PROMOTIONS PROCEDURE

1. Intranet Calendar

- Enter Promotion info onto Calendar
- *(Title of Promotion and dates promo is running)*

2. Promotions Form

- Complete Promo Form with all required info and select the submit button
- *(promo form available on intranet under procedures)*

3. Promotions Summary

- An excel sheet where all promo form information will be stored automatically.
- *(Promo summary available on intranet under procedures)*

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