

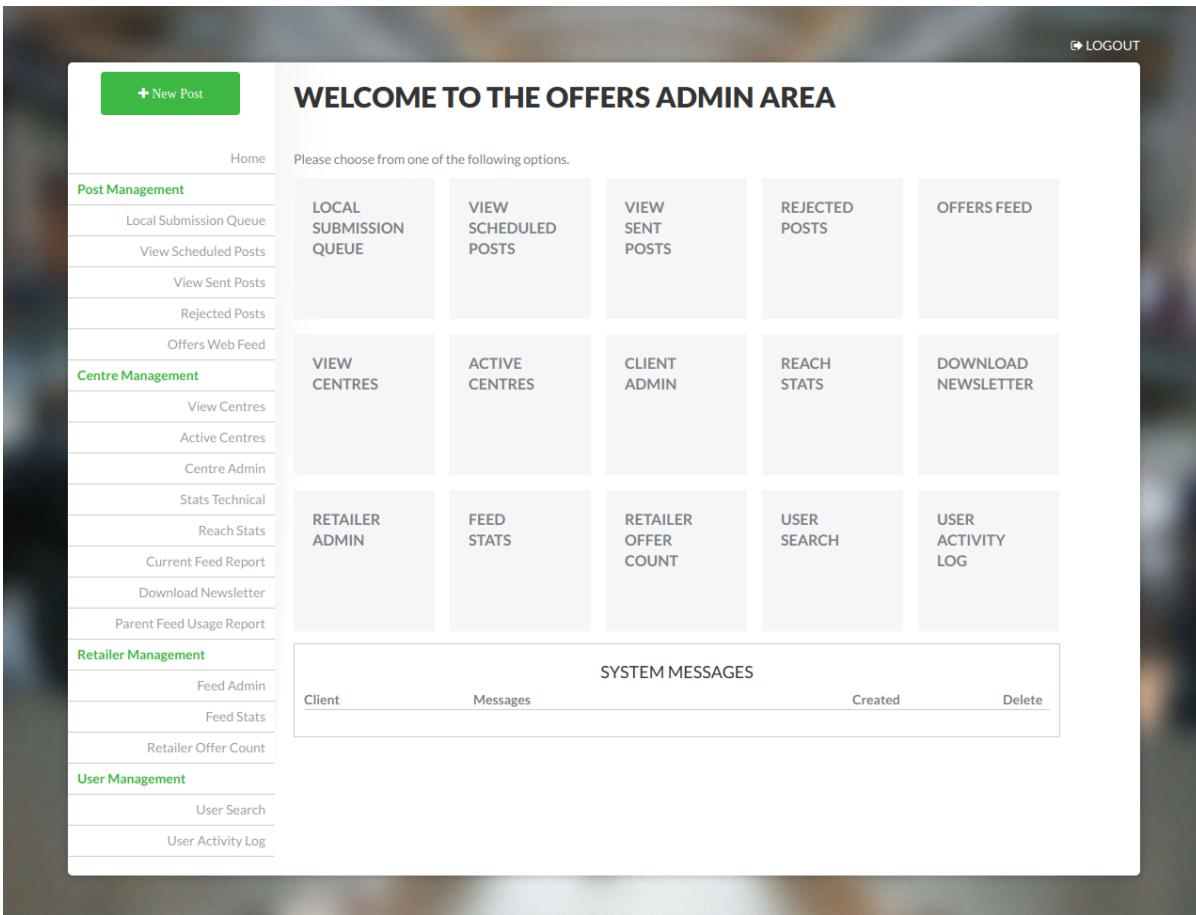


Admin Area User Guide



Home

The home welcome page is the first page you see once you've logged in. It contains buttons for quick access to the main areas of the system and a list of any system messages that the user needs to be made aware of.



The screenshot shows the 'WELCOME TO THE OFFERS ADMIN AREA' page. At the top right is a 'LOGOUT' button. On the left is a vertical navigation menu with sections: Post Management, Centre Management, Retailer Management, and User Management. Under Post Management, there are links for Local Submission Queue, View Scheduled Posts, View Sent Posts, Rejected Posts, Offers Web Feed, and a sub-section for Centre Management with links for View Centres, Active Centres, Centre Admin, Stats Technical, Reach Stats, Current Feed Report, Download Newsletter, and Parent Feed Usage Report. Under Retailer Management, there are links for Feed Admin, Feed Stats, and Retailer Offer Count. Under User Management, there are links for User Search and User Activity Log. At the top center, a message says 'Please choose from one of the following options.' Below this are five main buttons: LOCAL SUBMISSION QUEUE, VIEW SCHEDULED POSTS, VIEW SENT POSTS, REJECTED POSTS, and OFFERS FEED. Each of these buttons has a sub-section below it: LOCAL SUBMISSION QUEUE has VIEW CENTRES; VIEW SCHEDULED POSTS has ACTIVE CENTRES; VIEW SENT POSTS has CLIENT ADMIN; REJECTED POSTS has REACH STATS; and OFFERS FEED has DOWNLOAD NEWSLETTER. At the bottom is a table titled 'SYSTEM MESSAGES' with columns: Client, Messages, Created, and Delete. The table is currently empty.

The system messages box will display any issues the system has when posting an offer. For example, if there are any errors when posting an offer to ever Facebook or Twitter the error message will be displayed in this area.

Post Management

Under Post Management you will find link to pages which help with the general management of posts.

New Post

At the top of the navigation menu is the 'New Post' button. This button takes you to the page where you create new posts which can be used by all active clients. All the fields on this form are required to create a post.

The 'Content Standard' field is used for the main description of the offer which is used on the web and Facebook. The 'Content Short' field is used for the offer description which goes to Twitter.

The image which is to be used with the offer **MUST** be a square image with the minimum dimensions of 504 x 504 pixels, which is the minimum image size for Facebook. There is no maximum image dimension, but we recommend that the image is less than 1000 x 1000 pixels in size, simply because the higher the pixel density of the image the larger the images file size. Also, the format of the should be ever JPG, JPEG or PNG.

Local Submission Queue

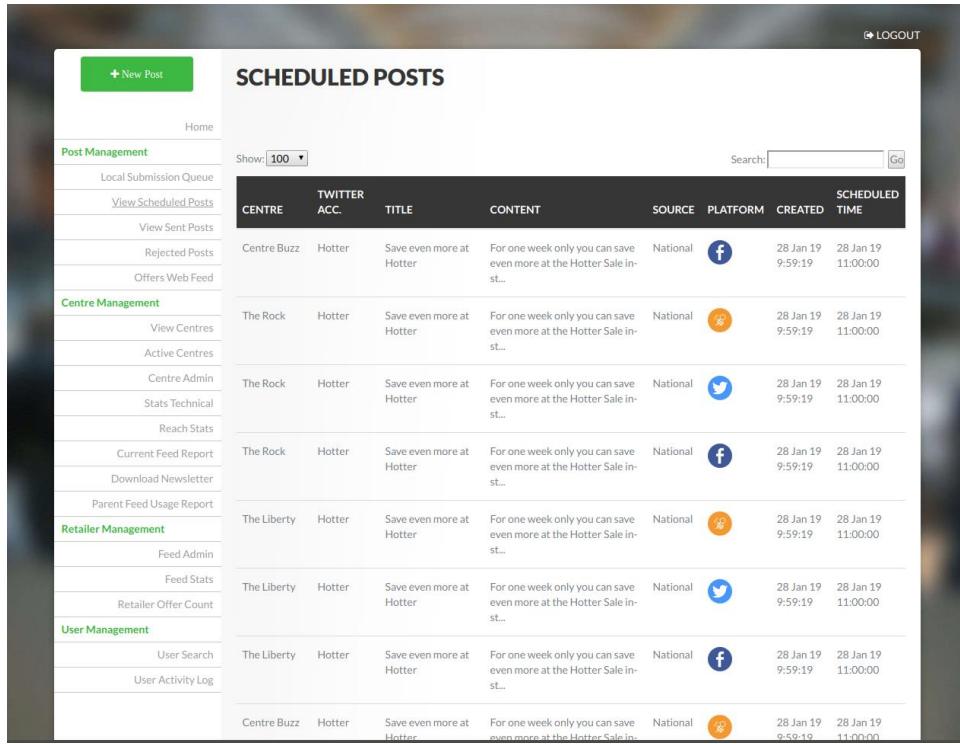
The retail in a shopping centre can submit offers that they want to be posted to their shopping centres offers feed via the Local Offer system. Each client/shopping centres has a unique URL which takes them to a form that their retailer can use to submit offers.

Once the form with the offer has been submitted a notification email will be sent to our Offers content editors informing them of the local offer submission and need to be checked and approved in the Offers Admin Area.

All local offers must be approved by an Offers administrator before they can be posted to a client's offers feed via the Offers Client Area. The offer will not be available to be posted in the Offers Client Area until it has been approved.

View Scheduled Posts

The 'View scheduled Posts' page lists the posts that have been scheduled to be posted to the web, Facebook and Twitter feeds for clients.



The screenshot shows a web-based application interface for managing scheduled posts. The main title is 'SCHEDULED POSTS'. On the left, there is a sidebar with a 'New Post' button and a navigation menu under 'Post Management' including 'Local Submission Queue', 'View Scheduled Posts', 'View Sent Posts', 'Rejected Posts', and 'Offers Web Feed'. Below this are sections for 'Centre Management', 'Retailer Management', and 'User Management'. The main content area has a table with the following columns: CENTRE, TWITTER ACC., TITLE, CONTENT, SOURCE, PLATFORM, CREATED, and SCHEDULED TIME. The table contains 8 rows of data, each representing a scheduled post for a different centre (Centre Buzz, The Rock, The Rock, The Rock, The Liberty, The Liberty, Centre Buzz) using different Twitter accounts (Hotter, Hotter, Hotter, Hotter, Hotter, Hotter, Hotter) and platforms (Facebook, Twitter, Facebook, Twitter, Facebook, Twitter, Facebook). The posts are all scheduled for 28 Jan 19 at 9:59:19, with the exception of the last one which is at 11:00:00.

CENTRE	TWITTER ACC.	TITLE	CONTENT	SOURCE	PLATFORM	CREATED	SCHEDULED TIME
Centre Buzz	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00
The Rock	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00
The Rock	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00
The Rock	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00
The Liberty	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00
The Liberty	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00
Centre Buzz	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale inst...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:00

If there are multiple editors using Offer and you are unsure if someone else has scheduled a post for a retailer on a certain day – you can view all current scheduled posts here. This alleviates the issue of posting for the same retailer on the same day.

View Sent Posts

The 'View Sent Posts' page lists the posts that have been processed and posted to the web, Facebook and Twitter feeds for clients.

CENTRE	TWITTER ACC.	TITLE	CONTENT	SOURCE	PLATFORM	CREATED	PROCESSED
The Liberty	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale in-st...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:09
The Rock	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale in-st...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:09
Centre Buzz	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale in-st...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:08
Centre Buzz	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale in-st...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:08
Centre Buzz	Hotter	Save even more at Hotter	For one week only you can save even more at the Hotter Sale in-st...	National		28 Jan 19 9:59:19	28 Jan 19 11:00:07
The Brunel Swindon	F.Hinds	Help F.Hinds beat Cancer	F.Hinds is hosting a World Cancer Day Fundraiser all of this wee...	National		28 Jan 19 10:53:34	28 Jan 19 11:00:06
The Brunel Swindon	F.Hinds	Help F.Hinds beat Cancer	F.Hinds is hosting a World Cancer Day Fundraiser all of this wee...	National		28 Jan 19 10:53:34	28 Jan 19 11:00:05
The Brunel Swindon	F.Hinds	Help F.Hinds beat Cancer	F.Hinds is hosting a World Cancer Day Fundraiser all of this wee...	National		28 Jan 19 10:53:34	28 Jan 19 11:00:01

Rejected Posts

The 'Rejected Posts' page lists any posts with have been rejected by user via the Offers Client Area.

CENTRE	USER	TITLE	HIDDEN		
			REASON	DATE & TIME	UNDO
Clyde	Elaine Forrester	Bodycare has sunshine in-store	Duplicate	2019-01-14 10:12:48	Undo
Shopping Mall Offers	Stacey Waterman-Coleman	Ryman reduces your tech	Duplicate	2019-01-06 15:36:40	Undo
Clyde	Elaine Forrester	Wild savings are at Trespass	Duplicate	2018-11-20 12:17:07	Undo
Shopping Mall Offers	Stacey Waterman-Coleman	Wild savings are at Trespass	Duplicate	2018-11-20 07:09:46	Undo
Shopping Mall Offers	Stacey Waterman-Coleman	Free Switch with selected EE plans	Duplicate	2018-11-15 17:42:50	Undo
Clyde	Elaine Forrester	Christmas wins you points at Boots	Invalid	2018-11-12 09:21:39	Undo
Shopping Mall Offers	Stacey Waterman-Coleman	Warm up in swimwear from Bonmarché	Duplicate	2018-11-12 07:13:23	Undo
Clyde	Elaine Forrester	Spend more and save more at New Look	Invalid	2018-10-29 09:24:07	Undo
Shopping Mall Offers	Stacey Waterman-Coleman	Matalan makes bedtime better	Duplicate	2018-10-24 08:24:35	Undo
Shopping Mall Offers	Stacey Waterman-Coleman	Half price heroes are at Roman	Duplicate	2018-10-22 06:48:30	Undo
Clyde	Elaine Forrester	gfhgdfg	Invalid	2018-10-18 09:30:08	Undo
Aylesham Centre	Stacey Waterman-Coleman	gfhgdfg	Invalid	2018-10-17 14:23:47	Undo
Clyde	Elaine Forrester	Boots will get you winter ready	Duplicate	2018-10-15 10:30:25	Undo

All users have the option to reject posts that appear in their Offers Feed.

This could be for many reasons, but the reason is specified.

- Spelling/Grammar – Obvious, so please check content before you publish
- Other – The image could have text which is unreadable or unsuitable

- Too long/short – Generally posts can be rejected if they are very long
- Sourced Directly – The centre may have posted a similar offer recently
- Duplicate – The offer has been posted twice*

When creating an offer, be sure that all parts of the offer are correct: There is a photo, title, content standard & content short – If you click ‘submit’ and all fields are not complete the edit screen will not refresh, but the incomplete offer (may) get accepted. If this happens, you can create a complete offer again, but check that the accepted queue hasn’t received the original offer – if so... simply delete it from the accepted queue. Any other duplicate issues may be dealt with by Leon who can remove the duplicate offer in the back-end. Just be vigilant so you may spot duplicates if they (rarely) happen.

Offers Web Feed

The ‘Offers Web Feed’ lists the current offers posted via the Shopping Mall Offers parent feed which is also go to all child client feeds.

The screenshot shows the 'OFFERS WEB FEED' section of a software interface. On the left, a sidebar menu includes 'Post Management' (Local Submission Queue, View Scheduled Posts, View Sent Posts, Rejected Posts, Offers Web Feed), 'Centre Management' (View Centres, Active Centres, Centre Admin, Stats Technical, Reach Stats, Current Feed Report, Download Newsletter, Parent Feed Usage Report), 'Retailer Management' (Feed Admin, Feed Stats), and 'User Management' (User Search, User Activity Log). The main area displays four offer cards:

- FINAL CLEARANCE** SHOES FROM ONLY £35 BOOTS FROM ONLY £45 (Expires Sunday 3rd February 2019)
- Disney does Classic Doll multi-buys** (Expires Monday 11th February 2019)
- LOGO TOPS FOR THE FAMILY 40% OFF** (Expires Tuesday 5th February 2019)
- PASTEL Passion** (25% off, Expires Tuesday 5th February 2019)

Centre Management

Under Centre Management you will find link to pages related to the management of clients/centres.

View Centres

The ‘View Centre’ page list all the centres that have been added to the system, regardless of whether they have an active Offers services or not.

CENTRES				
+ New Post LOGOUT				
Home				
Post Management				
Local Submission Queue				
View Scheduled Posts				
View Sent Posts				
Rejected Posts				
Offers Web Feed				
Centre Management				
View Centres				
Active Centres				
Centre Admin				
Stats Technical				
Reach Stats				
Current Feed Report				
Download Newsletter				
Parent Feed Usage Report				
Add Client				
Show 25 entries				
Search: <input type="text"/>				
ID	Centre Name	Category	Parent	Managing Agent
1431	Wulfrun Shopping Centre	Offers	Shopping Mall Offers	NONE
1459	Windsor Royal Shopping	Offers	NONE	NONE
1669	Willow Brook Centre	Offers	Shopping Mall Offers	NONE
1719	Whitefriars Shopping Centre	Shopping Centre	NONE	NONE
1421	White Rose Shopping Centre Leeds	Shopping Centre	NONE	Land Securities
1422	White Rose Centre Rhyl	Other	NONE	Colliers
1556	White River Place	Other	NONE	Workman
1601	Westside Retail Park	Shopping Centre	NONE	British Land
1417	Weston Favell Shopping Centre	Shopping Centre	NONE	Jones Lang LaSalle
1560	Westgate Retail Park	Offers	NONE	NONE
987	Westfield Stratford	Shopping Centre	NONE	NONE

Adding Client

Before adding a client to the system, you should first check if they're already been added by using the search box on the right on the page. If after searching for the client you done find them, then you should client the 'Add Client' button to add the new client.

Adding Users

The first step in adding a use to find the client on the 'View Centres' list and click on their 'ID', this will bring you to their edit details page.

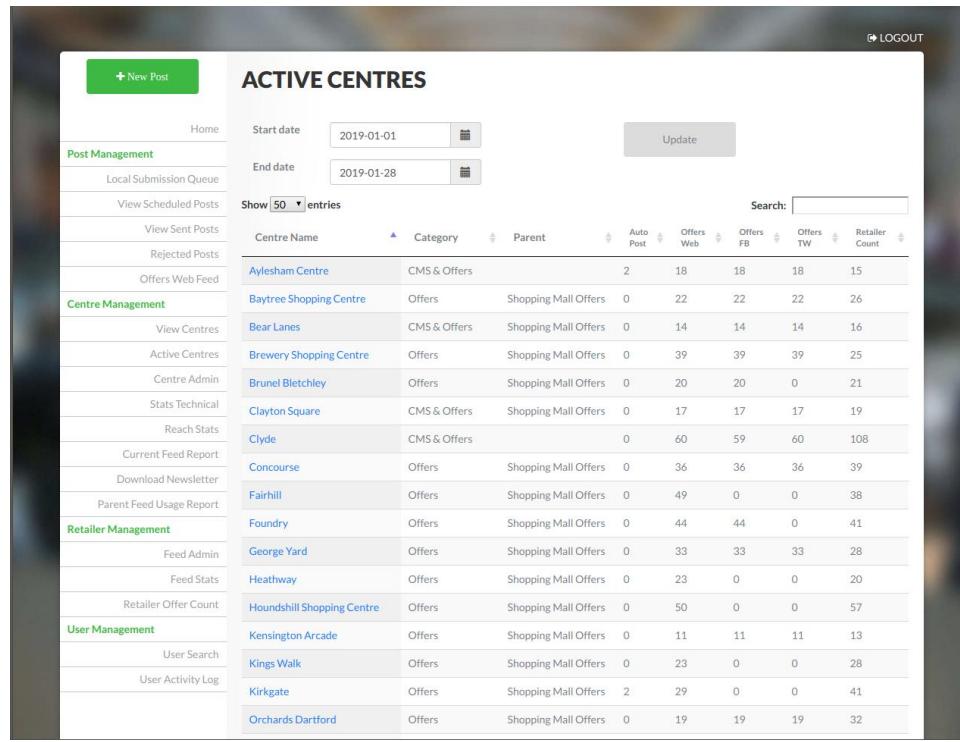
Note: If you click on the name of the Centre that takes you to their details list page.

Click on the 'Contacts' tab to see the current contacts linked to the client. On the 'Contacts tab there will also be an 'Add Contact' button', click it to display the 'Add Contacts page' where you can enter the details for the new user. You Can also edit user details from this page.



Active Centres

The 'Active Centres' page lists all the client/centres whom have an active Offers account. Is also displays information on their usage of the offers.

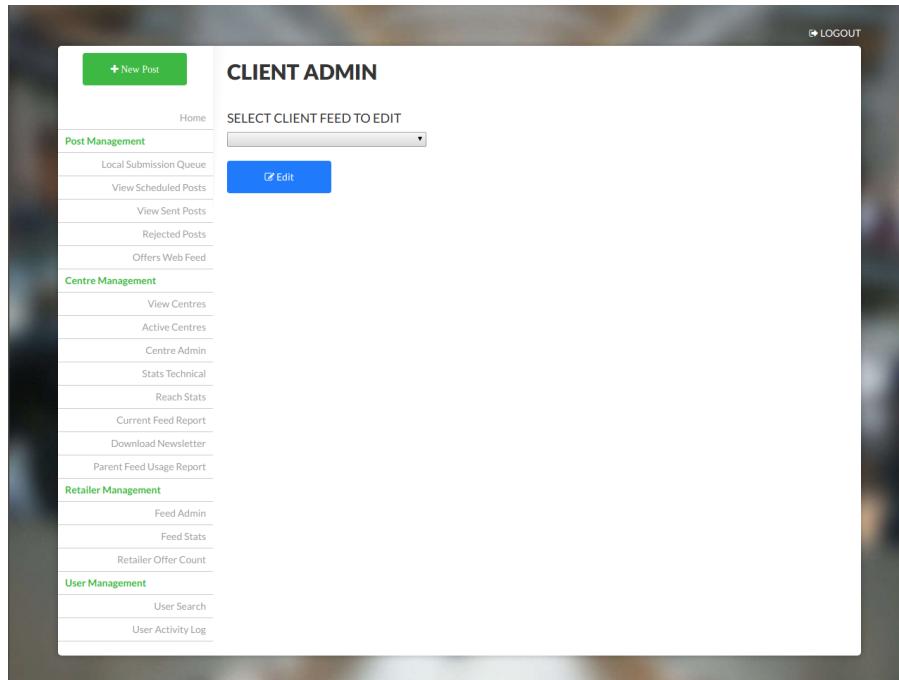


The screenshot shows a table titled 'ACTIVE CENTRES' with the following columns: Centre Name, Category, Parent, Auto Post, Offers Web, Offers FB, Offers TW, and Retailer Count. The data is as follows:

Centre Name	Category	Parent	Auto Post	Offers Web	Offers FB	Offers TW	Retailer Count
Aylesham Centre	CMS & Offers		2	18	18	18	15
Baytree Shopping Centre	Offers	Shopping Mall Offers	0	22	22	22	26
Bear Lanes	CMS & Offers	Shopping Mall Offers	0	14	14	14	16
Brewery Shopping Centre	Offers	Shopping Mall Offers	0	39	39	39	25
Brunel Bletchley	Offers	Shopping Mall Offers	0	20	20	0	21
Clayton Square	CMS & Offers	Shopping Mall Offers	0	17	17	17	19
Clyde	CMS & Offers		0	60	59	60	108
Concourse	Offers	Shopping Mall Offers	0	36	36	36	39
Fairhill	Offers	Shopping Mall Offers	0	49	0	0	38
Foundry	Offers	Shopping Mall Offers	0	44	44	0	41
George Yard	Offers	Shopping Mall Offers	0	33	33	33	28
Heathway	Offers	Shopping Mall Offers	0	23	0	0	20
Houndsill Shopping Centre	Offers	Shopping Mall Offers	0	50	0	0	57
Kensington Arcade	Offers	Shopping Mall Offers	0	11	11	11	13
Kings Walk	Offers	Shopping Mall Offers	0	23	0	0	28
Kirkgate	Offers	Shopping Mall Offers	2	29	0	0	41
Orchards Dartford	Offers	Shopping Mall Offers	0	19	19	19	32

Centre Admin

The 'Centre Admin' page give you the option activate and de-active Offers services for a client.



The screenshot shows a dropdown menu titled 'SELECT CLIENT FEED TO EDIT' with a single option 'Edit'.

First you must select the client/shopping centre from the drop-down menu, then click edit. This will take you to a page with the options to active and de-active services, add/update logo and it also has the link to their 'Snap n Post' page.

CLIENT ADMIN FOR EAST ORCHARDS

Enable/Disable Services

Social Offers Web Offers Digital CMS Local Offers ShopItBagIt

 **Update Services**

Local Offers

Link: <https://offers.onbrand.co.uk/submitoffer.php?cid=1406&h=ddc3bd5b9332790aad7546eb7ef359c4>



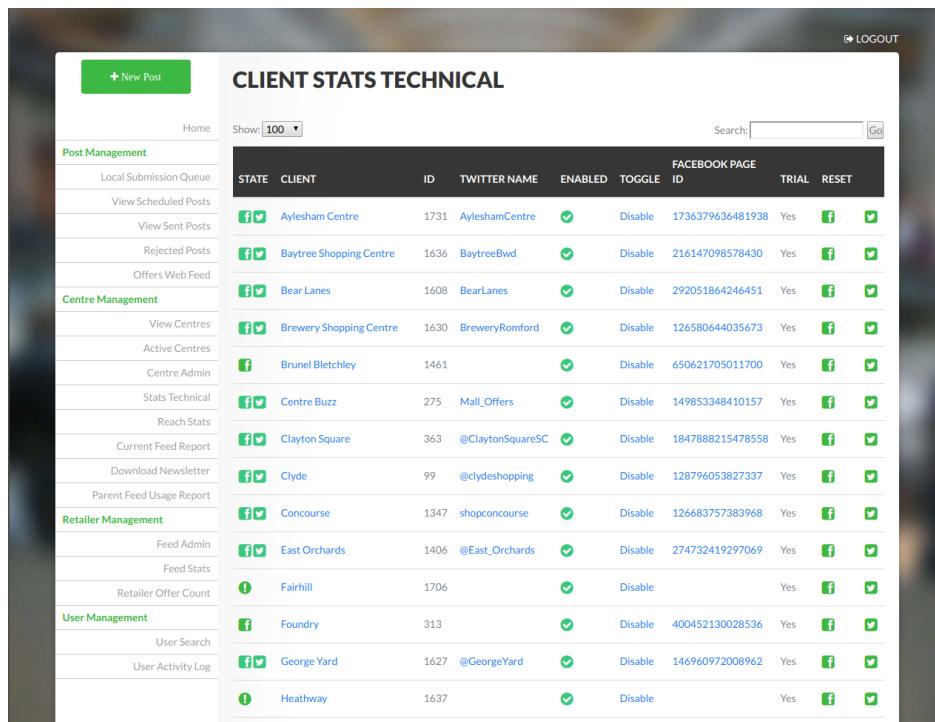
No file chosen

 **Update LocalBuzz**

Stats Technical

The 'Stats Technical' page is used to manage client Offers connection to Facebook and Twitter. Client Offers feeds can be disconnected from Facebook or/and Twitter by clicking the icons under the reset column.

Note: Client are connected to Facebook and Twitter via the Offers Client Area



CLIENT STATS TECHNICAL								
STATE	CLIENT	ID	TWITTER NAME	ENABLED	TOGGLE	FACEBOOK PAGE ID	TRIAL	RESET
  Aylesham Centre	1731	AyleshamCentre	<input checked="" type="checkbox"/>	Disable	1736379636481938	Yes	 	
  Baytree Shopping Centre	1636	BaytreeBwd	<input checked="" type="checkbox"/>	Disable	216147098578430	Yes	 	
  Bear Lanes	1608	BearLanes	<input checked="" type="checkbox"/>	Disable	292051864246451	Yes	 	
  Brewery Shopping Centre	1630	BreweryRomford	<input checked="" type="checkbox"/>	Disable	126580644035673	Yes	 	
 Brunel Bletchley	1461		<input checked="" type="checkbox"/>	Disable	650621705011700	Yes	 	
  Centre Buzz	275	Mail_Offers	<input checked="" type="checkbox"/>	Disable	149853348410157	Yes	 	
  Clayton Square	363	@ClaytonSquareSC	<input checked="" type="checkbox"/>	Disable	1847888215478558	Yes	 	
  Clyde	99	@clydeshopping	<input checked="" type="checkbox"/>	Disable	128796053827337	Yes	 	
  Concourse	1347	shopconcourse	<input checked="" type="checkbox"/>	Disable	126683757383968	Yes	 	
  East Orchards	1406	@East_Orchards	<input checked="" type="checkbox"/>	Disable	274732419297069	Yes	 	
 Fairhill	1706		<input checked="" type="checkbox"/>	Disable		Yes	 	
  Foundry	313		<input checked="" type="checkbox"/>	Disable	400452130028536	Yes	 	
  George Yard	1627	@GeorgeYard	<input checked="" type="checkbox"/>	Disable	146960972008962	Yes	 	
 Heathway	1637		<input checked="" type="checkbox"/>	Disable		Yes	 	

Reach Stats

When a client first connects their Facebook and/or Twitter accounts to Offers the system retrieves their follower count for Twitter and page likes for Facebook.

The screenshot shows a 'REACH STATS' page. At the top, there is a green button labeled '+ New Post' and a 'LOGOUT' link. Below the header, there is a sidebar with a navigation menu. The menu includes sections for 'Post Management' (Local Submission Queue, View Scheduled Posts, View Sent Posts, Rejected Posts, Offers Web Feed), 'Centre Management' (View Centres, Active Centres, Centre Admin, Stats Technical, Reach Stats, Current Feed Report, Download Newsletter, Parent Feed Usage Report), 'Retailer Management' (Feed Admin, Feed Stats, Retailer Offer Count), and 'User Management' (User Search, User Activity Log). The main content area is titled 'DISPLAYING REACH FOR ALL RETAILERS'. It features a table with the following data:

NAME	TWITTER	FOLLOWERS	FACEBOOK	LIKES	BOTH
Aylesham Centre	Yes	5	Yes	1	Yes
Baytree Shopping Centre	Yes	1130	Yes	1071	Yes
Bear Lanes	Yes	95	Yes	692	Yes
Bouverie Place Shopping Centre	Yes	0	Yes	4257	Yes
Brewery Shopping Centre	Yes	2324	Yes	8140	Yes
Brunel Bletchley	No	0	Yes	160	No
Centre Buzz	Yes	776	Yes	113	Yes
Chelmsley Wood	No		Yes		No
Clayton Square	Yes	113	Yes	105	Yes
Clyde	Yes	1532	Yes	10193	Yes
Concourse	Yes	721	Yes	3488	Yes

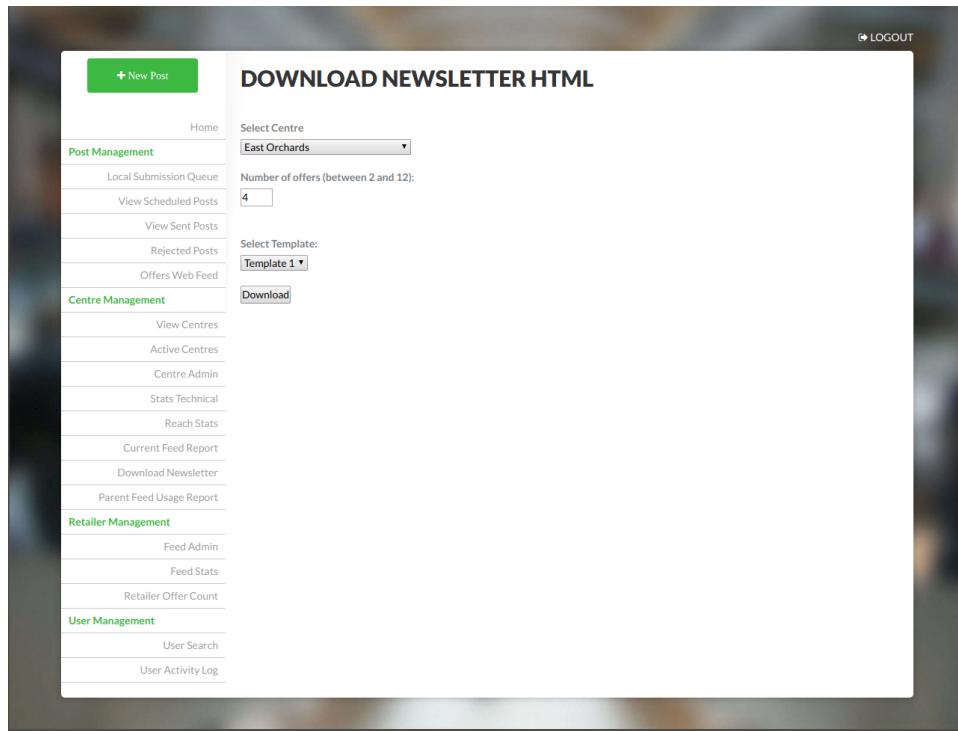
Current Feed Report

The 'Current Feed Report' page has a button to download a CSV file with a report on the post usage for all active client.

The screenshot shows a 'CLIENT CURRENT FEED REPORT' page. At the top, there is a green button labeled '+ New Post' and a 'LOGOUT' link. Below the header, there is a sidebar with a navigation menu. The menu includes sections for 'Post Management' (Local Submission Queue, View Scheduled Posts, View Sent Posts, Rejected Posts, Offers Web Feed), 'Centre Management' (View Centres, Active Centres, Centre Admin, Stats Technical, Reach Stats, Current Feed Report, Download Newsletter, Parent Feed Usage Report), 'Retailer Management' (Feed Admin, Feed Stats, Retailer Offer Count), and 'User Management' (User Search, User Activity Log). The main content area is titled 'EXPORT TO CSV' and features a blue button labeled 'export'.

Download Newsletter

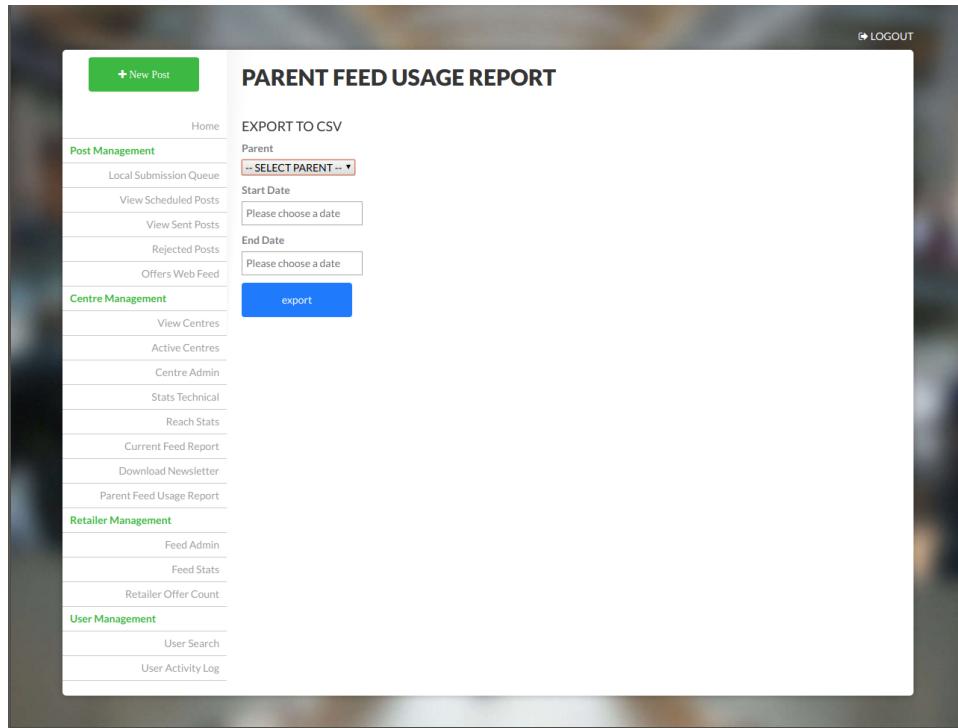
The 'Download Newsletter' page is where you can download a HTML template with the latest offers for a selected client.



Parent Feed Usage Report

This area is used to generate reports on the usage reports of the parent feed.

Note: As the only parent feed in use is 'Shopping Mall Offer', this report isn't used.

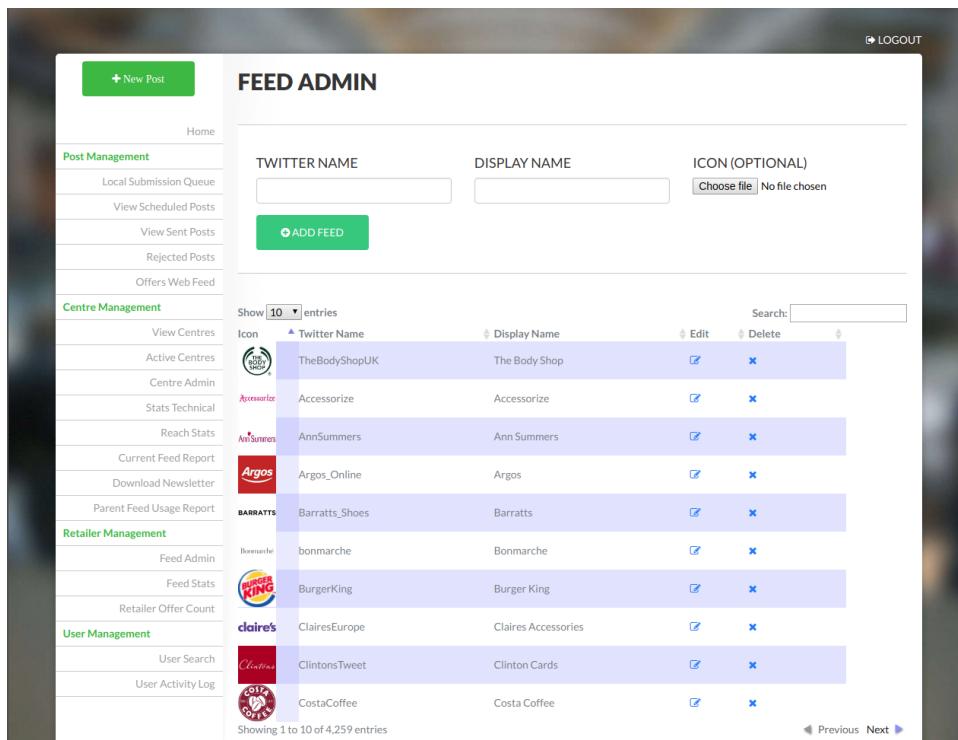


Retailer Management

Under Retailer Management you will find the pages related to retail managing and getting information about the retailers in the system.

Feed Admin

The 'Feed Admin' page is where you manage the retailers that are available to clients. Retailers can be added, edited or remove from the system via the page.



The screenshot shows the 'FEED ADMIN' page. On the left, a sidebar menu includes 'Post Management' (Local Submission Queue, View Scheduled Posts, View Sent Posts, Rejected Posts, Offers Web Feed), 'Centre Management' (View Centres, Active Centres, Centre Admin, Stats Technical, Reach Stats, Current Feed Report, Download Newsletter, Parent Feed Usage Report), 'Retailer Management' (Feed Admin, Feed Stats, Retailer Offer Count), 'User Management' (User Search, User Activity Log), and a 'Logout' button. The main content area is titled 'FEED ADMIN' and contains a table of retailers. The table columns are 'TWITTER NAME', 'DISPLAY NAME', and 'ICON (OPTIONAL)'. The table shows the following data:

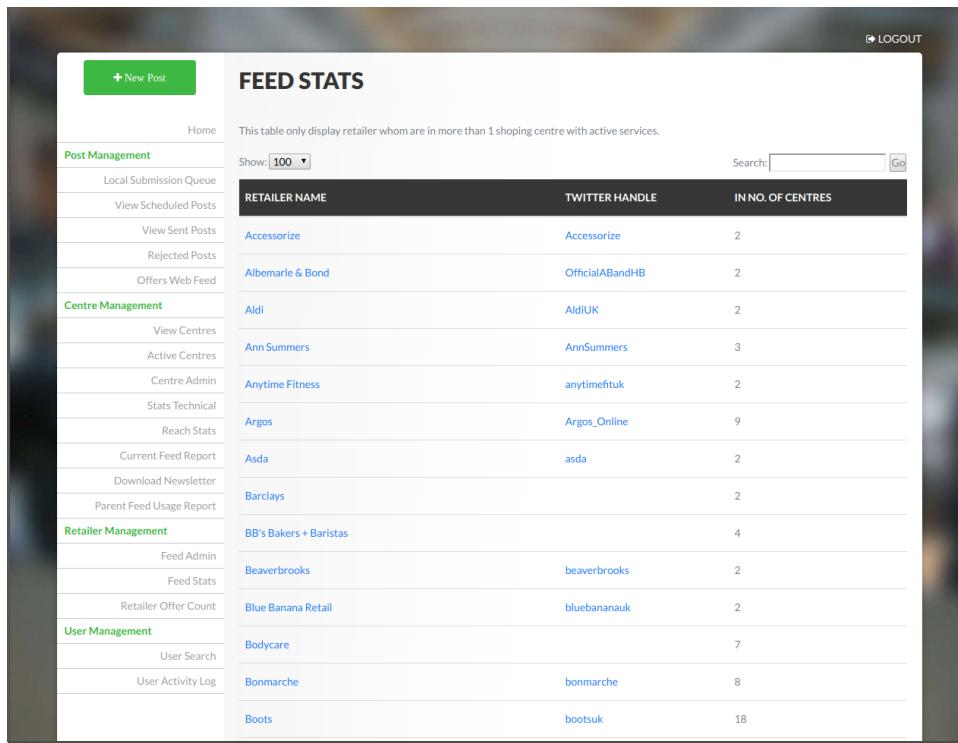
Icon	Twitter Name	Display Name	Edit	Delete
	TheBodyShopUK	The Body Shop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Accessorize	Accessorize	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	AnnSummers	Ann Summers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Argos_Online	Argos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Barratts_Shoes	Barratts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	bonmarche	Bonmarche	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	BurgerKing	Burger King	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Claire'sEurope	Claire's Accessories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Clinton'sTweet	Clinton Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	CostaCoffee	Costa Coffee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom, it says 'Showing 1 to 10 of 4,259 entries' and has 'Previous' and 'Next' buttons.

Retailers may change their logo; new retailers may come on-board & new centres may have new retailers. This is where you can add, edit and remove retailers from the master list. The Twitter name is added WITHOUT the @ before the Twitter name. It's a simple procedure to add or remove the brand logo by using the choose file area which gives the option to add a new one or remove the old one. Just remember to click update once you have done the edit.

Feed Stats

The 'Feed Stats' page displays a table that displays how many centres a retailer is in.

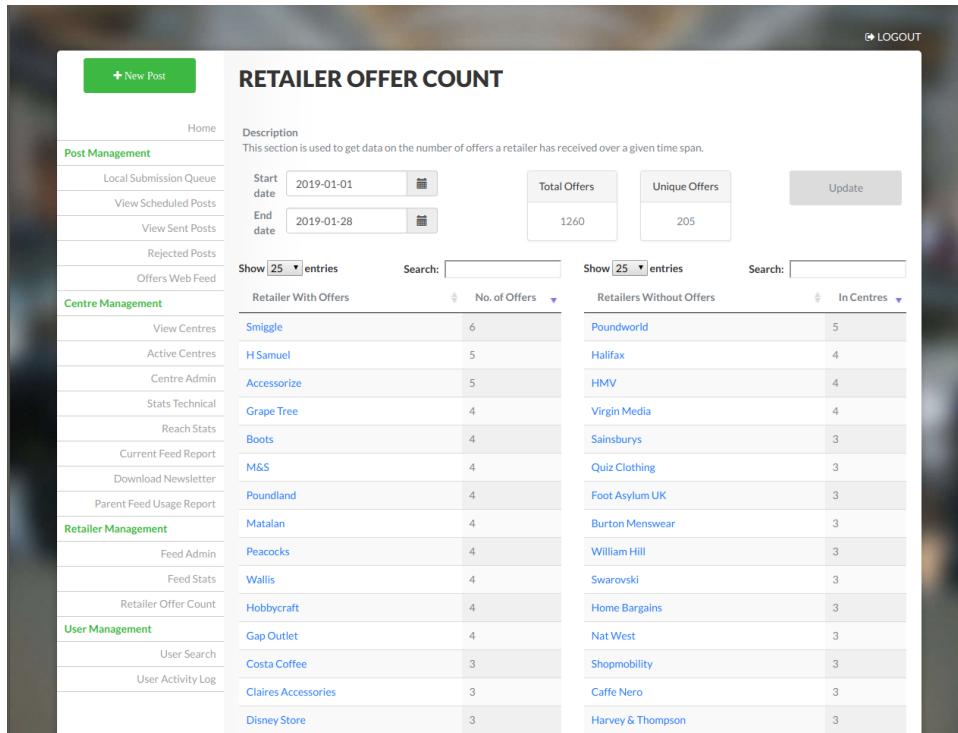


The screenshot shows a table titled 'FEED STATS' with the following data:

RETAILER NAME	TWITTER HANDLE	IN NO. OF CENTRES
Accessorize	Accessorize	2
Albemarle & Bond	OfficialABandHB	2
Aldi	AldiUK	2
Ann Summers	AnnSummers	3
Anytime Fitness	anytimefituk	2
Argos	Argos_Online	9
Asda	asda	2
Barclays		2
BB's Bakers + Baristas		4
Beaverbrooks	beaverbrooks	2
Blue Banana Retail	bluebananauk	2
Bodycare		7
Bonmarche	bonmarche	8
Boots	bootsuk	18

Retailer Offer Count

The 'Retailer Offer Count' page is used to get data on the number of offers a retailer has received over a given time span. It also shows you which retailers have received offers.



The screenshot shows a table titled 'RETAILER OFFER COUNT' with the following data:

Retailer With Offers		Total Offers	Unique Offers
Smiggle	6	1260	205
H Samuel	5		
Accessorize	5		
Grape Tree	4		
Boots	4		
M&S	4		
Poundland	4		
Matalan	4		
Peacocks	4		
Wallis	4		
Hobbycraft	4		
Gap Outlet	4		
Costa Coffee	3		
Claire's Accessories	3		
Disney Store	3		

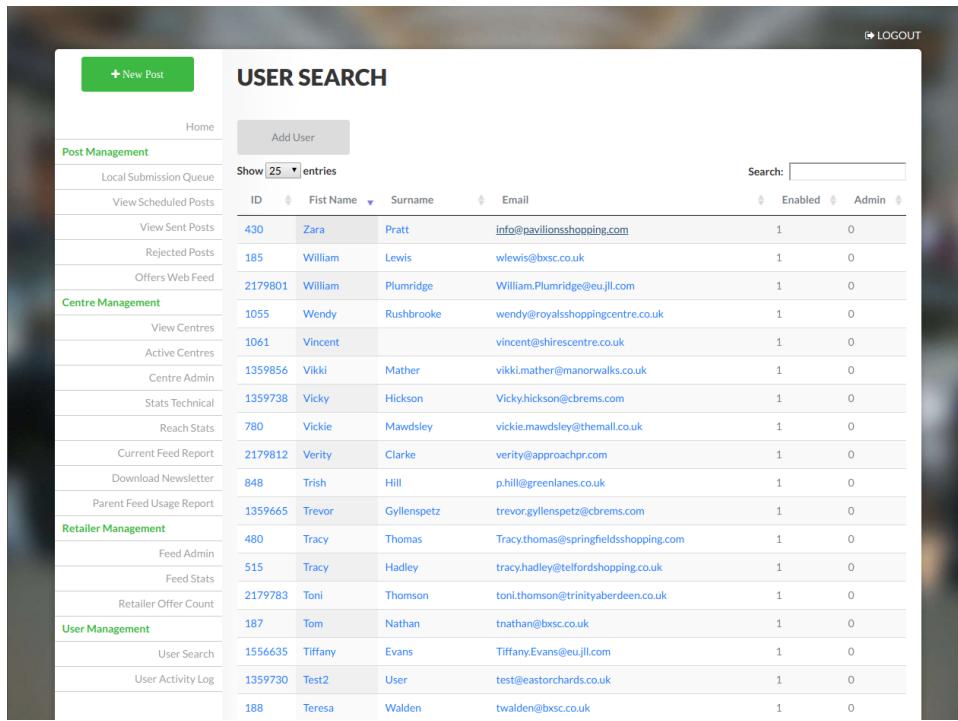
Retailers Without Offers		In Centres
Poundworld	5	
Halifax	4	
HMV	4	
Virgin Media	4	
Sainsburys	3	
Quiz Clothing	3	
Foot Asylum UK	3	
Burton Menswear	3	
William Hill	3	
Swarovski	3	
Home Bargains	3	
Nat West	3	
Shopmobility	3	
Caffe Nero	3	
Harvey & Thompson	3	

User Management

Under 'User Management' you will find pages related to user of the Offers services.

User Search

The 'User Search' list all users of the Offer service. You can search for users and click-through to see details about the users account.



The screenshot shows a user interface for 'USER SEARCH'. On the left, there is a sidebar with a 'Post Management' section containing 'Local Submission Queue', 'View Scheduled Posts', 'View Sent Posts', 'Rejected Posts', and 'Offers Web Feed'. Below that is a 'Centre Management' section with 'View Centres', 'Active Centres', 'Centre Admin', 'Stats Technical', 'Reach Stats', 'Current Feed Report', 'Download Newsletter', and 'Parent Feed Usage Report'. At the bottom of the sidebar is a 'Retailer Management' section with 'Feed Admin' and 'Feed Stats'. The main area is titled 'USER SEARCH' and contains a table with the following data:

ID	First Name	Surname	Email	Enabled	Admin
430	Zara	Pratt	info@pavilionsshopping.com	1	0
185	William	Lewis	wlewis@bxsc.co.uk	1	0
2179801	William	Plumridge	William.Plumridge@eu.jll.com	1	0
1055	Wendy	Rushbrooke	wendy@royalshoppingcentre.co.uk	1	0
1061	Vincent		vincent@shirecentre.co.uk	1	0
1359856	Vikki	Mather	vikki.mather@manorwalks.co.uk	1	0
1359738	Vicky	Hickson	Vicky.hickson@cbrems.com	1	0
780	Vickie	Mawdsley	vickie.mawdsley@themall.co.uk	1	0
2179812	Verity	Clarke	verity@approachpr.com	1	0
848	Trish	Hill	p.hill@greenlanes.co.uk	1	0
1359665	Trevor	Gyllenspetz	trevor.gyllenspetz@cbrems.com	1	0
480	Tracy	Thomas	Tracy.thomas@springfieldsshopping.com	1	0
515	Tracy	Hadley	tracy.hadley@telfordshopping.co.uk	1	0
2179783	Toni	Thomson	toni.thomson@trinityaberdeen.co.uk	1	0
187	Tom	Nathan	tnathan@bxsc.co.uk	1	0
1556635	Tiffany	Evans	Tiffany.Evans@eu.jll.com	1	0
1359730	Test2	User	test@eastorchards.co.uk	1	0
188	Teresa	Walden	twalden@bxsc.co.uk	1	0

User Activity Log

The 'User Activity Log' page list logs all activity related to posts. Whenever a post is created, scheduled and posted it is logged here along with whom preformed the action.

LOGOUT

+ New Post

Post Management

Centre Management

Retailer Management

User Management

USER ACTIVITY LOG

Start date

End date

Update

Show **25** entries
Search:

Date & Time	Action	User	Offer Title	Retailer	Centre
28th Jan 19 13:07:54	Offer Scheduled	S. Waterman-Coleman	Save 25% off at Smiggle		The Rock
28th Jan 19 13:07:54	Offer Scheduled	S. Waterman-Coleman	Save 25% off at Smiggle		The Liberty
28th Jan 19 13:07:54	Offer Scheduled	S. Waterman-Coleman	Save 25% off at Smiggle		St Georges Preston
28th Jan 19 13:07:54	Offer Scheduled	S. Waterman-Coleman	Save 25% off at Smiggle		Centre Buzz
28th Jan 19 13:07:14	Offer Created	S. Waterman-Coleman	Save 25% off at Smiggle		Admin Area
28th Jan 19 11:51:52	Offer Scheduled	E. Forrester	Share the love at The Perfume Shop		Clyde
28th Jan 19 11:08:39	Offer Scheduled	S. Waterman-Coleman	Share the love at The Perfume Shop		The Rock
28th Jan 19 11:08:39	Offer Scheduled	S. Waterman-Coleman	Share the love at The Perfume Shop		The Liberty
28th Jan 19 11:08:39	Offer Scheduled	S. Waterman-Coleman	Share the love at The Perfume Shop		St Georges Preston
28th Jan 19 11:08:39	Offer Scheduled	S. Waterman-Coleman	Share the love at The Perfume Shop		Centre Buzz