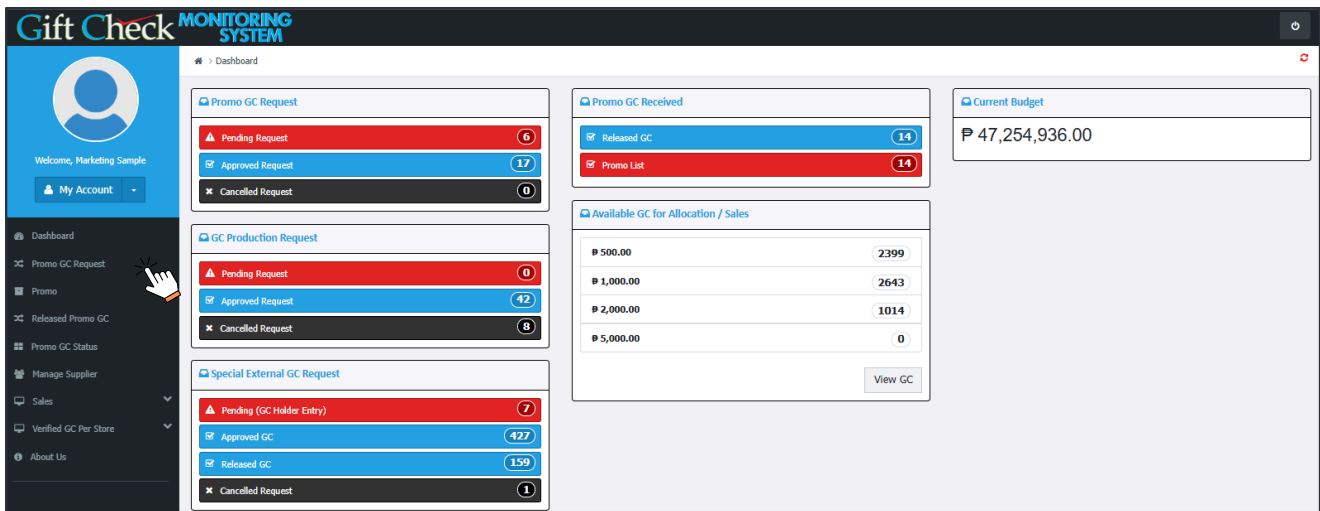


# HOW TO REQUEST PROMO

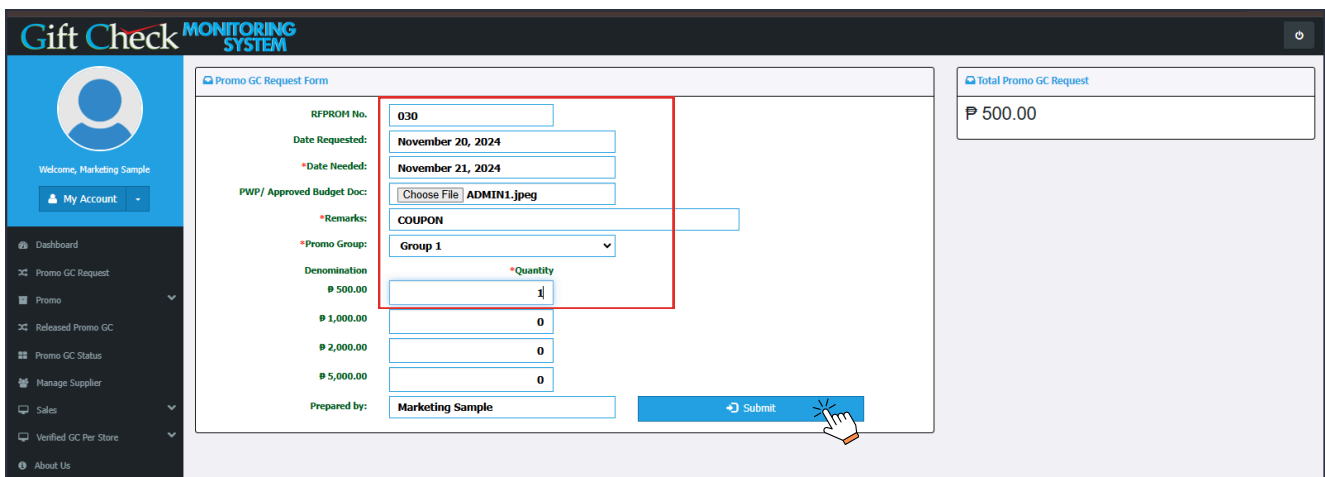
## Marketing Department



The dashboard shows various metrics for the Marketing Department. On the left, a sidebar menu includes options like Dashboard, Promo GC Request, Promo, Released Promo GC, Promo GC Status, Manage Supplier, Sales, Verified GC Per Store, and About Us. The main content area is divided into several sections: 'Promo GC Request' with counts for Pending (6), Approved (17), and Cancelled (0); 'GC Production Request' with counts for Pending (0), Approved (42), and Cancelled (8); 'Special External GC Request' with counts for Pending (7), Approved (427), Released (159), and Cancelled (1); 'Promo GC Received' with counts for Released GC (14) and Promo List (14); 'Available GC for Allocation / Sales' with a table showing denominations and counts; and 'Current Budget' showing a total of ₱ 47,254,936.00.

Denomination	Count
₱ 500.00	2399
₱ 1,000.00	2643
₱ 2,000.00	1014
₱ 5,000.00	0

**1st Step:** On Dashboard, Click Promo GC Request.



The 'Promo GC Request Form' is displayed. It includes fields for RFPROM No. (030), Date Requested (November 20, 2024), Date Needed (November 21, 2024), PWP/ Approved Budget Doc (ADMIN1.jpeg), Remarks (COUPON), and Promo Group (Group 1). There is a table for Denomination and Quantity. The 'Submit' button is highlighted with a hand cursor.

Denomination	Quantity
₱ 500.00	1
₱ 1,000.00	0
₱ 2,000.00	0
₱ 5,000.00	0

**2nd Step:** Fill up Promo GC Request Form.

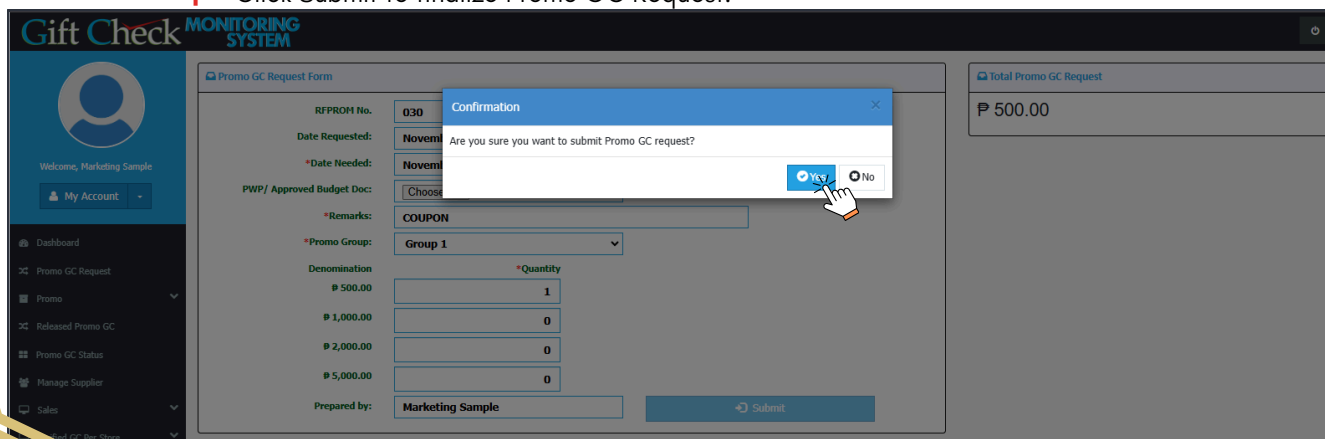
**3rd Step:** The RFPROM No. and Date Requested is a system generated, fill in the date needed.

**4th Step:** Then click browse to upload the scanned copy of the PWD/ Approved Budget.

**5th Step:** Input Remarks and Select Promo Group.

**6th Step:** Input quantities for corresponding denomination for GC Promo then click Submit to finalize Production Request form.

**7th Step:** Click Submit to finalize Promo GC Request.



A 'Confirmation' dialog box is shown over the form, asking 'Are you sure you want to submit Promo GC request?'. The 'Yes' button is highlighted with a hand cursor.

**8th Step:** Click Yes to confirm Promo GC Request.



172.16.161.48



itsysdev@alturasbohol.com



1953

## HOW TO RECOMMEND PROMO REQUEST?

### ➤ Retail Group Department

Gift Check MONITORING SYSTEM

Welcome, Nora Tomarong

My Account

Dashboard

Ledger

About Us

Promo GC Request

Pending Request 1

Approved Request 5

Cancelled Request 0

Promo GC Approved (Total Amount)

₱ 550,000.00

**1st Step:** Click Pending Request button under Pending GC Request module.

Gift Check MONITORING SYSTEM

Welcome, Nora Tomarong

My Account

Dashboard

Ledger

About Us

Pending Promo GC Request

Show 10 entries

Search:

RFPROM #	Date Requested	Date Needed	Total GC	Requested by
009	October 08, 2024	October 08, 2024	1,500.00	Ritchel Mutia
015	October 09, 2024	October 09, 2024	2,000.00	Ritchel Mutia
016	October 09, 2024	October 09, 2024	7,500.00	Ritchel Mutia
020	October 11, 2024	October 11, 2024	1,000.00	Ritchel Mutia
021	October 11, 2024	October 11, 2024	1,000.00	Ritchel Mutia
029	November 18, 2024	November 18, 2024	500.00	Ritchel Mutia

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

**2nd Step:** To view Pending Promo Request, click on Pending Promo GC Request line.

Gift Check MONITORING SYSTEM

Welcome, Nora Tomarong

My Account

Dashboard

Ledger

About Us

Promo GC Request Recommendation Form

\*Request Status: Approved

Date Approved: November 20, 2024

Upload Document: Choose File ADMIN1.jpeg

\*Remarks: COUPON

Approved By: Nora Tomarong

Submit

Promo GC Request Details

RFPROM #: 029

Department: Corporate Marketing

Retail Group: Group 1

Date Requested: November 18, 2024

Time Requested: 10:32 am

Date Needed: November 18, 2024

Total GC Budget: ₱ 500.00

Request Document: Download

Remarks: rewards

Requested by: Ritchel Mutia

Denomination	Quantity	
500.00	1	500.00
Total:		500.00

**3rd Step:** Fill-up Promo GC Request Recommendation form and select approved then click Submit to finalize Promo GC Request Recommendation form.



# HOW TO APPROVED PROMO REQUEST?

## Finance Department

Gift Check MONITORING SYSTEM

Dashboard

Welcome, Maria Jeannie Curay

My Account

Dashboard

Budget Ledger

SPGC Ledger(Promotional)

Reports

About Us

Promo GC Request

Pending Request 2

Approved Request 17

Cancelled Request 0

Budget Request

Pending Request 1

Approved Request 21

Cancelled Request 0

Special GC Request

Pending Request (External) 0

Pending Request (Internal) 0

Approved GC 427

Cancelled Request 1

Budget Adjustment

Pending Request 1

Approved Request 0

Cancelled Request 0

Current Budget

P 47,255,936.00

Special GC (Promotional)

P 0.00

DTI GC

P -7,296,000.00

**1st Step:** Click Pending Request button under Promo GC Request module.

Gift Check MONITORING SYSTEM

Welcome, Maria Jeannie Curay

My Account

Dashboard

Budget Ledger

SPGC Ledger(Promotional)

Reports

About Us

Pending Promo GC Request

Show 10 entries

RFPROM #	Date Requested	Date Needed	Total GC	Recommended By	Requested by
009	October 08, 2024	October 08, 2024	1,500.00	Nora Tomarong	Ritchel Mutia
015	October 09, 2024	October 09, 2024	2,000.00	Nora Tomarong	Ritchel Mutia
016	October 09, 2024	October 09, 2024	7,500.00	Nora Tomarong	Ritchel Mutia
020	October 11, 2024	October 11, 2024	1,000.00	Nora Tomarong	Ritchel Mutia
021	October 11, 2024	October 11, 2024	1,000.00	Nora Tomarong	Ritchel Mutia
022	October 11, 2024	October 11, 2024	1,000.00	Nora Tomarong	Ritchel Mutia
029	November 18, 2024	November 18, 2024	500.00	Nora Tomarong	Ritchel Mutia

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

**2nd Step:** To view Pending Promo Request, click on Pending Promo GC Request line.

Gift Check MONITORING SYSTEM

Welcome, Maria Jeannie Curay

My Account

Dashboard

Budget Ledger

SPGC Ledger(Promotional)

Reports

About Us

Promo GC Request Approval Form

Current Budget

P 47,255,936.00

\*Request Status: Approved

Date Approved: November 20, 2024

Upload Document: Choose File | ADMIN1.jpeg

\*Remarks: COUPON AND REWARDS

\*Recommended by: Maria Jeannie Curay

\*Checked by: Fanie Abuyo

\*Approved by: Nieves E. Ingcog

Prepared By: Maria Jeannie Curay

Submit

Promo GC Request Details

RFPROM # 029

Department: Corporate Marketing

Retail Group: Group 1

Date Requested: November 18, 2024

Time Requested: 10:32 am

Date Needed: November 18, 2024

Total GC Budget: 500.00

Request Document: Download

Remarks: rewards

Requested by: Ritchel Mutia

Denomination	Quantity	
500.00	1	500.00
Total:		500.00

**3rd Step:** Fill-up Promo GC Request Approval Form for Approval.

**4th Step:** Click Submit to finalize the request.



GC Request Approval Form

ent Budget

7,255,936.00

\*Request Status: Approved

Date Approved: November 20, 2024

Upload Document: Choose File ADMIN1.jpeg

\*Remarks: COUPON AND REWARDS

\*Recommended by: Maria Jeannie Curay

\*Checked by: Fanie Abuyo

\*Approved by: Nieves E. Ingcog

Prepared By: Maria Jeannie Curay

Submit

Details

RFPROM #: 029

Department: Corporate M

Retail Group: Group 1

Date Requested: November 1

Time Requested: 10:32 am

Date Needed: November 1

Total GC Budget: 500.00

Request Document:

Remarks: rewards

Requested by: Ritchel Muti

Denomination	Quantity
500.00	1
Total:	

Confirmation

Are you sure you want to approved budget request?

Yes

No

**5th Step:** Click Yes to finalize the request.



# GC PROMO RELEASING & VALIDATION



**Gift Check MONITORING SYSTEM**

Welcome, Sample Sample

My Account

Dashboard

Masterfile

Transaction

Budget Request

Production Request

GC Allocation

GC Releasing (Retail Store)

Promo GC Releasing

Institution GC Sales

Institution GC Refund

Special GC Payment

GC Sales Report (EOD)

Sodexo Budget Request

Approved Promo GC Request

Show 10 entries

Search:

RFPROM #	Date Requested	Date Needed	Total GC	Requested By	Recommended By	Approved By	Status
029	November 18, 2024	November 18, 2024	500.00	Ritchel Mutia	Nora Tomarong	Nieves E. Ingog	
026	October 14, 2024	October 14, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
025	October 14, 2024	October 14, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
024	October 14, 2024	October 14, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
023	October 14, 2024	October 14, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
019	October 10, 2024	October 10, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
018	October 10, 2024	October 10, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
017	October 09, 2024	October 09, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
014	October 09, 2024	October 09, 2024	500.00	Ritchel Mutia	Nora Tomarong	Fanie Abuyo	Closed
013	October 09, 2024	October 10, 2024	500.00	Marketing Sample	Nora Tomarong	Tonton Maboloc	

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

**1st Step:** On Dashboard, click Promo GC Releasing under Transaction Module.

**Gift Check MONITORING SYSTEM**

Welcome, Sample Sample

My Account

Dashboard

Masterfile

Transaction

Adjustment

Budget Ledger

GC Ledger

Reports

About Us

Approved Promo GC Request

Show 10 entries

Search:

RFPROM #	Date Requested	Date Needed	Total GC	Requested By	Recommended By	Approved By	Status
029	November 18, 2024	November 18, 2024	500.00	Ritchel Mutia	Nora Tomarong	Nieves E. Ingog	
026	October 14, 2024	October 14, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
025	October 14, 2024	October 14, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
024	October 14, 2024	October 14, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
023	October 14, 2024	October 14, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
019	October 10, 2024	October 10, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
018	October 10, 2024	October 10, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
017	October 09, 2024	October 09, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
014	October 09, 2024	October 09, 2024	500.00	Ritchel Mutia	Nora Tomarong	Fanie Abuyo	Closed
013	October 09, 2024	October 10, 2024	500.00	Marketing Sample	Nora Tomarong	Tonton Maboloc	

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

**2nd Step:** To view Approved Promo GC Request, click on Approved Promo GC Request line for releasing.

**Gift Check MONITORING SYSTEM**

Welcome, Sample Sample

My Account

Dashboard

Masterfile

Transaction

Budget Request

Production Request

GC Allocation

GC Releasing (Retail Store)

Promo GC Releasing

Institution GC Sales

Institution GC Refund

Special GC Payment

Approved Promo GC Request

Show 10 entries

Search:

RFPROM #	Date Requested	Date Needed	Total GC	Requested By	Recommended By	Approved By	Status
029	November 18, 2024	November 18, 2024	500.00	Ritchel Mutia	Nora Tomarong	Nieves E. Ingog	
026	October 14, 2024	October 14, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
025	October 14, 2024	October 14, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
024	October 14, 2024	October 14, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
023	October 14, 2024	October 14, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
019	October 10, 2024	October 10, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
018	October 10, 2024	October 10, 2024	500.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
017	October 09, 2024	October 09, 2024	1,000.00	Ritchel Mutia	Nora Tomarong	Tonton Maboloc	Closed
014	October 09, 2024	October 09, 2024	500.00	Ritchel Mutia	Nora Tomarong	Fanie Abuyo	Closed
013	October 09, 2024	October 10, 2024	500.00	Marketing Sample	Nora Tomarong	Tonton Maboloc	

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

Confirmation

Are you sure you want to Create Releasing Entry?

OK Cancel

**3rd Step:** Click "OK".



**Promo GC Releasing Entry**

<b>Promo GC Releasing No.</b>	0017	<b>Promo GC Req #:</b>	029
<b>Date Released:</b>	November 19, 2024	<b>Date Requested:</b>	November 18, 2024
<b>Upload Document:</b>	Choose File   ADMIN1.jpg	<b>Date Needed:</b>	November 19, 2024
<b>*Remarks:</b>	TEST	<b>Remarks:</b>	TEST
<b>*Checked by:</b>	Nora Tomarong	<b>Requested by:</b>	Marketing Sample
<b>*Approved by:</b>	Tonton Maboloc		
<b>Released by:</b>	Zenaida Uy		
<b>*Received by:</b>	cagas		
<b>Payment Type</b>	Cash		

Denomination	Requested GC	Subtotal	*Scanned GC
₱ 500.00	1 pc(s)	₱ 500.00	

ID	Date	Requested GC	Requested By	Requested Group	Requested By	Status
004	November 15, 2019	November 24, 2019	Ritchel Muda	Retail Group1	Helen M. Binangbang	Closed
003	August 19, 2019	August 21, 2019	Ritchel Muda	Retail Group1	Helen M. Binangbang	Closed

Showing 1 to 10 of 12 entries

First Previous 1 2 Next Last

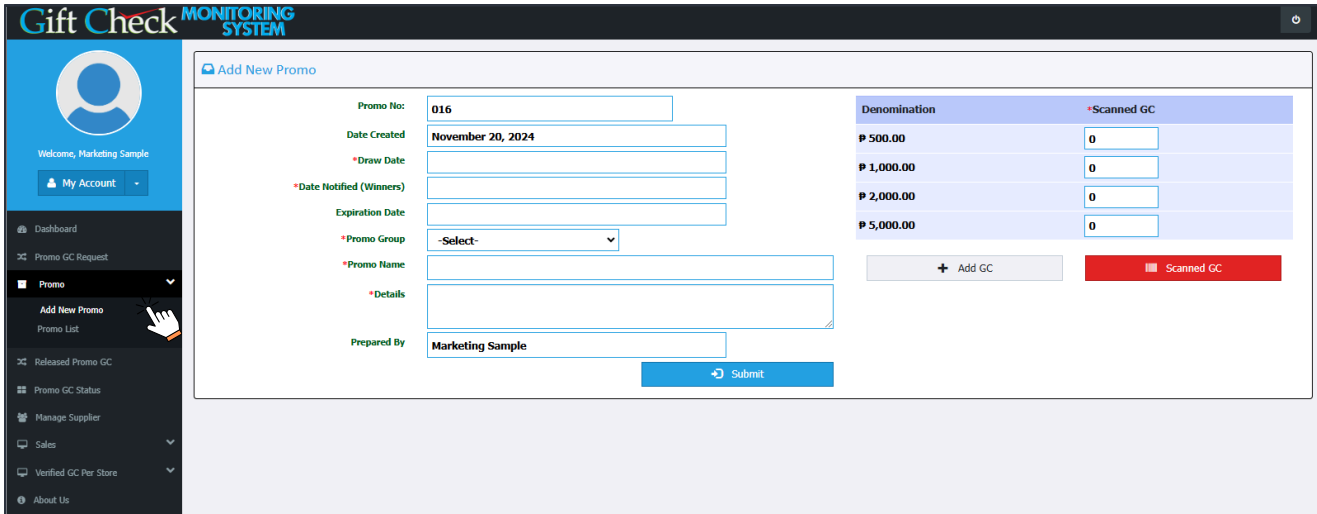
Activate Windows  
Go to Settings to activate Windows.

**4th Step:** Fill up Promo GC Releasing Entry Form for Approval.

**5th Step:** Scan GC, Select By Range or By Barcode then click "Save".

# GC PROMO FINAL RELEASING

## Marketing Department

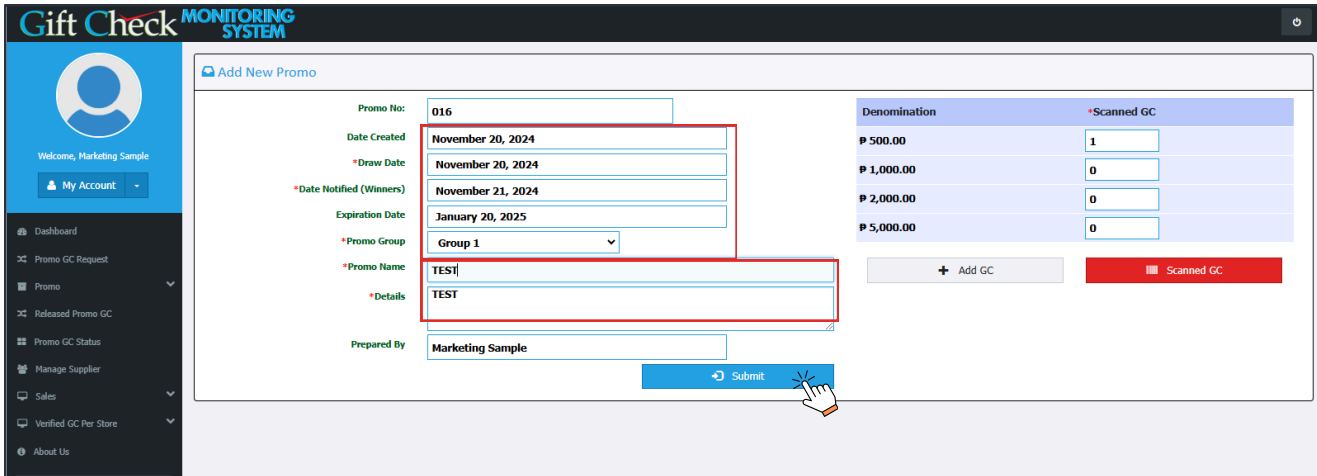


Denomination	*Scanned GC
₱ 500.00	0
₱ 1,000.00	0
₱ 2,000.00	0
₱ 5,000.00	0

+ Add GC    Scanned GC

Submit

**1st Step:** On Dashboard, click Add New Promo under Promo Module.

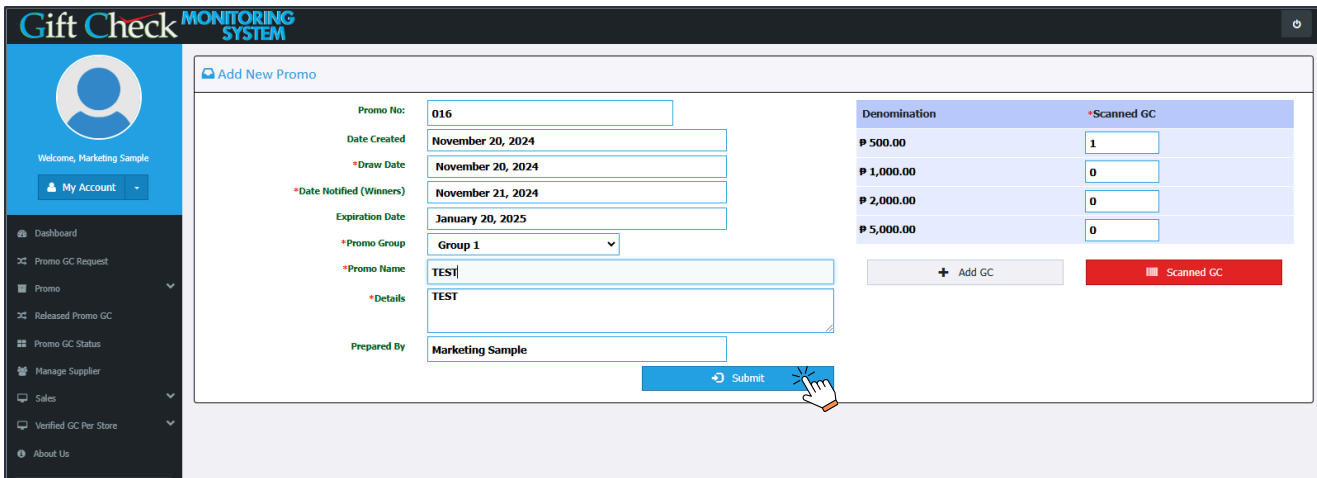


Denomination	*Scanned GC
₱ 500.00	1
₱ 1,000.00	0
₱ 2,000.00	0
₱ 5,000.00	0

+ Add GC    Scanned GC

Submit

**2nd Step:** Select Draw date, Date notified as winners, Expiration Date and Promo Group Type. Input Promo Name and Details.



Denomination	*Scanned GC
₱ 500.00	1
₱ 1,000.00	0
₱ 2,000.00	0
₱ 5,000.00	0

+ Add GC    Scanned GC

Submit

**3rd Step:** Click Add GC then Scan GC barcode then click on "Submit".



**Gift Check MONITORING SYSTEM**

Welcome, Marketing Sample

My Account

Dashboard

Promo GC Request

Promo

Released Promo GC

Promo GC Status

Manage Supplier

Sales

Verified GC Per Store

About Us

**Add New Promo**

Promo No:

Date Created:

\*Draw Date:

\*Date Notified (Winners): November 21, 2024

Expiration Date: January 20, 2025

\*Promo Group: Group 1

\*Promo Name: TEST

\*Details: TEST

Prepared By: Marketing Sample

Submit

**Confirmation**

Are you sure you want to create new promo?

Yes No

Denomination

\*Scanned GC

10.00

0

2,000.00

0

5,000.00

0

+ Add GC

Scanned GC

**4th Step:** Click "Yes" to finalize.

**Gift Check MONITORING SYSTEM**

Welcome, Marketing Sample

My Account

Dashboard

Promo GC Request

Promo

Released Promo GC

Promo GC Status

Manage Supplier

Sales

Verified GC Per Store

About Us

**Released Promo GC**

Date Released: November 20, 2024

Received by:

Address:

GC Barcode #:

Released By: Marketing Sample

Submit

**5th Step:** On Dashboard, click Released Promo GC.

**Gift Check MONITORING SYSTEM**

Welcome, Marketing Sample

My Account

Dashboard

Promo GC Request

Promo

Released Promo GC

Promo GC Status

Manage Supplier

Sales

Verified GC Per Store

About Us

**Released Promo GC**

Date Released: November 20, 2024

Received by: CAGAS

Address: JAGNA, BOHOL

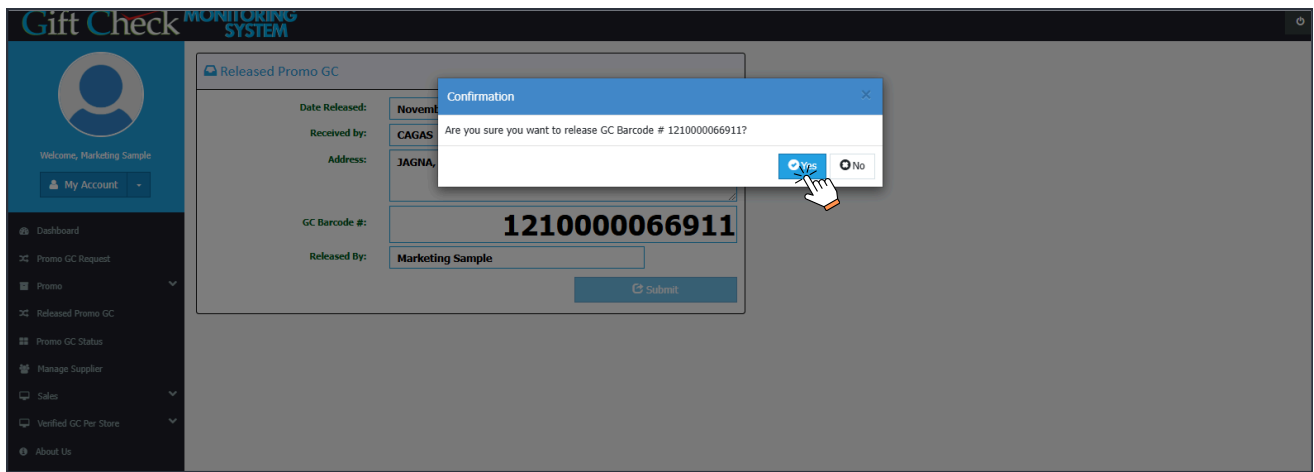
GC Barcode #: 1210000066911

Released By: Marketing Sample

Submit

**6th Step:** Fill-up Received by, Address, and Scan the barcode then click on "Submit" to finalize the request.



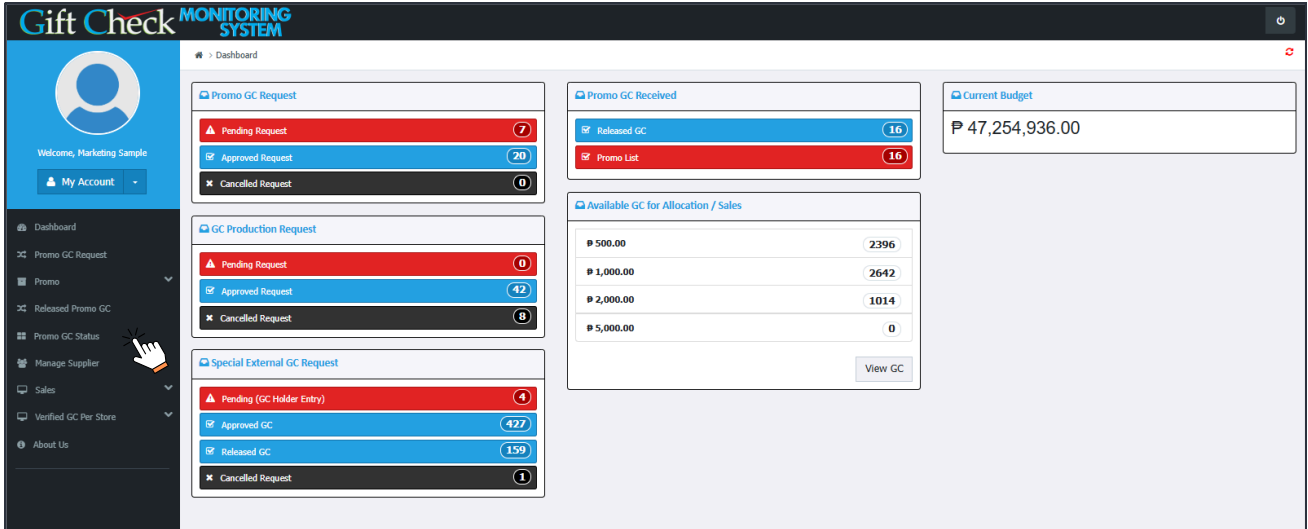


**7th Step:** Click “Yes” to Confirm



# GC PROMO STATUS

## Marketing Department

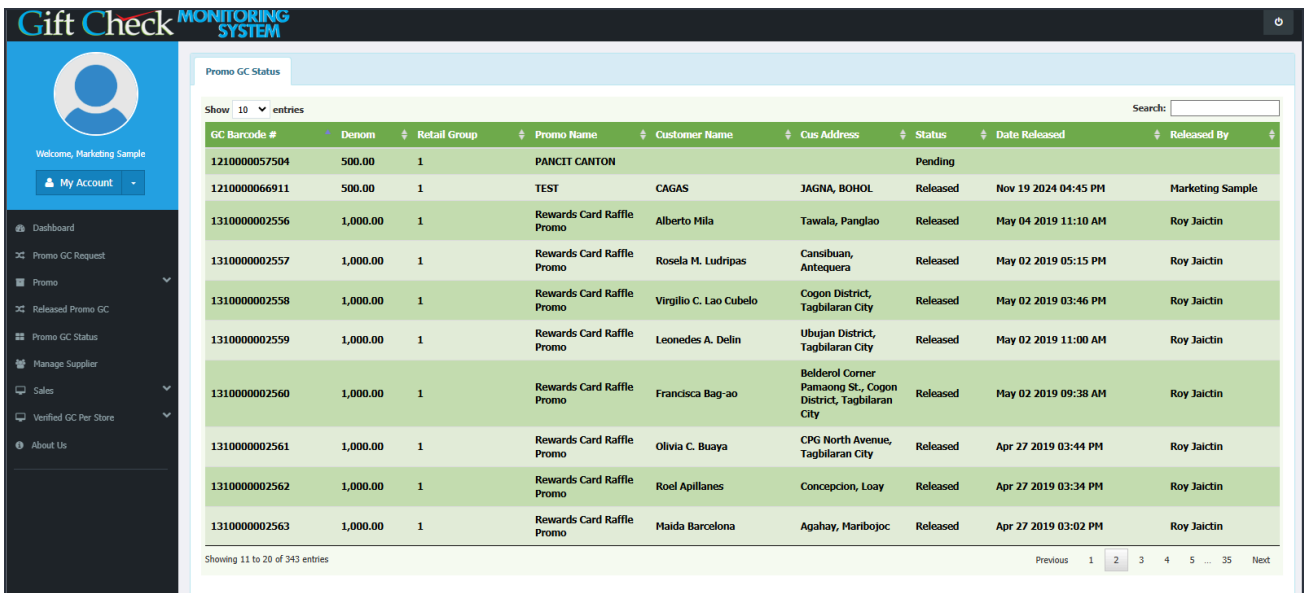


The dashboard shows the following sections:

- Promo GC Request:** Pending Request (7), Approved Request (20), Cancelled Request (0).
- Promo GC Received:** Released GC (16), Promo List (16).
- Current Budget:** ₱ 47,254,936.00.
- GC Production Request:** Pending Request (0), Approved Request (42), Cancelled Request (8).
- Special External GC Request:** Pending (GC Holder Entry) (4), Approved GC (427), Released GC (159), Cancelled Request (1).
- Available GC for Allocation / Sales:**

Amount	Count
₱ 500.00	2396
₱ 1,000.00	2642
₱ 2,000.00	1014
₱ 5,000.00	0

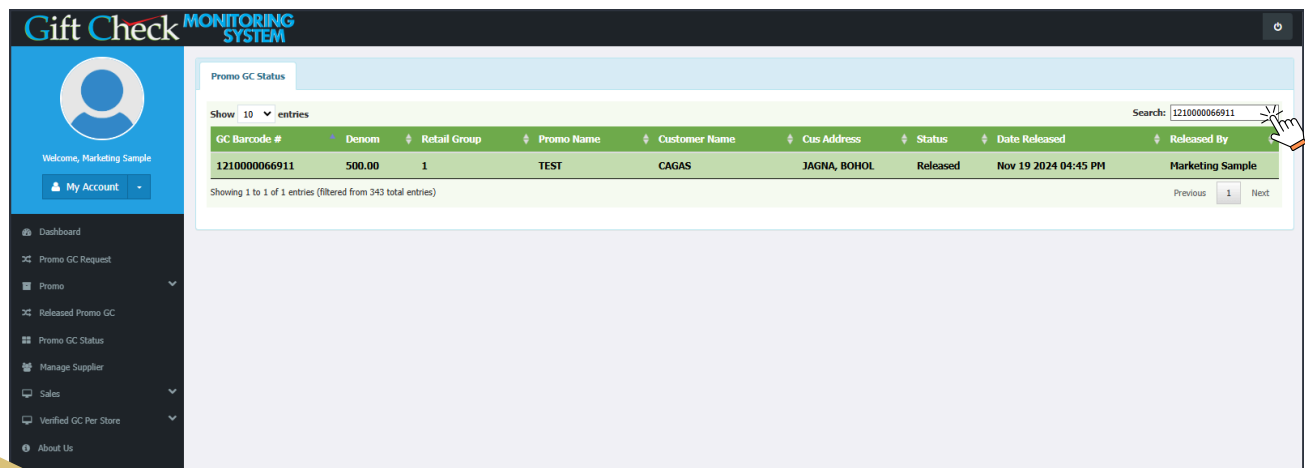
**1st Step:** On Dashboard, click Promo GC Status to view Promo Status list and details.



The Promo GC Status list shows the following data:

GC Barcode #	Denom	Retail Group	Promo Name	Customer Name	Cus Address	Status	Date Released	Released By
1210000057504	500.00	1	PANCIT CANTON			Pending		
1210000066911	500.00	1	TEST	CAGAS	JAGNA, BOHOL	Released	Nov 19 2024 04:45 PM	Marketing Sample
1310000002556	1,000.00	1	Rewards Card Raffle Promo	Alberto Mila	Tawala, Panglao	Released	May 04 2019 11:10 AM	Roy Jaictin
1310000002557	1,000.00	1	Rewards Card Raffle Promo	Rosela M. Ludripas	Cansibuan, Antequera	Released	May 02 2019 05:15 PM	Roy Jaictin
1310000002558	1,000.00	1	Rewards Card Raffle Promo	Virgilio C. Lao Cubelo	Cogon District, Tagbilaran City	Released	May 02 2019 03:46 PM	Roy Jaictin
1310000002559	1,000.00	1	Rewards Card Raffle Promo	Leonides A. Delin	Ubuja District, Tagbilaran City	Released	May 02 2019 11:00 AM	Roy Jaictin
1310000002560	1,000.00	1	Rewards Card Raffle Promo	Francisca Bag-ao	Belderol Corner Pamaong St., Cogon District, Tagbilaran City	Released	May 02 2019 09:38 AM	Roy Jaictin
1310000002561	1,000.00	1	Rewards Card Raffle Promo	Olivia C. Buaya	CPG North Avenue, Tagbilaran City	Released	Apr 27 2019 03:44 PM	Roy Jaictin
1310000002562	1,000.00	1	Rewards Card Raffle Promo	Roel Apillanes	Concepcion, Loay	Released	Apr 27 2019 03:34 PM	Roy Jaictin
1310000002563	1,000.00	1	Rewards Card Raffle Promo	Maida Barcelona	Agahay, Maribojoc	Released	Apr 27 2019 03:02 PM	Roy Jaictin

**2nd Step:** GC Promo list with its status and corresponding Promo Retail Group.



The Promo GC Status list shows the following data:

GC Barcode #	Denom	Retail Group	Promo Name	Customer Name	Cus Address	Status	Date Released	Released By
1210000066911	500.00	1	TEST	CAGAS	JAGNA, BOHOL	Released	Nov 19 2024 04:45 PM	Marketing Sample

Showing 1 to 1 of 1 entries (filtered from 343 total entries)

**3rd Step:** You can also search for the GC Barcode Number. Just click on the Search textbox, input the Barcode Number then click enter.



# HOW TO ADD NEW SUPPLIER



**1st Step:** On Dashboard, click Manage Supplier where you can view supplier list and add new supplier.

**2nd Step:** To add a new supplier click on Add New Supplier button.

**3rdStep:** Fill-up New Supplier Form and click Submit to confirm.

