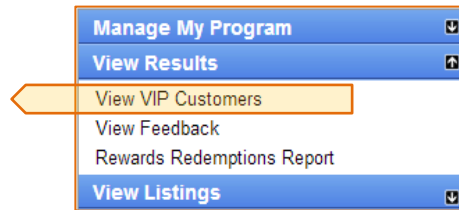# HOW TO MARK A REWARD AS REDEEMED

STEP 1

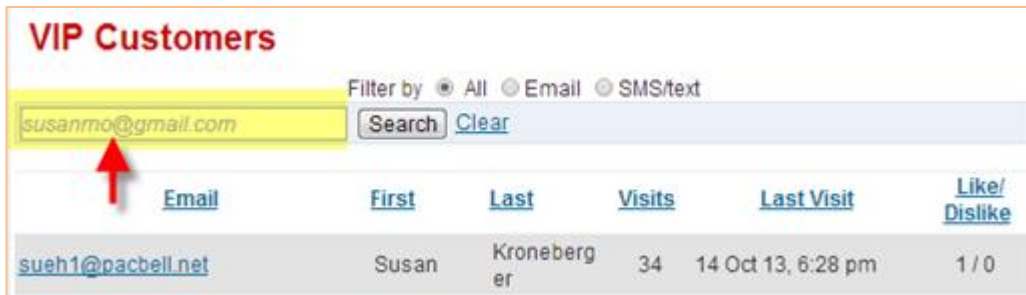Log in to www.riiwards.com with your email and password.

Click on menu item 'View VIP Customers'
in menu section 'View Results.'

You will see the screen
titled 'VIP Customers.'

STEP 2

Search for the customer by email.

STEP 3

In the search results, click on the email of the customer and go to the page titled 'VIP Profile.'
Here you can see the customer details including 'Redeemable Rewards' and 'Check-in History.'

See the example on the following page:

Redeemable Rewards
CI=Check-in; SU=Signup; BD=Birthday; AD=Anniversary; MO=Monthly

Coupon Code	Reward Type	Date Expires	Date Sent	Reward Text
1833-5000	CI	04-Nov-13	14-Oct-13	FREE Entrée with minimim $25 spend! Print & Bring in to Redeem. Check-in via tablet at Casa entrance for your next Reward.

Show Check-in History

Time	Coupon Code	Reward Text	Liked	Redeemed
14 Oct 13, 6:28 pm	1833-5000	FREE Entrée with minimim $25 spend! Print & Bring in to Redeem. Check-in via tablet at Casa entrance for your next Reward.		Mark as Redeemed
28 Jul 13, 5:38 pm	9850-3968	FREE Fried Ice Cream/Flan with minimum $10 spend! Print & Bring in to Redeem. Check-in via tablet at Casa entrance for your YES next Reward.		Mark as Redeemed

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STEP 4

In the Check-in History section, locate the reward based on the check-in date and the coupon code. Click on button 'Mark as Redeemed.'

THAT'S IT!