

<u>Filters</u>

This guide explains how to utilize filters within the FSSI Promotional Portal Applications

Filters are essential for using the Promotions Portal effectively. We will break down to each of your applications, what filters are most beneficial per application and where to gather external information to use within some of these filters

Adding Filter & Saving New Filter to your Filters as your Default View

• When you first enter any application in the FSSI Promo Portal, your view will be set to '*Standard*.



- This can be updated to include as many offered filters as you require and saved so whenever you enter an application all required or used filters are showing. Click into the '*Adapt Filters*' button
- This will bring up a list of ALL possible filters, select the ones you with to add and click '*OK*' to add these to your current screen
 - Note: Clicking '*OK*' does **NOT** make this your new default setting
 - o Note: Each application has different available filters

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Category Name		
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Event Name		
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Product Id		
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Start Week		
Status		
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Vendor*	•	
	I OK	Cancel

Once returned to the main view screen you should see your additional filters added. If you wish to
now save the current view your default view, click on the '*Standard** button or the downwards '*4*'
icon

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• A drop-down will appear click the '*Save As*' button

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- You will then be able to Save the View.
 - The best practice for a new default is to change the name of your view. This can be anything you like such as your name or description of view.
- To make the view your new default which will automatically appear each time you enter the application, you **MUST** click the '*Set as Default*' button

Save View	
View:	
My New Default View	
Set as Default	
Public	
Apply Automatically	
Save	Cancel

- Click '*Save*'
- Your view will automatically change to the newly saved default view. Every time I now enter the • *Promotion Plan Calendar*, my view will always be • *My New Default View*.

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My New Default View	· ~					Submit Promot	ion Plans Approve Published Items
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Another highly effective rule to note: If you save a new '*default view*' with any of the newly added filter's <u>populated with data</u> e.g., the '*Year*' filter says 2023, when you save this the 2023 will be automatically populated when you next enter the application. This will save you time from entering reoccurring data each time.

You can create as many different views as you wish for filters for different tasks you may have. We would highly recommend when first entering the FSSI Promo Portal as a new user to create your own default view as this could help solve any issues you come across in any of the three following applications.





Three Applications Filter Guide

The following pages will cover the most beneficial filters we heavily recommend using in the different applications as they can be very useful to help find specific tasks, events, offers etc.

Promotion Plan Calendar

The *Promotion Plan Calendar* application is used heavily as part of the planning stage for all banner/channel promotions. We will look at and explain the best filters to use for this application

- *1. Year* One of the most useful filters is the year. Adding in the year is simple yet will help narrow your view.
 - This will also cancel out any old/or 'Copy Of' articles/products that have been deleted (This was done in August 2021 and is beneficial for any date after)

My New Default Vi	iew* ~									Submit Pro	motion Plans	Approve Published Items
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				IPRO	Cycle Example (2236)							Grocery & Beverage Demo
												TPR
Four Square							FS Baby & Pet Demo (2173)				4S	Super Saver Demo (2176)
Product / Product Group Key	Channel											
PAMS CHEESE BLOCK 1KG NW	New World	NW Chilled &	Frozen Demo (2171)							NW Chille	d & Frozen Demo (2182)
PAMS ALMONDS 70G NW	New World	NW Chilled &	Frozen Demo (2171)									
PAMS ALMOND MILK 1L NW	New World									NW CD4 I	Demo (2174)	
MONDAY SHAMPOOICOND 35	PAKINSAVE											
NOOD DOG FOOD 1.5KG PS	PAKINSAVE											
MONDAY SHAM/COND 800ML	PAKINSAVE			TPR (Cycle Example (2236)							
PAMS ALMOND MILK 1L PS	PAKINSAVE			TPR (Cycle Example (2236)							
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2. Channel – The channel is which banner the deals you are viewing fall under. (PNS, NW, FSQ, TRENTS, OTS, RF & HL) As products and deals are specific to a channel it can be helpful to further narrow down your view







3. Product ID - This is where you can search your specific Products/SKUs

My New Default	/iew* 、												Submit Promotion Pl	ans Approve Publish	ned Items
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			Bonus Deal - 4	Week (296)				Club Deal - 4 Week (3	72)				Bonus Deal - 4 Week	: (315)	
				Bonus De	al - 4 Week (322)				Bonus De	eal - 4 Week (3	18)			Bonus Deal - 4 Week	(314)
							Bonus Deal - 4 We	ek (320)				Bonus Deal - 4 Week (3	316)		
Product / Product Group Key	Channel						-								
PAMS SULTANAS 400G	New Worl	d	Club Deal - 4 Week (373)												
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4. Status – This is where you can filter to see the status of different events/product assignments

My New Default Vi	iew* ~												Submit Promot	ion Plans Approv	re Published Items
Year:		Channel:		Vendor:*		Category:		Runs in Week:		Event Id:		Start Week:		Product Id:	
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Four Square								PS Baby & Pet Demo	(2173)					4S Super S	iaver Demo (2176)
Product / Product Group Key	Channel														
PAMS ALMONDS 70G NW	New World	d	NW Chilled	k Frozen Demo (2171)											
PAMS ALMOND MILK 1L NW	New Worl	đ											NW CD4 Demo	0 (2174)	





Promotions Funding & Confirmations Application

The *Promotions Funding & Confirmations Application* has fewer filters, but they can be severely more important.

 Offer ID – The offer ID can be a game changer when used in tandem with any and all 'FSSI PMR Portal Notifications' emails you receive. These have the offer numbers attached and searching for the individual Offer ID cancels our searching through multiple offers

From: SupplierPromotionsPortal@foodstuffs <supplierpromotionsportal@foodstuffs-si.co.nz> Sent: Wednesday, 11 January 2023 4:02 AM To: Subject: FSSI PMR Portal Notifications</supplierpromotionsportal@foodstuffs-si.co.nz>
Dear Valued Supplier
A recent action has been created or is due for submission. Please see below and log into the portal to action these items for vendor
New World Promotion Funding & Confirmation app - the following due Funding Requests exist Offer 401600466 Offer 401600513 Offer 401600526
PAK'nSAVE Promotion Funding & Confirmation app - the following due Funding Requests exist Offer 401600401 Offer 401600534 Offer 401600578
Kind Regards

Elliott's View* \sim													Approve Funding Co	onfirmation
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Offer Name	Channel													
BUDGET T-BAG 2005	New World						NW Weekly Club	De						

2. Channel – Which banner an offer relates to. This can also be found on any and all 'FSSI PMR Portal Notification' Emails if you are unsure what banner the offer relates to

From: Supplier/PromotionsPortal@toodstuffs <supplier promotionsportal@toodstuffs.si.co.nz=""> Sent: Wednesdav. 11 January 2023 4:02 AM</supplier>
To:
Subject: FSSI PMR Portal Notifications
Dear Valued Supplier
A recent action has been created or is due for submission. Please see below and log into the portal to action these items for vendor
New World
Promotion Funding & Confirmation app - the following due Funding Requests exist
Offer 401600466
Offer 401600516
DAK'nSAVE
Promotion Funding & Confirmation app - the following due Funding Requests exist
Offer 401600406 :
Offer 401600411
Offer 401600534 5
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Offe	r Name	Channel															
3170	0016	New World					NW Non-Adv	ertised									
4214	1754	New World					NW Non-Adv	ertised									
A1 T	est Offer for Demo 3	New World					-										
ASA	NW-PER-VOPOS-7- Buy 4	New World															-
Arch	- NW - PER-VOPOS-1-SUB	New World															
Arch	NW-PER-VOPOS-7- Buy 4	New World															
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Arch	-NW-SD-VOPOS-6-Tiered	New World															
Beth	(NW) CD FSP with Limit G	New World			•		NW Weekly Club	Deals									
Beth	(NW) CD FSP without limit B	New World					NW 4 Week Club	Deals									
Beth	(NW) CD M&M Kieenex	New World					NW 4 Week Club	Deals									
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Beth	(NW) Instore Multi	New World					NW Super Saver	5									
000							NW Super Saver										
							NW Super Saver	2									

3. Status – Shows only the selected status offers. Identifies what part of the process the offers are in

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Promo Funding Articles															
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Offer Name A1 Test Offer for Demo 3 A1 Test Offer for Demo 4 AMSTEL BIER 330ML 12-PK.ST	Channel New Work New Work	d d												NW Super Savers	NW Super Savers
APPLETISER & GRAPETISER 7 BAKER HALL SYR BARLEY 750 BELL TEA 250G NW	New Work New Work	d d								NW Weekly Club De NW Weekly Club De	NW Weekly Club De.	NW Weekly Club De NW Weekly Club De	NW Weekly Club De	NW Weekly Club De	

4. Start – The date that the promotion starts. This can help narrow down your search when struggling to find certain offers without knowing the number



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Additional Filter Notes

- Although we have focused on individual filters, you can use multiple at one time to narrow searches down significantly
- If you are not viewing what you expect to see when using more than one filter, we suggest you go back a step and see if you have made a mistake during your searches
- If you are using filters & searching specific events, offers or products/SKUs etc. and nothing is showing try removing other filters, otherwise contact the SupplierPromoPortal Inbox to investigate
- Learn, use, and test the capabilities of what filters can do by 'Trial and Error'. Spending as little as 30 minutes next time you sign in could save you a lot of time using the FSSI Promo Portal

If you have any other questions around Filters, please contact the FSSI Supplier Promotions Portal



