

# **Tasting Event Scheduler**

## **User Guide**



***VIRGINIA DEPARTMENT OF  
ALCOHOLIC BEVERAGE CONTROL***

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# Document History

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## Revision History

Revision Number	Date	Description of Changes	Author
1.0	8/15/2012	User guide created	Joy Lee
1.1	10/18/2012	Template applied	Shelley Dodson
1.2	11/02/2012	Incorporate process clarification notes from Marketing and Merchandising	Shelley Dodson
1.3	8/10/2015	Updated url to MIPS and Marketing contact	Julie Byrne

# 1 Overview

## 1.1 Introduction

The Virginia Department of Alcoholic Beverage Control has the Tasting Event Scheduler as an enhancement to the Management of Inventory and Product Sales (MIPS) application for Product/Inventory Representative use in submitting schedule requests for tasting events in ABC stores.

Tasting Event Scheduler allows Product/Inventory Representatives to select products for a schedule request and to readily view the stores in which the product may be showcased in a tasting event. Once ABC's Retail Operations Division, Marketing and Merchandising Department approves requested schedules, Product/Inventory Representatives receive confirmation of their event schedule. Representatives may access MIPS to view the status and details of their requested events.

Tasting Events are required to be executed in accordance with ABC Tasting Event Guidelines available through the Retail Operations Division, Marketing and Merchandising Department.

The Tasting Event user Guide is intended for Product/inventory Representative use for account setup and use of Tasting Event functionality in the MIPS application.

## 1.2 Technical Specifications

MIPS is a web application accessible via internet browser. Browser settings must be configured to enable Java-script and Session Cookies and must allow Pop-ups. MIPS is optimized for Internet Explorer 8 at this time. Browser compatibility will be increased with future application releases.

## 1.3 Prerequisites

In order to use MIPS, Product/inventory Representatives must:

1. Create an account for VA ABC Account Central.
2. Request access to MIPS Online Licensee Ordering.
3. Accept the Terms and Conditions for use of the MIPS application.

## 1.4 Support

See Section 5 – “Troubleshooting and FAQs”. For additional inquiry related to MIPS Tasting Event Schedule, contact Michele Glasco, Retail Operations Division, Marketing and Merchandising Department, at (804) 977-7441 or [michele.glasco@abc.virginia.gov](mailto:michele.glasco@abc.virginia.gov).

For inquiry by mail:

Virginia Department of Alcoholic Beverage Control  
Retail Operations Division, Marketing and Merchandising Department  
2901 Hermitage Avenue, Richmond, VA 23220

## 2 Getting Started

Product and Inventory Representatives may schedule tasting events to be held in VA ABC stores through the MIPS tasting Event Scheduler. To use this system and before submitting an schedule request, Representatives must first set up an Account Central account and then request access to the MIPS application. It is recommended that Representatives perform this setup days prior to needing to submit a schedule request.

*NOTE: Account Central account setup and MIPS access request steps detailed in this section are only required for initial setup prior to accessing MIPS Tasting Event Scheduler for the first time. Representatives that have completed these steps, will skip this section, proceed directly to MIPS to request and search schedule requests.*

### 2.1 Create an Account Central account

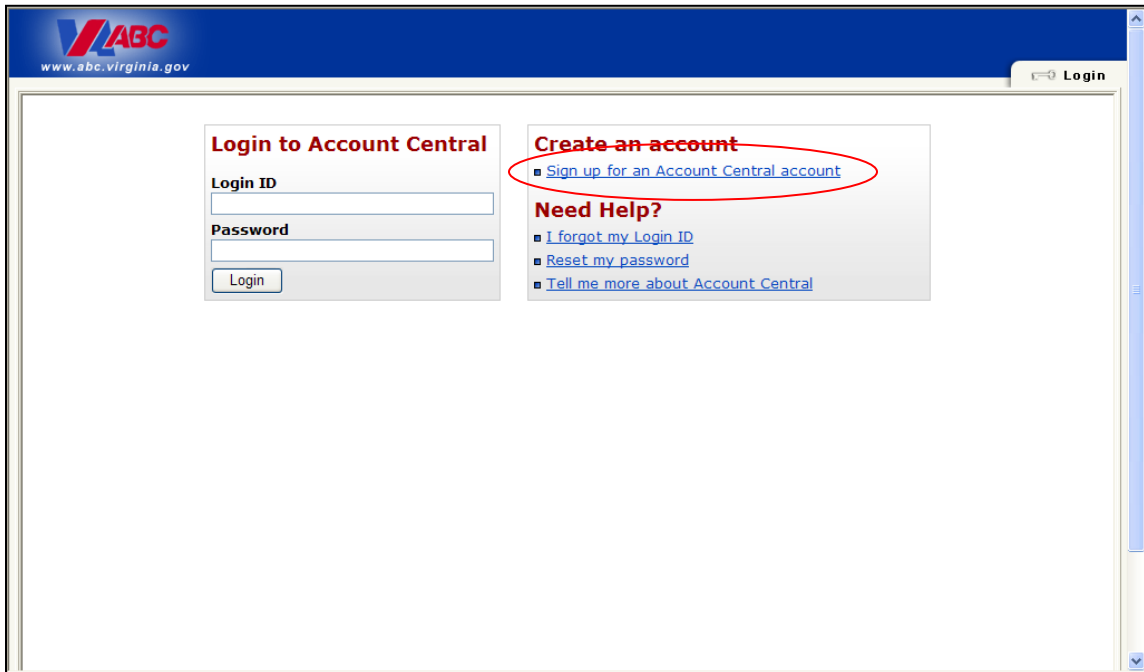
**Representatives must create an Account Central account to use in requesting access to MIPS Tasting Event Scheduler.**

1. Enter the following URL into the address bar of your internet browser.  
<https://www.abc.virginia.gov/mips/>

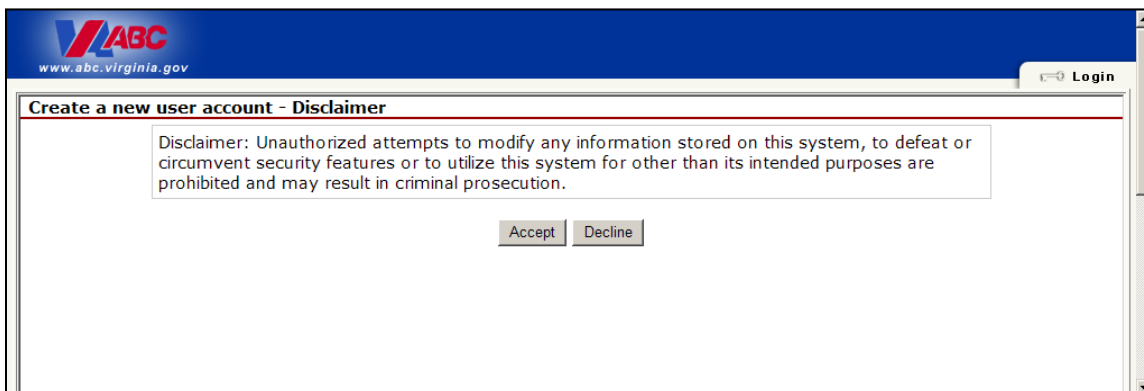
2. On the MIPS Login page, click on the "Login" link.  
*NOTE: You will be directed to Account Central.*



3. On the Account Central login screen, click on the “Sign up for an Account Central account” link



4. Read the disclaimer.
5. Accept or decline the disclaimer.
  - a. Click the “Accept” button to accept the disclaimer.
  - OR
  - b. Click the “Decline” button to accept the disclaimer.



6. An email account is not required for creating an Account Central account. However, by providing an e-mail address you will be able to recover from forgotten Login ID, recover from forgotten or expired password, and receive account notifications via email.
  - a. Select either:
    - i. "I have an e-mail address and would like an Account Central account"  
OR
    - ii. "I DO NOT have an e-mail address but would like an Account Central account"
  - b. Click the "Continue" button.

*NOTE: Though an email address is not required for setup of an Account Central account, you are required to provide an email address in order to request access to the MIPS application. See section 2.2 – "Request Access to MIPS".*

**ABC**  
www.abc.virginia.gov

**Create a new user account**

An e-mail address is not required for creating an Account Central account. However, by providing an e-mail address you will be able to:

- Recover from a forgotten Login ID
- Recover from a forgotten or expired password
- Receive notifications via e-mail about your account

I have an e-mail address and would like an Account Central account

**I DO NOT** have an e-mail address but would like an Account Central

7. Establish user credentials for your Account Central account:
  - a. Enter preferred Login Id and Password in the respective fields.
  - b. Enter password a second time in the "Confirm Password" field.
  - c. Click the "Submit" button.

**ABC**  
www.abc.virginia.gov

**Create a new user account - User credentials**

Each time you login to Account Central you need to provide a Login ID and password. Please create a Login ID and password. Both must adhere to the respective requirements defined below.

Password Policy

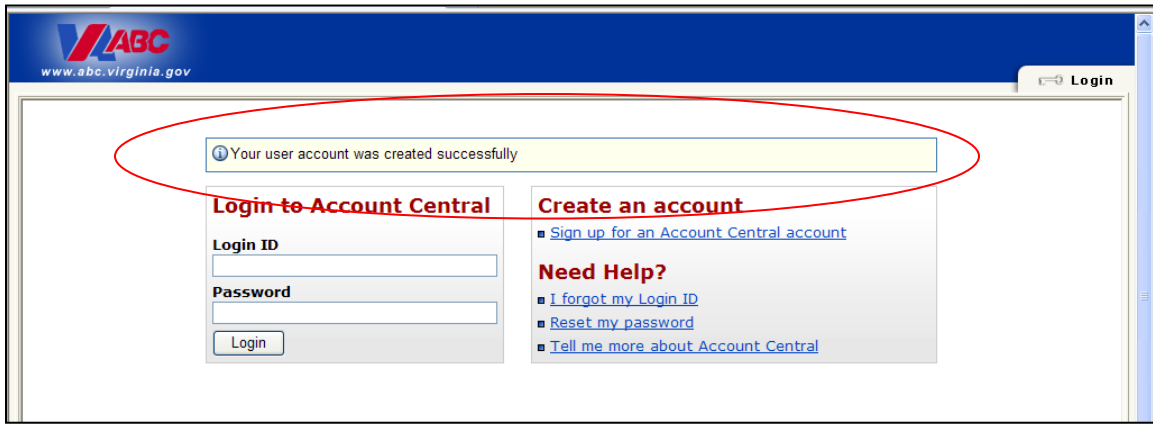
- Must be between 8 and 30 characters in length
- Must contain one lower case, one upper case, one number
- Previously used passwords are not permitted

Login ID\* :

Password\* :

Confirm password\* :

8. Upon successful creation of an Account Central account, the message “Your user account was created successfully” will appear at the top of the screen.

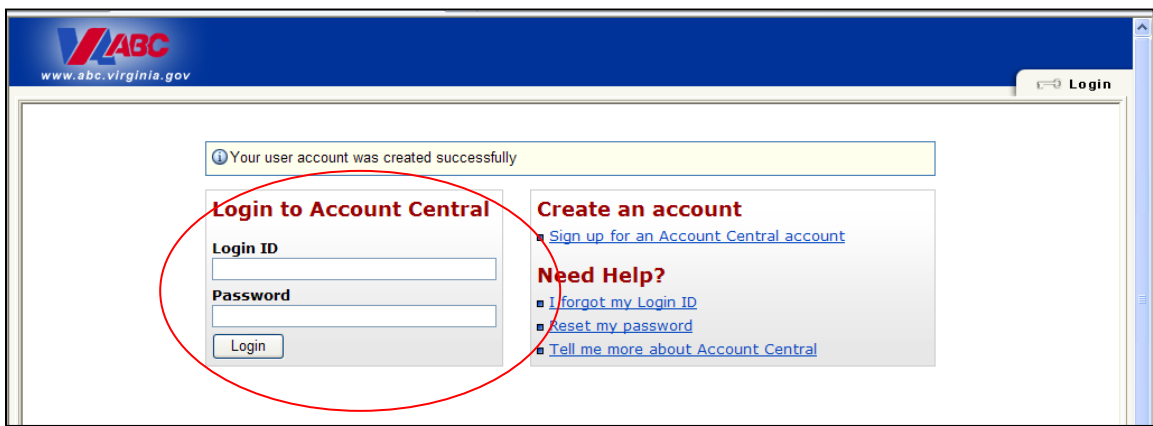


## 2.2 Request access to MIPS Application

Representatives must request access to MIPS through their Account Central account. To create an Account Central account, see section 2.1 - “Create an Account Central account”.

1. Enter your Account Central Login ID and Password in the “Login to Account Central” box and click the “Login” button.

*NOTE: When you first log in to Account Central, you will be directed to the MIPS Access Request screen. For all subsequent logins, you will be directed to the MIPS home page.*





2. Enter your contact information in the designated fields. Required fields are indicated by the blue stars.

The screenshot shows a web browser window with the ABC Virginia logo and navigation links (My Account, Logout, Support, Home). The page title is "MIPS Access Request" and there is a "Submit" button. A legend indicates that a blue star denotes a required field. A note states that MIPS Access is only for ABC Vendor, Carrier, or Licensee representatives and that existing users should not request new access. A link for a "Request MIPS Access Tutorial" is provided. The "Enter Contact Information" section contains the following fields:

- Name Prefix: Select One (dropdown)
- ★ First Name: Jane
- Middle Name: (empty)
- ★ Last Name: Doely
- ★ Email Address: jane@mycompany.com
- ★ Phone Number: 555-555-5555 ext. (empty) (e.g., 555-555-5555)
- ★ Fax Number: 555-555-5555 ext. (empty) (e.g., 555-555-5555)

The "Enter business address:" section contains the following fields:

- ★ Address 1: 101 S. Main Street
- Address 2: (empty)
- ★ City: Hometown
- ★ State: VA (dropdown)
- ★ ZIP Code: 55555 - (empty)

The "Access Type" section is partially visible at the bottom of the form.

3. Scroll down the page to the "Access Type" section.

4. In the “Access Type” section, complete the required information as indicated by the blue stars.
  - a. Click on “Product/Inventory Rep” in the “Access Type Requested” field.
  - b. Enter your company business or trade name in the “What company do you represent?” field.
  - c. Complete the “What Time Frame Would You Expect to Start?” field.
5. Click the “Submit” button.

*NOTE: The areas designated “For Delivery Scheduler Representative Only:” and “For Licensee Ordering Representative Only:” are not applicable for Product/Inventory Representatives.*
6. Click on the “Logout” link.

*NOTE: Once your MIPS access request is approved, you may access the MIPS Tasting Event Scheduler.*
7. Upon approval of your MIPS access request, you will receive an email confirming your access.

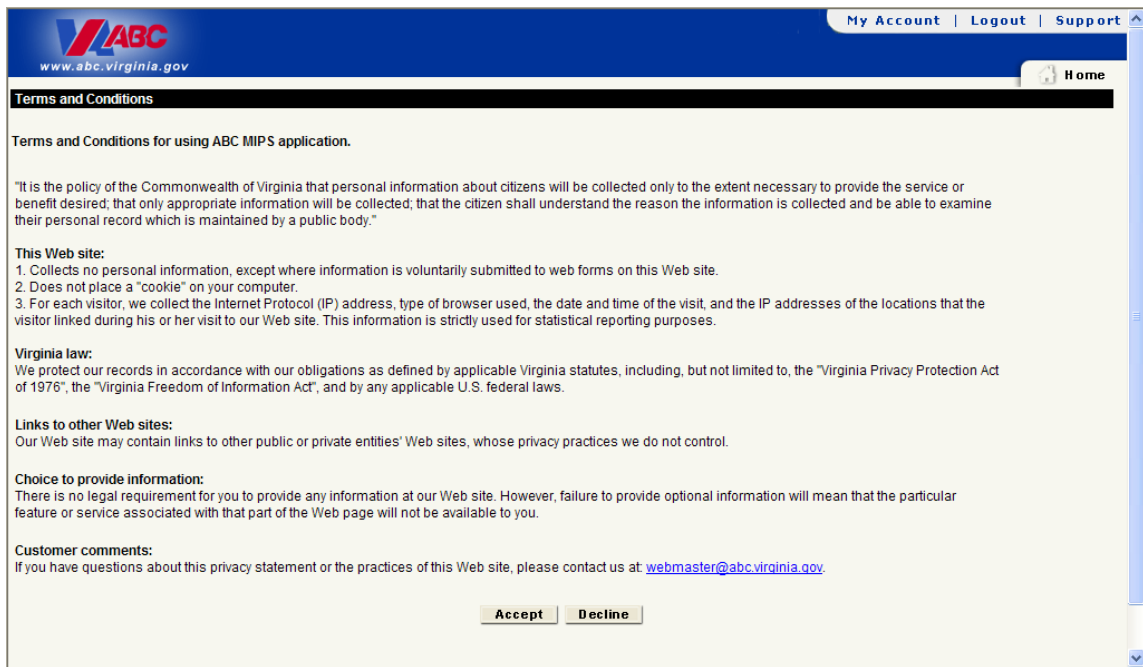
## 2.3 Review Terms and Conditions

***Representatives must accept the Terms and Conditions in order to use the MIPS application.***

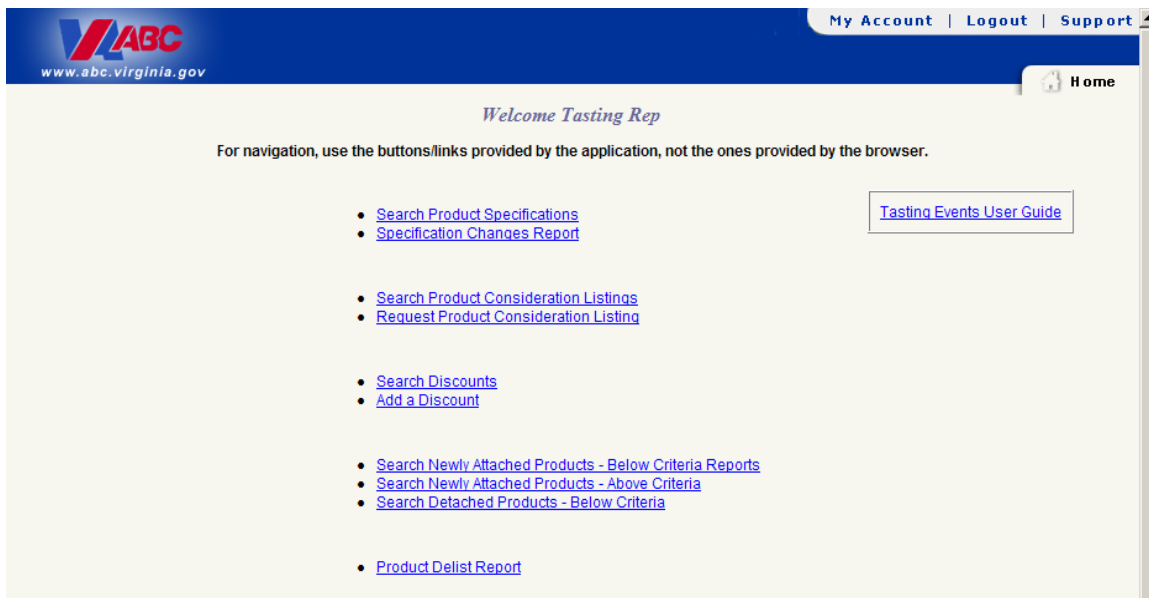
1. Enter the following URL into the address bar of your internet browser.  
<https://www.abc.virginia.gov/mips/>
2. Click on the “Login” link to be directed to Account Central for Login
3. Enter your Account Central Login ID and Password in the “Login to Account Central” box and click the “Login” button.

*NOTE: When you first log in to access MIPS, you will be directed to the MIPS Application Terms and Conditions page. For all subsequent logins, you will be directed to the MIPS Welcome page.*

4. Read the Terms and Conditions.
  - a. If you agree to the terms and conditions, then click the “Accept” button.
  - b. If you do not agree to the terms and conditions, then click the “Decline” button



5. Upon accepting the Terms and Conditions, you will be directed to the MIPS Welcome page where you may begin using the Tasting Event Scheduler.

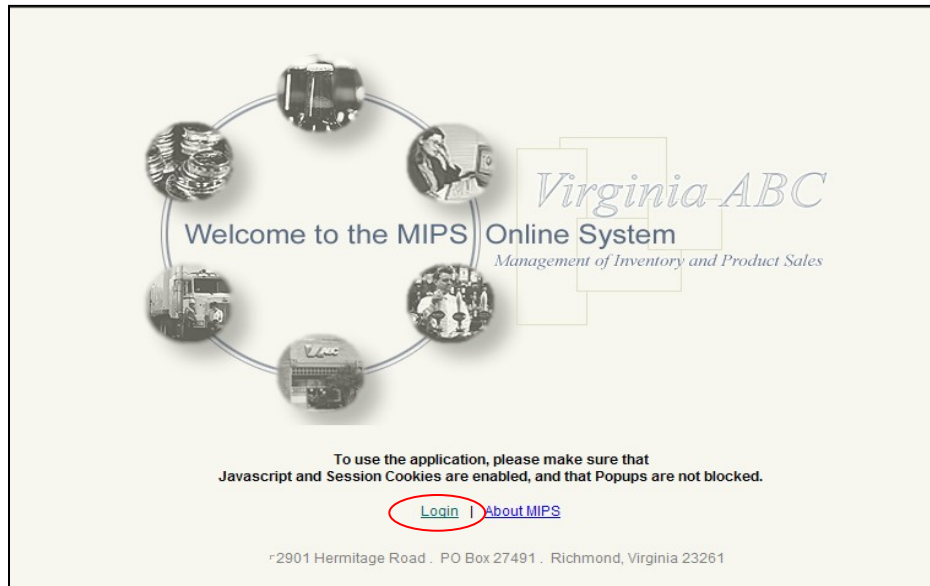


## 3 Tasting Event Scheduler

### 3.1 Log in

1. Enter the following URL into the address bar of your internet browser.  
<https://www.abc.virginia.gov/mips/>
2. Click on the “Login” link to be directed to Account Central for Login.
3. Enter your Account Central Login ID and Password in the “Login to Account Central” box and click the “Login” button.

*NOTE: When you first log in to access MIPS, you will be directed to the MIPS Application Terms and Conditions page. For all subsequent logins, you will be directed to the MIPS Welcome page.*



## 3.2 In Store Tasting Event Guidelines

VA ABC requires that tasting events in ABC stores be executed in accordance with the policies outlined in the “In Store Tasting Event Guidelines”.

To view or download “In Store Tasting Event Guidelines”:

1. Log in to MIPS. See section 3.1 –“ Log in”.
2. Access the Schedule Tasting Event screen by clicking on the “Schedule Tasting Event” link on the MIPS Welcome screen.

www.abc.virginia.gov

My Account | Logout | Support

Home

*Welcome Tasting Rep*

For navigation, use the buttons/links provided by the application, not the ones provided by the browser.

- [Search Product Specifications](#)
- [Specification Changes Report](#)

[Tasting Events User Guide](#)

- [Search Product Consideration Listings](#)
- [Request Product Consideration Listing](#)

- [Search Discounts](#)
- [Add a Discount](#)

- [Search Newly Attached Products - Below Criteria Reports](#)
- [Search Newly Attached Products - Above Criteria](#)
- [Search Detached Products - Below Criteria](#)

- [Product Delist Report](#)

- [Select Products for Expansion](#)
- [Search Products under Expansion](#)
- [Select Stores for Expansion](#)

- [Schedule Tasting Event](#)
- [Search Tasting Event Schedule](#)

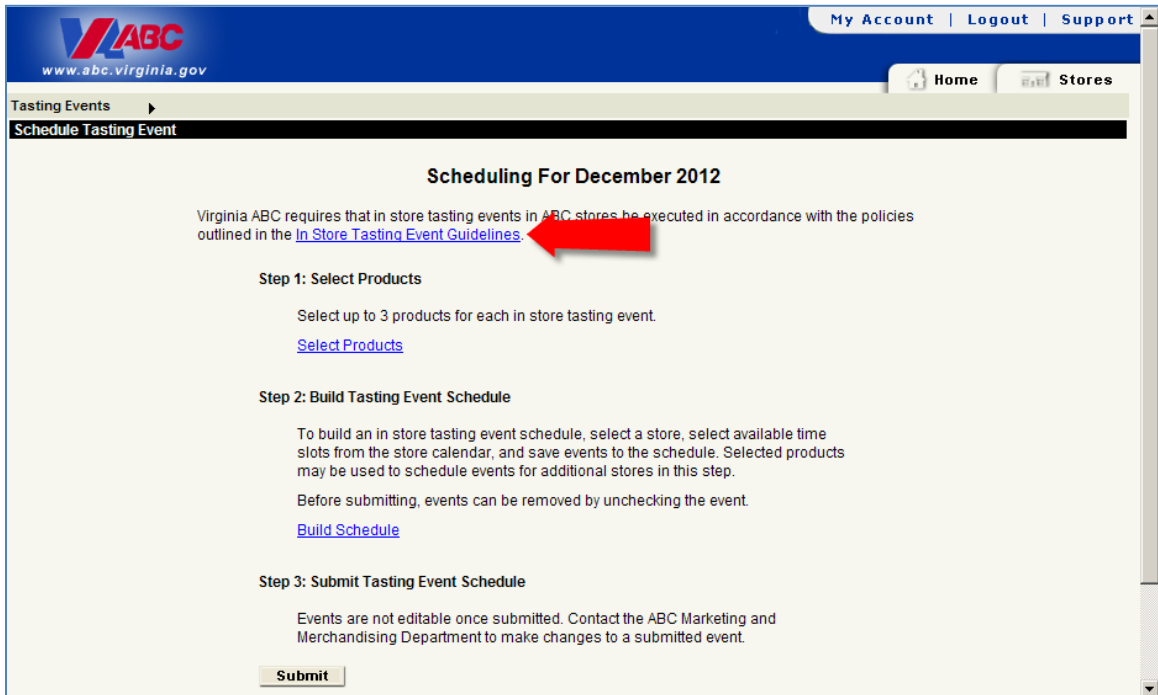
- [Search Current Inventory Levels](#)
- [Search Attachments](#)
- [Search Attached Stores by Products](#)
- [Search Number of Attached Stores](#)

- [Reports](#)

- [Update Contact Information](#)
- [Leave Feedback](#)

- [View Terms and Conditions](#)

3. Select the “In Store Tasting Event Guidelines” link at the top of the Tasting Event Scheduler screen.



The screenshot shows the 'Schedule Tasting Event' page on the Virginia ABC website. The page header includes the Virginia ABC logo and the URL 'www.abc.virginia.gov'. Navigation links for 'My Account', 'Logout', and 'Support' are in the top right. Below the header, there are links for 'Home' and 'Stores'. The main content area is titled 'Scheduling For December 2012' and contains the following text:

Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).

**Step 1: Select Products**  
Select up to 3 products for each in store tasting event.  
[Select Products](#)

**Step 2: Build Tasting Event Schedule**  
To build an in store tasting event schedule, select a store, select available time slots from the store calendar, and save events to the schedule. Selected products may be used to schedule events for additional stores in this step.  
Before submitting, events can be removed by unchecking the event.  
[Build Schedule](#)

**Step 3: Submit Tasting Event Schedule**  
Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.

A red arrow points to the 'In Store Tasting Event Guidelines' link in the first paragraph.

## 3.3 Schedule Tasting Event

MIPS Tasting Event Scheduler allows Product/Inventory Representatives to submit requests for tasting events showcasing products in VA ABC stores.

**NOTE: Continue through all steps in section 3.3 in order to submit your event schedule for approval. Intermediate steps of saving events to a schedule does not submit them for approval, but builds the schedule to be submitted after review in a later step.**

1. Log in to MIPS. See section 3.1 –“ Log in”.
2. Access the Schedule Tasting Event screen by clicking on the “Schedule Tasting Event” link on the MIPS Welcome screen.

www.abc.virginia.gov

My Account | Logout | Support

Home

*Welcome Tasting Rep*

For navigation, use the buttons/links provided by the application, not the ones provided by the browser.

- [Search Product Specifications](#)
- [Specification Changes Report](#)

[Tasting Events User Guide](#)

- [Search Product Consideration Listings](#)
- [Request Product Consideration Listing](#)

- [Search Discounts](#)
- [Add a Discount](#)

- [Search Newly Attached Products - Below Criteria Reports](#)
- [Search Newly Attached Products - Above Criteria](#)
- [Search Detached Products - Below Criteria](#)

- [Product Delist Report](#)

- [Select Products for Expansion](#)
- [Search Products under Expansion](#)
- [Select Stores for Expansion](#)

- [Schedule Tasting Event](#)
- [Search Tasting Event Schedule](#)

- [Search Current Inventory Levels](#)
- [Search Attachments](#)
- [Search Attached Stores by Products](#)
- [Search Number of Attached Stores](#)

- [Reports](#)

- [Update Contact Information](#)
- [Leave Feedback](#)

- [View Terms and Conditions](#)

3. Select the products for the tasting event by clicking the “Select Products” link on the Schedule Tasting Event screen.

**Scheduling For December 2012**

Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).

**Step 1: Select Products**

Select up to 3 products for each in store tasting event.

[Select Products](#)

**Step 2: Build Tasting Event Schedule**

To build an in store tasting event schedule, select a store, select available time slots from the store calendar, and save events to the schedule. Selected products may be used to schedule events for additional stores in this step.

Before submitting, events can be removed by unchecking the event.

[Build Schedule](#)

**Step 3: Submit Tasting Event Schedule**

Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.

- a. To search products for selection for the tasting event, on the “Select Products for Tasting Event” screen, either:
  - i. Select the desired vendor(s) from the “Vendor” list, and click the “Search” button.
  - ii. Enter the VA ABC product code(s) in the “Product Codes” text box, and click the “Search” button.

*NOTE: To search multiple product codes, separate codes with a comma. (e.g. 004861,028206).*

**Select Products For Tasting Event**

**Search Criteria**

Search One  
PERNOD RICARD USA-347

Vendor

**Product Codes**

(Comma Separated Product Codes. e.g. 004861,028206)

**Sort Options**

Product Code

Product Name

**Sort Order**

Ascending

MIPS Version 8.5  
2901 Hermitage Road . PO Box 27491 . Richmond, Virginia 23261



- b. From the search results, select the products for the tasting event by clicking in the “Select” box to the left of the desired product(s). Then click the “Submit” button.

The screenshot shows the 'Select Products For Tasting Event' page. At the top, there are navigation links for 'My Account', 'Logout', and 'Support'. Below that, there are 'Home' and 'Stores' buttons. The main heading is 'Tasting Events' with a sub-heading 'Select Products For Tasting Event'. There is a search bar and a 'Search' button. Below the search bar, there are sections for 'Search Criteria' (with a dropdown menu showing 'PERNOD RICARD USA-347'), 'Vendor', and 'Product Codes'. To the right, there are 'Sort Options' (radio buttons for 'Product Code' and 'Product Name') and 'Sort Order' (a dropdown menu set to 'Ascending'). A red arrow points to the 'Submit' button. Below these sections is a table of products with columns for 'Select', 'Code', 'Name', 'Size', 'BPC', 'Case \$', 'Bottle \$', 'Retail \$', 'Vendor', and 'Attached Store Count'. The table contains 18 rows of product information, with the 6th, 10th, 11th, and 18th rows having their 'Select' checkboxes checked.

Select	Code	Name	Size	BPC	Case \$	Bottle \$	Retail \$	Vendor	Attached Store Count
<input type="checkbox"/>	004046	Aberlour A'bunadh Single Malt	750ml	6	197.1	32.85	68.95 347	- PERNOD RICARD USA	1
<input type="checkbox"/>	004084	Aberlour 12yr Scotch	750ml	6	123.08	20.51	41.95 347	- PERNOD RICARD USA	157
<input type="checkbox"/>	004085	Aberlour 16yr	750ml	6	170.3	28.38	57.9 347	- PERNOD RICARD USA	57
<input type="checkbox"/>	004226	Ballantine's	750ml	12	116.87	9.74	19.95 347	- PERNOD RICARD USA	169
<input type="checkbox"/>	004711	Chivas Regal	50ml	120	196.31	1.64	2.95 347	- PERNOD RICARD USA	155
<input type="checkbox"/>	004712	Chivas Regal	200ml	24	132.4	5.52	11.95 347	- PERNOD RICARD USA	92
<input checked="" type="checkbox"/>	004716	Chivas Regal	750ml	12	199.59	16.63	33.9 347	- PERNOD RICARD USA	328
<input type="checkbox"/>	004717	Chivas Regal	1L	12	270.59	22.55	45.9 347	- PERNOD RICARD USA	246
<input type="checkbox"/>	004718	Chivas Regal	1.75L	6	227.47	37.91	74.95 347	- PERNOD RICARD USA	220
<input checked="" type="checkbox"/>	004723	Chivas Regal 18 Yr.	750ml	6	235.44	39.24	79.95 347	- PERNOD RICARD USA	90
<input type="checkbox"/>	004725	Chivas Regal	375ml	12	113.48	9.46	19.95 347	- PERNOD RICARD USA	238
<input type="checkbox"/>	005031	The Glenlivet Single Malt	50ml	120	228.53	1.9	3.45 347	- PERNOD RICARD USA	158
<input type="checkbox"/>	005034	The Glenlivet Single Malt	375ml	12	142.1	11.84	24.9 347	- PERNOD RICARD USA	58
<input checked="" type="checkbox"/>	005036	The Glenlivet Single Malt	750ml	12	252.84	21.07	42.9 347	- PERNOD RICARD USA	316

- c. Selected products will display in the “Schedule Tasting Event” screen along with the confirmation, “Requested products are successfully selected” so that you may continue to build your event schedule.

The screenshot shows the 'Schedule Tasting Event' page. At the top, there are navigation links for 'My Account', 'Logout', and 'Support'. Below that, there are 'Home' and 'Stores' buttons. The main heading is 'Tasting Events' with a sub-heading 'Schedule Tasting Event'. Below the heading, there is a confirmation message: 'Requested Products are successfully selected'. The main content area is titled 'Scheduling For December 2012'. Below this, there is a paragraph of text: 'Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).' Below this, there is a section titled 'Step 1: Select Products' with the instruction 'Select up to 3 products for each in store tasting event.' and a link 'Select Products'. Below the link, there is a section titled 'Selected Products:' with the following list: '004716 - Chivas Regal 750ml', '004723 - Chivas Regal 18 Yr. 750ml', and '005036 - The Glenlivet Single Malt 750ml'.

- Once products have been selected, to build your tasting event schedule, you must select events from available time slots in a store's calendar, and save the events to a schedule.

To begin to build the event schedule, on the "Schedule Tasting Event" screen, click the "Build Schedule" link to progress to the "Build Tasting Event Schedule" screen.

www.abc.virginia.gov

My Account | Logout | Support

Home Stores

Tasting Events

**Schedule Tasting Event**

Requested Products are successfully selected

### Scheduling For December 2012

Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).

**Step 1: Select Products**

Select up to 3 products for each in store tasting event.

[Select Products](#)

**Selected Products:**

- 004716 - Chivas Regal 750ml
- 004723 - Chivas Regal 18 Yr. 750ml
- 005036 - The Glenlivet Single Malt 750ml

**Step 2: Build Tasting Event Schedule**

To build an in store tasting event schedule, select a store, select available time slots from the store calendar, and save events to the schedule. Selected products may be used to schedule events for additional stores in this step.

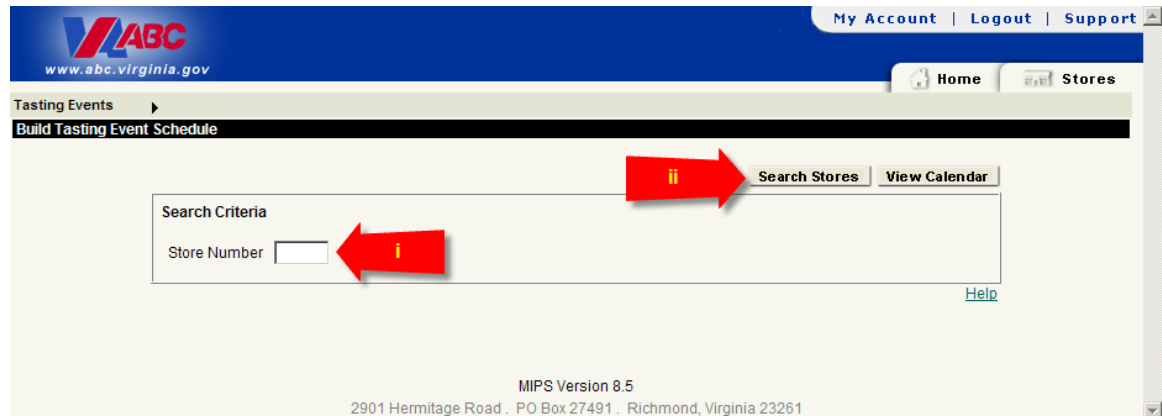
Before submitting, events can be removed by unchecking the event.

[Build Schedule](#)

**Step 3: Submit Tasting Event Schedule**

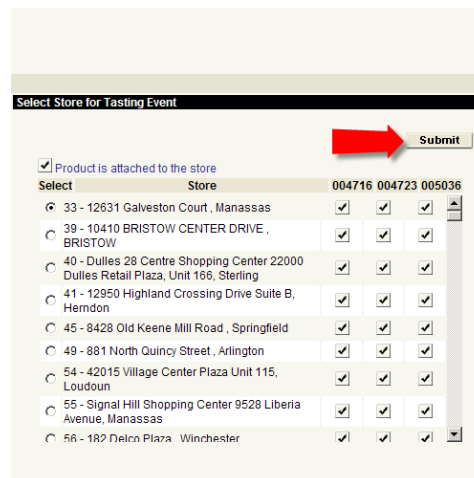
Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.

- a. To view a store calendar for available time slots, on the “Build Tasting Event Schedule” screen, either:
  - i. Enter the store number in the “Store Number” text area, and click the “View Calendar” button.



- ii. Access the “Select Store for Tasting Event” pop-up to display the stores to which the selected products are attached for automated replenishment by clicking the “Search Stores” button.

On the pop-up, select the radio button to the left of the desired store and click the “Submit” button.



- b. To select the desired time slots from the store’s calendar:
 

*Note: It is recommended to confirm the store calendar that you are working with to avoid errors in scheduling. Double click a selected radio button to deselect. Times that are not available are grayed out. Time slots may be unavailable for various reasons including store hours of operation and existing schedule conflict*

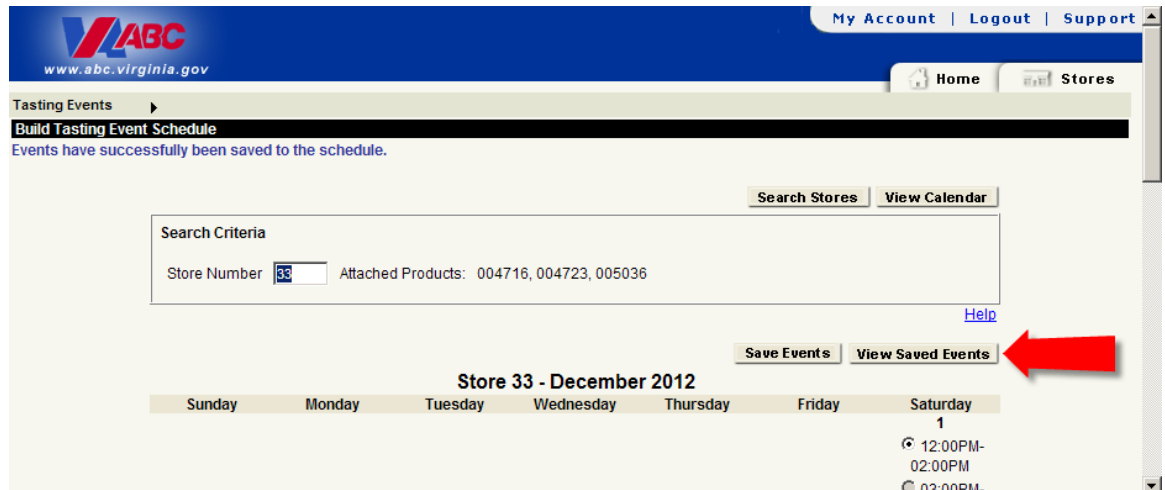
  - i. Select the radio button to the left of the desired time, and click the “Save Events” button. On successful save of your events, you will receive the confirmation message “Events have been successfully saved to the schedule”

- ii. To schedule events for additional store(s), repeat the steps in section 3.3.4, making sure to select the “Save Events” button on the Build Tasting Event Schedule screen after each.

**NOTE: You may proceed to schedule additional tastings the selected product code assortment at different stores. You must click the “Save Events” button after each store’s tastings are selected and before going to the next store, or the tastings will not be saved for your review and submission.**

The screenshot shows the 'Build Tasting Event Schedule' interface. At the top, there is a navigation bar with 'My Account | Logout | Support' and a 'Home' button. Below this is a 'Tasting Events' section with a 'Build Tasting Event Schedule' header. A search criteria box contains 'Store Number: 33' and 'Attached Products: 004716, 004723, 005036'. To the right of the search box are buttons for 'Search Stores' and 'View Calendar'. Below the search box is a 'Help' link. A red arrow points to the 'Save Events' button, which is next to a 'View Saved Events' button. The main content is a calendar for 'Store 33 - December 2012'. The calendar shows days from Sunday to Saturday. Each day has a grid of time slots (12:00PM-02:00PM, 03:00PM-05:00PM, 06:00PM-08:00PM) with radio buttons for selection. The 12:00PM-02:00PM slot for Saturday is selected.

- iii. To view events saved to the schedule, from the “Build Tasting Event Schedule” screen, click the “View Saved Events” button to view the “Schedule Tasting Event” screen.



- iv. Review your tasting event schedule on the “Schedule Tasting Event” screen.
  - Continue to select additional events for the selected products by clicking the “Build Schedule” link and continuing through the steps previously outlined for event selection.
  - Choose a different product selection for your events by clicking the “Select Products” link and continuing through the steps previously outlined for product and event selection.

- Events may be removed by un-checking the “Select” checkbox to the left of the event.

**Scheduling For December 2012**

Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).

**Step 1: Select Products**

Select up to 3 products for each in store tasting event.

[Select Products](#)

**Selected Products:**  
 004716 - Chivas Regal 750ml  
 004723 - Chivas Regal 18 Yr. 750ml  
 005040 - Glenlivet Single Malt 18yr 750ml

**Step 2: Build Tasting Event Schedule**

To build an in store tasting event schedule, select a store, select available time slots from the store calendar, and save events to the schedule. Selected products may be used to schedule events for additional stores in this step.

Before submitting, events can be removed by unchecking the event.

[Build Schedule](#)

**Scheduled Events:**

Select	P1	P2	P3	Store	Location	Date	Time
<input type="checkbox"/>	004716	004723	005040	33	PRINCE WILLIAM	12/8	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	33	PRINCE WILLIAM	12/15	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	33	PRINCE WILLIAM	12/22	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	49	BALLSTON	12/8	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	49	BALLSTON	12/15	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	49	BALLSTON	12/22	06:00PM-08:00PM

**Step 3: Submit Tasting Event Schedule**

Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.

Review saved schedule continued...

EXAMPLE: A saved schedule for various product and store combinations may look like this.

**Scheduling For December 2012**

Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).

**Step 1: Select Products**

Select up to 3 products for each in store tasting event.

[Select Products](#)

**Selected Products:**  
 004716 - Chivas Regal 750ml  
 005036 - The Glenlivet Single Malt 750ml  
 005040 - Glenlivet Single Malt 18yr 750ml

**Step 2: Build Tasting Event Schedule**

To build an in store tasting event schedule, select a store, select available time slots from the store calendar, and save events to the schedule. Selected products may be used to schedule events for additional stores in this step.

Before submitting, events can be removed by unchecking the event.

[Build Schedule](#)

**Scheduled Events:**

Select	P1	P2	P3	Store	Location	Date	Time
<input checked="" type="checkbox"/>	004716	005036	005040	47	WINCHESTER	12/8	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	47	WINCHESTER	12/15	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	47	WINCHESTER	12/22	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	54	STONE RIDGE	12/8	03:00PM-05:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	54	STONE RIDGE	12/22	03:00PM-05:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	63	LORTON	12/7	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	63	LORTON	12/21	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	64	STAFFORD	12/7	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	005036	005040	64	STAFFORD	12/21	06:00PM-08:00PM

**Step 3: Submit Tasting Event Schedule**

Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.

- v. Submit your schedule of events for review by selecting the “Submit” button on the Schedule Tasting Event screen.


**NOTE: You risk the loss of your saved events if you do not select to “Submit” your events. If you log out of MIPS without submitting your events, your saved events will be lost and they will not be available for review and approval. Events are not editable once submitted. Contact ABC Marketing and Merchandising Department to make changes to a submitted event. See section 1.4 for support contact information.**

Scheduled Events:


Select	P1	P2	P3	Store	Location	Date	Time
<input type="checkbox"/>	004716	004723	005040	33	PRINCE WILLIAM	12/8	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	33	PRINCE WILLIAM	12/15	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	33	PRINCE WILLIAM	12/22	12:00PM-02:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	49	BALLSTON	12/8	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	49	BALLSTON	12/15	06:00PM-08:00PM
<input checked="" type="checkbox"/>	004716	004723	005040	49	BALLSTON	12/22	06:00PM-08:00PM

**Step 3: Submit Tasting Event Schedule**

Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.



- vi. Upon successful submission of your events, you will receive a confirmation message. You may now log out of MIPS without losing your saved events.

 [www.abc.virginia.gov](http://www.abc.virginia.gov) [My Account](#) | [Logout](#) | [Support](#)

[Home](#) [Stores](#)

Tasting Events [Schedule Tasting Event](#)

5 tasting events are successfully added to the schedule.

### Scheduling For December 2012

Virginia ABC requires that in store tasting events in ABC stores be executed in accordance with the policies outlined in the [In Store Tasting Event Guidelines](#).

**Step 1: Select Products**

Select up to 3 products for each in store tasting event.

[Select Products](#)

**Step 2: Build Tasting Event Schedule**

To build an in store tasting event schedule, select a store, select available time slots from the store calendar, and save events to the schedule. Selected products may be used to schedule events for additional stores in this step.

Before submitting, events can be removed by unchecking the event.

[Build Schedule](#)

**Step 3: Submit Tasting Event Schedule**

Events are not editable once submitted. Contact the ABC Marketing and Merchandising Department to make changes to a submitted event.

You will receive email confirmation of your submitted events and email confirmation of your approved events once they are reviewed by the Marketing and Merchandising Department.

You can check the status of your submitted tasting events through the Search Tasting Event Schedule feature. See section 3.4

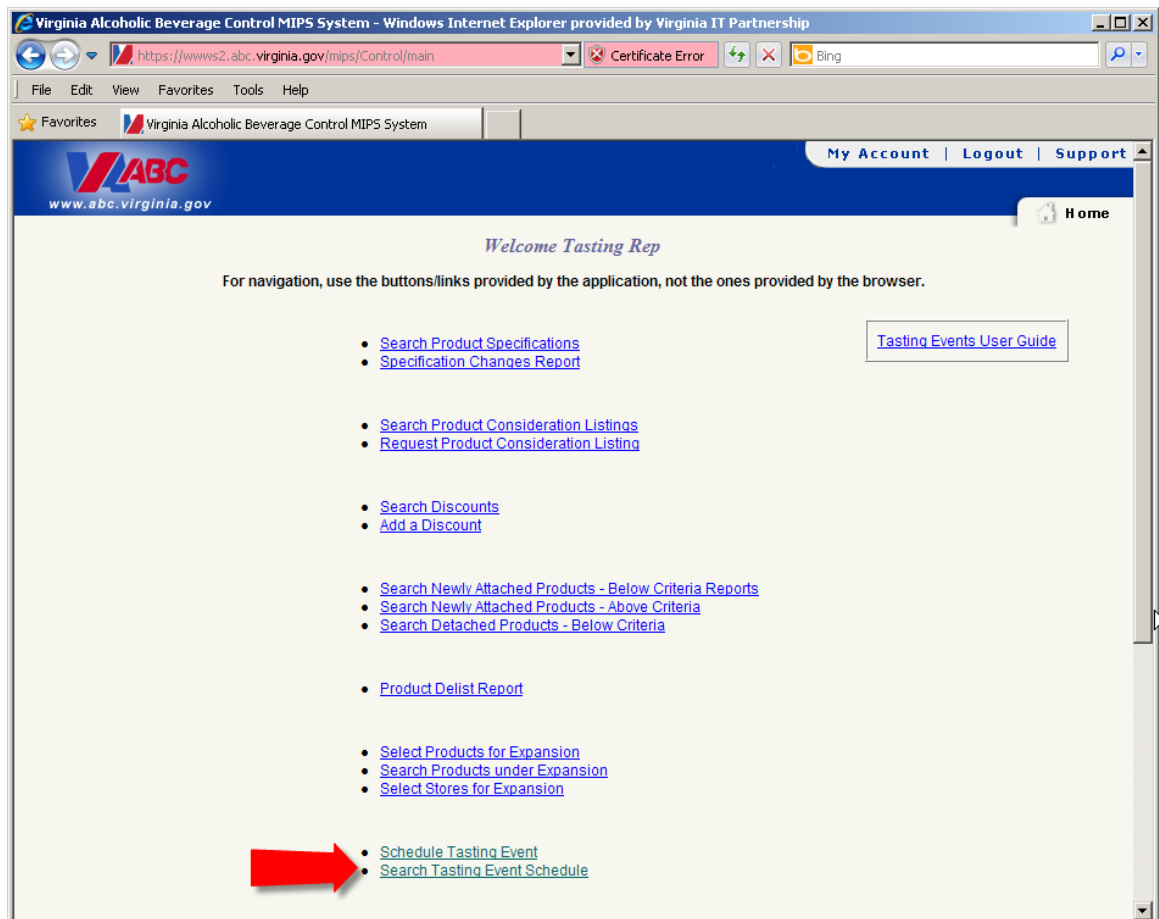


## 3.4 Search Tasting Event Schedule

Tasting events previously submitted for approval through MIPS may be searched. This feature may be accessed from the MIPS Welcome screen for from the horizontal navigation menu in the Tasting Event Scheduler.

### Access Search Tasting Event Schedule from the MIPS Welcome screen

1. Log in to MIPS. See section 3.1 –“ Log in”.
2. Access the Search Tasting Event Schedule screen by clicking on the “Search Tasting Event Schedule” link on the MIPS Welcome screen.

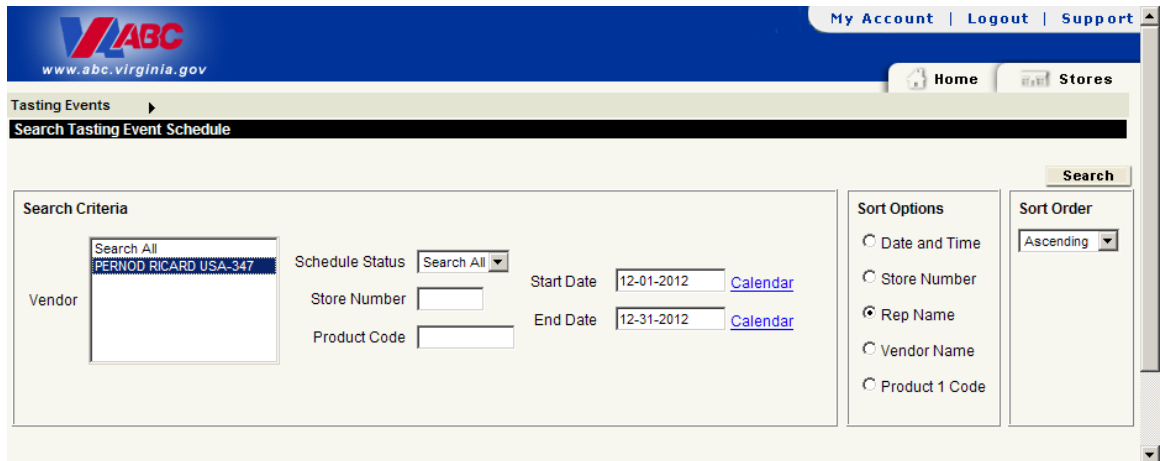


- You will progress to the “Search Tasting Event Schedule” screen

### Access Search Tasting Event Schedule from within the Tasting Event Scheduler:

- On the “Schedule Tasting Event” screen (already logged in to MIPS), mouse over “Tasting Events” in the horizontal navigation bar at the top of the screen, and select “Search Tasting Event Schedule” from the drop down menu.

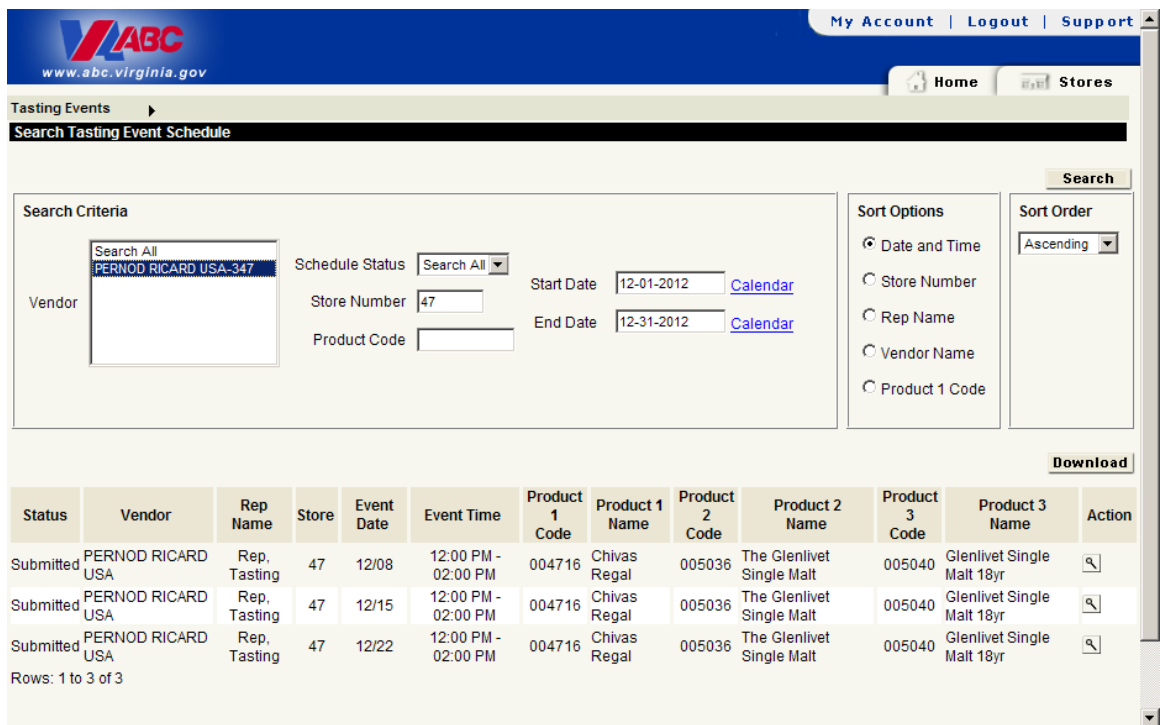
- You will progress to the "Search Tasting Event Schedule" screen



**To search Tasting Events**

From the Search Tasting Event Schedule screen (see the above for steps to access this screen)

- Enter the desired search criteria and result sort configuration.  
*NOTE: This includes an option to select the desired vendor(s) from the "Vendor" select box as well as to limit the search results by store number, product code, time period, and schedule status (e.g. submitted, approved, cancelled).*
- Click the "Search" button.
- The search results will display on the same screen below the search criteria.





### 3.4.1 View Tasting Event Status

On the “Search Tasting Event Scheduler” results screen:

1. To view the status of an event, see the “Status” column.

*NOTE: See section 3.4 for search instructions.*

### 3.4.2 Export Tasting Event Schedule

On the “Search Tasting Event Scheduler” results screen:

1. To export an event schedule, click the “Download” button in the upper right corner of the search results.

*NOTE: See section 3.4 for search instructions.*

Store	Location	Weekday	TasteDate	Time	Address	City	State	Zip	Phone	Prod1	P1Name	Prod2	P2Name	Prod3
35	AQUIA	Monday	10/1/2012	3-5 p.m.	2757 Jeffe Stafford	VA		22554	540-720-0000	71529	Tooter Al	77265	Tooter Lingo Red Dic	
42	MOUNT V	Monday	10/1/2012	6-8 p.m.	7702B-D R MOUNT V	VA		22306	703-718-2000	4868	Dewar's White Label			
60	DINWIDDI	Tuesday	10/2/2012	3-5 p.m.	Unit 4330 Petersbur	VA		23805	804-862-6000	43036	Bacardi Gc	43066	Bacardi Pe	43096
35	AQUIA	Tuesday	10/2/2012	6-8 p.m.	2757 Jeffe Stafford	VA		22554	540-720-0000	71529	Tooter Al	77265	Tooter Lingo Red Dic	
42	MOUNT V	Tuesday	10/2/2012	6-8 p.m.	7702B-D R MOUNT V	VA		22306	703-718-2000	4868	Dewar's White Label			
35	AQUIA	Wednesd	10/3/2012	6-8 p.m.	2757 Jeffe Stafford	VA		22554	540-720-0000	71529	Tooter Al	77265	Tooter Lingo Red Dic	
42	MOUNT V	Wednesd	10/3/2012	6-8 p.m.	7702B-D R MOUNT V	VA		22306	703-718-2000	4868	Dewar's White Label			
55	MANASSA	Friday	10/5/2012	12-2 p.m.	Signal Hill Manassas	VA		20110	703-335-2000	43036	Bacardi Gc	43066	Bacardi Pe	43096
80	ALEXANDI	Tuesday	10/9/2012	12-2 p.m.	Plaza at La Alexandri	VA		22312	703-813-1000	43046	Bacardi Se	43136	Bacardi Lir	43386
40	DULLES	Thursday	10/11/2012	3-5 p.m.	Dulles 28 \ Sterling	VA		20166	703-404-7000	43036	Bacardi Gc	43066	Bacardi Pe	43096
350	RICHMON	Friday	10/12/2012	3-5 p.m.	Route 60 \ Richmond	VA		23235-471	804-794-8000	64136	Disaronnc	64336	Benedictine & Brandy	
60	DINWIDDI	Saturday	10/13/2012	3-5 p.m.	Unit 4330 Petersbur	VA		23805	804-862-6000	43036	Bacardi Gc	43066	Bacardi Pe	43096
99	HERNDON	Saturday	10/13/2012	3-5 p.m.	601 Post C Herndon	VA		20170	703-326-2000	4866	Dewar's V	43916	Bacardi Bl	67806
40	DULLES	Tuesday	10/16/2012	3-5 p.m.	Dulles 28 \ Sterling	VA		20166	703-404-7000	43036	Bacardi Gc	43066	Bacardi Pe	43096
350	RICHMON	Thursday	10/18/2012	3-5 p.m.	Route 60 \ Richmond	VA		23235-471	804-794-8000	64136	Disaronnc	64336	Benedictine & Brandy	
40	DULLES	Friday	10/19/2012	6-8 p.m.	Dulles 28 \ Sterling	VA		20166	703-404-7000	43036	Bacardi Gc	43066	Bacardi Pe	43096
133	MANASSA	Friday	10/19/2012	6-8 p.m.	Manassas Manassas	VA		22110-045	703-368-4000	43036	Bacardi Gc	43096	Bacardi Razz	
133	MANASSA	Saturday	10/20/2012	3-5 p.m.	Manassas Manassas	VA		22110-045	703-368-4000	43036	Bacardi Gc	43096	Bacardi Razz	
80	ALEXANDI	Monday	10/22/2012	3-5 p.m.	Plaza at La Alexandri	VA		22312	703-813-1000	43046	Bacardi Se	43136	Bacardi Lir	43386

## 3.5 Modify Tasting Event Schedule Requests

Representatives may not modify tasting events once they are submitted without contacting the VA ABC Marketing and Merchandising Department. See section 1.4 for support information.

## 4 Glossary

**MIPS** – MIPS stands for Management of Inventory and Product Sales. This system tracks alcohol and non-alcohol inventory of products for resale. The online licensee ordering application links directly into this system and allows the user to see exactly what is available for order in their assigned ABC store's inventory.

## 5 Troubleshooting and FAQs

### 1. How do I know my tasting event schedule has been successfully submitted?

MIPS generate two key emails to update you on the status of your events.

- When you submit your event schedule, you receive an email confirming your submitted schedule is pending review by Marketing and Merchandising.
- When your event schedule has been reviewed and approved, you will receive an email confirming your approved schedule.

You may confirm the status of your tasting events at any time by logging in to MIPS and searching your submitted events.

### 2. I submitted a tasting event schedule but never got confirmation via email of the approved schedule.

There are a few issues that may prevent you from receiving your email notices.

- a. The email address that was entered on the Contact Information page may not be valid. You can check the email used for your MIPS by logging in to MIPS and using the "Update contact information" link on the main MIPS welcome screen.
  - b. Marketing and Merchandising may have not yet approved the month's event schedule, there could have been a change in the store availability to meet your request, etc. Contact the Marketing and Merchandising Department (see section 1.4) if you have questions about your schedule that you are unable to resolve by reviewing the schedule status in MIPS.
- ### 3. I am unclear on the Guidelines governing In Store Tasting Events in VA ABC stores.
- The VA ABC Retail Operations Marketing and Merchandising Division can provide any additional information regarding the tasting event guidelines.