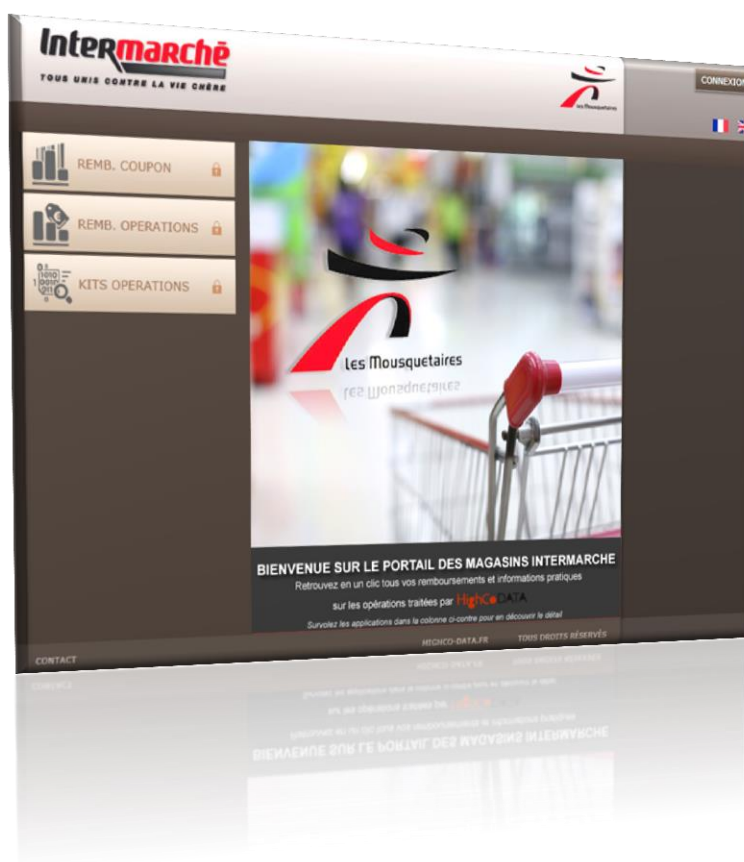


USER GUIDE PORTAL AND WEB SITES DEDICATED TO INTERMARCHÉ STORES



REFERENCE	USER GUIDE ITM
AUTHOR	HIGHCO DATA
VERSION	1.0
DATE DOCUMENT	01/10/2013
NUMBER OF PAGES	11

SUMMARY

Titles of this summary are interactive– Ctrl+ One-click access to the required item.

USER GUIDE	1
PORTAL AND WEB SITES DEDICATED TO STORES INTERMARCHE	1
LOGIN :	3
USES :	4
ENVIRONEMENT :	4
CONNECTION :	5
CHOICE OF LANGUAGE :	6
CENTRAL SCREEN	6
NAVIGATION ON THE WEBSITES.....	9
The « Payment Coupon » website.....	9
The « Payment ITM operations » website.....	10
The « Operations kits » website	11

URL : <http://portail-itm.highco-data.fr>

The screenshot shows the homepage of the InterMarché portal. At the top left is the InterMarché logo with the tagline "TOUS UNIS CONTRE LA VIE CHÈRE". To the right is the "Les Mousquetaires" logo and a "CONNEXION" button. Below the logo is a navigation menu with three items: "REMB. COUPON", "REMB. OPERATIONS", and "KITS OPERATIONS", each with a lock icon. The main content area features a large banner with the "Les Mousquetaires" logo and a shopping cart. Below the banner, the text reads: "BIENVENUE SUR LE PORTAIL DES MAGASINS INTERMARCHÉ", "Retrouvez en un clic tous vos remboursements et informations pratiques sur les opérations traitées par HighCoDATA", and "Surveillez les applications dans la colonne ci-contre pour en découvrir le détail". At the bottom, there is a "CONTACT" link, the URL "HIGHCO-DATA.FR", and the text "TOUS DROITS RÉSERVÉS".

LOGIN :

Logins to access in the interface are specific to each user. They are identical to the logins already used on the site **Highco Data Coupon** (<http://distribution.highco-data.fr>).

The screenshot shows the login form overlaid on the portal. It features a "CONNEXION" button at the top right. The form has two input fields: the first for the username (with a person icon) and the second for the password (with a lock icon). Below the fields is a "CONNEXION" button. At the bottom, there is a link: "Mot de passe oublié ? Cliquez ici".

USES :

This is an utility interface for :

- View and download forms of payment of coupons collected,
- View and download forms of payment of promotional campaign : Virtual lots, Immediate reductions, Coupons Catalina, Scratch Card,
- View and download useful documents for management operations such as : Coupons Catalina, Scratch Card, Birthday Store Intermarché ...

ENVIRONNEMENT :

The screenshot shows the Intermarché portal interface. At the top left is the Intermarché logo with the tagline 'TOUS UNIS CONTRE LA VIE CHÈRE'. To the right is the 'Les Mousquetaires' logo and a 'CONNEXION' button. Below the logo is a blue circle labeled 'A'. In the top right corner, there are flags for France and the UK. On the left side, there is a navigation bar with three items: 'REMB. COUPON', 'REMB. OPERATIONS', and 'KITS OPERATIONS', each with a lock icon. Below this bar is a blue circle labeled 'C'. The main content area features a large banner with the 'Les Mousquetaires' logo and a shopping cart. A blue circle labeled 'B' is positioned over the logo. Below the banner, the text reads: 'BIENVENUE SUR LE PORTAL DES MAGASINS INTERMARCHÉ', 'Retrouvez en un clic tous vos remboursements et informations pratiques sur les opérations traitées par HighCoDATA', and 'Surveillez les applications dans la colonne ci-contre pour en découvrir le détail'. At the bottom, there is a footer with 'CONTACT', 'HIGHCO-DATA.FR', and 'TOUS DROITS RÉSERVÉS'. A blue circle labeled 'D' is positioned over the 'CONTACT' link.

A : Header (logo store, connection, choice of language)

B : Central screen (portal home, web sites and « flash-message »)

C : Navigation bar (access to web sites)

D : Footer (hyperlink : contact, Highco Data.fr)

CONNECTION :

The connection is made with the login that every store have already on the website distribution Highco data coupon.

- a. User with login, complete the form with the email address and password :



The screenshot shows a login window titled 'CONNECTION'. It features a logo in the top left corner. The form contains two input fields: the top one is for an email address (indicated by a person icon) and the bottom one is for a password (indicated by a lock icon). Below the fields is a 'CONNECTION' button. At the bottom, there is a link: 'Mot de passe oublié ? Cliquez ici'.


- b. User without login or lost password, can :

- request a code via the "Forgot Password" link and complete the form.
The password will be reset by sending an email to the specified email address, it will be sufficient for the user to follow the instructions to register a new password.



The screenshot shows a window titled 'MOT DE PASSE OUBLIÉ'. It contains a label 'Indiquez votre adresse e-mail :', a text input field, and a red button labeled 'RÉinitialiser le mot de passe'. At the bottom, there is a red link: 'Vous pouvez aussi nous contacter via le formulaire de contact, pour cela Cliquez ici'.

- contact our Distribution Service by phone at the number listed
- make a request by e-mail with the contact form. The Highco Data Distribution Service will respond within 48 hours



The screenshot shows a contact form for InterMarché. The header includes the InterMarché logo and the slogan 'TOUS UNIS CONTRE LA VIE CHÈRE'. The form has several fields: 'Email', 'Sujet' (with a dropdown menu showing 'Création de compte' and 'Demande d'information'), 'Message' (a large text area), 'Nom', 'Prénom', 'Société', 'Fonction', and 'Téléphone'. There is an 'Annuler' button at the bottom left. The footer contains 'CONTACT' and 'HIGHCO-DATA.FR'.

CHOICE OF LANGUAGE :

The initial display is always the French, the user can select a different language on the Portal home page.

Click on the flag to navigate in another language on the portal and on the websites : « Payment ITM operations » and «Operations kits »

Documents (form payment coupon and / or operations) are provided in French.

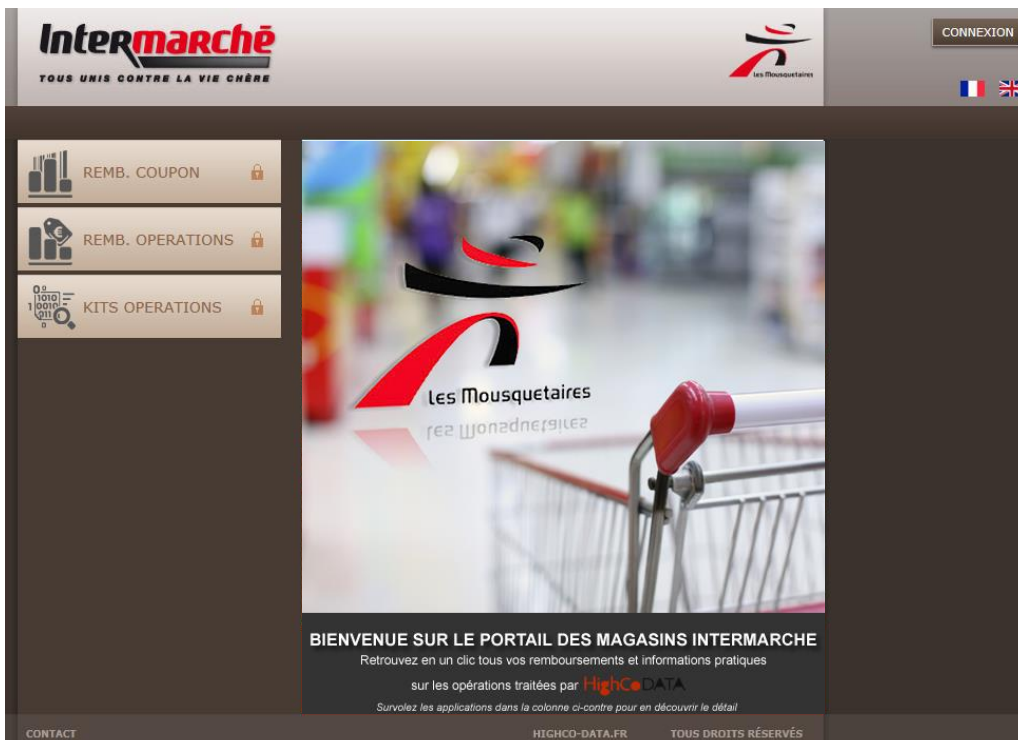


- a. To change the language on the portal, simply click on another flag,
- b. If the user browses a website, it should close the website and return to the portal home page to change the language. At the reopening of the website, the new language setting is displayed.

NB : The website « Payment Coupon » is only available in French.

CENTRAL SCREEN

1. Disconnected : there is a generic image on the home page



2. Flyover buttons websites (page 3 - Section "Environment" area = C), there is a presentation of each website.

Button website « Payment coupon » :



Button website « Payment ITM operations » :



Button website « Operations Kits » :



3. Connected : there is a « flash-message » if information is provided by the ITM Central (otherwise there is generic image) :

Intermarché
TOUS UNIS CONTRE LA VIE CHÈRE

PROFIL

REMB. COUPON

REMB. OPERATIONS

KITS OPERATIONS

L'INCROYABLE ANNIVERSAIRE

L'ANNIVERSAIRE INTERMARCHÉ ARRIVE !
Du 01 au 27 Octobre 2013
Retrouvez toutes les informations pratiques sur les opérations de l'Incroyable Anniversaire dans votre guide également disponible en téléchargement sur le site « Kits opérations ».

Le SAV Anniversaire: Besoin d'aide ? Une question ?
Un seul numéro : 01 78 40 51 40
Service ouvert du 01/10 au 29/11 du lundi au vendredi de 09h à 12h et de 14h à 17h
(hors jours fériés)

CONTACT HIGHCO-DATA.FR TOUS DROITS RÉSERVÉS

NAVIGATION ON THE WEBSITES

The user must be logged in to browse websites

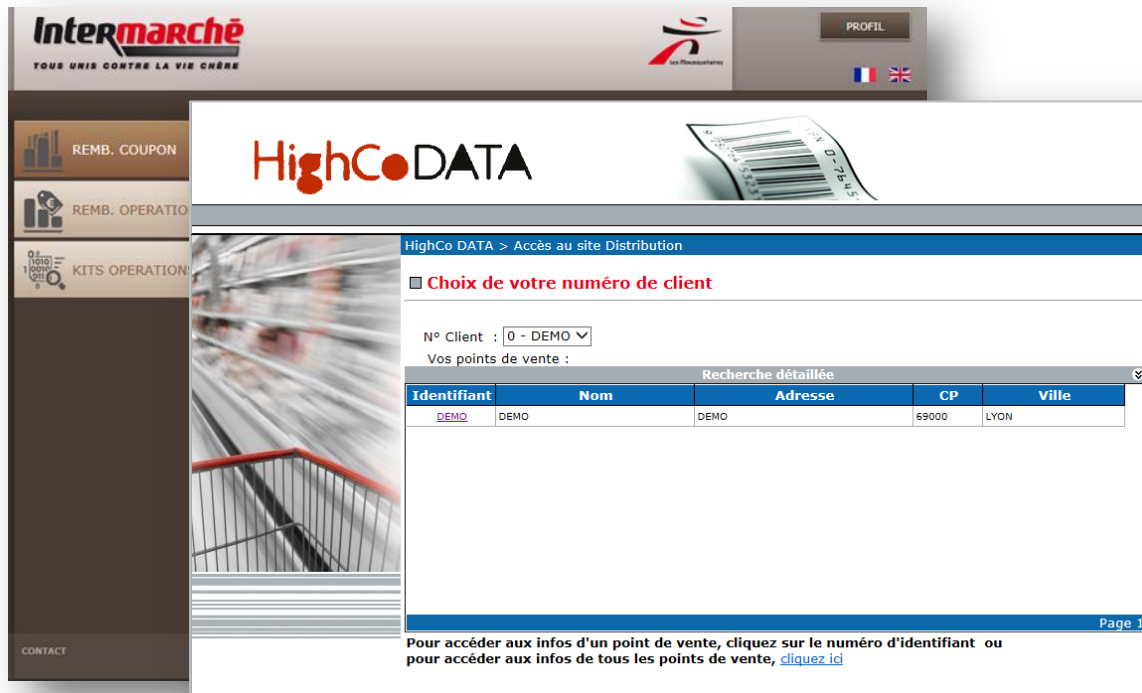
When user is logged, accessible websites are represented by an open padlock.

The « Payment Coupon » website

1. On the portal website, click to the « Payment coupons » website:



2. The « Payment coupons » website opens in a new window (the portal website ITM remains open) :



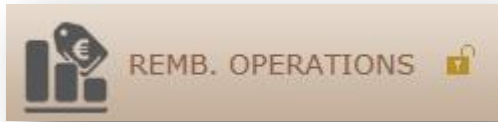
Identifiant	Nom	Adresse	CP	Ville
DEMO	DEMO	DEMO	69000	LYON

3. To browse the "Payment Coupon" website , use the drop down menu : the user can find all vouchers
4. The voucher may be downloaded in PDF and/or printed.
5. To disconnect from the Internet site, simply close the browser window.

The user returns to the portal website and can access another site.

The « Payment ITM opérations » website

1. On the portal website, click to the website « Payment ITM operations »:



2. The « Payment ITM operations » website opens in a new window (the portal website ITM remains open) :



3. To browse the "Payment ITM Operations " website , use the drop down menu to sort by year and by operation. When an operation is selected, the user gets the details: date, no of voucher and amount.
4. The voucher may be dowloaded in PDF and/or printed.
5. The hyperlink « contact » provides access to the contact form (cf. page 4)
6. To disconnect from the Internet site, simply close the browser window.

The user returns to the portal website and can access another site.

The « Operations kits » website

1. On the portal website, click to the website « Operations kits »:



2. The « Operations kits » website opens in a new window (the portal website ITM remains open) :

InterMarché
TOUS UNIS CONTRE LA VIE CHÈRE

PROFIL

Connecté en tant que :
[Contact](#)

REMB. COUPON

REMB. OPERATIONS

KITS OPERATIONS

HighCoDATA
Les Floussouaires

Opérations spécifiques

L'ANNIVERSAIRE INTERMARCHÉ ARRIVE !
Du 01 au 27 Octobre 2013
Retrouvez toutes les informations pratiques sur les opérations de l'Incroyable Anniversaire dans votre guide disponible en téléchargement sur ce site

Le SAV Anniversaire : Besoin d'aide ? Une question ?
Un seul numéro : 01 78 40 51 40
Service ouvert du 01/10 au 29/11 du lundi au vendredi de 09h à 12h et de 14h à 17h (hors jours fériés)

Sélectionnez le type d'opération, pour accéder aux documents :

+ OPERATIONS ANNIVERSAIRE

- 2013

Fichier	Dates opérations	Documents disponibles	Etat
	Du 24/09/2013 au 29/11/2013	Guide des opérations	À venir

+ CARTES A GRATTER

+ BONS D'ACHAT

3. A flash message may be published on this website, about an upcoming or in progress operation, with an available kit to download.
4. To browse the "Operation kit" website, use the drop down menu to sort by operation and by year. When an operation is selected, the user gets the details: date and status.
5. The file can be downloaded in PDF, Word, Excel (format depends directly on the type of support provided) and printed.
6. The hyperlink « contact » provides access to the contact form (cf. p 4)
7. To disconnect from the Internet site, simply close the browser window.

The user returns to the portal website and can access another site.