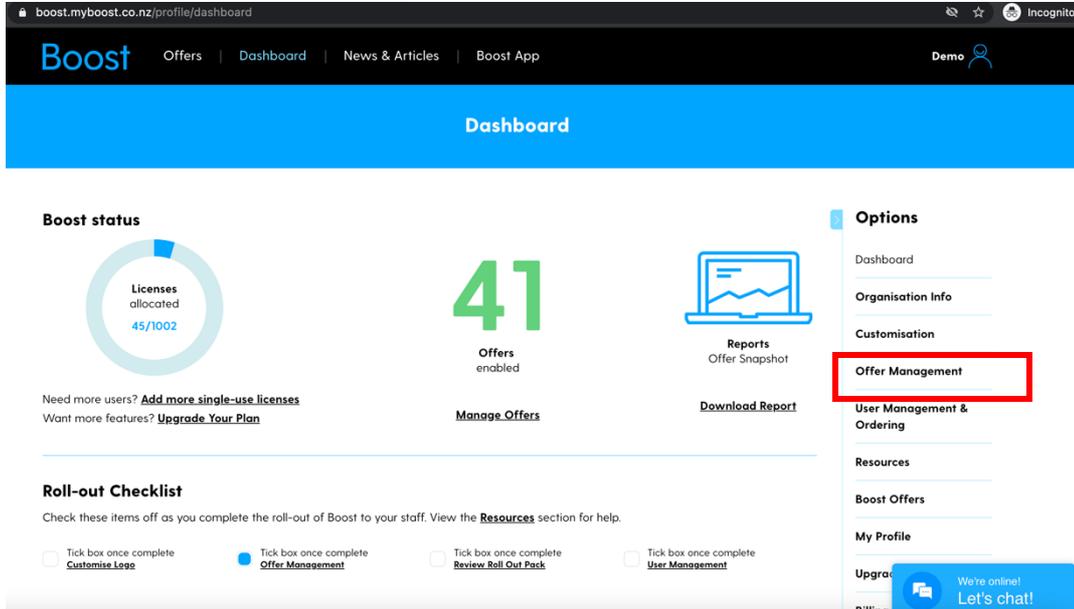
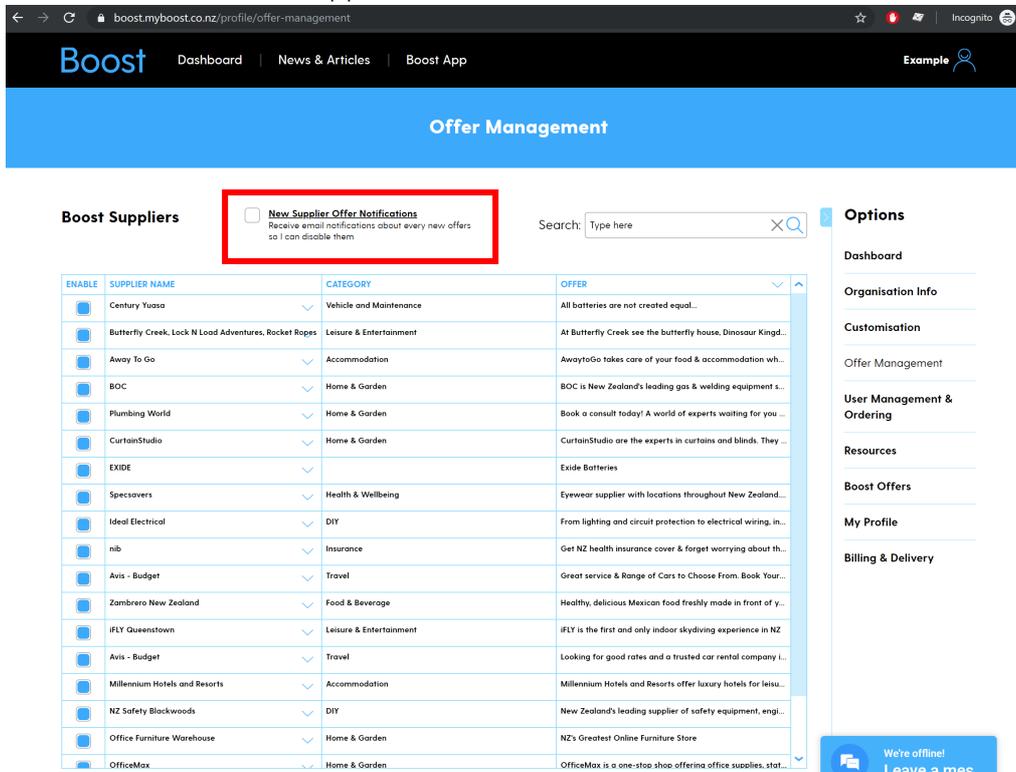


A step by step guide to Offer Management for Boost Plus, Boost Ultra and Boost Ultra+ plans. If you are currently not on one of those plans, please contact your account manager to upgrade. If you have not added yourself to Boost, please see the “How to Add Users” document first.

1. Login to myboost.co.nz
2. From the Dashboard, click through to the “Offer Management” tab



3. Here you will see a table showing all the available offers to you on the day and time you log in. By default, all offers are available to your employees/team. If you want to receive an email every time a new offer is available so you can disable it, you need to click the checkbox next to “New Supplier Offer Notification.”



4. If you click the down arrow on the supplier's name, the offers for that supplier will show. You can choose to uncheck the checkbox on a specific offer to make the offer not visible to your employees/team or uncheck the box next to the supplier to hide all offers from a supplier. If a new offer is added for a supplier, it will automatically be checked (available to your employees/team). You will need to log in and uncheck it.

You will also see a column called 'Offer Status'. There are three statuses.

1. Coming Soon – the offer has not reached the start date and is not visible to your team. Once the start date has passed, the status will change to 'Active'. You can disable the offer, and it will not be active to your team once the start date passes.
2. Active – the offer is visible to your team.
3. Disabled – the offer has been disabled and is not visible to your team.

The screenshot shows the 'Offer Management' page in a web browser. At the top, there's a search bar and a 'New Supplier Offer Notifications' toggle. Below is a table with columns: ENABLE, SUPPLIER NAME, OFFER STATUS, CATEGORY, and OFFER. The table lists various offers from suppliers like 1-Day Limited, Apex Car Rentals, Automated Technologies Ltd, Avis New Zealand, Beurepaires, and BOC. Offer statuses include 'Active', 'Coming Soon', and 'Disabled'. A sidebar on the right contains navigation links for Dashboard, Organisation Info, Customisation, Offer Management, User Management & Ordering, Resources, Boost Offers, My Profile, Upgrade Plan, and Billing & Delivery. A chat button is visible at the bottom right of the sidebar.

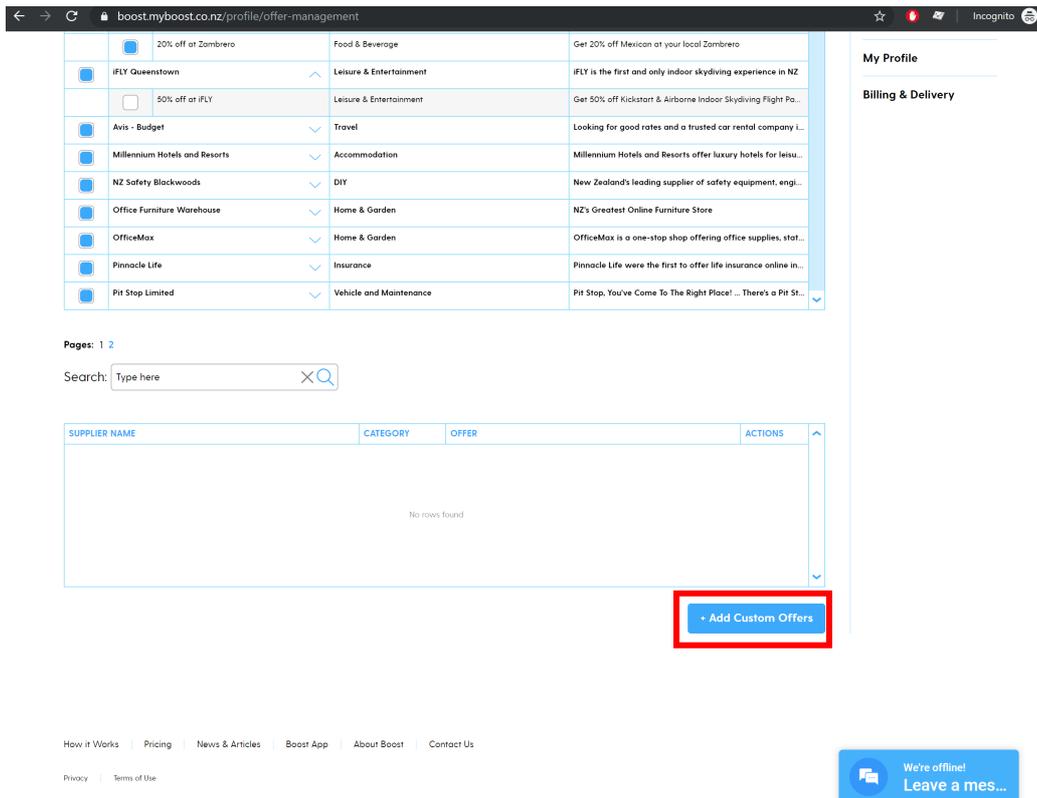
ENABLE	SUPPLIER NAME	OFFER STATUS	CATEGORY	OFFER
<input checked="" type="checkbox"/>	1-Day Limited		Retail	Offering a wide range of product at low prices...
<input checked="" type="checkbox"/>	Get \$5 off at 1-day.co.nz	Active	Retail	Get even better deals with 1-day.co.nz
<input checked="" type="checkbox"/>	Apex Car Rentals		Travel	Discover award-winning service and get 10% of...
<input checked="" type="checkbox"/>	Choose Apex Car Hire!	Active	Travel	Book your car rental with Apex and get 10% off t...
<input checked="" type="checkbox"/>	Automated Technologies Ltd		Home & Garden	
<input checked="" type="checkbox"/>	Heat pumps at cost - 30%	Active	Home & Garden	Canterbury only: Mitsubishi Electric or Daikin Hea...
<input checked="" type="checkbox"/>	10% off electrical and security installations	Active	Home & Garden	Canterbury only: Get 10% off your electrical instal...
<input checked="" type="checkbox"/>	Avis New Zealand		Travel	Great service & Range of Cars to Choose From...
<input checked="" type="checkbox"/>	Discover more with Avis	Active	Travel	Enjoy this special rate on your next vehicle hire w...
<input checked="" type="checkbox"/>	Beurepaires		Vehicle & Maintenance	
<input type="checkbox"/>	15% off Goodyear and Dunlop tyres at Bea...	Disabled	Vehicle & Maintenance	Get 15% off non-discounted Goodyear and Dunlo...
<input checked="" type="checkbox"/>	11% off Michelin and BF Goodrich branded t...	Coming Soon	Vehicle & Maintenance	11% off non-discounted Michelin and BF Goodrich ...
<input checked="" type="checkbox"/>	15% off Shell Motor Oil at Beurepaires	Active	Vehicle & Maintenance	Get 15% off non-discounted Shell Motor Oil
<input checked="" type="checkbox"/>	BOC		Home & Garden	BOC is New Zealand's leading gas & welding e...
<input checked="" type="checkbox"/>	Bookme		Leisure & Entertainment	Discounted Attractions in NZ, Australia, and Fiji

5. Your selections will automatically be saved.

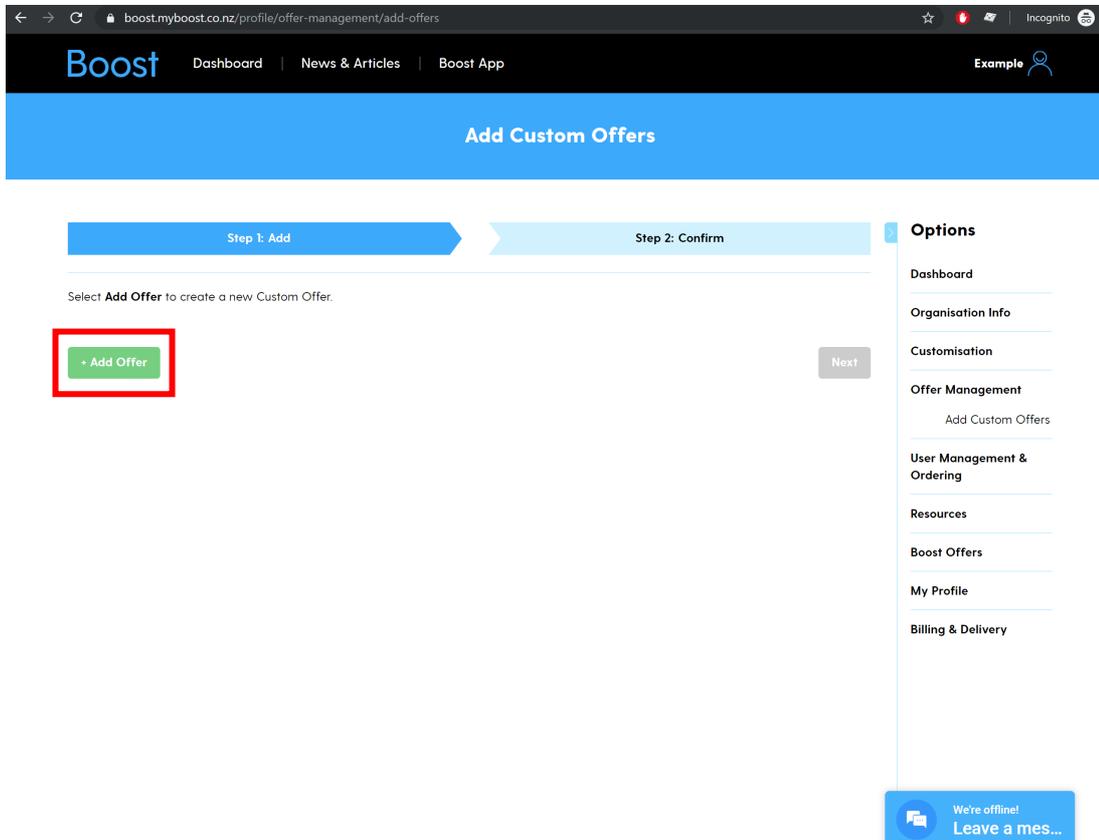
6. If you are on the Boost Ultra or Boost Ultra+ plan, you can add your Custom Offers. Before you can add your own custom offers, we need to add a bit of information on our side. You will need to send an email to marketing@myboost.co.nz with the following information:

- a. Your company name and email address
- b. Supplier Company Name – the company that the offer will be redeemed from
- c. Supplier Trading Name – if different from the company name
- d. The offer image needs to be exactly 555 x 555px. If you cannot do this, please send the image to us, and we can arrange this

7. Scroll to the bottom of the page and click “Add Custom Offers”, as well as send us some information, outlined in step 8.



8. Click the “Add Offer” button.



9. From this page, you can fill out the details for your custom offer. You must upload an offer image of 555 x 555px.

boost.myboost.co.nz/profile/offer-management/add-offers

Add Custom Offers

Step 1: Add Step 2: Confirm

Select **Add Offer** to create a new Custom Offer.

Custom offer 1 CLOSE | REMOVE

Supplier name To add a supplier to the list, email marketing@myboost.co.nz with the supplier's name

Display name

Category Upload Offer Image

Offer overview

Offer details

Cashier redemption instructions Online redemption instructions

Terms & conditions

Offer start date Offer end date No end date

+ Add Offer Next

We're offline!
Leave a mes...

Options

- Dashboard
- Organisation Info
- Customisation
- Offer Management
 - Add Custom Offers
- User Management & Ordering
- Resources
- Boost Offers
- My Profile
- Billing & Delivery

10. Once you have filled out the fields you want, click "Next."

Boost Dashboard News & Articles Boost App Example

Add Custom Offers

Step 1: Add Step 2: Confirm

Select **Add Offer** to create a new Custom Offer.

Great Food And Beverage Offer CLOSE REMOVE

Supplier name: Custom Offer Example To add a supplier to the list, email marketing@myboost.co.nz with the supplier's name

Display name: Custom Offer Example

Category: Food & Beverage Upload Offer Image

Offer image:

Offer overview: Great Food And Beverage Offer

Offer details: Get this great food and beverage offer exclusive to example company.

Cashier redemption instructions: Input code XYZ123 on the POS screen. Online redemption instructions: Use code XYZ123 at checkout when asked for voucher code.

Terms & conditions: Not available with purchases of example food product. Limit 1 per customer.

Offer start date: 18/11/2019 Offer end date: 03/04/2020 No end date:

- Add Offer Next

11. If you are happy with your offer click "Confirm."

Boost Dashboard News & Articles Boost App Example

Add Custom Offers

Step 1: Add Step 2: Confirm

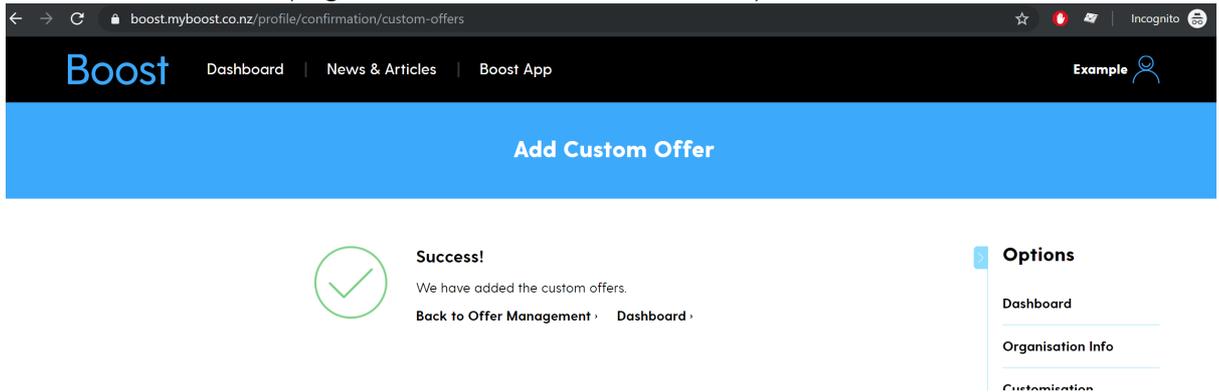
Review the new Suppliers below and make any required edits. When you're ready, click Confirm.

Supplier name	Display name	Offer overview	Offer dates	Actions
Custom Offer Example	Custom Offer Example	Great Food And Beverag	18/11/2019 to 03/04/2020	Remove

Back Confirm

We're offline Leave a mes...

12. You will see a Success page if it has been added successfully.



13. You can now see the custom offer in the "Offer Management" page. Please allow a couple of minutes before your employees/team can see the offer.

Congratulations! You have completed the 'Boost Offer Management' guide!