WEB TUTORIALS

AVTRIP Promotions
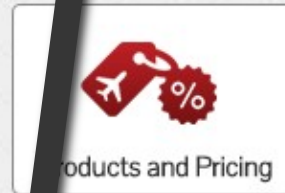
Create / Edit / View

THE AVFUEL HUB
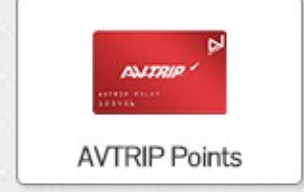
To begin, select "AVTRIP Promotions" from the top navigation bar or the main menu button options.

Select "Create"

Home   Transactions ▼   Lookup ▼   Customer Profiles ▼   Products and Pricing ▼   AVTRIP Promotions ▼   Merchant Account ▼   Help

Create
View Active
View History

Create

View Active

View History
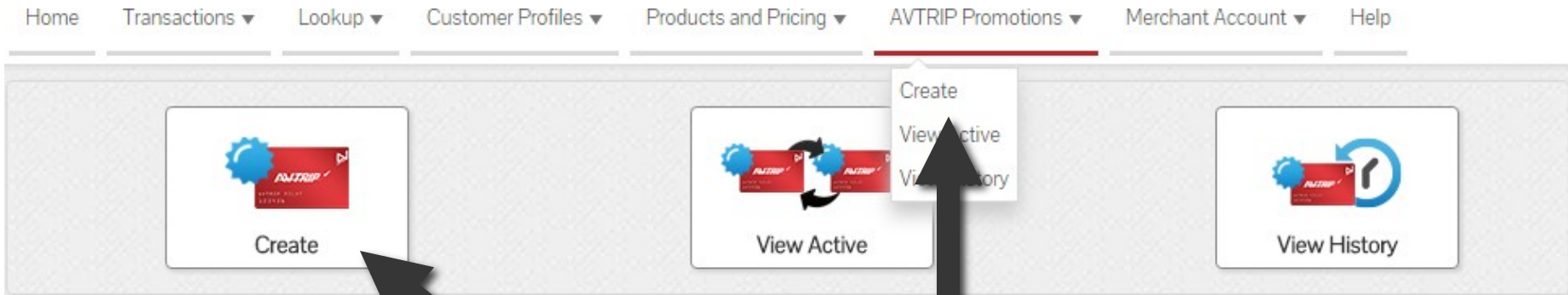
To create a new AVTRIP Promotion, select "Create" from the "AVTRIP Promotions" menu item in the top navigation bar or the "AVTRIP Promotions" menu button options.

Enter Promotion Details

* Code

* Name

* Type   -- Select One --

Product   -- Select One --

Points

Expiration Date

Create Promotion

Enter a 3-character code of your choosing to identify the promotion as well as the name of the promotion.

Note   **The 3-character code is to identify the promotion and can be any combination of 3 numbers and/or letters. However, the same code cannot be used more than once.**

Enter Promotion Details

* Code	IHA
* Name	Fuel Special
* Type	-- Select One -- ▼
	-- Select One --
	Per Unit
Product	Fixed Amount
Points	
Expiration Date	📅

Create Promotion

Select "Per Unit" to award points based on individual products (3 pts per gallon of Jet A) or select "Fixed Amount" to award a specific amount (750 points per occurrence).

Note   **If "Per Unit" is selected, a product must also be entered.**

Enter Promotion Details

* Code   IHA

* Name   Fuel Special

* Type   Per Unit ▼

* Product   -- Select One --

Select "Product" to award points to that particular product.

Points   per unit

Expiration Date

Create Promotion

| Note | If "Per Unit" is selected, a product must also be entered. |

Enter Promotional Details

* Code	IHA
* Name	Fuel Special
* Type	Per Unit ▼
* Product	Jet A Fuel ▼
Points	750
Expiration Date	

Create Promotion

The Points and Expiration Date are optional. If no points are entered, you will be prompted to provide points at the time of the transaction. If no Expiration Date is supplied, the Promotion will be active until you manually delete it.

Enter Promotional Details

* Code	IHA
* Name	Fuel Special
* Type	Per Unit ▼
* Product	Jet A Fuel ▼
Points	750 per unit
Expiration Date	📅

Once all data has been entered correctly, select "Create Promotion".

Create Promotion

Promotion Created

Home   Transactions ▾   Lookup ▾   Customer Profiles ▾   Products and Pricing ▾   AVTRIP Promotions ▾

Create   Select

View Active

View History

✓ Insert Successful

Create AVTRIP Promotion

* Code [   ]

* Name [   ]

-- Select One -- ▾

Product   -- Select One -- ▾

Points [   ]

Expiration Date [   ] 📅

Create Promotion

The new promotion can be viewed by selecting "View Active".

Confirmation that the promotion was created will appear here.

View Active

Home   Transactions ▼   Lookup ▼   Customer Profiles ▼   Products and Pricing ▼   AVTRIP Promotions ▼   Merchant Account ▼   Help

Create
View Active
View History

Create

View Active

View History
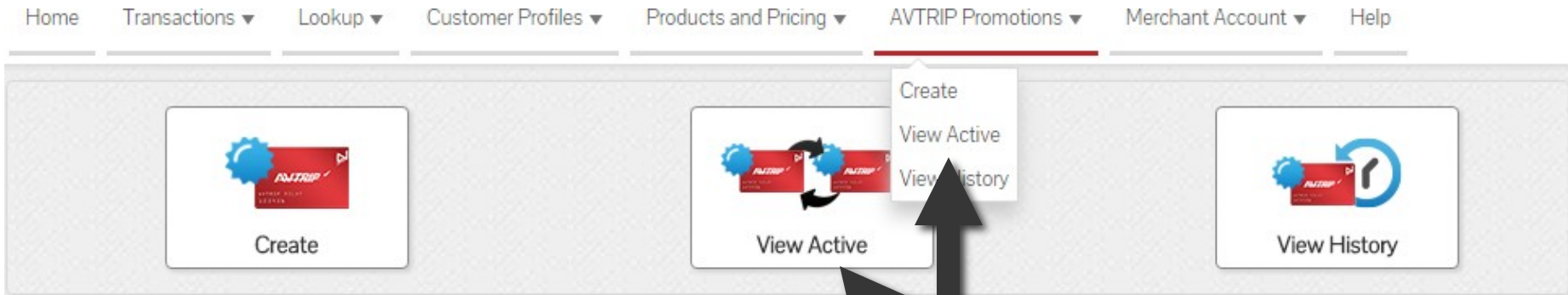
To view all active AVTRIP Promotions, select "View Active" from the top navigation bar or the main menu button options.

Active AVTRIP Promotions

Active AVTRIP Promotions

Your default fuel points per gallon is 2.0

Owner	Code	Name	Type	Awarded On	Expiration Date	Points		
FBO	190	Test	Fixed Amount			100	Edit	Delete
FBO	IAH	Test	Per Unit	Avgas 100LL	01/31/2016	5	Edit	Delete
FBO	IHA	Fuel Special	Fixed Amount		01/26/2016	750	Edit	Delete

All active AVTRIP Promotions are listed. To delete a current promotion, select "Delete".

Edit Active AVTRIP Promotion

Active AVTRIP Promotions

Your default fuel points per gallon is 2.0

Owner	Code	Name	Type	Awarded On	Expiration Date	Points		
FBO	190	Test	Fixed Amount			100	Edit	Delete
FBO	IAH	Test	Per Unit	Avgas 100LL	01/31/2016	5	Edit	Delete
FBO	IHA	Fuel Special	Fixed Amount		01/26/2016	750	Edit	Delete

To extend the expiration date on a current promotion, select "Edit".

Note — Only the expiration date can be changed on an active promotion. To change additional information, the promotion must be deleted and then re-entered.

Edit Active AVTRIP Promotion

Update AVTRIP Promotion

* Code   IHA

* Name   Fuel Special

* Type   Fixed Amount ▼

Product   -- Select One -- ▼

Points   750   per unit

Expiration Date   01/26/2016   📅

The expiration date can be updated by selecting the calendar or by typing the date in the field – MM/DD/YYYY.

Cancel   Update

Edit Active AVTRIP Promotion

Update AVTRIP Promotion

* Code   IHA

* Name   Fuel Special

* Type   Fixed Amount ▼

Product   -- Select One -- ▼
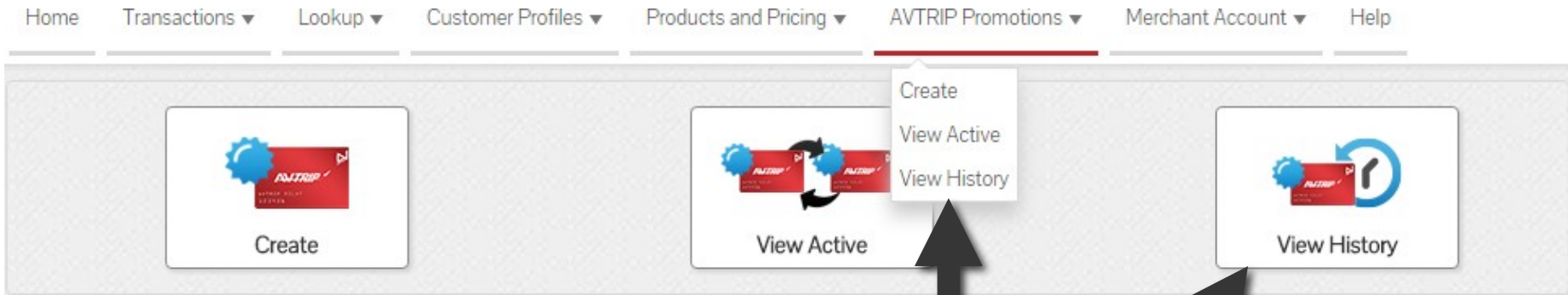
Points   750   per unit

Expiration Date   01/26/2016   🗓

Cancel   **Update**

Once the changes have been made, select "Update." Select "Cancel" to void any changes.

View History

Home   Transactions ▼   Lookup ▼   Customer Profiles ▼   Products and Pricing ▼   AVTRIP Promotions ▼   Merchant Account ▼   Help

Create
View Active
View History

Create

View Active

View History

To view past AVTRIP Promotions, select "View History" from the top navigation bar or the "AVTRIP Promotions" menu button options.

Search Options

Search AVTRIP Promotions

Code	Name	Type -- Select One -- ▼
Product -- Select One -- ▼	Expiration Date Start	Expiration Date End

Search

Search AVTRIP Promotions by:
- Code
- Name
- Type
- Product
- Expiration Date

Enter parameters and select Search.

Edit Active AVTRIP Promotion

Search AVTRIP Promotions

Code [ ]

Name [ ]

Type [Fixed Amount ▼]

Product [-- Select One -- ▼]

Expiration Date Start [ ]

Expiration Date End [ ]

> To view the details or to reactivate a past promotion by extending the expiration date, select "Edit".

Search

AVTRIP Promotions History

Code	Name	Type	Awarded On	Expiration Date	Points	
009	Air Show	Fixed Amount	Jet A Fuel	09/21/2014		Edit
012	OCTOBER1	Fixed Amount	Jet A Fuel	10/31/2014	150	Edit
020	Thanksgiving Week	Fixed Amount	Avgas 100LL	11/30/2014	20	Edit
027	Jan Special	Fixed Amount		03/31/2013	250	Edit
036	Fuel Special	Fixed Amount			700	Edit
037	Winter	Fixed Amount			250	Edit
040	Holiday Special	Fixed Amount	Jet A Fuel	12/31/2014	500	Edit
052	Fuel Special	Fixed Amount			250	Edit
078	Purple plane	Fixed Amount			100	Edit

Edit Past AVTRIP Promotion

* Code   HHA

* Name   Fuel Special

* Type   Per Uni ▼

Product   Jet A Fue ▼

Points   750   per unit

Expiration Date   [   ] 📅

Cancel   Update

The expiration date can be extended by selecting the calendar or by typing the date in the field – MM/DD/YYYY.

Edit Past AVTRIP Promotion

* **Code** HHA

* **Name** Fuel Special

* **Type** Per Uni ▾

Product Jet A Fue ▾

Points 750 per unit

Expiration Date [📅]

Cancel   **Update**

Once the changes have been made, select "Update." Select "Cancel" to void any changes. Once updated, the promotion can now be viewed in "View Active".