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Category	Product
Course	Pricing
Version	1.0
Client	Generic
Software	2.15.8

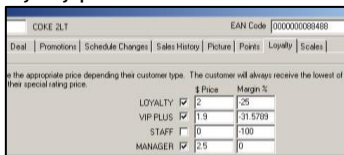
In-store Price Promotions

A promotion is a special retail price for a period of time, to promote or clear stock of a product or selected category.

Procedure to Create an In-store Promotion

Hints and Tips

- ✓ The **Promotions** tab also lists any promotions imported from HOST. Check if in-store promotions are permitted in your business.
- ✓ There are three **types of promotion**:
 - new retail price
 - percentage discount off
 - dollar amount discount off.
- ✓ You can't save a promotion with a [0] new price.
- ✓ **Loyalty Pricing** limits a promotion to customers who add a card or AR code to the sale that's linked to this privilege.
 - Refer to the [TECH-4d Configure Special Customer Pricing Fact Sheet](#).
 - The **Loyalty** tab lists the active loyalty promotions.



- ✓ Customer receipts can display a custom message and the saving underneath the product. Refer to [TECH-2k Configure POS Customer Receipt Options Fact Sheet](#).

Description	Total \$
PUMP HOUSE WATER	14.00
VIP saving \$5.00	
*ALLENS ANTICOL	3.8 \$1.10
	3.30

- ✓ If your store has set a normal or promotional retail price lower than a Head Office HOST price change or promotion, the lowest price will apply at POS.
 - A HOST ticket will still print, but should be ignored.


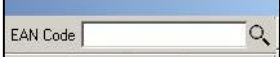

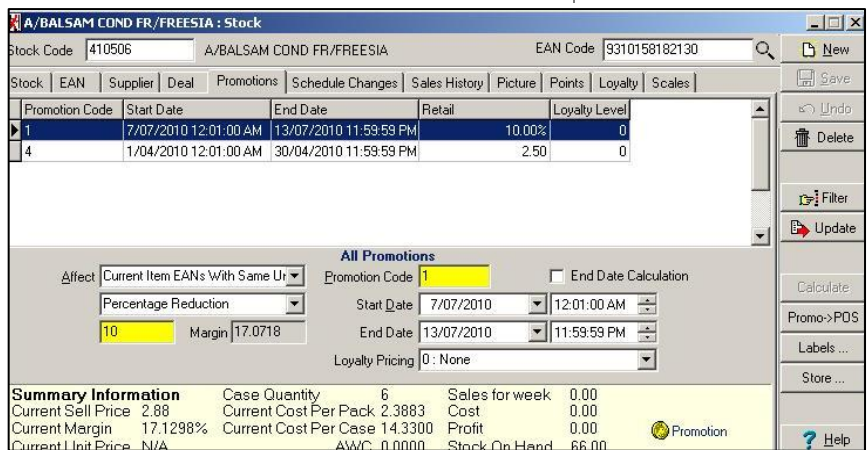


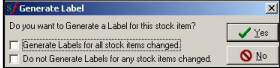

1.	From the BOS Tools menu, select Stock Functions , then Stock . <i>*Or click the Stock Maintenance icon.*</i>	
2.	In the EAN Code field, type, or search for, the EAN to put on promotion. <i>*The promotion only applies to this UPP.*</i>	
3.	Click the Promotions tab.	
4.	Click New .	
5.	In the Promotion Code field, type the number of weeks the promotion will run for. <i>* Select the End Date Calculation check box first, to automatically calculate the End Date off the promotion code (if it's a number).*</i>	
6.	In the Start Date field, select the date the promotion will begin.	
7.	In the End Date field, select the date the promotion will end.	
8.	In the Loyalty Pricing field, select a loyalty group if required (see <i>Hints and Tips</i>).	
9.	In the Affect fields: <ol style="list-style-type: none"> a. select the scope the promotion applies to. b. select the type of promotion; e.g. <i>New Retail</i>. c. type the new price, percent-off amount, or dollar-off amount as applicable. 	
10.	Click Save .	
11.	If Generate Label is displayed, click No . <i>*A shelf ticket is already queued in the Labels Wizard as a Promotion On category.*</i>	
12.	If the promotion started earlier today: <ol style="list-style-type: none"> a. Click Update. b. If the Affect is more than this product (e.g. sub-range), run DPC and Price Update from the SurefireBOS folder on the desktop. 	
13.	Click Close .	
14.	Print the tickets. Refer to the PRO-5j Print Promotional Tickets Fact Sheet . <i>* The promotion becomes active at POS on the scheduled date/time after scheduled tasks run.*</i>	

Procedure to Edit or Delete an In-store Promotion

Hints and Tips


- ✓ If your Head Office permits, you can edit HOST promotions listed on the Promotions tab to match a competitor's price.
 - However, this will be overridden back to the original promotion the next time that HOST is imported.
- ✓ If you edit a **sub-range** level promotion, it applies the change against all the other products in the sub-range as well.
 - If you change the promotion to affect 'single item', it deletes the promotions that were against the other products in the sub-range.
- ✓ A **Promotion** icon is displayed in the Summary Information when the promotion is active.


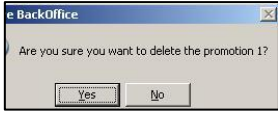


8,2700	Profit	3.68	
	Stock On Hand	11.00	
- ✓ If you edit an active promotion and click **Update**, request an **automatic label** to be generated (in step 6); when you print the ticket, it'll have the revised promotion details, so long as you select a promotion label report.
- ✓ If you edit a future promotion, don't request an automatic label; print tickets in the same way as a new promotion, using the **Promotions On** category.
- ✓ There are several reports available for promotions, within the **Reports -> Deals and Promotions** menu.
 - If the report includes a **Stocked** prompt, you must set this to **Y** or **N**, or the report will return blank.

<p>1. From the BOS Tools menu, select Stock Functions, then Stock. *Or click the Stock Maintenance icon*.</p>	
<p>2. In the EAN Code field, type, or search for, the EAN on promotion.</p>	
<p>3. Click the Promotions tab.</p>	
<p>4. Click the applicable promotion in the grid. *The selected promotion is highlighted blue, and the details are populated in the All Promotions section.*</p>	
<p>5. To: edit the promotion then: go to step 6. delete the promotion go to step 7.</p>	
<p>6. Complete the following steps to edit a promotion:</p> <ol style="list-style-type: none"> a. Change fields as required. b. Click . c. Click Yes if it's an active promotion, or No if it's a future promotion. d. Click  if it's an active promotion *The change/s are effective at POS immediately.* e. Go to step 8. *Requested labels are queued as automatic labels; print them using a promotion label report.* 	
	

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Hints and Tips

- ✓ It's not necessary to delete a finished promotion.
- ✓ If you want to deactivate an active promotion **effective immediately**, it's easier to simply edit the end -date to the past and click  (rather than delete the promotion).

7.	<p>Complete the following steps to delete the promotion: <i>*See Hints and Tips.*</i></p> <ol style="list-style-type: none"> a. Click . A warning is displayed. b. Click Yes to proceed. <i>*The promotion is removed from the grid.*</i> c. If it was an active promotion, to revert the price at POS: <ul style="list-style-type: none"> - click Update. - if the Affect was more than this product (e.g. sub-range), you must run DPC and Price Update from the SurefireBOS folder on the desktop. d. Go to step 8. 	 
8.	Click  .	
9.	<p>Print new tickets, or remove promotional ticketing as required. <i>*See Hints and Tips.*</i></p>	
		□