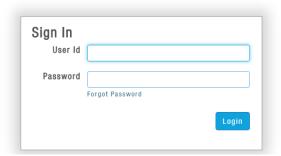
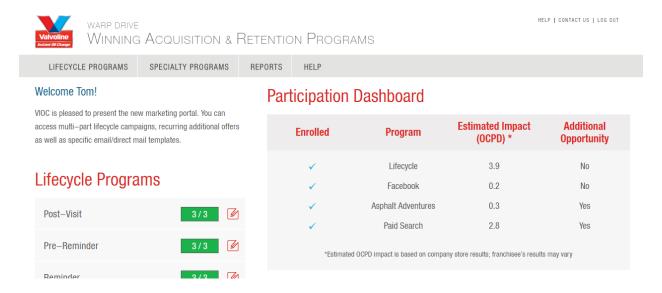
# **WARP Drive Sign In**





Your user ID is your email address. Password – use provided default password for first login. Change your password after first login.

## **WARP Drive Home Page**



Clicking on the VIOC logo in top left corner will return the user to this page at any time.

On the top right-hand corner of the screen, there are links for HELP, CONTACT US and LOG OUT. HELP links to the Help Page.

CONTACT US links to the Help Page.

LOG OUT logs the user out of the WARP Drive System.

The Welcome area is on the left side under the Menu Bar.

The top of the Welcome area includes a personalized Welcome statement. The first few times a user logs in, a Getting Started video will appear under the Welcome statement to familiarize a new user with the system. After three logins, this video is replaced with a Lifecycle Program enrollment status visual.

To the right of the Welcome statement is the Participation Dashboard table. For each marketing program (Lifecycle, Facebook, Asphalt Adventure and Paid Search), the Enrolled column shows a checkmark if any of the user's stores are participating or an "X" if none of the user's stores are participating. The Estimated Impact column shows the Oil Change per Day (OCPD) value attributed to each marketing program. The Additional Opportunity column provides a comparison between the user's participation level in each program and the recommended participation level, and shows the user if they have opportunity to optimize their marketing dollars (by enrolling more stores and/or increasing spend).

## Lifecycle Programs

, ,	
Post-Visit	3/3
Pre-Reminder	3/3
Reminder	3/3
Lapsed	3/3
Relapsed	3/3
Lost	3/3
Reactivation	3/3





The Lifecycle Programs enrollment status is color-coded for each of the seven lifecycle marketing programs. A red/yellow/green legend is used to show how many of the user's stores participate in each of the programs.

Green = all stores are participating

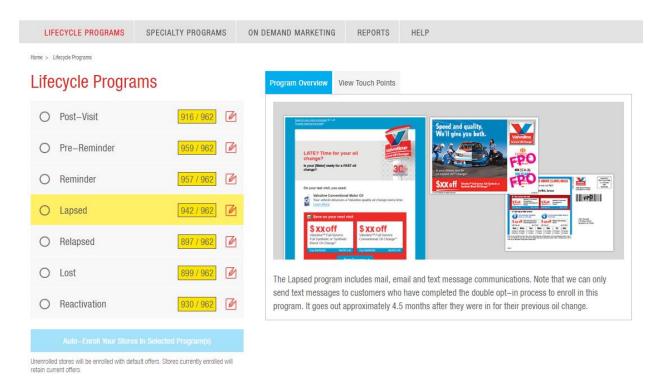
Yellow = some stores are participating

Red = no stores are participating

For each Lifecycle Program, a red Edit button appears to the right of the colored participation indicator box. This Edit button links to the Program Details section of WARP Drive (details in Chapter #).

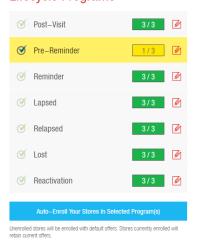
The Calendar feature is shown on the bottom right of the Home Page. It allows users to understand when their marketing communications will be delivered to customers. The Legend shows colors for each type of communication to be sent during the month, and the Calendar shows the estimated inhome dates.

# **Lifecycle Programs - Summary Page**



The left side of this page mimics the Lifecycle Programs enrollment status on the Home Page. This is where a user can auto-enroll stores in the default settings.

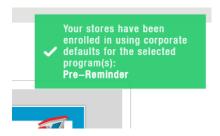
#### Lifecycle Programs



Click the radio button to the left of the Lifecycle Program name to select programs for automatic enrollment. To apply these selections, click the blue "Auto-Enroll Your Stores In Selected Program(s)" button.

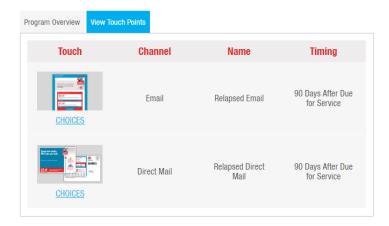


Click "Ok" on the pop-up box to confirm that unenrolled stores will be opted-in to the default settings. (Stores currently enrolled will retain current offer settings.)



A green alert box will appear in the upper right hand corner of the screen, confirming enrollment in the selected programs.

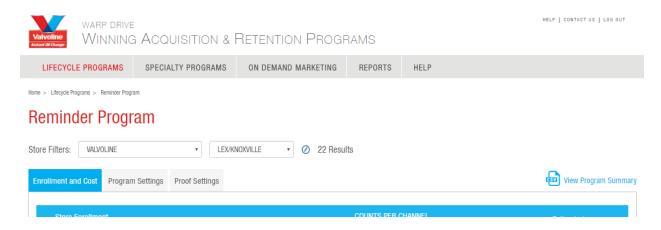
The right side of this page shows definitions and creative samples for each touch point of the Lifecycle Program. Hovering over the names of the Lifecycle Programs on the left side of the page will change what is displayed on both the Program Overview and the View Touch Points tabs in this section. The Program Overview tab gives a brief description of the campaign purpose and a sample image of the creative.



The View Touch Points tab shows the delivery channel, campaign name and campaign timing for each touch point. Also on this tab, the Choices button will open a PDF document in a separate window, showing the different creative options for the emails, postcards and text messages.

If a user chooses not to automatically enroll all stores as described above, custom settings can be managed on the Program Details pages. For each Lifecycle Program, a red Edit button appears to the right of the colored participation indicator box. This Edit button links to the Program Details section of WARP Drive and can also be accessed from the Home Page in the same manner.

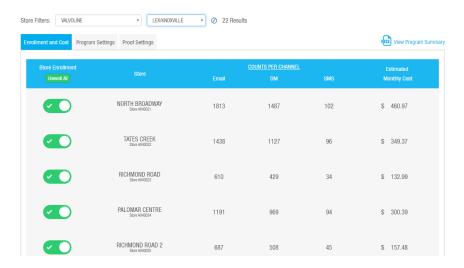
# **Lifecycle Programs - Program Details**



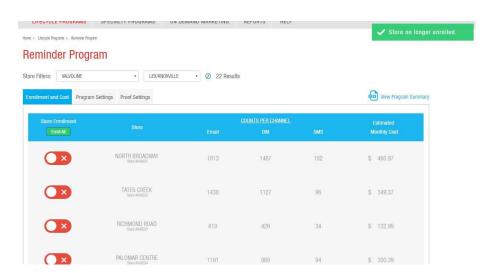
The Program Details pages provide users the ability to customize and save changes to enrollment and offer settings at a Company or a Marketing Area level. A detail page exists for each Lifecycle Program. Tabs on these pages are Enrollment and Cost, Program Settings, Proof Settings and Quantity Limits (for Reactivation only).

Store filters can be applied on each Program Details page in order to affect settings for a user's selected Company or Marketing Area. For example, if a user wanted to only affect the XYZ Marketing Area with different enrollment and/or offer settings, filters can be applied to isolate and update only stores in that Marketing Area. When a user moves from one Program Details page to the next, the most recent filters used will be retained as a starting point for continued program edits.

#### **Enrollment and Cost Tab**



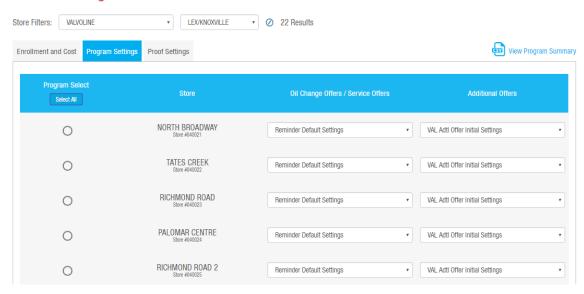
The Enrollment and Cost tab shows the enrollment of each store as well as the estimated counts per channel and estimated monthly cost. The Store Enrollment column provides a toggle switch to enroll or remove specific stores and an Enroll All/Unenroll All button. The Enroll All/Unenroll All button will only affect stores in the filtered list.



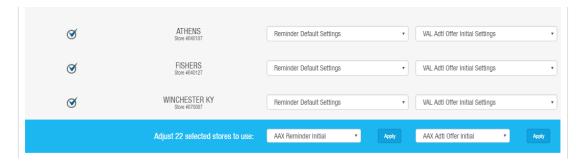
When changes are made to enrollment settings on this tab, a green alert box will appear in the upper right hand corner of the screen to confirm the changes. Estimated counts per channel are provided by store and are counts of customers eligible for contact via each campaign. The Estimated Monthly Cost column uses these counts and the cost per piece to show a total estimated cost; when there is no cost per piece, the Estimated Monthly Cost column is not shown.

## **Program Settings Tab**

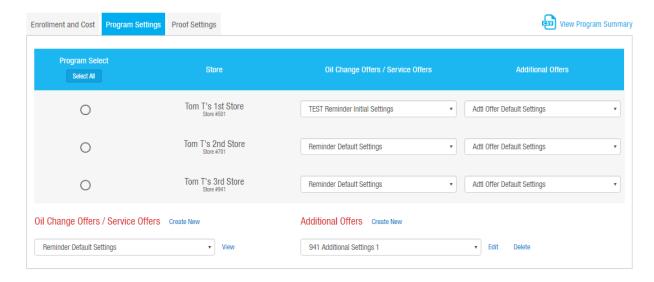
# Reminder Program



The Program Settings tab is where users assign saved offer settings for Oil Change Offers/Service Offers or Additional Offers to a filtered list of stores.

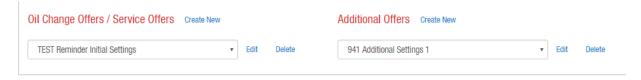


The Program Select column radio buttons allow for selection of multiple stores for which the user requires a change to the saved offer settings. The Select All button enables the user to set the desired saved offer setting for every store in the list. If the user only wants to affect one store at a time, use of the radio buttons is not required; see below for offer settings selection.



Saved offer settings will appear in the Oil Change Offers/Service Offers drop down list and the Additional Offers drop down list.

One of the saved offer setting options will always be Default Settings. These represent the settings that the Company Stores are currently using. To view these settings, click on the blue View button.



To edit a custom offer setting that appears in the Oil Change Offers/Service Offers drop down list, select the offer from the drop down in the bottom left corner of the screen and click the blue Edit button.

To delete a custom offer setting that appears in the Oil Change Offers/Service Offers drop down list, select the offer from the drop down in the bottom left corner of the screen and click the blue Delete button.



If a user attempts to delete a custom offer setting that is currently in use, a pop-up box will appear requiring user confirmation that the stores using this custom offer setting will now be changed to the default setting.

To create a new Oil Change Offer/Service Offer saved offer setting for selection from the Oil Change Offers/Service Offers drop down list, click the blue Create New button next to the red Oil Change Offers/Service Offers heading in the bottom left corner of the screen.

Additional Offers are managed separately from Oil Change Offers/Service Offers.

One of the saved offer setting options will always be Default Settings. These represent the settings that the Company Stores are currently using. To view these settings, click on the blue View button.

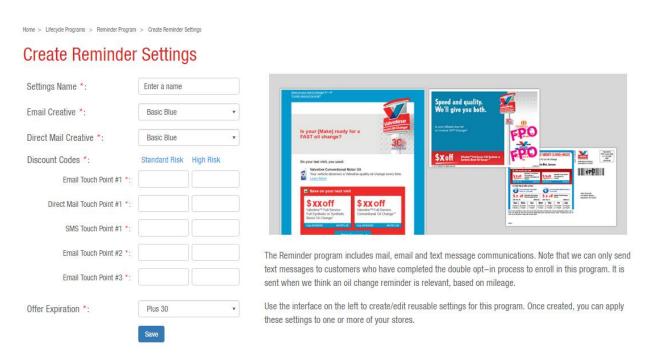
To edit a saved offer setting that appears in the Additional Offers drop down list, select the offer from the Additional Offers drop down in the bottom right corner of the screen and click the blue Edit button.

To create a new Additional Offer saved offer setting for selection from the Additional Offers drop down list, click the blue Create New button next to the red Additional Offers heading in the bottom right corner of the screen.



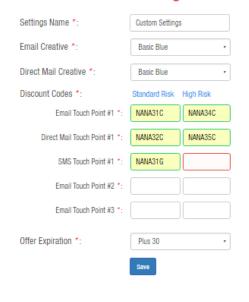
The Request Program Summary button on the right side of the screen provides the user with an overall view of their current program settings. See details below.

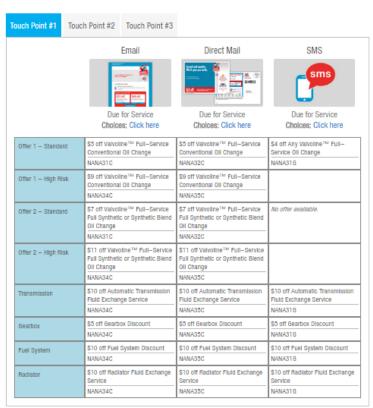
#### Lifecycle Programs - Create New/Edit Oil Change Offers/Service Offers for Program Settings



The Create New/Edit Oil Change Program Settings page allows users to name their offer settings, select from a drop down list of available creative versions, assign standard and high risk discount codes for each channel and touch point, and set offer expiration dates.

## Create Reminder Settings



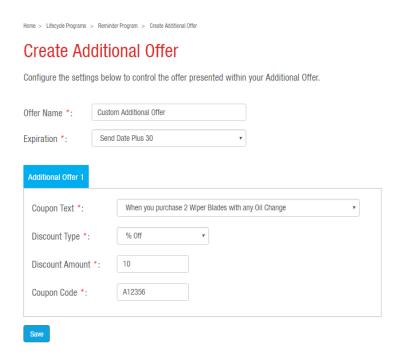


As discount codes are entered, the details grid on the right side of the screen is populated. If the discount code box turns green, the discount code has been verified.



If the discount code box turns red, the discount code has not been set up by VIOC Corporate, and a red warning box appears with instructions on how to proceed. The user can view offer details (oil change and services) by channel and touch point in this grid. The user can click the blue Click Here button under each channel thumbnail to preview the PDF creative variations for each touch point also shown in the View Touch Points tab on the Program Summary page. The user must click the blue Save button in order for the Oil Change Offer/Service Offer setting to appear in the Oil Change Offers/Service Offers drop down list on the Program Settings tab.

#### Lifecycle Programs - Create New/Edit Additional Offers for Program Settings



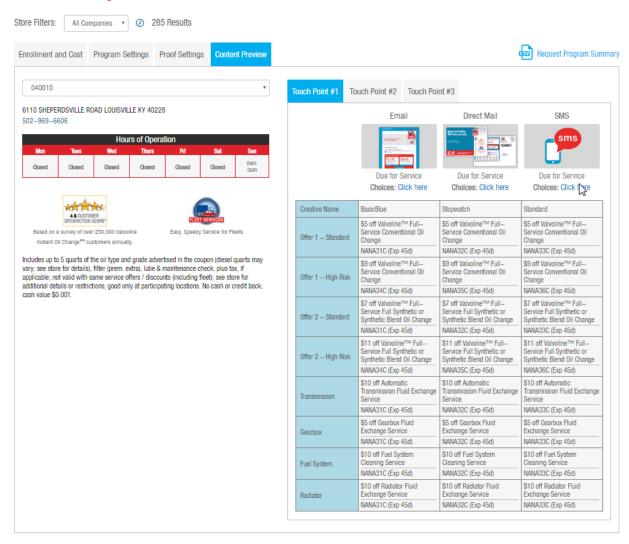
The Create New/Edit Additional Offers Program Settings page allows users to name their offer settings, select the Additional Offer, set the discount type and amount, assign discount codes, and set offer expiration dates. The user must click the blue Save button in order for the Additional Offer setting to appear in the Additional Offers drop down list on the Program Settings tab.



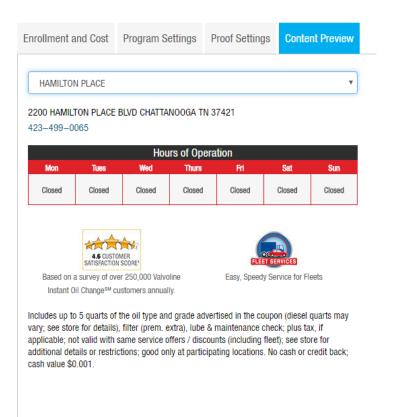
Click OK on the pop-up box to confirm that the coupon code has been established in the POS system.

#### **Content Preview Tab**

# Reminder Program



The Content Preview tab is where users can preview settings. This tab contains a dropdown menu in the upper left corner to select one store to view at a time.



Under the dropdown selection, the store's address, phone, and hours information is displayed. Also shown are the feature images the user has selected for the store as they will appear on the postcard or email piece. The third section displays the disclaimer that will be shown on the email or postcard. The disclaimers are standard and vary depending on whether or not the store uses 5qts or 6qts, is in a state that needs a hazardous waste disclaimer, and the type of coupon offer chosen.

If the Store Hours displayed are incorrect, the user must update the hours in the POS system and those changes will be updated and reflected in WARP Drive.

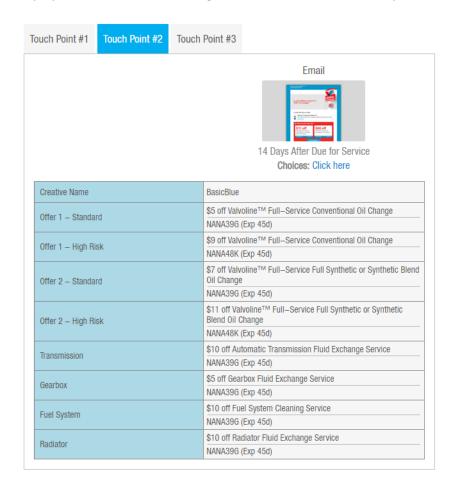
If the user would like to alter the feature image selections, please contact the Epsilon team using the Help Page contact form or phone number.

ouch Point #1	Touch Point #2 Touch Po	int #3	
	Email	Direct Mail	SMS
	The state of the s	Special and matths, the property of the proper	sms
	Due for Service	Due for Service	Due for Service
	Choices: Click here	Choices: Click here	Choices: Click here
Creative Name	BasicBlue	Stopwatch	Standard
Offer 1 – Standard	\$5 off Valvoline™ Full— Service Conventional Oil Change	\$5 off Valvoline™ Full— Service Conventional Oil Change	\$5 off Valvoline™ Full— Service Conventional Oil Change
	NANA31C (Exp 45d)	NANA32C (Exp 45d)	NANA33C (Exp 45d)
Offer 1 – High Risk	\$9 off Valvoline™ Full— Service Conventional Oil Change	\$9 off Valvoline™ Full— Service Conventional Oil Change	\$9 off Valvoline™ Full— Service Conventional Oil Change
	NANA34C (Exp 45d)	NANA35C (Exp 45d)	NANA36C (Exp 45d)
Offer 2 – Standard	\$7 off Valvoline™ Full— Service Full Synthetic or Synthetic Blend Oil Change	\$7 off Valvoline™ Full— Service Full Synthetic or Synthetic Blend Oil Change	\$7 off Valvoline™ Full— Service Full Synthetic or Synthetic Blend Oil Change
	NANA31C (Exp 45d)	NANA32C (Exp 45d)	NANA33C (Exp 45d)
Offer 2 – High Risk	\$11 off Valvoline™ Full— Service Full Synthetic or Synthetic Blend Oil Change	\$11 off Valvoline™ Full— Service Full Synthetic or Synthetic Blend Oil Change	\$11 off Valvoline™ Full— Service Full Synthetic or Synthetic Blend Oil Change
	NANA34C (Exp 45d)	NANA35C (Exp 45d)	NANA36C (Exp 45d)
Transmission	\$10 off Automatic Transmission Fluid Exchange Service	\$10 off Automatic Transmission Fluid Exchange Service	\$10 off Automatic Transmission Fluid Exchange Service
	NANA31C (Exp 45d)	NANA32C (Exp 45d)	NANA33C (Exp 45d)
Gearbox	\$5 off Gearbox Fluid Exchange Service	\$5 off Gearbox Fluid Exchange Service	\$5 off Gearbox Fluid Exchange Service
	NANA31C (Exp 45d)	NANA32C (Exp 45d)	NANA33C (Exp 45d)
Fuel System	\$10 off Fuel System Cleaning Service	\$10 off Fuel System Cleaning Service	\$10 off Fuel System Cleaning Service
	NANA31C (Exp 45d)	NANA32C (Exp 45d)	NANA33C (Exp 45d)
Radiator	\$10 off Radiator Fluid Exchange Service	\$10 off Radiator Fluid Exchange Service	\$10 off Radiator Fluid Exchange Service
	NANA31C (Exp 45d)	NANA32C (Exp 45d)	NANA33C (Exp 45d)

The right side of the Content Preview Tab provides the user details about the store's offer and creative selections. There is a tab for each of the touchpoints associated with that program.

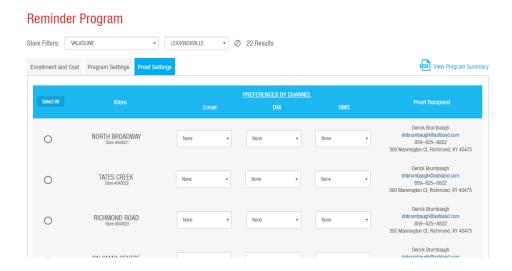


On each touchpoint tab, an icon for each of the relevant channels is displayed. These thumbnail icons are generic and do not represent the users creative selections. To review creative selections, click on the blue "Choices: Click Here" link and a PDF will open up in a new window to show a generic (blank) version of the creative template chosen for that store. The names of the chosen creative templates are also displayed in the first row of the grid below, so that the user may confirm their selections.



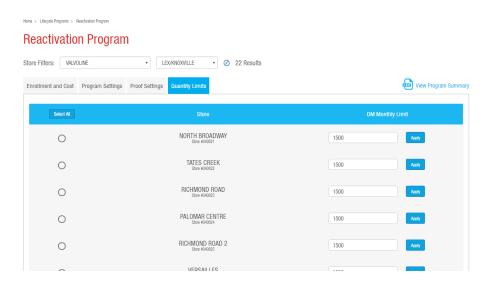
Also displayed in the grid is the store's offer settings. The user can review the offer amounts, offer text, discount codes, and expiration dates for each channel and touchpoint. To change these settings, return to the Program Settings Tab (see section above) and Edit the saved offer settings for that store. Once changes are made in the Program Settings tab, they will automatically be updated here in the Content Preview tab.

## **Proof Settings Tab**



The Proof Settings tab is where users can set cadence for receiving proofs (seeds) for stores by channel. The Proof Recipient column has been populated with the address information provided to VIOC Corporate prior to the launch of WARP Drive. Any changes/updates to this address can be sent to Epsilon via the Contact Us form on the Help page in WARP Drive.

## **Quantity Limits Tab**



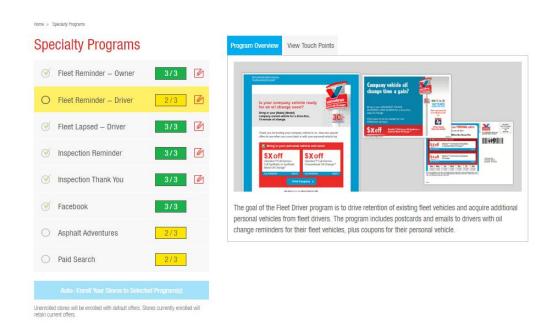
The Quantity Limits tab is for the Reactivation program only. On this tab, users assign monthly direct mail quantity limits to a filtered list of stores. The Select All button enables the user to set the desired quantity for every store in the list. If the user only wants to affect one store at a time, use of the radio buttons is not required. Click on the blue Apply button after any changes are made to quantities. A green alert box will appear in the upper right hand corner of the screen to confirm the changes.

## **Request Program Summary Button**



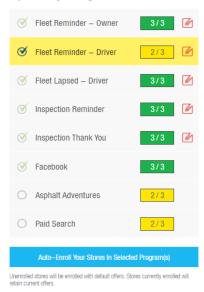
Click on the Request Program Summary button and enter an email address for a report to be sent to. The report will be sent as an Excel document for ease of sorting and filtering. For each store the user has access to, the report will contain data by program and channel, including counts, feature images, creative templates, saved offer settings, discount codes and expiration dates. Depending on how many stores are included in the report, it may take a few minutes for the report to be generated and emailed.

# **Specialty Programs - Summary Page**



The left side of this page mimics the Lifecycle Programs enrollment status. This is where a user can auto-enroll stores in the Corporate Default settings for Fleet or Inspection Programs.

## **Specialty Programs**



Click the radio button to the left of the Fleet or Inspection Program name to select programs for automatic enrollment. To apply these selections, click the blue "Auto-Enroll Your Stores In Selected Program(s)" button.



Click "Ok" on the pop-up box to confirm that unenrolled stores will be opted-in to the default settings. (Stores currently enrolled will retain current offer settings.)



A green alert box will appear in the upper right hand corner of the screen, confirming enrollment in the selected programs.

The right side of this page shows definitions and creative samples for each touch point of the Specialty Program. Hovering over the names of the Specialty Programs on the left side of the page will change what is displayed on both the Program Overview and the View Touch Points tabs in this section. The Program Overview tab gives a brief description of the campaign purpose and a sample image of the creative.

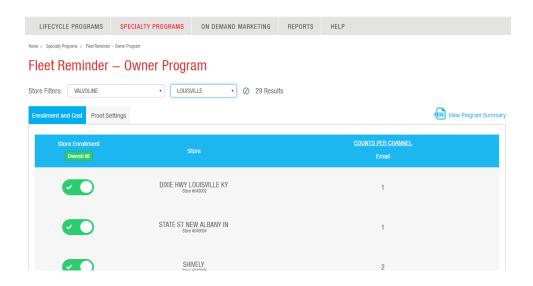


The View Touch Points tab shows the delivery channel, campaign name and campaign timing for each touch point. Also on this tab, the Choices button will open a PDF document in a separate window, showing the different creative options for the emails, postcards and text messages.

If a user chooses not to automatically enroll all stores as described above, custom settings can be managed on the Program Details pages. For the Fleet and Inspection Programs, a red Edit button appears to the right of the colored participation indicator box. This Edit button links to the Program Details section of WARP Drive.

The Facebook, Asphalt Adventures and Paid Search Programs are shown on the enrollment status, but enrollment and settings management is done outside of WARP Drive. Hovering over the names of these programs will change what is displayed on both the Program Overview and View Touch Points tabs, providing more details about each of these programs and how to enroll.

# **Specialty Programs - Program Details**

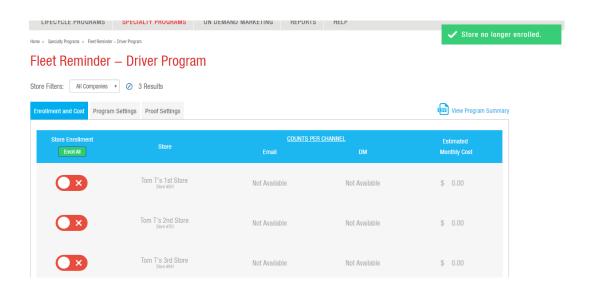


The Program Details pages provide users the ability to customize and save changes to enrollment and offer settings at a Company or a Marketing Area level. Tabs on these pages are Enrollment and Cost, Program Settings and Proof Settings.

Store filters can be applied on each Program Details page in order to affect settings for a user's selected Company or Marketing Area. For example, if a user wanted to only affect the XXX Marketing Area with

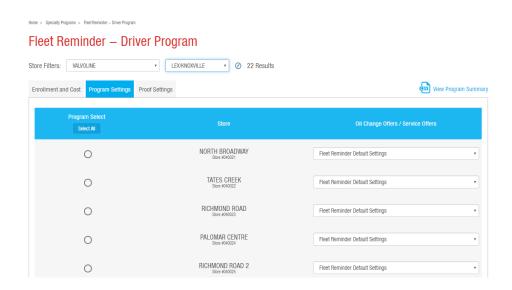
different enrollment and/or offer settings, filters can be applied to isolate and update only stores in that Marketing Area. When a user moves from one Program Details page to the next, the most recent filters used will be retained as a starting point for continued program edits.

#### **Enrollment and Cost Tab**



The Enrollment and Cost tab shows the enrollment of each store as well as the estimated counts per channel and estimated monthly cost. The Store Enrollment column provides a toggle switch to enroll or remove specific stores and an Enroll All/Unenroll All button. The Enroll All/Unenroll All button will only affect stores in the filtered list. When changes are made to enrollment settings on this tab, a green alert box will appear in the upper right hand corner of the screen to confirm the changes. Estimated counts per channel are provided by store and are counts of customers eligible for contact via each campaign. The Estimated Monthly Cost column uses these counts and the cost per piece to show a total estimated cost; when there is no cost per piece, the Estimated Monthly Cost column is not shown.

## **Program Settings Tab**



The Program Settings tab is where users assign saved offer settings for Oil Change Offers/Service Offers or Additional Offers to a filtered list of stores. The Program Select column radio buttons allow for selection of multiple stores for which the user requires a change to the saved offer settings. The Select All button enables the user to set the desired saved offer setting for every store in the list. If the user only wants to affect one store at a time, use of the radio buttons is not required; see below for offer settings selection.

For Fleet Programs, only the Oil Change Offers/Service Offers are available. For Inspection Programs, only Additional Offers are available.

Saved offer settings will appear in the Oil Change Offers/Service Offers drop down list and the Additional Offers drop down list.

One of the saved offer setting options will always be Default Settings. These represent the settings that the Company Stores are currently using. To view these settings, click on the blue View button.

To edit a custom offer setting that appears in the Oil Change Offers/Service Offers drop down list, select the offer from the drop down in the bottom left corner of the screen and click the blue Edit button.

To delete a custom offer setting that appears in the Oil Change Offers/Service Offers drop down list, select the offer from the drop down in the bottom left corner of the screen and click the blue Delete button. If a user attempts to delete a custom offer setting that is currently in use, a pop-up box will appear requiring user confirmation that the stores using this custom offer setting will now be changed to the default setting.

To create a new Oil Change Offer/Service Offer saved offer setting for selection from the Oil Change Offers/Service Offers drop down list, click the blue Create New button next to the red Oil Change Offers/Service Offers heading in the bottom left corner of the screen.

Additional Offers are managed separately from Oil Change Offers/Service Offers.

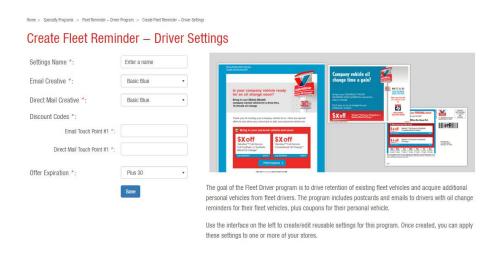
One of the saved offer setting options will always be Default Settings. These represent the settings that the Company Stores are currently using. To view these settings, click on the blue View button.

To edit a saved offer setting that appears in the Additional Offers drop down list, select the offer from the Additional Offers drop down in the bottom right corner of the screen and click the blue Edit button.

To create a new Additional Offer saved offer setting for selection from the Additional Offers drop down list, click the blue Create New button next to the red Additional Offers heading in the bottom right corner of the screen.

Up to four Additional Offers are available for Inspection Programs.

Specialty Programs - Create New/Edit Oil Change Offers/Service Offers for Program Settings



The Create New/Edit Oil Change/Service Offers Program Settings page allows users to name their offer settings, select from a drop down list of available creative versions, assign discount codes for each channel and touch point, and set offer expiration dates.

#### **Edit TEST Fleet Reminder Initial Settings**

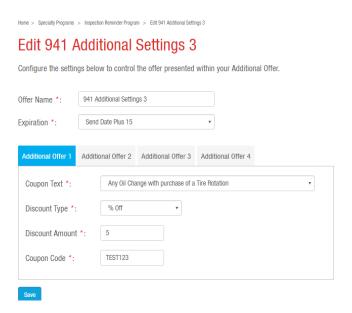


As discount codes are entered, the details grid on the right side of the screen is populated. If the discount code box turns green, the discount code has been verified.



If the discount code box turns red, the discount code has not been set up by VIOC Corporate, and a red warning box appears with instructions on how to proceed. The user can view offer details (oil change and services) by channel and touch point in this grid. The user can click the blue Click Here button under each channel thumbnail to preview the PDF creative variations for each touch point also shown in the View Touch Points tab on the Program Summary page. The user must click the blue Save button in order for the Oil Change Offer/Service Offer setting to appear in the Oil Change Offers/Service Offers drop down list on the Program Settings tab.

#### Specialty Programs - Create New/Edit Additional Offers for Program Settings



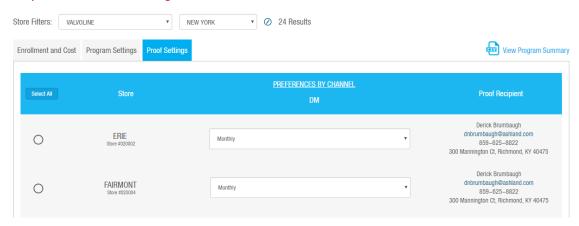
The Create New/Edit Additional Offers Program Settings page allows users to name their offer settings, select the Additional Offer(s), set the discount type and amount, assign discount codes, and set offer expiration dates.

# Create Additional Offer Configure the settings below to control the offer presented within your Additional Offer. Offer Name \*: NEW Test Expiration \*: Send Date Plus 15 Please Confirm Have you established this code in POS? Additional Offer 1 Additional Offer 2 Additional Offer 3 Addit Coupon Text \*: Speedy Rewards Points with Oil Change Purchase Discount Type \*: Speedy Rewards Points • Discount Amount \*: 100 Coupon Code \*: NEW456

The user must click the blue Save button in order for the Additional Offer setting(s) to appear in the Additional Offers drop down list on the Program Settings tab. Click OK on the pop-up box to confirm that the coupon code has been established in the POS system.

## **Proof Settings Tab**

#### **Inspection Reminder Program**



The Proof Settings tab is where users can set cadence for receiving proofs (seeds) for stores by channel. The Proof Recipient column has been populated with the address information provided to VIOC Corporate prior to the launch of WARP Drive. Any changes/updates to this address can be sent to Epsilon via the Contact Us form on the Help page in WARP Drive.

## **Request Program Summary Button**



Click on the request Program Summary button and enter an email address for the report to be sent to. The report will be sent as an Excel document for ease of sorting and filtering. For each store the user has access to, the report will contain data by program and channel, including counts, feature images, creative templates, saved offer settings, discount codes and expiration dates. Depending on how many stores are included in the report, it may take a few minutes for the report to be generated and emailed.

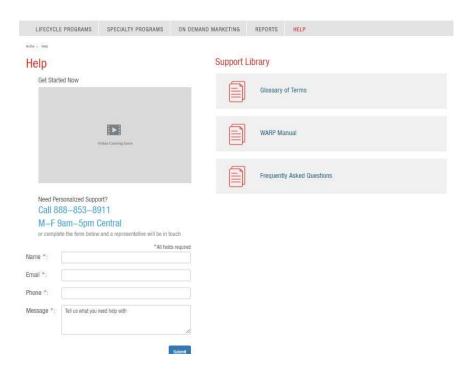
# Reports





Click on the Reports button on the Menu Bar to access the Business Objects reporting tool in a new window. Only licensed users will receive login credentials. Non-licensed WARP Drive users will receive reports via email. Questions about licensing should be addressed to VIOC Corporate.

# Help



The Help page will be updated regularly with various support documents, links and FAQs. Also on the Help page is a phone number and email form that can be utilized for personalized support during business hours.