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Category	Product
Course	Discount Wizard
Version	1.0
Client	Generic
Software	2.15-9

Hints and Tips

- ✓ Use this discount to give customers a percentage off:
 - a specific product
 - a nominated department hierarchy
 - any product in the store
 - a group of specific products.

- ✓ If a customer buys products that are eligible for more than one discount, POS applies an exclusive discount first (page 5), based on the **priority level**.
 - All eligible discounts are calculated off the original price, unless the **Apply on top of price overrides** checkbox is selected (see page 5).

If the eligible discounts are:	And the priority levels are:	Then the customer gets:
all exclusive (only one can apply)	the same	only the discount with the lowest discount ID (the oldest one).
all exclusive	different	only the discount with the highest priority.
all non-exclusive	different or the same	all eligible discounts.
a mixture of exclusive and non-exclusive	different or the same	one exclusive discount (depends on priority, as above), and all non-exclusive discounts.


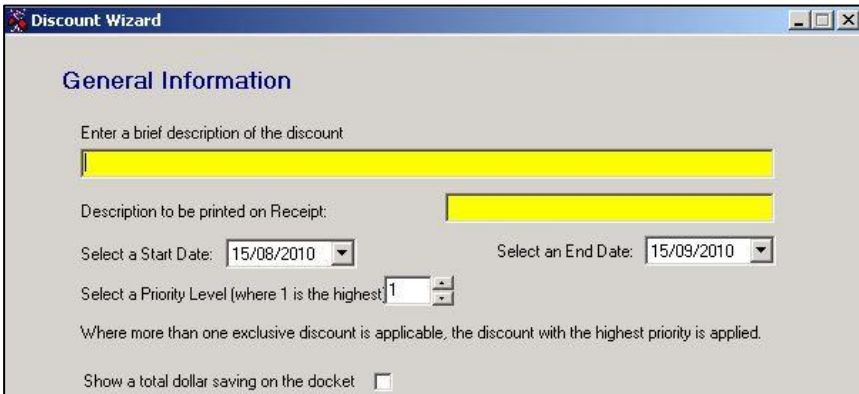
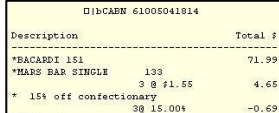
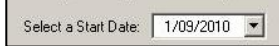
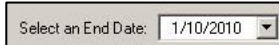


- ✓ Function buttons:
 - **Back:** to check/edit selection/s on the previous screen.
 - **Next:** to go to the next screen.
 - **Cancel:** to cancel the discount.

Percentage Off Item Discount

Examples of percentage off item discounts:

- 5% off Duck Disinfectant 1L (limit 5 per transaction)
- 20% off all Blackmore's vitamins (a group of items)
- 10% off when you spend \$50 or more on vitamins
- 10% off when you buy 3 or more different Clearasil products
- 5% off Coke 2L when you produce a supa saver coupon
- 5% off when you show a staff card (a customer group)
- 15% off Oyster Bay Sav Blanc wine 750ml when you buy a Pepperjack Barossa Shiraz red wine 750ml.

Procedure to Create a Percentage Off Item Discount

1.	From the HOS/BOS Tools menu, select Discount Wizard .	
2.	Click  .	
3.	Type a brief description of the discount. <i>*Maximum 80 characters.*</i>	
4.	Type a description that will print on the customers receipt next to the discount amount (below the target product). <i>*Maximum 30 characters.*</i>	
5.	Select the Start Date that the discount is effective in stores. <i>*Defaults to today's date.*</i>	
6.	Select the End Date for the discount; the last day that customers can get the discount. <i>*Defaults to one month from today's date.*</i>	
7.	Select the Priority Level for this discount. <i>*[1] is the highest priority; set a higher priority for discounts that provide better value for customers.*</i>	
		

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Hints and Tips

- ✓ The **Target** defines what product/s gets the discount (step 13), and the unit or dollar quantity that must be bought to trigger the discount (step 14).
 - If you add more than one target, the customer has to buy **every** target (in the right quantity) to get the discount.
 - If you only give the discount **once the customer spends a certain amount**, this is based on the **reduced total** after any higher priority/older eligible item-level discounts/price overrides/AR discounts – this means the discount might not be triggered (e.g. if a multi-buy reduces the total below the minimum spend).

- ✓ The link between targets and criterion (added at step 17):

If the discount has:	Then the discount is applied:
no criterion	to every unit bought, if the minimum target quantity is met. E.g. Get 10% off when you buy three (or more) (the minimum) bottles of Coke 2L; the 4 th , 5 th , 15 th ... bottles also get 10% off.
criterion (C)	only when the target and criterion product/s are both bought in the right multiples. E.g. 50% off one Adidas Roll-on Deodorant 50ml (T) when you buy two Adidas Shower Gel 400ml (C); four gels must be bought to get 50% off a 2 nd deodorant. Force discount to more than the req. Targets check box (see page 5) overrides this rule.

- ✓ Use an **Item Group** target if the customer can choose from several products, or a product has multiple EAN/s packaging, and they don't necessarily have to buy every product to get the discount.
 - Refer to the [PRO-3b Item Groups Fact Sheet](#).

8.	Select the Show a total dollar saving... check box if you want the discount & total amount saved to print at the end of the receipt. <i>*If a generic savings message has been configured for all receipts, this includes the saving instead.*</i> <i>*The amount off is also listed under each product.*</i>											
9.	Click Next > .											
10.	In the Select Discount Method field, select Percentage Off Item .											
11.	Type the percentage value of the discount. <i>*E.g. enter 5% as 500, 10% as 1000, 50% as 5000.*</i>											
12.	Click Next > .											
13.	Select the target that will receive the discount: <table border="1" style="width: 100%;"> <thead> <tr> <th>To discount:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>a single product (use A Group of Items if there's multiple EANs for the product)</td> <td>select An Item. Click Next >. Type or search for the EAN; press Enter if you typed the EAN. Go to step 14.</td> </tr> <tr> <td>every product in a selected department, sub department or range, or every product store-wide</td> <td>select A Department/Sub department/Range. Click Next >. Select the required department tree or select the All products check box. <i>*You can select only the Range to auto-populate the hierarchy above it.*</i> Go to step 14.</td> </tr> <tr> <td>every product in a selected sub-range</td> <td>select A Subrange. Click Next >. Select the required sub range. Go to step 14.</td> </tr> <tr> <td>a specific group of products</td> <td>Select A Group of Items. Click Next >. In the Group ID field, type or search for the group; press Enter if you typed the ID. Go to step 14.</td> </tr> </tbody> </table>	To discount:	Then:	a single product (use A Group of Items if there's multiple EANs for the product)	select An Item . Click Next > . Type or search for the EAN; press Enter if you typed the EAN. Go to step 14.	every product in a selected department, sub department or range, or every product store-wide	select A Department/Sub department/Range . Click Next > . Select the required department tree or select the All products check box. <i>*You can select only the Range to auto-populate the hierarchy above it.*</i> Go to step 14.	every product in a selected sub-range	select A Subrange . Click Next > . Select the required sub range. Go to step 14.	a specific group of products	Select A Group of Items . Click Next > . In the Group ID field, type or search for the group; press Enter if you typed the ID. Go to step 14.	
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Hints and Tips

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If the discount has:	Then the discount is applied:
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14.	<p>Nominate the quantity that the customer must buy to trigger/receive the discount: <i>*You must select How Many... or How Much...; you can type [1] product or [1] cent as the minimum.*</i></p> <p>If the discount only applies if the customer:</p> <table border="1"> <tr> <td>buys different products in the category (doesn't display for An Item)</td> <td>select the Customer must buy different items from (in) the selected category check box.</td> </tr> <tr> <td>buys a certain quantity of the product/s</td> <td>select How many..., and type the number of units that must be purchased.</td> </tr> <tr> <td>spends a certain dollar amount on the product/s <i>*See Hints/Tips.*</i></td> <td>select How much..., and type the amount. <i>*Enter the amount in cents. E.g. type \$5.00 as 500.*</i></td> </tr> </table>	buys different products in the category (doesn't display for An Item)	select the Customer must buy different items from (in) the selected category check box.	buys a certain quantity of the product/s	select How many... , and type the number of units that must be purchased.	spends a certain dollar amount on the product/s <i>*See Hints/Tips.*</i>	select How much... , and type the amount. <i>*Enter the amount in cents. E.g. type \$5.00 as 500.*</i>					
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15.	<p>Click Next >. <i>*The Options screen is displayed.*</i></p> <p>To:</p> <table border="1"> <tr> <td>view a summary of the discount, or finish</td> <td>select Preview Discount Summary Information. Click Finish and go to step 19, or click Back to return to the Options screen.</td> </tr> <tr> <td>add another target</td> <td>select Add a Target. return to step 13.</td> </tr> <tr> <td>exclude certain products from the discount</td> <td>you'll use the Add a Target Exception option. Go to step 16.</td> </tr> <tr> <td>add additional conditions</td> <td>you'll use the Add a Criterion option. Go to step 17.</td> </tr> <tr> <td>exclude certain products from a condition</td> <td>you'll use the Add a Criterion Exception option. Go to step 18.</td> </tr> </table>	view a summary of the discount, or finish	select Preview Discount Summary Information . Click Finish and go to step 19, or click Back to return to the Options screen.	add another target	select Add a Target . return to step 13.	exclude certain products from the discount	you'll use the Add a Target Exception option. Go to step 16.	add additional conditions	you'll use the Add a Criterion option. Go to step 17.	exclude certain products from a condition	you'll use the Add a Criterion Exception option. Go to step 18.	
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exclude certain products from a condition	you'll use the Add a Criterion Exception option. Go to step 18.											



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Hints and Tips

- ✓ **Target Exceptions** are products in the target (selected in step 13) that won't get the discount; think of it as filtering out products when you've selected a broad target.
 - E.g. 15% off all confectionary (T), **excluding boxed chocolates** (these won't be discounted).
 - Don't use exceptions when the target is a single item, as the only thing to exclude would be that item!
 - Don't use the **...All products** check box; this would cancel out the discount offered!

- ✓ **Criterion** is extra conditions that the customers purchase has to meet to get the discount off the target product/s.
 - Refer to the [PRO-3c Adding Criterion Fact Sheet](#) for full instructions to add criterion.
 - E.g. get 0.50¢ off a Dove moisturiser 85gm (T) when you buy a Dove cleanser 1L (C).
 - The criterion isn't always a product; the customer may have to produce a coupon, a customer card, or belong to a certain customer group.
 - Any products used as criterion won't receive the discount if they are also in the target.

- ✓ **Criterion Exceptions** are specific products in the criterion group (selected in step 17) that you don't want to be used as criterion; think of it as filtering out products when you've used broad criterion.
 - E.g. 10% off champagne, when you spend \$50 on red or white bottles of wine **excluding magnums** (buying magnum bottles won't count towards the \$50).
 - Don't use exceptions if the criterion is a single item.
 - Don't use the **...All products** check box; this would exclude all the criteria!

16. Complete the following steps to add a target exception:
 - a. On the Options screen, select **Add a Target Exception**.
 - b. Click
 - c. If there's more than one target listed, click the target that will have the exclusion.
 - d. Click
 - e. Select the type of exception.
 - f. Click
 - g. Select the EAN or the category to exclude. **Use the same method as selecting the target in step 13.**
 - h. Click . A summary is displayed; **Exception 1** represents a target exception.*
 - i. Click
 - j. Return to step 15.

17. Complete the following steps to add a criterion:
 - a. On the Options screen, select **Add a Criterion**.
 - b. Click
 - c. Select the type of object that the customer has to purchase or produce.
 - d. Click
 - e. Select the specific product/object required, and the criterion rules **See Hints and Tips.**
 - f. Click
 - g. Return to step 15.

18. Complete the following steps to add a criterion exception:
 - a. On the Options screen, select **Add a Criterion Exception**.
 - b. Click
 - c. If there's more than one criterion listed, click the criterion that will have the exclusion.
 - d. Click
 - e. Select the type of exception.
 - f. Click
 - g. Select the EAN or category to exclude. **Use the same method as selecting the target in step 13.**
 - h. Click . A summary is displayed; **Exception 2** represents a criterion exception.
 - i. Click
 - j. Return to step 15.

Target Options

No.	Type	Value	Description	Op
101	2	10000000	PROPERTY CONNECTION	

Exception Type

What will be the exception?

- An Item
- A Department or Range
- A Subrange

Exceptions

Exception Type	Seq ID	Set Type	Value
1	2	Dept/Range	10000000

Criteria Type

What will the customer have to purchase or produce to...

- An Item
- A Department/Sub department/Range
- A SubRange
- A Group of Items
- A Coupon
- A Customer Group
- A Group of Customer Group
- A Customer Card

Criterion Options

No.	Type	Value	Description
0102	3	10000000	WINE - TABLE

Exception Type

What will be the exception?

- An Item
- A Department or Range
- A Subrange

Exceptions

Exception Type	Seq ID	Set Type	Value
2	3	Item	00000000


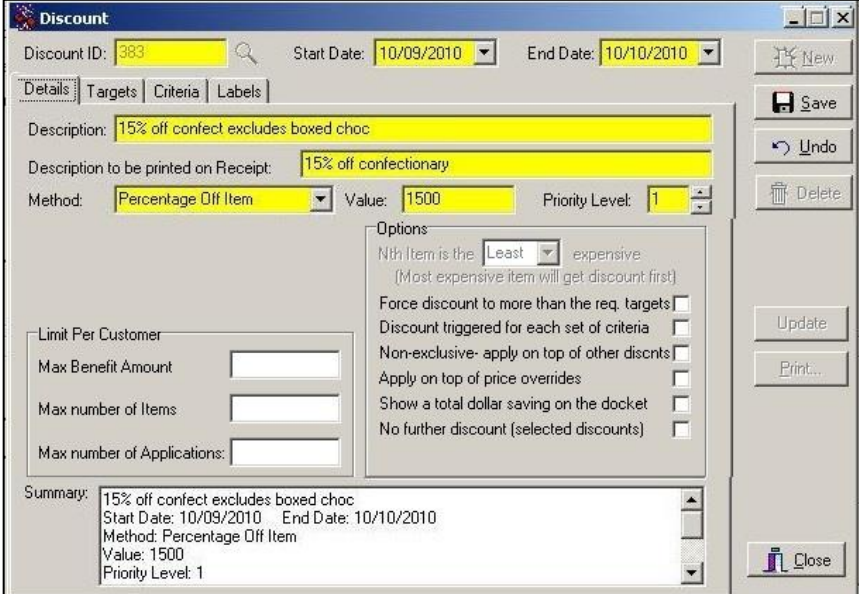
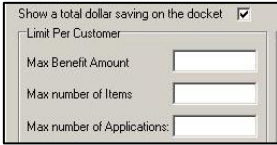
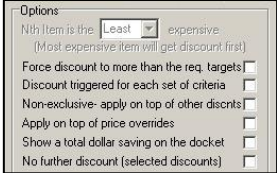






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Hints and Tips

- ✓ **Limit Per Customer** options:
 - **Max Benefit amount:** the maximum saving amount in dollars; the discount stops being applied after this.
 - **Max number of items:** the maximum number of target products that can benefit from the discount; e.g. 'limit 5 per customer/transaction'.
 - **Max number of applications:** not used in this discount.

- ✓ **Options check boxes:**
 - **Nth Item is the [x] expensive:** not used in this discount.
 - **Force discount to more than the req. Targets:** only used if your discount has criteria; if selected, the discount will be applied to more than the target quantity specified (in step 14); e.g. '50% off one Adidas Deodorant 50ml when you buy two Adidas Shower Gel 400ml' - if a customer buys 3 gels and 2 deodorants, they'll get 50% off both deodorants (even though a 4th gel wasn't bought; so really the discount is '50% off deodorant if you buy 2 (or more) gels').
 - **Discount triggered for each set of Criteria:** Not used.
 - **Non-exclusive- apply on top of other disnts:** means this discount can be applied to an already discounted product. E.g. two discounts '10% off soft drinks' & '5% off Coke 2L when you produce a coupon'; the customer gets 15% off when they buy coke. An exclusive discount won't apply if another exclusive discount has already been applied to the product.
 - **Apply on top of price overrides:** if selected, this discount will be calculated off the reduced price (resulting from another eligible discount or a manual price override), rather than the original price.
 - **No further discounts (selected discounts):** stops the discount from receiving a staff/% off txn discount set to exclude selected discounts.

<p>19. Once you've clicked  (at step 15), review and change the details of the discount as required.</p> <p><i>*Click the Targets tab or Criteria tab to view the detailed parameters.*</i></p> <p><i>*If required, click the Labels tab to design a ticket; refer to the PRO-3d Add a Discount Ticket Fact Sheet.*</i></p>	
<p>20. As required, limit the number of times the customer can receive the discount in a single transaction.</p> <p><i>*See Hints and Tips.*</i></p>	
<p>21. As required, select the Options for the discount.</p> <p><i>*See Hints and Tips.*</i></p> <p><i>*You usually leave these all unselected.*</i></p>	
<p>22. Click .</p>	
<p>23. To: create another discount</p> <p>then: return to step 2.</p> <hr/> <p>finish (BOS user) click </p> <p>click </p> <hr/> <p>finish (HOS user) click </p> <p>Activate the discount/s for the applicable store/s.</p> <p><i>*Refer to the PRO-3f Activate a Discount Fact Sheet.*</i></p> <p><i>*The discount is effective at POS on the nominated date.*</i></p>	
	