row with columns: Agent, Dept., Sub Dept., Class, Sub Class, MI, SKU, and Description. A red circle highlights a button labeled "+ Apply for new Promotion" located to the left of the table header.

Below the header, there is a section for "Brand: 20 Bees Table Wine" which is expanded. It shows a table with two rows of data:

Agent	Dept.	Sub Dept.	Class	Sub Class	MI	SKU	Description
>							
>		Wines	Table Wine		0.750	9863	20 Bees Cabernet Merlot VQA

Choose the promotional period from the drop down list:

Promotion Editor
Apply for a promotion
Edit the promotion info, Add/Remove Brands and Products

Save | Save & Close

Pomotional Period:

Promotional Program

Period Name	Start Date	End Date	Status
FY 2014	4/7/2013 12:00:00 AM	4/5/2014 12:00:00 AM	OpenForPromotionApplication
FY 2014 Q1	4/7/2013 12:00:00 AM	7/6/2013 12:00:00 AM	OpenForPromotionApplication
FY14 P1	4/7/2013 12:00:00 AM	5/4/2013 12:00:00 AM	OpenForPromotionApplication
FY14 P2	5/5/2013 12:00:00 AM	6/1/2013 12:00:00 AM	OpenForPromotionApplication

Name:

Description:

Pricing Rule:

Program Fee:

Store Count:

Total Price:

Status:

Choose the program name from the drop down list:

Promotion Editor
Apply for a promotion
Edit the promotion info, Add/Remove Brands and Products

Save

Pomotional Period:

Promotional Program

Name:

Name	Program Type	Reward Type	Program Fee
Open Face Cooler 2	Open Face Cooler		Per Store Fee \$30
Open Face Cooler 1	Open Face Cooler		Per Store Fee \$30
Occasions Magazine	Occasions Magazine		Admin Fee \$0
Open Face Cooler 3	Open Face Cooler		Per Store Fee \$30

Description:

Pricing Rule:

Click 'Save' in the top left corner when done. Any fees applicable for the promotion will be automatically calculated.

Promotion Editor
Apply for a promotion
Edit the promotion info, Add/Remove Brands and Products

Save Save & Close

Promotional Period: FY 2014 Q1

Promotional Program

Name: Open Face Cooler 2

Description: Open Face Cooler

Program Fee: Name: Per Store Fee \$30
Admin Fee: 0.00
Per Unit Fee: 0.00
Minimum Admin Fee: -

Store Count:

Total Price: \$450.00

Status: New

Add Product

Dept	Sub Dept	Class	Sub Class	Brand	SKU	Description
------	----------	-------	-----------	-------	-----	-------------

To add products to the promotion, click 'Add Product' at the bottom left corner. The 'product picker' will appear:

Product Picker

Expand the product category using the '+' sign to expose the desired department and sub department.

Product Picker
Select a product

- Spirits
 - Vodka
- Wines
 - Table Wine

	Dept	Sub Dept	Class	Sub Class	Brand	SKU	Description
Select	Wines	Table Wine	Canada	Red Wine	20 Bees Table Wine	9863	20 Bees Cabernet Merlot VQA
Select	Wines	Table Wine	Canada	White Wine	20 Bees Table Wine	9371	20 Bees Pinot Grigio VQA
Select	Wines	Table Wine	Canada	White Wine	20 Bees Table Wine	9862	20 Bees Riesling VQA

On the right side of the screen click 'Select' or 'Unselect' to include or exclude the SKU for the promotional program. When you are finished simply close the screen to save your changes.

Below is the resulting screen:

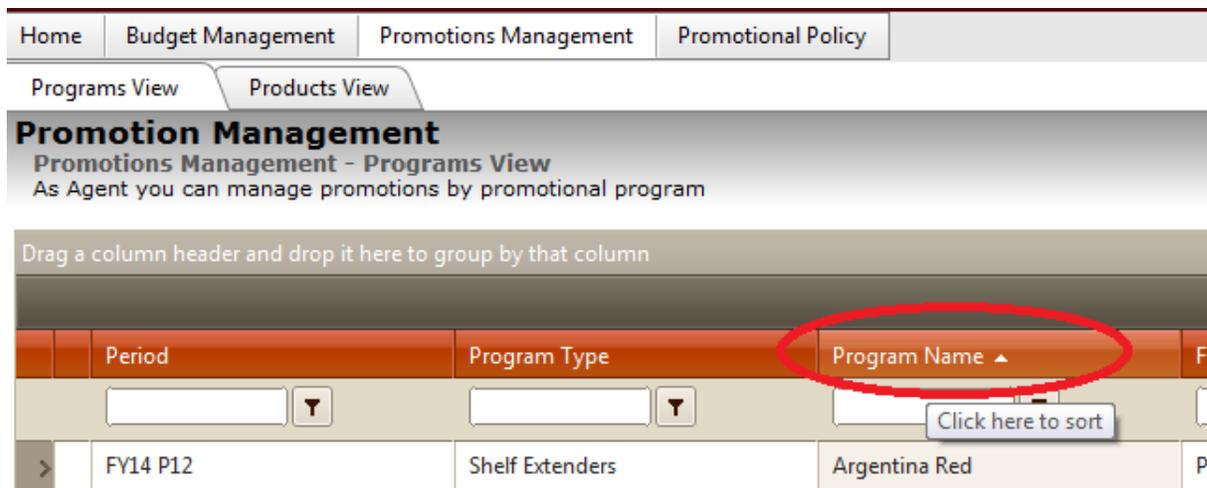
FY 2014 Q1																
Open Face Cooler																
Open Face Cooler 1																
Per Store Fee \$30																
Open Face Cooler																
Apply for this Program																
Promotion Description		Promotion Units			Promotion Price			Promotion Status			Has notes					
		0			\$390.00			New								
Dept	Sub Dept	Class	Sub Class	Brand	SKU	Descripti	Bottle Size	Units	Unit Price	COO	SSC	Listing Type	Planned	Commit	Remaini	On Displa
Wines	Table Wine	Canada	Red Wine	20 Bees Table Wine	9863	20 Bees Caberne Merlot VQA	0.750	1	\$13.78	Canada - Ontario	3	21	\$0.00	\$390.00	(\$390.00)	<input type="checkbox"/>

4.0 Getting around ePAC – sorting, filtering and grouping

ePAC makes use of an intuitive interface grid component that allows you to view your data in a number of ways.

4.1 Logging In

In Promotions Management>Programs view, click the Program name column heading to sort the list by program name. Click the column heading again to sort alternately by ascending or descending order.



The screenshot shows the 'Promotion Management' interface in 'Programs View'. The breadcrumb trail includes 'Home', 'Budget Management', 'Promotions Management', and 'Promotional Policy'. Below this, there are tabs for 'Programs View' and 'Products View'. The main heading is 'Promotion Management' with a sub-heading 'Promotions Management - Programs View' and a note: 'As Agent you can manage promotions by promotional program'. A message says 'Drag a column header and drop it here to group by that column'. Below this is a table with columns: 'Period', 'Program Type', 'Program Name', and a partially visible 'F'. The 'Program Name' column header is circled in red. Below the header, there are input fields with dropdown arrows and a tooltip that says 'Click here to sort'. The first row of data shows 'FY14 P12', 'Shelf Extenders', and 'Argentina Red'.

4.2 Grouping

To group by a column, simply drag the column to the area 'Drag a column header and drop it here to group by that column' and the data will be grouped by that column.

Promotion Management
Promotions Management - Programs View
As Agent you can manage promotions by promotional program

Drag a column header and drop it here to group by that column

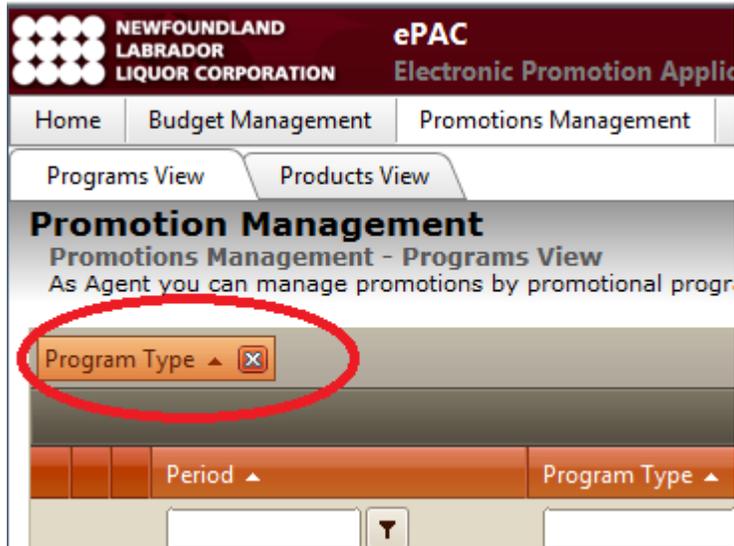
Period ▲	Program Type ▲	Program Name ▼
> FY14 P12	Shelf Extenders	USA White
> FY14 P12	Shelf Extenders	USA Red
> FY14 P12	Shelf Extenders	Spain

A separator will define the column groupings:

Promotion Management
Promotions Management - Programs View
As Agent you can manage promotions by promotional program

Period ▲	Program Type ▲	Program Name ▼
Program Type: Occasions Magazine		
> FY 2014 Q3	Occasions Magazine	Occasions M
Program Type: Open Face Cooler		
> FY 2014 Q3	Open Face Cooler	Open Face C
> FY 2014 Q3	Open Face Cooler	Open Face C
> FY 2014 Q3	Open Face Cooler	Open Face C
Program Type: Shelf Extenders		
> FY14 P12	Shelf Extenders	Argentina Re
> FY14 P12	Shelf Extenders	Argentina W

To reverse the grouping, simply click the 'x' in the orange program type box:



4.3 Filtering

Click the funnel to the right of the box below the column name to expose the various filters available.

Below is an explanation of some of the filtering capabilities:

NoFilter: show all e-PAC data for this column

Contains: show only ePAC data that has a specific word or value. For example typing 'AIR MILES' in the program name box as shown below will only display the programs that have the word 'air miles' anywhere in the program name. This field is not case sensitive.

The screenshot shows the ePAC (Electronic Promotion Application Calendar) interface. At the top, there is a navigation bar with 'Home', 'Budget Management', 'Promotions Management', and 'Promotional Policy'. Below this, there are tabs for 'Programs View' and 'Products View'. The main heading is 'Promotion Management' with a sub-heading 'Promotions Management - Programs View' and a note 'As Agent you can manage promotions by promotional program'. A search box for 'Program Type' is visible. The main table has columns for 'Period', 'Program Type', 'Program Name', and 'Fee'. The 'Program Name' column is selected, and a dropdown menu is open, showing various filter options. The 'Contains' option is highlighted in yellow. The table below shows several rows of data, all with 'AIR MILES reward miles' in the 'Program Type' column. The 'Program Name' column contains various program names, including 'AIR MILES Bundle AND', 'AIR MILES Bundle Con', 'AIR MILES Bundle Reg', 'AIR MILES Bundle Spe', and 'Regular Bonus AIR MIL miles'. At the bottom, there is a pagination control showing page 1 of 10 and a page size of 20.

DoesNotContain: for example, typing 'AIR MILES' in the program name box will only display programs that do not contain the word 'air miles'.

IsEmpty: shows data that contains no value in the chosen column

NotIsEmpty: shows data that contains any value in the chosen column

Between: For example, in the Fee column, to filter data whereby the fee is between \$0 and \$500 dollars, type '0 500' in the fee column box. Be sure to separate the two values with a space.



Promotion Total Price