

PromoSuite: Entering Winner Information

Overview

This document is intended for users who enter contest winner information in PromoSuite.

After reviewing, you will understand:

1. How to enter contest winner's information in PromoSuite and avoid creating duplicate records for the same person. **Reducing this risk ensures the Finance team can accurately accumulate total winnings for individuals who win multiple contests in a given calendar year.**

Completing the Winner Sheet

- When completing the Winner Sheet, we want the system to ALWAYS determine if that person already exists in the PromoSuite's winner database BEFORE creating a NEW record.

To ensure that happens, the **Auto Search** checkbox is permanently checked.

Whenever you enter information in a field with a magnifying glass next to it – like Last Name, Email, Home Street, or Home Phone, the system will begin searching as soon as you tab or click off it. With that in mind, we recommend first entering their **Email or Home Phone** to hopefully improve the search's accuracy and lessen the number of results you'll need to review for a potential match.

- When the search completes, you may receive a popup containing a list of potential matches.

If you identify a match, **click on the winner's name** and their info will AUTO populate.

If the caller is not found, click **Cancel**, enter their information instead, and then **Save**.

Listener ID	First Name	Last Name	Address	City	ZIP Code	Home Phone	Work
111448	Andrew	Smith		baton rouge	70816		
10564	Andrew	Smith	600 10th St	Feriday	77133	310-719-0676	
109796	Andrew	Smith	43 Leitch Ave	Skaneateles	13152		
190096	Andrew	Smith					
190903	Andrew	Smith					
190906	Andrew	Smith					