

**PRO-3b** Page | 1 of 2

Category	Product
Course	Discount Wizard
Version	1.0
Client	Generic
Software	2.15.15

# Creating New Item Groups

An Item Group is a group of products that you want to use as a target or criterion in a discount. E.g.:

- 20% off all **Blackmore's vitamins** (item group).
- Any 2 **Berri Casks 5 L** (item group) for \$25.

**Hints and Tips**

- ✓ Refer to the [PRO-3b Item Group Maintenance Utility Fact Sheet](#) for a faster way to create, edit, and delete an item group outside of a discount.
- ✓ Use an **Item Group** when:
  - you want to discount a 'basket' of specific products
  - you want to make the discount conditional on buying from a specific group of products
  - there are multiple EANs for the product (if you only add 'an EAN', the customer won't get the discount if they pick the different packaging).
  - the customer doesn't have to buy every item in the group to get the discount (as they'd have to if you added each product/category as individual targets or criteria.)
- ✓ You can re-use a group if there's one suitable.
- ✓ Be careful if EANs change or new lines are added that relate to the products in the group (e.g. a new flavour). POS only uses the actual EAN that was saved in the group.
  - It may be more suitable to use a sub-range instead of an item group. Be aware that if a product in the sub-range has different units per pack against it, they'll all contribute to or receive the discount.
- ✓ An item group can consist of a combination of individual products, departments, and/or sub-ranges.
  - If you add a department hierarchy, its application is at EAN level.

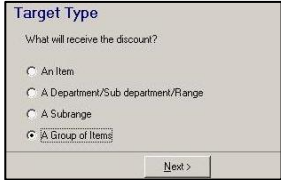
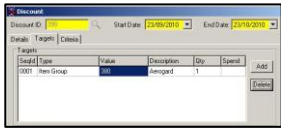


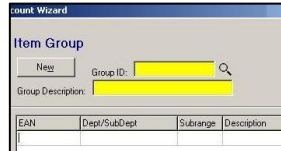
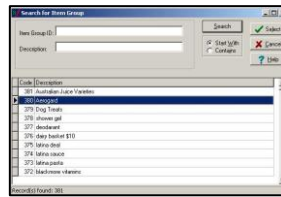

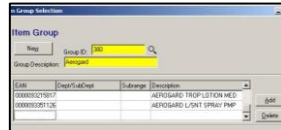
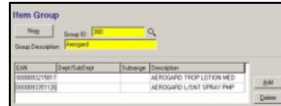
**Procedure to Create a New Item Group**

<p>1. Navigate to the Item Group screen. <i>*When creating the discount, you access the Item Group screen from the Target Type screen or the Criteria Type screen, by selecting <b>A Group of Items</b>, then clicking <b>Next</b>.*</i></p>													
<p>2. Click <b>New</b>. <i>*A <b>Group ID</b> is automatically populated.*</i></p>													
<p>3. In the <b>Group Description</b> field, type a name for the item group.</p>													
<table border="1"> <tr> <td>4.</td> <td><b>To add a:</b></td> <td><b>Then:</b></td> </tr> <tr> <td></td> <td>single product</td> <td>in the blank <b>EAN</b> cell, either:                             <ul style="list-style-type: none"> <li>• type the EAN; press <b>Enter</b>.</li> <li>• double-click to search for the product. Click the required row to highlight the product, and then click <b>Select</b> to return. <i>* Hold down <b>Shift</b> or <b>CTRL</b> key to add multiple EANs.*</i></li> </ul> </td> </tr> <tr> <td></td> <td>department, sub-department, or range</td> <td>in the blank <b>Dept/SubDept</b> cell, double-click to select either the required category or the <b>...(All products)</b> check box. Click <b>Next</b> to return.</td> </tr> <tr> <td></td> <td>sub range</td> <td>in the blank <b>Subrange</b> cell, double-click to select the required sub range. Click <b>Next</b> to return.</td> </tr> </table>	4.	<b>To add a:</b>	<b>Then:</b>		single product	in the blank <b>EAN</b> cell, either: <ul style="list-style-type: none"> <li>• type the EAN; press <b>Enter</b>.</li> <li>• double-click to search for the product. Click the required row to highlight the product, and then click <b>Select</b> to return. <i>* Hold down <b>Shift</b> or <b>CTRL</b> key to add multiple EANs.*</i></li> </ul>		department, sub-department, or range	in the blank <b>Dept/SubDept</b> cell, double-click to select either the required category or the <b>...(All products)</b> check box. Click <b>Next</b> to return.		sub range	in the blank <b>Subrange</b> cell, double-click to select the required sub range. Click <b>Next</b> to return.	
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<p>6. Continue to create the discount. <i>*Click <b>Next</b>, and then <b>Yes</b> to save the group.*</i></p>													

## Procedure to Edit an Existing Group

### Hints and Tips

- ✓ You can re-use a group, but be careful about editing it though; if it's used in another discount, then the edited version applies to that as well.
- ✓ You can't delete an item group via the Discount Wizard; this option is only available in the Item Group Maintenance Utility. Refer to the [PRO-3b Item Group Maintenance Utility Fact Sheet](#).

<p>1.</p>	<p><b>Navigate to the Item Group screen:</b></p> <table border="1"> <tr> <td><b>If:</b></td> <td><b>Then:</b></td> </tr> <tr> <td>you're in the process of creating a new discount</td> <td>from the Target Type or Criteria Type screen, select <b>A Group of Items</b>. Click <b>Next</b>. Go to step 2.</td> </tr> <tr> <td>you want to edit the item group in an existing discount</td> <td>click the <b>Targets</b> or <b>Criteria</b> tab (whichever has the item group). Double-click the applicable <b>Value</b> (group ID) row. Go to step 3.</td> </tr> </table>	<b>If:</b>	<b>Then:</b>	you're in the process of creating a new discount	from the Target Type or Criteria Type screen, select <b>A Group of Items</b> . Click <b>Next</b> . Go to step 2.	you want to edit the item group in an existing discount	click the <b>Targets</b> or <b>Criteria</b> tab (whichever has the item group). Double-click the applicable <b>Value</b> (group ID) row. Go to step 3.	 
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<p>4.</p>	<p>Click <b>Select</b> or <b>Next</b> to continue the discount.</p> <p><i>*The button displayed depends on if this is an existing or new discount.*</i></p> <p><i>*The system automatically saves the change/s made to the item group; alternatively, click <b>Cancel</b> to not save your changes.*</i></p>	