



## Help text for 8DAYS website

### HELP SCREEN FOR THE OFFERS TAB

#### **Offers**

View all your current and active offers here. Use the on/off switch to the right of the offer to turn the offer on and off in real time. When an offer is switched off it is not viewable by the public.

Click on an offer to view, edit or delete the offer.

You can create a new offer from this screen by clicking 'Create an offer'. You will be taken to the offer creation wizard which will guide you through the simple creation process.

#### **Past Offers**

See all previous and inactive offers listed here. Click on an offer to view, edit or delete the offer.

#### **Redemption Methods**

You can manage your offer redemption methods here.

A redemption method is the way in which a consumer takes up your offer. All redemption methods created as part of an offer are saved here for editing and future application. A single redemption method can be easily applied to multiple offers.

Click on a redemption method to edit or delete it.

You can create a new redemption method when you create a new offer or by clicking 'Create a redemption method'. You will be taken to the redemption method creation wizard which will guide you through the simple creation process.

Note: Where a redemption method is applied against multiple offers, editing the redemption method will affect all offers it is applied to.

#### **Terms and Conditions**

You can manage your offer terms and conditions here.

Terms and conditions are the restrictions you place on your offers. For example, "limit two per customer" or "management reserves the right to cancel this offer at any time".

All terms and conditions created as part of an offer are saved here for editing and future application. A single terms and conditions entry can be easily applied to multiple offers.

Click on a terms and conditions entry to edit or delete it.

You can create a new terms and conditions entry when you create a new offer or by clicking 'Create a T&C'. You will be taken to the terms and conditions creation wizard which will guide you through the simple creation process.

Note: Where a terms and conditions entry is applied against multiple offers, editing the entry will affect all offers it is applied to.

## HELP SCREEN FOR THE CREATE AN OFFER SCREEN

Use this form to create a new offer. The value of your offer and a guide to how the offer will look appears on the right side of the screen.

### 1. Active Dates

Select all of the dates within the next four weeks that you want your offer to be active. Dates cannot be selected more than four weeks in advance.

### 2. Discount

Select the type of discount you are offering customers:

#### Discount

A “discount” offer indicates that you are reducing the price of an item or items (e.g. \$30 manicure, normally \$40)

“How much does the customer normally pay?” Enter the full normal retail price of the item or items you are selling. Do not apply the discount. If the offer covers multiple items (e.g. 25% off all electrical goods) then enter \$0 in this field.

“How much is the discount?” Enter the value of the discount (e.g. if the item is normally \$20, but your offer is selling it for \$15 then type \$5). If the discount is a percentage (e.g. 25% off) then enter the percentage of the discount and select “Percent (%)” from the adjacent drop-down menu.

#### Extra Value

An “extra value” offer indicates that you are giving the customer something extra (e.g. buy a large pizza and get a bottle of soft drink free).

“How much does the customer actually pay?” Enter the total amount the customer needs to pay to take up the offer (e.g. if you are giving a \$50 hamper free to people who pay for a double hotel room valued at \$150, then enter \$150).

“How much extra value is added?” Enter the value of the additional item or items given away for free with the offer (e.g. if you are giving a \$50 hamper free to people who pay for a double hotel room, then enter \$50). If you are offering an “upsized” style offer (e.g. get a family pizza for the price of a large, then enter the difference in price between the two sizes).

### 3 Details

Complete the details for the offer. You will see a guide to how the offer will look on the right.

**Short Title:** Write a short, catchy title for your offer with a maximum of three words (e.g. “Kids stay free!”)

**Long Title:** Write a longer, catchy title for your offer. More detail can be included here (e.g. “Two burritos, two sides and two margaritas for just \$20”).

**Full Description:** Enter the full details of your offer here. This is where you sell the offer to the public. Don't include redemption details or terms and conditions as you will enter them later.

**Redemption Instructions:** Here you can use the drop-down list to either select a previously used redemption method, or select "Write new..." to create a new redemption method.

**Terms and Conditions:** Here you can use the drop-down list to either select a previously used terms and conditions entry, or select "Write new..." to create a new terms and conditions entry.

Once you have completed all the details of your offer, click "Save Offer". Once you have saved the offer you will be able to switch it on from the "Offers" screen.

## HELP SCREEN FOR THE LOCATIONS TAB

### **Locations**

You can manage the locations of your business here.

Click on any of your existing locations to view, edit or delete them.

To add a location, click “Create a Location”. Complete the simple form and click “Submit” to add the location to your account.

## HELP SCREEN FOR THE STAFF TAB

### **Staff**

You can manage people you want to allow access to your 8DAYS account here. Any staff members already linked to your account will be listed.

To add a staff member to your account, click “Add staff”. at the bottom of the “Account” section on the screen.

If you have multiple locations and want to add a staff member to one location only, click “Add staff” directly under the relevant location listing.

Once you click “Add staff” you will be prompted for the staff member’s email address. If the email address is already registered in the 8DAYS database, the staff member’s details will be populated automatically.

If the staff member is not registered with 8DAYS you will need to complete the simple staff details form and click “Give Access”.

If you wish to remove a staff member, simply click “remove” directly under their listing on the staff screen.

## HELP SCREEN FOR THE ACCOUNT TAB

### **Account**

You can manage your account details here.

### **Details**

You can view or edit your business details here. Once you have made your changes, click “Save Details”.

You can also close your account from this screen by clicking “Close this account”.

### **Plan**

Use this screen to determine your plan details.

## **Using 8DAYS**

8DAYS is a simple intuitive system to connect people with great offers from great businesses.

### **Signing up to 8DAYS**

Click “Sign up” at the top of the screen, fill in the simple form and click “Sign up”. It’s that simple.

You don’t need to sign up to use 8DAYS to use it, but if you do we can use the information you provide us to display offers that you are more likely to be interested in.

Your personal details are not shared with third parties.

### **Logging in to 8DAYS**

Click “Login” at the top of the screen and enter your registered email address and password. Click “Login”. It’s that easy.

### **Finding an offer**

The top 8 offers currently available are profiled on the 8DAYS homepage. If none of these appeal to you then use one of the search functions.

Use the search field on the 8DAYS homepage to search the entire database of offers or click on one of the “Quick search” buttons to quickly see all offers in the relevant category – Dine, Stay, Play or Buy.

### **Refining results and filtering by location**

The 8DAYS results page allows you to refine your results to a specified location. Click “Current Location” to allow 8DAYS to determine where you are and offer you deals that are close by. Click “Find a Location” to manually enter an address. Click “Clear Location” to reset your location details.

You can change the category of your search results by clicking the appropriate tab at the top of the results page – Dine, Stay, Play, Buy or All.

You can also reorder your results by “Best Value”, “Closest” and “Latest” by simply clicking on the appropriate tab above the results.

### **Taking up an offer**

Once you find the offer you’re looking for, click on it to see the full details including how to redeem the offer and its terms and conditions.