



DÉIS® Portal User Guide

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DÉIS® Portal - User Guide

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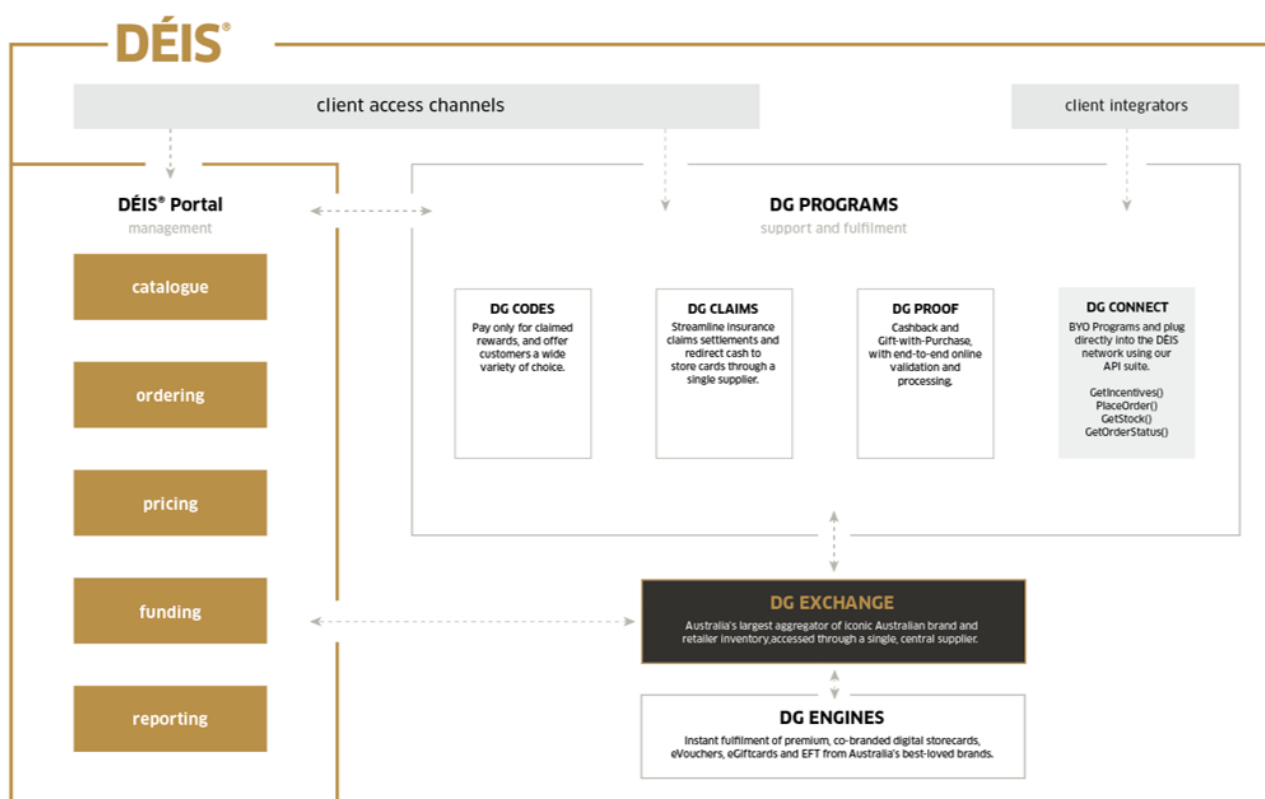
Introduction

Welcome to Digital Glue and DÉIS® - Digital Enterprise Incentives System.

Since its inception in 2007, Digital Glue has been delivering innovation to the digital payments, store/gift card & vouchering industry. It has created a B2B marketplace in digital payments' creation and distribution by building an end-to-end system comprising three core components: DG ENGINES to generate digital vouchers & store/gift cards; DG PROGRAMS to support enterprise corporations' usage and uptake; and DG EXCHANGE, our digital ordering & fulfilment warehouse in the cloud.

Collectively known as DÉIS® – Digital Enterprise Incentives System, this unique 3 part solution delivers the full spectrum of diversified payments options from: digital store card & gift card, digital voucher, EFT, pre-paid and mobile.

This User Guide details how to use your DÉIS® Portal to manage all your Digital Glue activities.



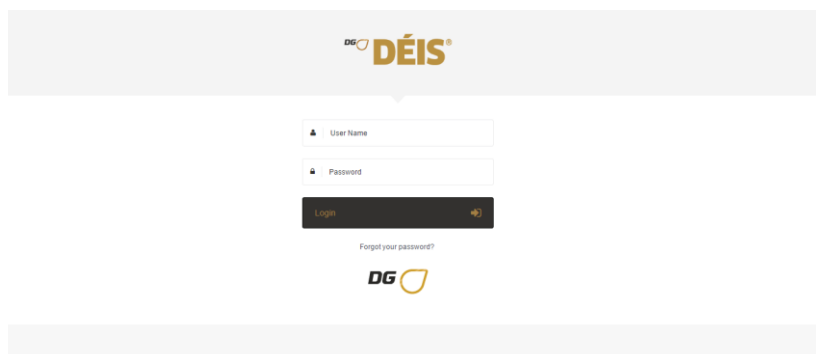
User Guide Overview

The DÉIS® Portal provides clients a view to the DG EXCHANGE, enabling them to monitor and manage funding and stock levels for Products' ordering and fulfilment via Digital Glue. The DÉIS® Portal displays:

- Products Pricing & Contracts
- Products Catalogue
- Products Consumption
- Products Ordering
- Product Allocation
- Products Funds Management

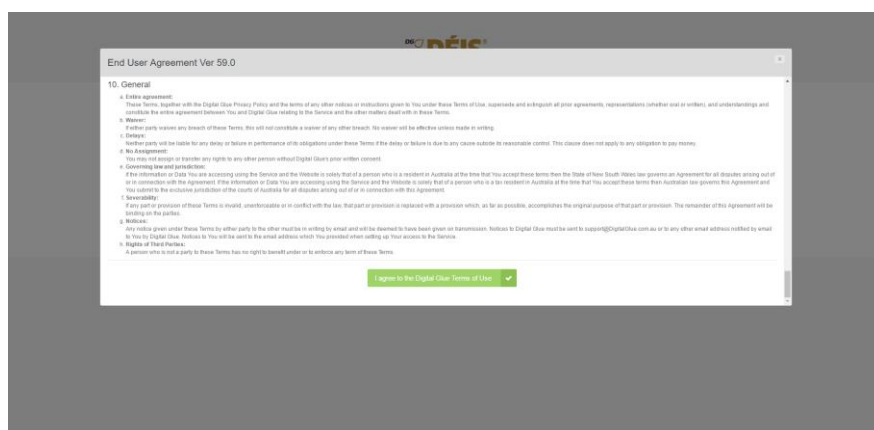
Access

Access to the DÉIS® Portal is via a HTTPS secured website. Your DG contact will provide you with the URL and user credentials.



EULA

An End User Licensing Agreement must be agreed to before accessing the portal. Upon a users first login, or when a new version of the End User Licensing Agreement is released, the user will be presented with the agreement when they attempt to login. This must be accepted in order to use or continue to access the DÉIS® Portal.



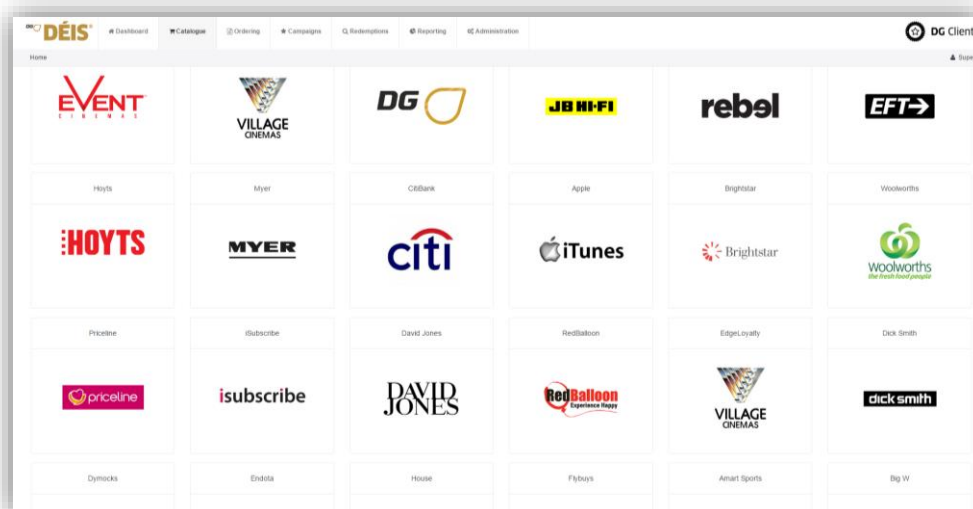
Sections / Navigation

The DÉIS portal is broken up into the following functional areas, which will be detailed further in this Guide.

- Catalogue
- Ordering
- Campaigns
- Redemptions
- Reporting
- Administration

Catalogue

This area shows the user a grid of suppliers available to the client. Within a supplier, the user can view more details and a list of products available for the supplier. The main purpose of this section is to show the available suppliers/products to a client, and the information needed for the client to show their customers.



Details

Supplier details shows information needed to be able to present the supplier to the client's customers. This includes:

- Name
- Description
- Supplier Logo
- Terms and Conditions
- Categories

Products

A product is generally differentiated by its face value or offering. In either case, this section will provide the user with the following to display to their customers:

- Name
- Description
- Image
- Value
- Terms and Conditions
- Validity Period
- Minimum and Maximum Values
- Categories
- Native Language

Ordering

This section allows a user to submit an order for products to Digital Glue. The user will view the available products, select products to order, and confirm the selection. Digital Glue will then process the order for the client.

New Order

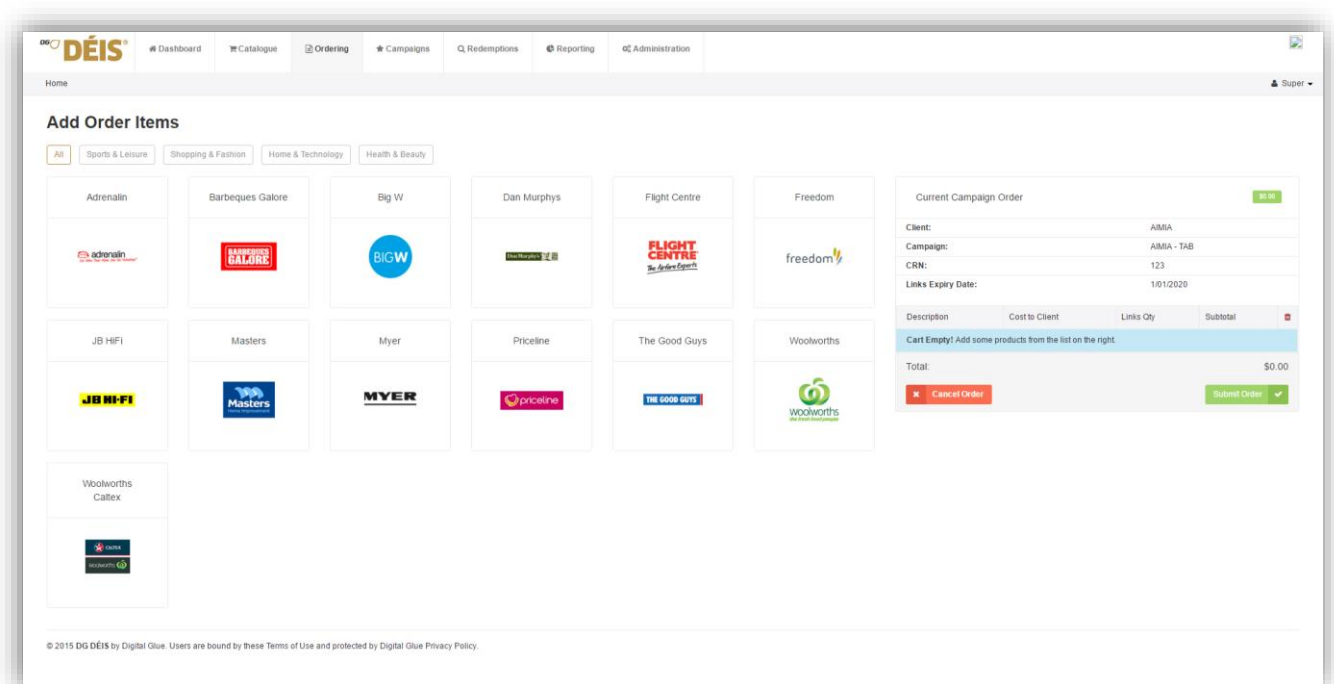
Creating a new order requires the following:

1. Details
2. Add Items
3. Confirm

Details

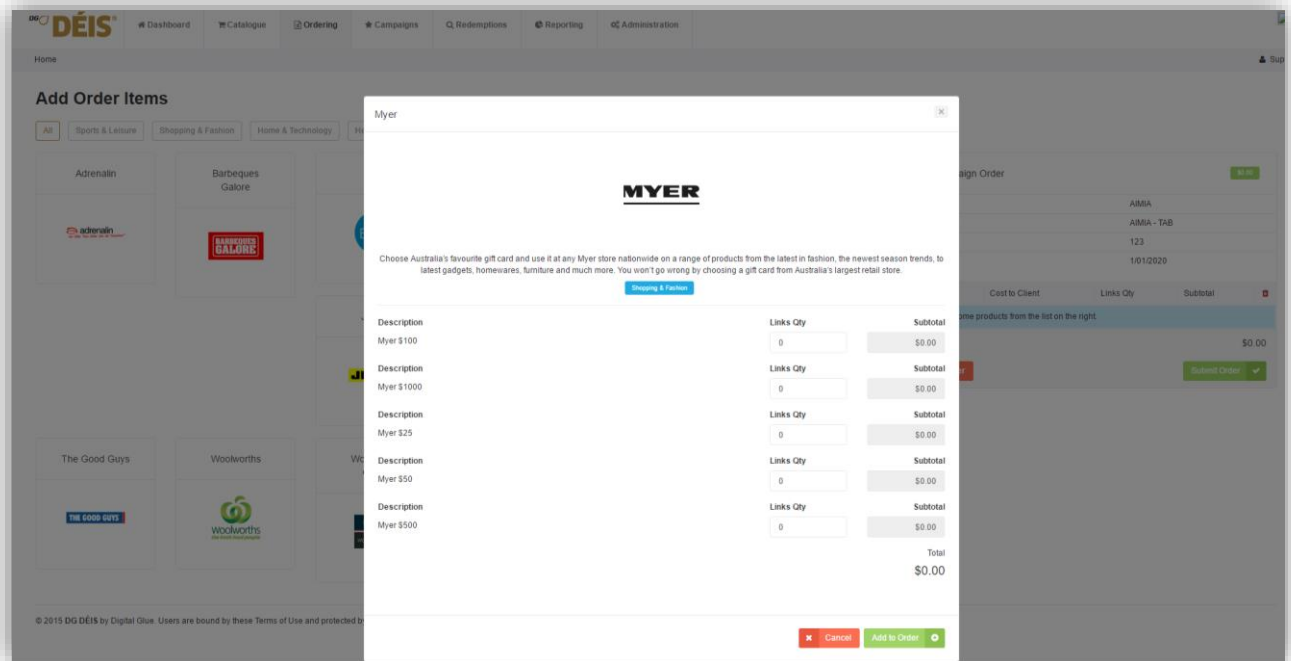
- Client
- Campaign
- Client Reference number
- Links Expiry Date
 - o This is when the Customer facing Product LINK will expire, after which the customer will not have access to redeem and access the product

Add Items



- Click on a supplier to bring up a product selection modal
- Select how many Links are needed for this order
 - o This will update the subtotal

- If the product needs to be pre purchased, a section to request the quantity of products to be purchased will appear
- Click on Add to Order and repeat for additional suppliers and or products
- A shopping cart is shown on the right that lists the current order selection



Confirm

- Upon submission, a confirmation screen is shown with the details provided in the steps above
- Once confirmed, Digital Glue Finance will receive the order and process internally

View Order

- A user can view the history of previous orders in terms of what suppliers/products were ordered and how many.
- A user can also download the LINKS created as part of the order for distribution to their clients

Campaigns

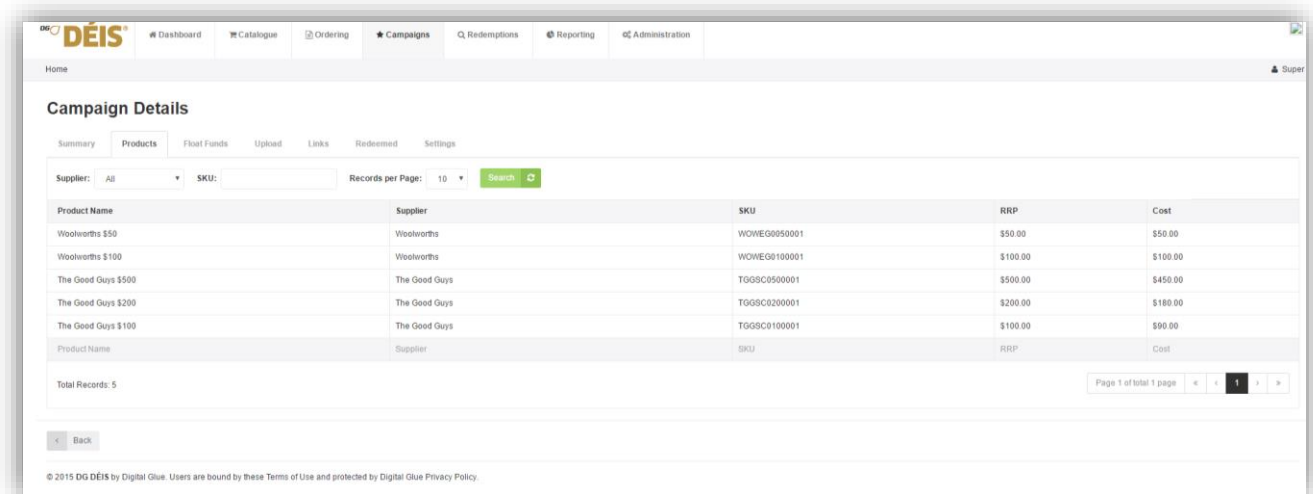
Campaigns is where a user can view the details, products, float funds, orders, links, redemptions, and settings for a campaign.

Summary

This shows a summary of the campaign as setup by Digital Glue

Products

This shows a list of products available to the campaign, along with their unique identifiers, and costs



The screenshot shows the 'Campaign Details' page in the DÉIS portal. The 'Products' tab is selected, displaying a table of products available to the campaign. The table has columns for Product Name, Supplier, SKU, RRP, and Cost. There are 5 records shown, with a 'Total Records: 5' indicator at the bottom. A search bar and a 'Records per Page' dropdown are also visible.

Product Name	Supplier	SKU	RRP	Cost
Woolworths \$50	Woolworths	WOWEG0050001	\$50.00	\$50.00
Woolworths \$100	Woolworths	WOWEG0100001	\$100.00	\$100.00
The Good Guys \$500	The Good Guys	TGSGC0500001	\$500.00	\$450.00
The Good Guys \$200	The Good Guys	TGSGC0200001	\$200.00	\$180.00
The Good Guys \$100	The Good Guys	TGSGC0100001	\$100.00	\$90.00

Total Records: 5

Page 1 of total 1 page

Float Funds

This shows the money received by Digital Glue from the client

Links

This is a search area for Links sent to customers, and contains information on what the Link was for, when it was sent and its current status. The user is able to search by Supplier, Product, Product Type, and Order #

Settings

Here a user can configure the campaigns security settings if they have the relevant access. Actions that can be performed here are:

- Upload a PGP file to be used to encrypt the Links download file
- Apply endpoint information for callback activity

Lookup

This is a global search area for orders that have been fulfilled by Digital Glue for the clients' customers. Here you will be able to search by Campaign, Product Supplier, Product, Product Type, Status, or by Order Number

The results will be the product allocation details in terms of products, amount, status, and history.

Look Up

Filter Results

Digital Glue | DGX-028-DGA028 | Product Supplier | Product | Product Type | Status

Order Reference Number | Product Item Reference Number | Product Item Receipt Number

Search

Campaign Name	Order#	Products	Created On	Status	Actions
DGA028	6NHKN47S	Woolworths Supermarket - Woolworths Store Card	6 Mar 2017 2:13 PM	Completed	View
DGA028	CC2CYD6W	Woolworths Supermarket - Woolworths Store Card	9 Mar 2017 10:22 AM	Completed	View

Total Records: 2

Page 1 of total 1 page

Viewing the Allocation will give you the below data:

View Allocation

Campaign Name: DGA028
Order Number: 6NHKN47S
Created On: 6 Mar 2017 2:13 PM
Fulfilled: NA

Allocation Details

Reference No	Receipt No	DG ID	Giftcard Url	Product	Quantity	Amount	Supplier Status	Supplier Status Message	Status Updated On	Status History
6NHKN47Sg1	Z6SCJGFLO	DGX028WOWSCVAR0002Z6SCJGFLO	https://woolies.dpenginesuat.com.au/StoreCards/List?ca3e39b1592247dcb5b4afa81ca0c86/37213703aa4b4a819b864b39643bda08	Woolworths Store Card	1	\$20.00	Sent		06/03/2017 2:13 PM	Sent - 06/03/2017 2:13 PM Pending - 06/03/2017 2:13 PM

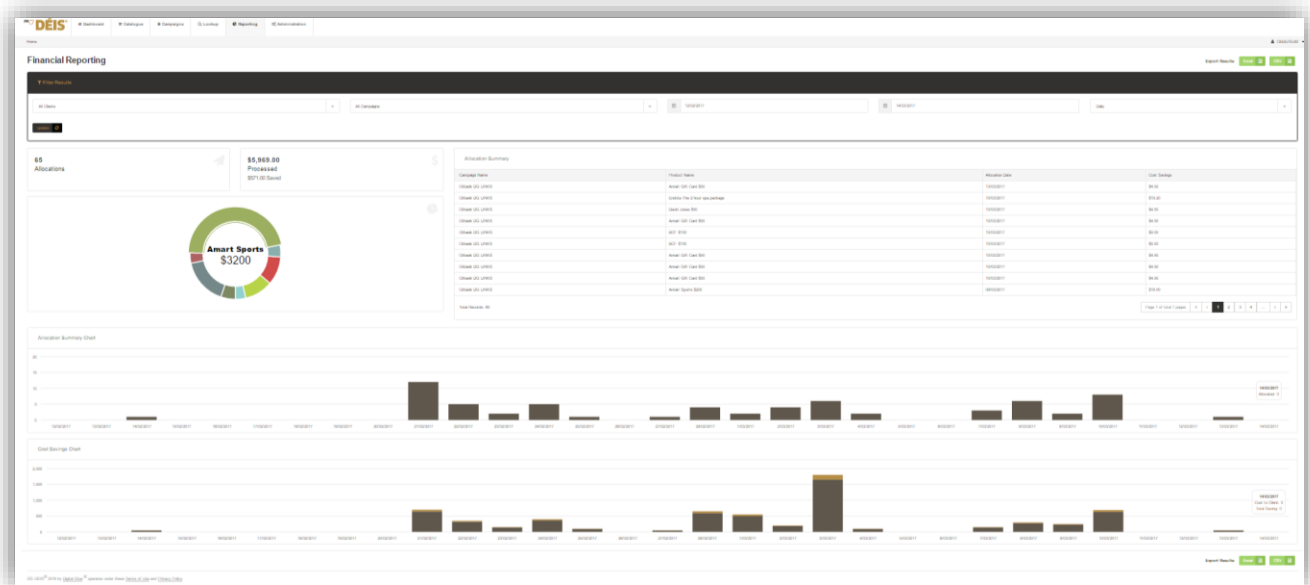
Back

Reporting

This reporting portal allows a user to search by campaign, date range, and frequency for all aspects of the campaign(s) performance. This includes:

- Allocations
- Dollar Value processed
 - o RRP
 - o Cost Savings
- Product Selections

A data dump into Excel and CSV is also available where the user can interpret the data themselves.



Administration

User Groups

Users with sufficient access can create permission groups with access to certain facets of the DEIS portal

User Group Summary

User Group Details

Client

Group Name DEIS Client Support

Permissions

Permission Type	View	Create	Update	Delete
Catalogue	✓	✗	✗	✗
Ordering	✓	✗	✗	✗
Campaigns	✓	✗	✗	✗
Settings	✓	✗	✗	✗
Upload List	✓	✗	✗	✗
Redemptions	✓	✗	✗	✗
Links	✓	✗	✗	✗
Reporting	✓	✗	✗	✗
Reminders	✓	✓	✓	✓

Back Edit OK

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Users

Once a user group has been created, a user can be created with the required user group applied.

Appendices

Glossary

Client	A Digital Glue <i>Client</i> refers to the business owner / sponsor of <i>Customer</i> redemption activities and the entity that contracts Digital Glue for supply/distribution of <i>Products</i> to their <i>Customers</i> . All <i>DG Clients</i> must be running at least 1x <i>DG PROGRAM</i> by definition of the activity contracted to <i>Clients</i> . A <i>Client</i> may also be a <i>Supplier</i> but this relationship would be defined with a separate contract. <i>DG Clients</i> are generally large-scale corporations in industries such as Insurance, Telecommunications, Banking, Automotive and FMCG.
Customer	The user that redeems a <i>Product</i> via a <i>DG PROGRAM</i> . A <i>Customer</i> may or may not be the <i>Recipient</i> of the ordered <i>Product</i> , since a <i>DG PROGRAM</i> may allow the Customer to send their order to a gift <i>Recipient</i> instead of themselves.
DÉIS	<i>DÉIS</i> is an acronym for 'Digital Enterprise Incentives System' and describes the Digital Glue eco-system of placing, receiving and distributing orders for <i>Supplier</i> (retailers & manufacturers) digital products (such as <i>eVoucher</i> , <i>eStore Card</i> and digital <i>Payments</i>) to <i>Customers</i> on behalf of our <i>Clients</i> (enterprise corporations). A <i>DÉIS</i> setup comprises of at least one of each of the 3x core components of the <i>DG</i> eco-system being a: <i>DG PROGRAM</i> , <i>DG EXCHANGE</i> and <i>DG ENGINE</i> .
DÉIS Client Portal	A <i>DÉIS Client Portal</i> provides <i>DG Clients</i> with a view on their activities within the <i>DG</i> eco-system and an admin for placing orders of fresh stock to service their campaigns.
DG ENGINE	<i>DG ENGINES</i> are the work-horses of <i>DÉIS</i> . They create, generate and can distribute stock (in the form of <i>eVouchers</i> , <i>eStore Cards</i> , <i>Payments</i>) for <i>DG Suppliers</i> . <i>DG ENGINES</i> are available for <i>Suppliers</i> to use for their own purposes to make stock available to <i>Clients</i> other than Digital Glue. Any stock delivered via <i>DG EXCHANGE</i> will be bought through the <i>DG Client</i> registered on the <i>DG ENGINE</i> . Some <i>DG ENGINES</i> are the 'source of truth' when generating stock barcodes, in others, the 'source of truth' is 3 rd party service managed by the <i>Supplier</i> and either via API or manual upload the stock codes are loaded to the <i>DG ENGINE</i> to be dressed, attributed and delivered by the <i>DG ENGINE</i> as well as provide aggregated B2B reporting for the <i>Supplier</i> across all their <i>Client</i> distribution partnerships.
DG EXCHANGE	Central payments processing service that manages stock allocations and client funding of campaign incentives, so that <i>Clients</i> can offer their <i>Customers</i> a wide variety of choices of rewards contracted through a single supply contract with Digital Glue.
DG PROGRAM	The avenue through which <i>Customers</i> redeem <i>Products</i> available in <i>DG EXCHANGE</i> . In most cases (except <i>DG CONNECT</i>) there is an online redemption site for <i>Customers</i> , with a back-end Admin for <i>Clients</i> . There are a number of <i>DG PROGRAMS</i> available including: <i>DG CODES</i> , <i>DG PROOF</i> , <i>DG CONNECT</i> , <i>DG CONTACT</i> , <i>DG CO-PAY</i> , which manage varying degrees of <i>Customer</i> eligibility to redeem.
Item	An individual product unit offered by a <i>Supplier</i> . An item may be the only item, or one of a group of items, that is collectively known as a <i>Product</i> .
Order	The request submitted from a <i>DG PROGRAM</i> to <i>DG EXCHANGE</i> to claim and distribute the ordered quantity of <i>Product(s)</i> from the stock allocated to the funded <i>Client/Campaign</i> , to the nominated <i>Recipient</i> . An <i>Order</i> requires minimum data depending on the <i>Product Type</i> ordered.
Product	An item or group of items offered by a <i>Supplier</i> , identified by a <i>SKU</i> .
Product Type	At <i>DG EXCHANGE</i> , there are 4x defined <i>Product Type</i> , each requiring minimum data in order to fulfil any <i>Order</i> containing that <i>Product Type</i> . These are: <i>eVoucher</i> ,

	<i>eStorecard, Physical and Payment. DG CONNECT API document contains details on the required data for each Product Type.</i>
Recipient	The person who receives a <i>Product</i> ordered via a DG PROGRAM and DG EXCHANGE. Their 'shipping' details, dependent on <i>Product Type</i> , are stored so that the <i>Order</i> may be fulfilled.
SKU	The unique alphanumeric ID assigned to a <i>Product</i> by Digital Glue.
Store Card / eStore Card	A card that holds spending credit (monetary value) that must be spent at the nominated retailer/store, (potentially limited to specific product lines/SKU or other such terms & conditions) with remaining balance stored against it, until such time as the <i>Store Card</i> expires or the spending credit reaches zero balance. At Digital Glue, we differentiate between a <i>Store Card</i> (physical / plastic) and an <i>eStore Card</i> (digital/virtual/PDF) where a <i>Store Card</i> is material plastic and must be delivered in person or via postal mail, and an <i>eStore Card</i> is digitally delivered (either via email or other digital contact).
Supplier	A <i>Supplier</i> is contracted to supply digital Products (in the form of <i>eVoucher, eStore Card, digital Payments</i> and occasionally <i>Physical</i>) to <i>Digital Glue</i> for distribution throughout <i>DÉIS</i> via the <i>DG EXCHANGE</i> . <i>DG Suppliers</i> are generally large-scale corporate retailers and manufacturers looking to expand their distribution to the B2B environment. Some <i>Suppliers</i> may have their own Product generation and distribution method, but most will augment or replace this with a <i>DG ENGINE</i> because of the aggregated overview and reporting across all B2B channels.