

BackOffice Manual



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1 Overview

1.1 Purpose of this document

The purpose of this document is to describe how to efficiently use Yggdrasil Gaming Backoffice application.



2 Login process

Backoffice is a web-based application that runs well on most up to date web browsers, where Chrome is especially recommended. Backoffice application is different for staging and production environments although functionally stays the same, only provided data differs.

Operators running games based on Malta license - use links below:

- for staging https://bo-stage-mt.yggdrasilgaming.com:8443/backoffice/
- for production https://bo-prod-mt.yggdrasilgaming.com:8443/backoffice/

Operators running games based on Curacao license - use links below:

- for staging https://bo-stage-cw.yggdrasilgaming.com:8443/backoffice/
- for production https://bo-prod-cw.vggdrasilgaming.com:8443/backoffice/

Operators running games based on UK license - use links below:

- for staging https://bo-stage-uk.yggdrasilgaming.com:8443/backoffice/
- for production https://bo-prod-uk.yggdrasilgaming.com:8443/backoffice/

Operators running games based on Italian license - use links below:

- for staging https://bo-stage-mtit.yggdrasilgaming.com:8443/backoffice/
- for production https://bo-prod-mtit.yggdrasilgaming.com:8443/backoffice/

Operators running games based on Gibraltarian license - use links below:

- for staging https://bo-stage-gib.yggdrasilgaming.com:8443/backoffice/
- for production https://bo-prod-gib.vggdrasilgaming.com:8443/backoffice/

Operators running games based on Danish license - use links below:

- for staging https://bo-stage-dk.yggdrasilgaming.com:8443/backoffice/
- for production https://bo-prod-dk.yggdrasilgaming.com:8443/backoffice/

Operators running games based on Asia license - use links below:

- for staging https://bo-stage-sg.ygg-7ehd83n.com:8443/backoffice/
- for production https://bo-prod-sg.ygg-7ehd83n.com:8443/backoffice/



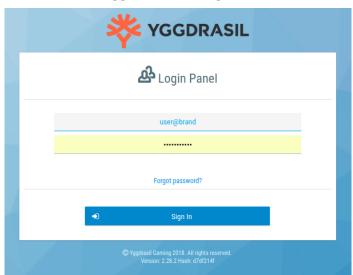
Credentials needed to login into the system should be provided by Yggdrasil.

If you don't have your personal account yet, please request it by sending email to this address: support@yggdrasil.freshdesk.com

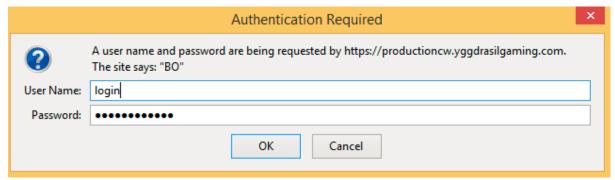
Please enclose the below details:

- Company Name / Casino brand integrated with Yggdrasil
- Back Office page URL you are using
- email address for which new account should be created
- permission level:
 - Support (access to game replays)
 - Reports (reports for financial purposes)
 - BOOST (creating campaigns like or adding prepaids)
 - Admin (all above)

Username consists of account owner and organization name separated by @ symbol, for example: jan.kowalski@demo, where jan.kowalski is name and surname accordingly and demo is an organization name in Yggdrasil Gaming database.



Production backoffice is secured by additional authentication menu that pops up after entering production URL and pressing ENTER (this happens before actual backoffice application launches). You should receive those credentials as global for your organization, if not create a ticket by sending an email to support@yggdrasil.freshdesk.com





3 General functionality of Backoffice

Main reason of creating Yggdrasil Gaming BO was to put all necessary functionalities that help both sides of a business into one place. Site layout is plain and simple.

Main menu used for navigation is divided into six main categories:

- Authentication not described in this document, used only by Yggdrasil Gaming Team,
- Customer service for reviewing players gameplay and bet history,
- BOOST- for managing prepaid free spins and promotion campaigns
- Games not described in this document, used only by Yggdrasil Gaming Team,
- Reports for generating various types of reports,
- Preferences for customizing backoffice look.

Most of the categories will be discussed in more details in the next paragraphs.



Look for this symbol to get a useful hints about Yggdrasil Gaming Backoffice.

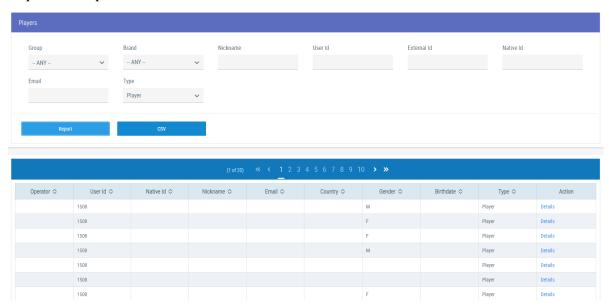


4 Customer service

1. Customer service - Players

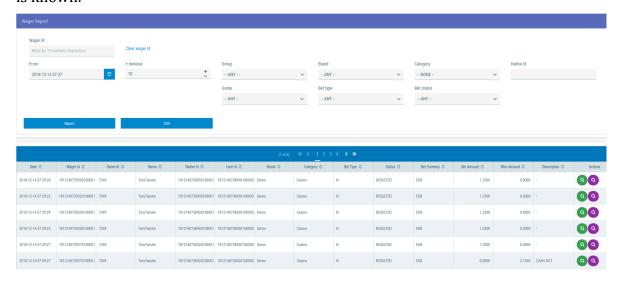
This report allows to retrieve information about players. Using the link in the "Action" column switches the view to Wager report that returns details on player's transactions in a given time frame. Wager report is described in the next section.

Report example:



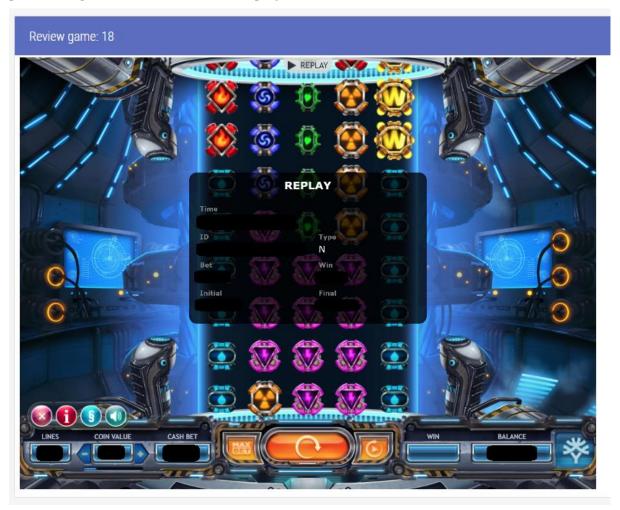
2. Customer service - Wagers

Wager report allows to review customer gameplay for max 24 hours (1440 minutes) from the defined timestamp. It is also possible to search for a particular game round if WagerID is known.





Game replay (after using the link in "Actions" column). Press spin button in the bottom panel of a game window to watch replay:





5 BOOST

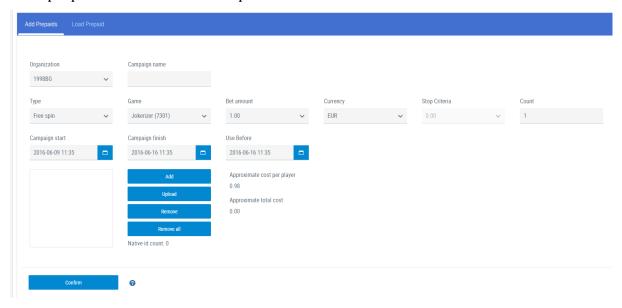
5.1 Loading prepaids in Backoffice using "Add prepaids"



Operating with Prepaid Free spins requires additional privileges granted from Yggdrasil Gaming Backoffice staff, if you cannot create prepaids contact Integration Support Team by sending an email to support@yggdrasil.freshdesk.com or create ticket directly in Yggdrasil Gaming ticketing system.

Prepaids are prepaid free spins on Yggdrasil games. Operators can award their players these prepaid free spins via the relevant Boost tool in the Yggdrasil Backoffice. There are options for how operators set up campaigns and add their players as explained below. One option is to manually add players to prepaid campaigns (see "add prepaids" below). Another option is to upload a CSV file containing a batch of players that will receive prepaid free spins (explained further on).

In order to add prepaids you can either use a file import (using CSV file format) or use "Add prepaids" tab which is a simple wizard.



First step in order to add prepaids you should fill in:

- 1. An organization that will give out those prepaids and name of this campaign to easily manage it in the future.
- 2. A type of prepaid, there are 4 types of prepaids
 - a. Free Spin a player will play for free until all prepaid free spins are used
 - b. Win Spin a player will play for free until their accumulated winnings exceed selected amount.
 - c. Hit Spin a player can play for free until he/she get a game specific feature (usually the game's free spin round)



have.

- d. Thrill Spin a player can play for free until he/she get one win greater or equal to selected amount.
- 3. Game that those prepaids will be given out on
- 4. Bet amount allows you to select coin value used during prepaid rounds.
- 5. Currency must be set in accordance to a player's account currency, otherwise the prepaids may not work.
- 6. Both "Count" and "Stop criteria" are used to determine an end to prepaid rounds. "Stop criteria" is only active for Win Spin, Hit Spin and Thrill Spin and determines the aforementioned "selected amount".

 "Count" determines a maximum number of prepaid free spins that the player will
- 7. "Pay in" allows you to select the way the winnings will be given to a player cash or bonus (depending on the operator's integration).
- 8. Last 3 fields are date fields that allow you to select start and finish dates of the campaign. After "Campaign finish" date you will not be able to hand out more prepaids, while "Use before" marks a period of time that all prepaids must be used before. Failing to launch prepaid game before this date is synonymous with losing the prepaids.

Second, and last, step of adding prepaids using our designated wizard is selecting players that will receive prepaid rounds during this campaign. To do so simply click on "Add" button next to the table showing all participating players. You will be asked for a native ID of the player you want to add to this campaign. Please remember to use valid currency for this player!



Lastly, when you added all players you should save your campaign by clicking "Confirm".

Once a campaign has been set up, it will be visible under "Manage Prepaids" view.

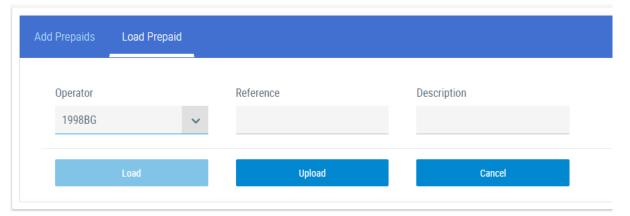
Under "Manage" view it is possible to cancel/delete Prepaids campaigns if the campaign is still in status "scheduled".



If the campaign has already started, the operator is required to contact customer support.

5.2 Loading prepaids in Backoffice using file import

- 1. While in Yggdrasil Gaming BO, select BOOST, Prepaids and click on Load Prepaids.
- 2. From Load prepaids section click Upload:
- 3. Select the prepaid file you want to use and click upload:
- 4. After uploading the file, you'll be asked to which skins/casinos apply the prepaids, reference field allows you naming given campaign in BO for easier management.
- 5. Press Load.
- 6. Prepaid created message should appear.
- 7. Login to your site and play game.
- 8. Player should have free spins in the game.





Important thing that you should check when loading free spins is to make sure delimiter has been set to comma (,). This is done under "Preferences" section in backoffice.



This is an advance feature. In most cases loading prepaids through the "Add prepaids" functionality is strongly recommended.

5.3 *Correct content of prepaids file*

Example content of the file looks like this (each player in separate line): 109287783,7302,B0NUS,5,EUR,2014-08-10 00:00:00,2014-08-31 00:00:00,50



122417781,7302,BONUS,5,EUR,2014-08-10 00:00:00,2014-08-31 00:00:00,50 112437587,7302,BONUS,5,EUR,2014-08-10 00:00:00,2014-08-31 00:00:00,50

where data above refers to:

nativeid, gameid, wintype(CASH/BONUS), denom, currency, handoutbefore, consumebefore, freespin.

In more details:

Row name	Comment				
Native ID	Native id of a player, used by operator, for ex. 109287783				
Game ID	Game id of our games, can take it from control panel or maintain a list for e.g. 7302 is for Winterberries.				
Wintype	Set to BONUS for free round bonus unless we want to pay player in cash for the winning amount (Bonus might not be available depending on the operator's integration)				
Denom	Stands for denomination				
Currency	Always set the currency that the player actually uses				
Handout Before	When do we need to hand it out to players, this date must be in the future. Player must login and open the game before this date to receive prepaids !!!.				
Consume Before	Before when player needs to consume it, this date must be in the future. Player must consume Prepaids before this date.				
Free spin	Number of free spins that player will receive				



Player must login and open the game before "Handout Before" date expires to receive free spins and consume them before "Consume Before" date. Otherwise they won't be accounted.



5.4 Manage Prepaid Campaign

Gives you information about uploaded prepaids:

Row name	Comment
User	Name of user who have uploaded prepaids
Count	Number of prepaids
Users Count	Number of players who will receive prepaids
Hand Out Prepaids	Number of prepaids that player have received
Used Prepaids	Number of prepaids used by players
Reference	Additional information
Load Date	Date when prepaid file was uploaded
Campaign type	Name of the campaign



5.5 *Correct content for super spin file*

Example content of the file looks like this (each player in separate line):

109287783,7302,BONUS,5,EUR,2014-08-10 00:00:00,2014-08-31 00:00:00,1.SINGLEWIN,10.00

122417781,7302,BONUS,5,EUR,2014-08-10 00:00:00,2014-08-31 00:00:00,1,TOTALWIN,20.00

Where data refers to the same columns plus:

...extendRuleType, extendRuleValue, extendRuleSubType (only when FEATUREWIN is being used as extendRuleType)

Where

Row name	Comment				
extendRuleType	One of possible extend rule types				
	 SINGLEWIN – when expecting players single win 				
	TOTALWIN – accumulated win				
	FEATUREWIN – for in-game features – like hitting column multiplier				
extendRuleValue	Value on which stop signal will be invoked. For example, if we have 10 EUR and SINGLEWIN then prepaid will be consume if player will hit 10 euro win in single spin.				
extendRuleSubTyp e	Used only when FEATUREWIN is being used for differentiating between:				
	MULTI – for hitting in-game column multiplier				
	WILD – wild feature				

5.6 *List of available prepaids*

To list available prepaid free spins for given game use links below:

for operators running under Curacao license use:

https://productioncw.yggdrasilgaming.com/game.admin.web/services/game/listprepaidtypes.json?uid=user&pwd=user_password&org=organization&gameid=numeric_game_id¤cy=valid_currency_id&lang=en_

for operators running under Malta license use:

https://production.yggdrasilgaming.com/game.admin.web/services/game/listprepaidtypes.json?uid=user&pwd=user password&org=organization&gameid=numeric game id¤cy=valid currency id&lang=en

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for operators running under UK license use:



https://productionuk.yggdrasilgaming.com/game.admin.web/services/game/listprepaidtypes.json?uid=user&pwd=user_password&org=organization&gameid=numeric_game_id¤cy=valid_currency_id&lang=en

for operators running under Gib license use:

https://productiongib.yggdrasilgaming.com/game.admin.web/services/game/listprepaidtypes.json?uid=user&pwd=user password&org=organization&gameid=numeric game id¤cy=valid currency id&lang=en

and adjust following parameters:

Parameter	Comment				
uid	user login in Yggdrasil Gaming BO, prefix part, before '@' symbol				
pwd	password to Yggdrasil Gaming BO for given user				
org	postfix part from user login, after '@' symbol				
gameid	numeric id of a game				
currency	currency for which we want to list prepaids				

Example:

User jan@yggdrasil, wants to list available prepaid free spins for game Fruitoids in euro currency and runs under Curacao license.

Parameters needed to be adjusted:

uid=jan, pwd="user_password", org=Yggdrasil, gameid=7304 (numeric game id for Fruitoids), currency=EUR

URL that will list those prepaids looks like this:

 $\label{limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:limit:lim$



Don't forget about using HTTPS in URL that calls list of prepaids, you don't want to send your password unencrypted through the internet.



5.6.1 List of game ID's

Game ID	Game Name
7301	Jokerizer
7302	WinterBerries
7308	CazinoZeppelin
7310	DarkJokerRizes
7312	Joker Millions
7313	Cyrus The Virus
7315	Chibeasties
7316	Vikings Go Wild
7317	Holmes and the Stolen Stones
7318	Doubles
7319	Nirvana
7320	Incinerator
7321	Wicked Circus
7322	Golden Fishtank
7323	Seasons
7325	Legend of the Golden Monkey
7326	Bicicleta
7327	Legend of the White Snake Lady
7328	Big Blox
7329	Double Dragons
7330	Super Heroes
7331	Vikings go Berzerk
7332	Alchymedes
7333	Beauty and the Beast
7334	Chibeasties 2
7335	Power Plant
7336	Rainbow Ryan



7337	Jungle Books	
7338	Sunny Shores	
7339	Spina Colada	
7340	Pumpkin Smash	
7341	Valley of the Gods	
7342	Reptoids	
7343	Gem Rocks	
7345	Ozwin's Jackpots	
7346	Easter Island	
7347	Vikings go to Hell	
7348	Lucha Maniacs	
7349	Tut's Twister	
7350	Penguin City	
7351	Hanzo's Dojo	
7352	Wolf Hunters	
8301	Orient Express	



5.6.2 List of supported currencies

Currency ID	rrency ID Currency Name		Currency Name		
AMD	Armenian Dram	JPY	Japanese Yen		
ARS	Argentine Peso	KRW	South Korean Won		
AUD	Australian Dollar	KZT	Kazakhstani Tenge		
BGN	Bulgarian Lev	MXN	Mexican Peso		
BRL	Brazilian Real	MYR	Malaysian Ringgit		
CAD	Canadian Dollar	NOK	Norwegian Krone		
CHF	Swiss Franc	NZD	New Zealand Dollar		
CLP	Chilean Peso	PEN	Peruvian Sol		
CNY	Chinese Yuan Renminbi	PLN	Polish Zloty		
CZK	Cech Koruna	RON	Romanian New Leu		
DKK	Danish Krone	RUB	Russian Ruble		
EUR	Euro	SEK	Swedish Krona		
GBP	BP British Pound		Singapore Dollar		
GEL	Georgian Lari	ТНВ	Thai Baht		
HKD	Hong Kong Dollar	TRY	Turkish Lira		
HRK	Croatian Kuna	TWD	Taiwan Dollar		
HUF	Hungarian Forint	USD	US Dollar		
IDR	Indonesian Rupiah	VND	Vietnamese Dong		
ILS	Israeli Shekel	UAH	Ukrainian Hryvnia		
ISK	Icelandic Krona	ZAR	South African Rand		
INR	Indian Rupee				



5.6.3 List of possible Super Spin values

Туре	Description
SINGLEWIN	Game Server reacting on single win
TOTALWIN	Game Server reacting on total win – accumulated win
FEATUREWIN	Game Server reacting on in-game feature

5.7 FAQ about prepaids

1. Wintype - Can we set other values than 'BONUS'? 'CASH'? Answer: No

2. Wintype - If I set it to 'BONUS', then will the winning come as 'BONUS' through the wallet interface?

Answer: Yes (Bonus might not be available depending on the operator's integration)

3. Denom - what exactly this is for?
Answer: Coin size. 'Denom' might be a bit misleading, "bet amount" would be more appropriate.

4. How can I check how many Free Spins left for a player?
Answer: There is an api listPrepaids (described in this API document)



5.8 Missions



- 1. The main mechanic behind missions is to complete all objectives according to the set up in the least possible spins.
- 2. Mission name (please note that the chosen mission title will be visible for the players in the client) /description/coverage/group: Very similar to the tournament mechanics above. It enables to launch a mission within the whole group or a specific brand.
- 3. Mission dropdown menu: You have a list of predefined and custom missions. Pre-defined missions contain 3 objectives in 3 different games. Custom missions' options give the possibility to mix and match objectives according to preferences.
- 4. Raffle: At the end of each mission period you can launch an optional raffle and include/exclude a number of players combinable with their leader board position criteria. (more details below)
- 5. Notification date/end: This is the time that the promotion will appear on the left-hand navigation. A greyed-out ribbon on the left-hand menu implies that the promo is under notification stage (visible) but not active. Green means active, so all your users' activity will be considered. The notification has to live a minimum of 1 min prior to the promo starting and go down a minimum of 1 min after.

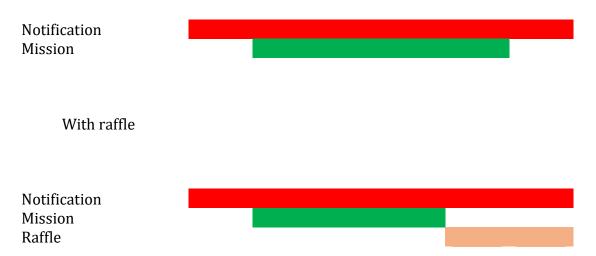


6. Mission start/end date: The time the mission starts and ends. It has to be within the notification period span.

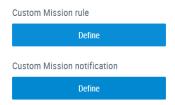


7. Raffle start/end: If the raffle tick box is selected the notification/mission end is substituted by Raffle start and Raffle end. In this case the Mission end=Raffle start and the overall Mission end and Raffle end=Notification end. The raffle always takes place at the end of each mission's leader board. To put it into perspective you can check the following graph.

Without raffle



- 8. Mission pay-out currency: The base currency for the promo.
- 9. Content (Custom Mission rule/Custom Mission notification): all content is embedded through the BO and changes can be made to it through a unique interface. In detail:



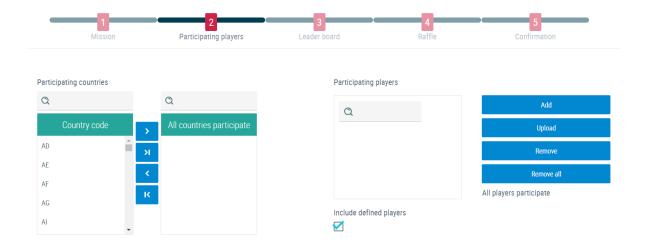
- a. There are two main content screens for cash races, missions and tournaments; rules and notification pop-up. They can be altered in any of the available languages by clicking on Define.
- b. By clicking on "Define" a drop down with all respective languages will open. Any amends to them overwrites the default text. * is considered as default language and by defining it, any non-defined language will feed from the default one. No advanced html is needed/supported.
- c. A notification will appear in the BO with the defined content for verification purposes.





- 10. Public: The tick box is not used currently. It is a public feed from operators to Yggdrasil of missions currently running.
- 11. Minimum number of spins for reset: Players have the option to reset their progress and improve their score during the campaign. This is implemented in order to give players the chance to retry all objectives once again if they feel that they might have better luck in a future attempt. Best score is always kept.

Note: To avoid any potential abuse, it is recommended that the number of spins to reset is not set to 0 or to a number inferior to 10.



12. The second step contains all the segmentation. Participating players can be defined per country or/and uploaded as list (or add them manually). Only Nativeids are accepted and the format is the following.



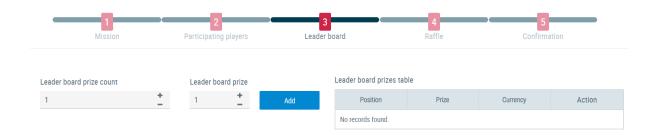
- 13. The segmentation possibilities are the following.
 - a. No inclusion of countries or players all users participate



- b. No inclusion of countries but user inclusions go to point d.
- c. Inclusion of countries always take precedent
 - If the country that the user has registered from is not included, then the player is excluded automatically (no matter what the list of players is)
 - If the country that the user has registered from is included, then go to point d.
- d. i) If include defined players is selected and the player is in the list then they are included in the campaign
 - ii) If include defined players is selected and the player is not in the list, then they are not included in the campaign
 - iii) If include defined player is deselected and the player is in the list, then the player is excluded
 - iv) If include defined player is deselected and the player is not in the list, then the player is included



The exclusion functionality is very useful operationally as it allows the operator to target the whole database minus abusers.



14. The third step contains all the prizes for the leaderboard of the promotion. It allows the operator to set the number of prizes and the value of them (base currency) which will be added to the pay-out of the leader board prize pool.

The prizes are arranged automatically per value. The higher the prize the higher the position no matter in which order you add them.

Also, depending on the prize count the positions are automatically filled.

The action button in the menu removes prizes.



For Missions & Tournament it is also possible to define non-cash prizes (custom). This can be for instance a gadget (e.g. mobile) or a player experience (e.g. a trip to distant paradise) to make player experience even greater.

To add and define custom prizes:

- Go to Boost Manage Custom Prizes. It is possible to choose from the list of predefined ones or add a new one.
- To add a new one, click Add New on the top right. Add a prize name and click Add Translation. * translation is neutral language and can be uses if prize name does not need to be translated (example iPhone X). The text defined under * will also show for all languages that have not been added as a separate translation.
- · Once custom prizes have been added, the Mission campaign can be created.
- On the Leader board section, click add Custom Prize and select the one created. Then add the value of the prize. The value of the prize will define the position on the leader board so please set it according to the cash prize values. For example, if you want to add a mobile phone worth 500eur as first prize, but still have other cash prizes, those need to be of inferior value, so the mobile phone is set as a prize for the highest position.



15. Raffle prize count/prize: How many and of what value prizes are handed during the raffle period. Multiple awards of different value can be added.



- 16. Number of players qualifying for raffle: The number of player from the top of the leader board (unless you exclude leader board players) which will qualify for the raffle (not necessarily win prizes if the prizes defined are less than the players)
- 17. Exclude leaderboard players: If ticked then leaderboard players will not be included in the raffle and the system will start handing raffle tickets from the first unqualified player. If unticked, then players from the leaderboard based on the number of qualifying players (even the ones who won prizes from the leader board) are included.

Leader board players excluded

Leader board players included



18. Final confirmation step with all the details of a mission. **Please note that upon clicking confirm there is no second stage approval.**



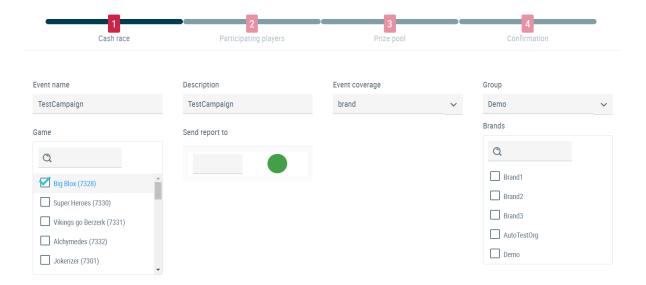
19. Similarly, to prepaids, once set up Missions can be cancelled or modified. These options are available under the view "Manage missions" in the "Actions" column of the respective mission.

NB: Please note that Missions can be cancelled (Remove option) or modified (Modify option) only while on status "Scheduled" or "Notification". Once the mission is running, it is not possible to apply any changes or cancel it. Should this be required, operators are to contact customer support.

5.9 Cash Races

The cash race functionality is designed for promotions during which the operator can hand out cash prizes randomly to users playing on a selected slot(s). All credits are made instantly so the player's balance is updated immediately.

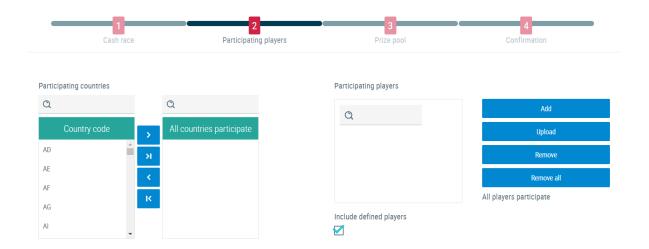
Any qualifying bet in participating games during the campaign period can trigger a prize from the prize pool, however qualifying bets will be selected at random to win a prize.



- 1. Cash Race name (please note that this will show for the customer as "game name" + cash race or mystery cash race) /description/coverage/group: Very similar to the Tournaments and Missions mechanics above. It enables to launch a cash race within the whole group or a specific brand.
- 2. Game: Select the game/games (up to 3) in which you want to launch the cash race.
- 3. Send report to: The field is used for auto report sending. Currently it is deactivated.
- 4. Notification date/cash race start/end: Similar to Tournaments and Missions.



- 5. Cash race pay-out currency: The base currency of the promo. There is a conversion/normalisation algorithm converting all other currencies to the base currency. Conversion of cash race prizes can be checked at the last step of the set-up by selecting a currency from the drop-down available in the summary.
- 6. Custom cash race rules/notification: Similar functionality to Tournaments and Missions. The operator can define custom promotional text and T&Cs.
- 7. Public: Public feed to Yggdrasil as per Missions. Currently not in use.

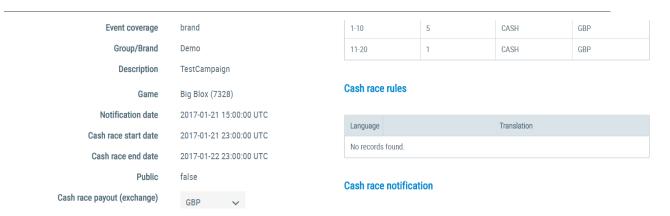


8. Step 2- Participating players can be defined. As described under Missions and Tournament, participating players can be defined per market of with a list upload.



9. Prize pool and prize count is to be defined in a similar way as for Missions and Tournaments

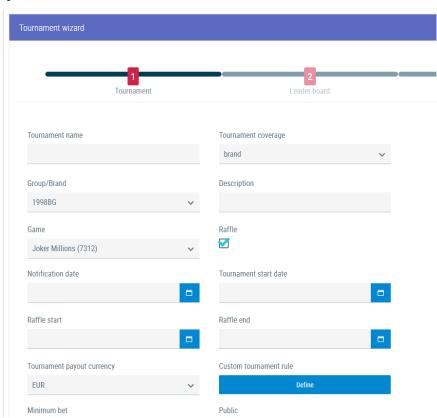




10. The final confirmation step is similar to Missions and Tournaments. As previously mentioned, under cash race pay-out applicable exchange rates for prizes can be verified.

5.10 Tournaments

To add new tournaments, select BOOST, Tournaments, Create Tournament. You will be presented with a Tournament wizard.



In order to add new Tournament, follow the below steps:

1. Enter tournament name in "Tournament name" field. Please note that this will show as "game name" +tournament in the game client (e.g. Vikings Go Wild Tournament)

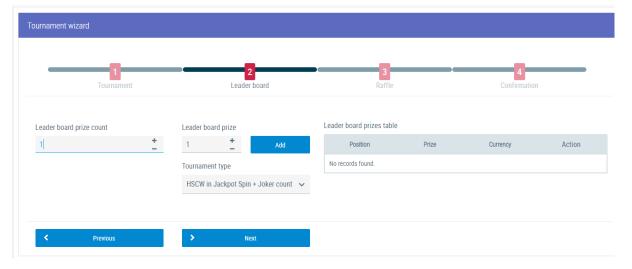


- 2. Select whether the tournament should be on 1 brand or within whole group (top org), in the Tournament coverage.
- 3. Select Brand/group on which the tournament is expected to take place.
- 4. Select the game the tournament will be available on. It is possible to run a tournament on 1 or more games. For the different types of tournaments and criteria, please consult the client area (SOURCE).
- 5. Checking Raffle checkbox enables the raffle at the end of the tournament
- 6. Notification date marks when players will be notified about the start of the tournament. The notification time has to be at least 1 min prior to the tournament start time.
- 7. Tournament start date sets the date and time when the tournament will start.
- 8. You can also select minimum bet that will qualify for the tournament. Any bet below the min value will not be considered for the tournament.
- 9. You can also set custom rules if you wish. Otherwise default rules will be shown.

Once those steps are done, please click on "Next"



On the next pane you can modify your leader board



In the leader board prize count you can how many prizes will be on each position. For example to add two 5 EUR prizes for the first place select 2 in Leader board prize count and 5 in Leader board prize then click "Add"

As described under Missions, it is also possible to define non-cash prizes.

Next step allows you to do the same, but with raffle board.

Last pane shows you a summary of your tournament. Click "Confirm" to create your Tournament or "Previous" to go back and make changes.

Similarly to Missions, once set up Tournaments can be cancelled or modified. These options are available under the view "Manage tournaments" in the "Actions" column of the respective mission.

NB: Please note that Tournaments can be cancelled (Remove option) or modified (Modify option) only while on status "Scheduled" or "Notification". Once the tournament is running, it is not possibly to apply any changes or cancel it. Should this be required, operators are to contact customer support.



5.11 BOOST Useful tips

- Before an actual Missions, Tournament or Cash Race campaign starts you can
 modify or stop the campaign if you notice that something is not correct.
 Therefore, it is useful to add notification period for long enough so you are able
 to confirm everything in the game client.
- If you notice that your campaign started already and something went wrong and you would like to abort the campaign. Please send an email to our support (support@yggdrasil.freshdesk.com) and call (if emergency situation) to our oncall number +48 508 852892.
- If you want that cash prizes are automatically credited with Tournaments, Missions & Raffles, please tick the autopayouts box. Prizes will be credited to the winning players' accounts at the next player login to any Yggdrasil slot after the end of the promotion. Please note that non-cash (custom) prizes are to be paid out manually.
- Cash Races are automatically credited when the cash drop falls.
- If you add custom notification and T&C's for certain language than the default ones are not visible. Please create a test campaign to copy the default T&C's and add them together with your custom T&C's.
- You are not able to do two different campaigns in same game at the same time. Please also check that your campaign games are not running in the same games & dates as our Yggdrasil network campaign.
- Please check the time zone from top right corner when creating Boost campaigns. You can change the time zone to your local time if it is easier for you to create campaigns. You can change the time zone from Preferences --> General preferences.
- When setting up Missions, Tournaments or Cash Race with min bet, make sure
 that the value is available as bet size in the game. Please note that should the bet
 size be unavailable; the min bet will be automatically rounded up to the next
 available in the game. This is also relevant to currency conversions; should the
 equivalent currency be above the defined min bet, this will be automatically
 rounded up.
- Please confirm with your campaign expert if you have any question with regards to min bet of the campaign.



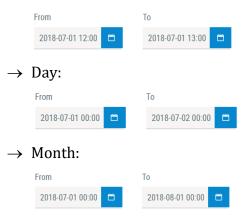


6 Generating reports

Please see below some general advice and useful tips on how to use Yggdrasil's Back Office reports:

- UTC is the default time zone. This can be however adjusted by either using "From" and "To" filters or changing BO settings ("Preferences" tab). Please note that the Monthly Jackpot report presents data in UTC only and is not subject to change of settings.
- Bets coming from BOOST tools are not included in the reports available under "Reports" section of the BO. BOOST related statistics for the given tools can be found in the "Boost" tab.
- BO operates on aggregated data and not on transactions the only exception is the Wagers report that can return information on particular game round. The shortest interval available is hourly and the transactions are included within the interval by their finished time.
- By default, the reports present data either in original currencies or consolidated to EUR. For some reports it is possible to use "Consolidated" filter to have the values recalculated to other currencies. Please mind that upon choosing any currency other than EUR, the exchange rate from the day of report generation will be used. EUR values are always recalculated according to the exchange rate when the bet was placed Yggdrasil downloads the rates once per day and utilizes www.currencylaver.com service.
- Most of the reports allow to use "From" and "To" fields to select the time frame for which the data should be returned. The date in "From" field is included in the search while the date in "To" field is excluded. Correct settings for a full: hour, day, month should look like follows:

\rightarrow Hour:



• Some reports have a "BetType" filter that allows to distinguish between Normal ("N") and Prepaid ("P", free spins awarded to players) bets.



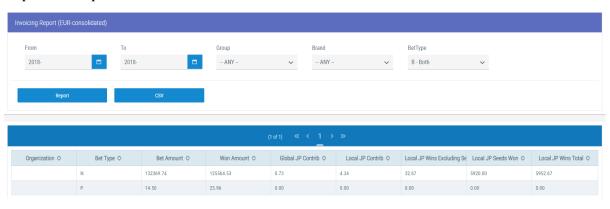
 Having all the filters set up as desired, the report generation is triggered by clicking on the "Report" button below the drop-downs. The results are displayed underneath or, alternatively, can be saved as a CSV file upon clicking on the "CSV" button once the report is generated.

The description below contains screenshots of the reports for ease of reference. Mind that the sensitive data have been removed from the pictures and the numbers are fabricated.

6.1 Invoicing

Invoicing report provides high level summary of operator's performance. To arrive at the monthly summary numbers, the "From" and "To" filters need to be set to cover one full month and the "BetType" filter has to be set on Normal. Local JP Contribution field presents a sum of contributions only (fund contributions excluded). Performance report is a basis of the invoices distributed by Yggdrasil's Finance Department.

Report example:

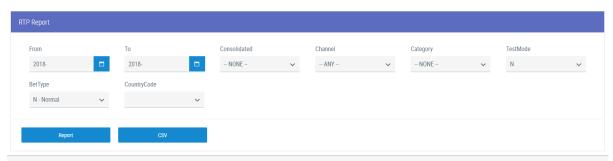




6.2 RTP

"Return to player" report displays how much each game and currency earns to players.

Report example:

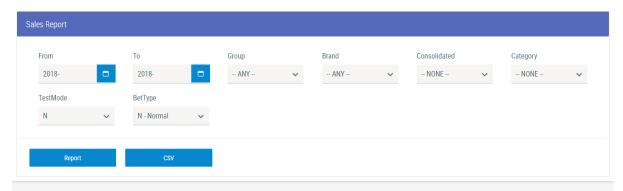


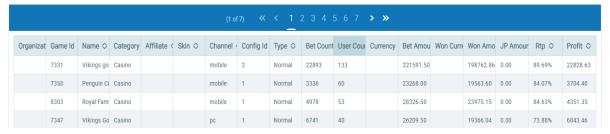
(1 of 2)										
Game Id ♦	Name ♦	Category ♦	Channel 💠	Config Id ♦	Bet Count ◊	User Count ♦	Currency ♦	Bet Amount ◊	Won Amount ♦	Rtp ♦
7301	Jokerizer	Casino	вотн	1	115			22.80	0.80	3.50%
7302	Winterberries	Casino	вотн	2	827			365.50	315.40	86.29%
7304	Fruitoids	Casino	вотн	2	456			297.75	390.00	130.98%
7305	Reef Run	Casino	вотн	2	129			18.30	10.42	56.96%
7308	Cazino Zeppelin	Casino	вотн	1	519			99.70	67.55	67.75%
7310	Dark Joker Rizes	Casino	вотн	1	3555			1217.00	1220.40	100.27%
7312	Joker Millions	Casino	вотн	4	20926			13955.40	12897.61	92.42%

6.3 Sales & Profit

Sales & Profit report allows to compare profits from each game and RTP distinguished by version, currency, bet type, channel and user country.

Report example:



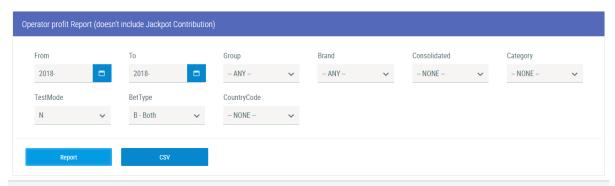




6.4 Profit

Operator Profit report provides a view on games performance split by country, currency and bet type. It does not include Jackpot in the calculations.

Report example:





Description of some of the returned fields:

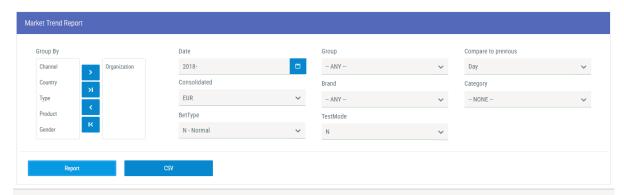
Field	Description
RTP	Return To Player ratio calculated as Won Amount / Bet Amount
Profit	Calculated as Won Amount – Bet Amount (only for Normal bets, for Prepaids Profit is equal to negative Won Amount)

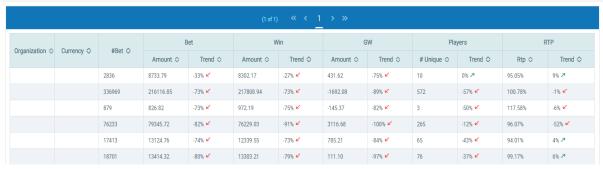


6.5 Trend

Market Trend report allows to see trend changes in bet and win amounts, game win, RTP and number of unique players by comparing them to previous hour, day, week, month, quarter or year. Please mind that the intervals subject to comparison are always counted from the date chosen in the "Date" filter.

Report example:





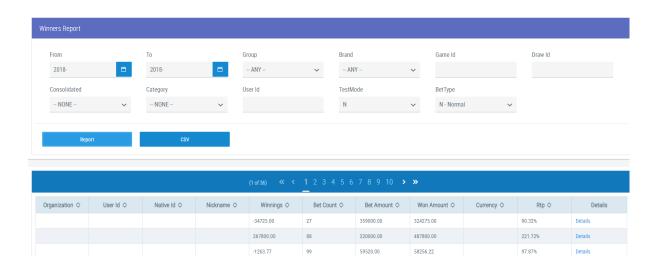


Remember that compared time intervals are always counted form the beginning of the interval, so for example: it's 16th of January and you want to compare it to previous month. In this case report will compare data from 1st to 16th of January with 1st to 16th of December.



6.6 Winners

Winners report provides information on players performance in a given time frame. It allows to adjust the result set by using filters that are available on currency, bet type, game ID and user ID. Last column contains a link leading to the Detailed Players Report that presents split by game ID.



18355.00

-3760.00

28200.00

49755.00

26340.00

55000.00

31400.00

30100.00

26800.00

158.45%

87.50%

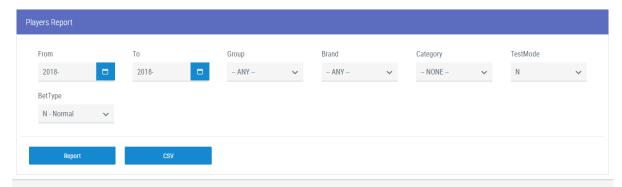
205.22%



6.7 Players

Players report shows overall user statistics including total number of bets, winnings and RTP. Link in the "Details" column allows to see the player's activity split by game ID.

Report example:



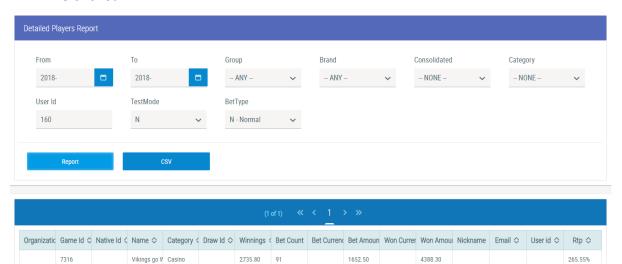


Description of some of the returned fields:

Field	Description
Winnings	Player's net winnings understood as Won Amount – Bet Amount
Bet Count	Total number of bets
Bet Amount	Total bet amount
Won Amount	Total won amount, includes bet amount
RTP	Return To Player ratio calculated as Won Amount / Bet Amount
Details	Link to more detailed report



Player's activity split by game ID will be shown when the link in "Details" column is clicked:



-272.50

6.8 Game Performance

Penguin City Casino

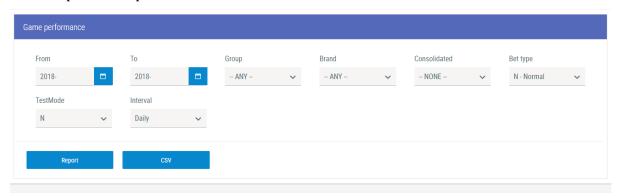
7350

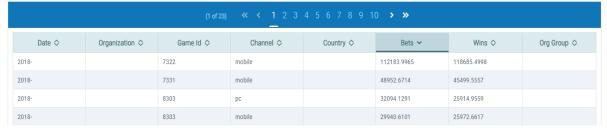
Game Performance report provides a summary over games usage with a drill down on channel and country. It does not include jackpot data. The "Interval" filter allows to choose between hourly, daily and monthly way of data aggregation.

375.00

102.50

Report example:



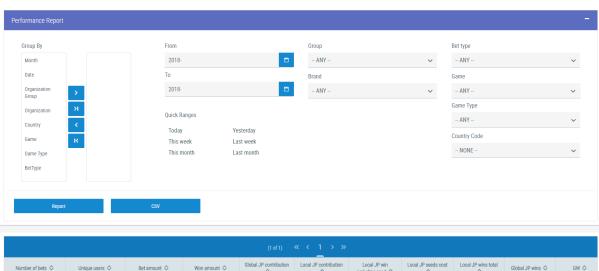


27.33%



6.9 Performance

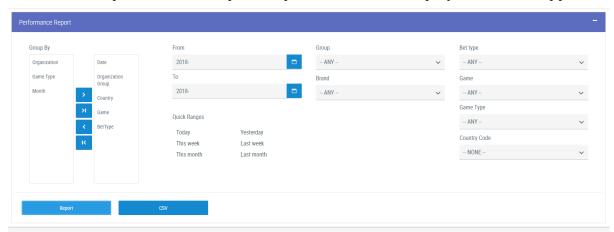
Performance report is a powerful, customizable tool that allows to look at the games' performance from many views. It is also a basis of the invoices distributed by Yggdrasil's Finance Department. It offers variety of filters as well as Quick Ranges that make it easier to select most popular time intervals. The Group By pane lets the user to drill down on the data using a choice of dimensions. Particular dimensions can be added or removed from the report by either drag & drop, double click or using the arrow buttons between the panes. The report returns data in EUR only. In case no group by dimensions are selected and no filters are modified, the result set will consist of one line only, as per example:

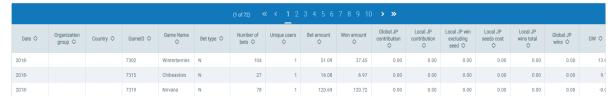






For comparison, an example of report with some Group By dimensions applied:



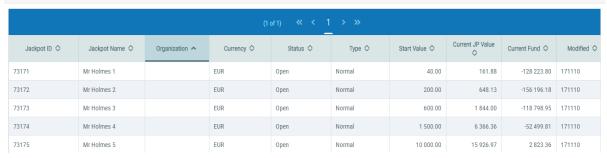




6.10 Jackpot Accounts

Jackpot Accounts returns the current value of the jackpots available for particular operator. "Start value" is the jackpot's initial seed while the next column presents the as-of-now amount of the jackpot pool. "Current fund" column shows how much jackpot's start values (seeds) have cost. "Modified" column stores information when the jackpot seed setting has been recently modified.

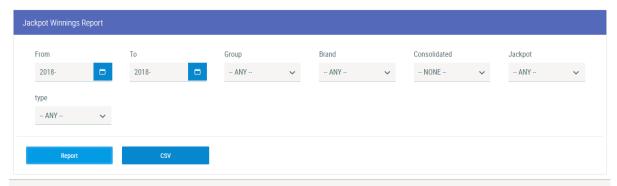


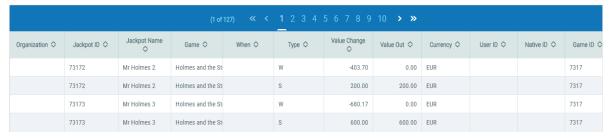




6.11 Jackpot Winnings

Jackpot Winnings report allows to review jackpot wins and winners. It contains details of the jackpot game (game ID, name, jackpot ID and jackpot name) as well as winners identifying data. Values in the "Type" column can be either "W" (withdraw) or "S" (seed) and they have corresponding amounts in the "Value out" field. Withdraw is equal to jackpot win while seed represents the starting value of the particular jackpot. "User ID" identifies the player in Yggdrasil's database and "Native ID" is the player identifier on operator's side.

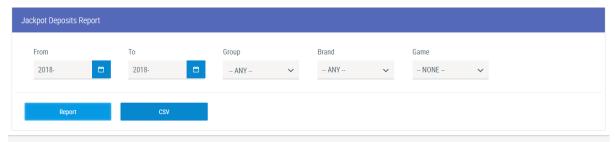


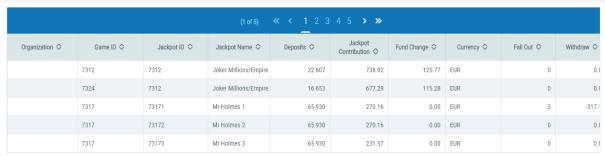




6.12 Jackpot Deposits

Jackpot Deposit report allows to retrieve data on the contributions for particular Jackpots. The "Deposits" column shows number of contributions made to the jackpot pool while the "Jackpot Contribution" field sums the amount of deposits. "Fall out" tells how many times the jackpot has fallen out and "Withdraw" summarizes the wins.

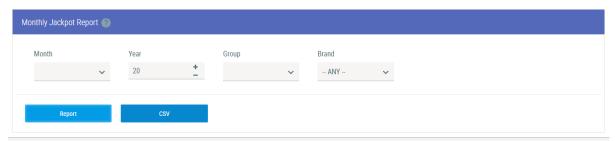


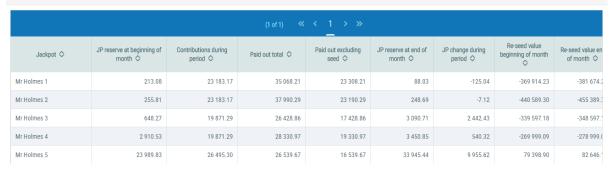




6.13 Monthly Jackpot

Monthly Jackpot report returns essential jackpot information for a full, completed month. Please remember that the jackpot is considered by group and not by brand. Generating the report either for the month that is not yet finished or for a brand instead of a group will yield incorrect results. This report returns data for UTC time zone only (changing BO time zone will have no effect in this case).







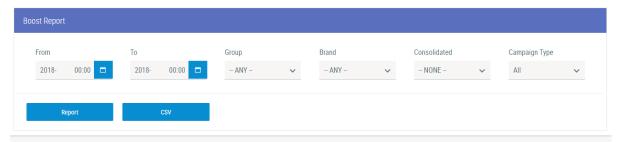
Description of returned fields:

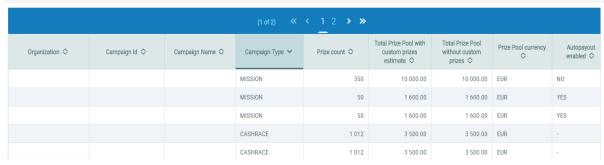
Field	Description
Jackpot	Jackpot name
JP reserve at beginning of month	Starting jackpot value for the given month, it also equals end of month value of the previous month
Contributions during period	Jackpot deposits accumulated during the month
Paid out total	Amount paid out to players including jackpot's starting value
Paid out total excluding seed	Amount paid out to players without jackpot's starting value
JP reserve at end of month	End value of the jackpot for the given month, it also equals to JP reserve at beginning of next month. Calculated as: "JP reserve beginning of month" + "Contributions during period" - "Paid out excluding seed"
JP change during period	The difference between jackpot's end of month and beginning of month values.
Re-seed value beginning of month	Please disregard as those columns will be decommissioned.
Re-seed value end of month	



6.14 BOOST

The report presents basic information regarding particular BOOST campaigns along with the prize count and total prize pool. One of its columns includes the estimation of custom prizes while the other summarizes the regular prizes only. The "From" and "To" filters refer to campaign's finished date. The "Autopayout enabled" field tells if the autopayout functionality has been turned on for particular campaign. In other words, it informs whether the operator has chosen if a campaign should pay out automatically at the end of the promo period or not.







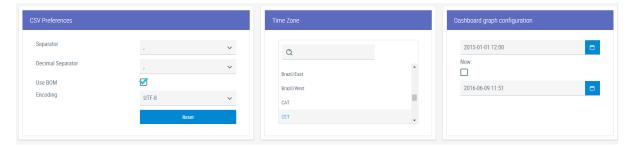
7 Backoffice preferences

7.1 *Customizing visual appearance (general preferences)*

This section allows you to change backoffice appearance according to your preferences.

Things that can be changed:

Option	Comment
CSV Preferences	settings used while loading external content for example: prepaids
Time Zone	Changes time zone for BO affecting reports and dates shown in replays
Dashboard graph configuration	Allows to change time period for which graphs are being generated.





All changes made in this section are applied automatically and you can always return to default values using "Reset" buttons located in preference boxes.

7.2 Change password

You can easily change your default password to improve your account security.

