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Category	Product
Course	Discount Wizard
Version	1.0
Client	Generic
Software	2.15.9

Hints and Tips

- ✓ Use the **New Price for Item** discount instead if you want to:
 - extend a multi-buy discount to every unit once the first quantity has been met
 - force the discount to only apply when the target:criteria multiple is produced each time.

- ✓ POS calculates the price of multi-buy products by dividing the new price by the number of target products (every product sells for the same price); if the products are different prices, they'll be reduced by different amounts or may even increase in price on the receipt.

- ✓ 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**.


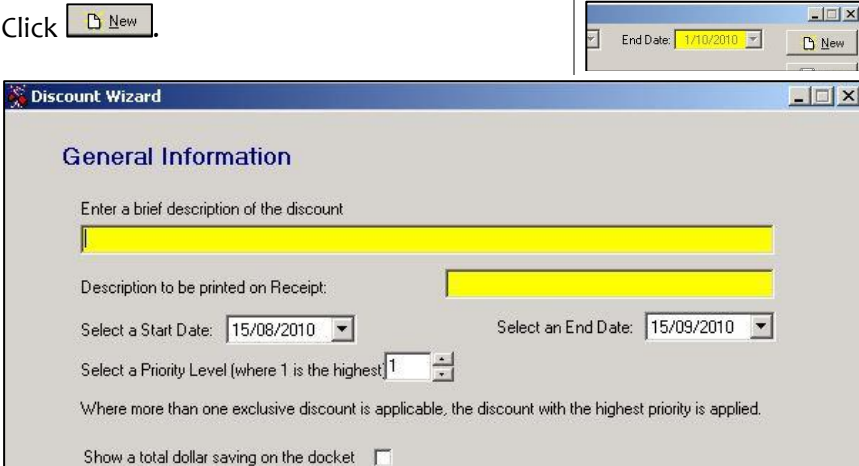


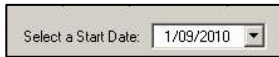
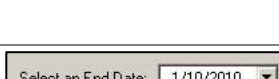
If the eligible discounts are:	And the priority levels are:	Then the customer gets:
all exclusive (only one can apply)	the same	only the discount with the lowest discount ID (the oldest one).
all exclusive	different	only the discount with the highest priority.
all non-exclusive	different or the same	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.

New Price for Item Group (Multi-Buy) Discount

Examples of Multi-Buy discounts:

- 2 for \$8 Cadbury Roses Chocolates 150g.
- Nestle Choc. Bars 35g – 65g \$1 ea, save up to 88¢.
- Buy 1 Coke 2L for \$2, 2 bottles for \$3 or 3 bottles for \$4.
- Choose any 4 for \$10: Don Edam Cheese 250g, Gold'n Canola Spread 500g, Aust. Fresh Juice Var. 1L, Georges Greek Yoghurt Var. 350g, and Le Rice Var. 150g.
- Buy all 3 for \$10.99 – Duck Fresh Discs Lime 36ml + Duck Disinfectant Aqua 500ml + Glen 20 Spray Original 300g.

Procedure to Create a New Price for Item Group Discount

1.	From the HOS/BOS Tools menu, select Discount Wizard .													
2.	Click  .	 <p>The screenshot shows the 'Discount Wizard' window with the 'General Information' tab selected. It includes fields for 'Enter a brief description of the discount', 'Description to be printed on Receipt', 'Select a Start Date' (15/08/2010), 'Select an End Date' (15/09/2010), and 'Select a Priority Level' (1). A note states: 'Where more than one exclusive discount is applicable, the discount with the highest priority is applied.' There is also a checkbox for 'Show a total dollar saving on the docket'.</p>												
3.	Type a brief description of the discount. <i>*Maximum 80 characters.*</i>	 <p>The screenshot shows the 'Discount Wizard' window with the 'General Information' tab selected. The 'Enter a brief description of the discount' field is highlighted in yellow.</p>												
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>	 <p>The screenshot shows the 'Discount Wizard' window with the 'General Information' tab selected. The 'Description to be printed on Receipt' field is highlighted in yellow. Below it is a preview of a receipt showing a table with columns 'Description' and 'Total \$'.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Total \$</th> </tr> </thead> <tbody> <tr> <td>GOLD'N CANOLA SPREAD</td> <td>3.06</td> </tr> <tr> <td>#1 Any 4 for \$10 dairy</td> <td>-0.56</td> </tr> <tr> <td>AUST FRESH JCE BREAKFAST</td> <td>10.89</td> </tr> <tr> <td>3 @ \$3.61</td> <td></td> </tr> <tr> <td>#1 Any 4 for \$10 dairy</td> <td>-3.33</td> </tr> </tbody> </table>	Description	Total \$	GOLD'N CANOLA SPREAD	3.06	#1 Any 4 for \$10 dairy	-0.56	AUST FRESH JCE BREAKFAST	10.89	3 @ \$3.61		#1 Any 4 for \$10 dairy	-3.33
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5.	Select the Start Date that the discount is effective in stores. <i>*Defaults to today's date.*</i>	 <p>The screenshot shows a dropdown menu for 'Select a Start Date' with the value '1/09/2010' selected.</p>												
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>	 <p>The screenshot shows a dropdown menu for 'Select an End Date' with the value '1/10/2010' selected.</p>												

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Hints and Tips

- ✓ Function buttons:
 - **Back:** to check/edit selection/s on the previous screen.
 - **Next:** to go to the next screen.
 - **Cancel:** to cancel the discount.
- ✓ **To create a tiered discount** (e.g. 1 for \$x, 2 for \$3, or 3 for \$4):
 - Create a discount for each qty, and set each to exclusive.
 - Set the highest buy qty to the highest priority.
 - System menu -> Location Setup -> POS config -> Item -> Discounts -> don't select Allow Criteria Re-use (otherwise the units already discounted cause the 'wrong' qty discount to apply).
- ✓ 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).
- ✓ Use an **Item Group** target if the customer can choose from products or a product has multiple EAN/s packaging, and they don't have to buy every product to get the discount.
 - Refer to the [PRO-3b Item Groups Fact Sheet](#).
 - An item group can consist of a combination of products, departments, & sub-ranges.
- ✓ The link between targets and criterion (added at 17):

If the discount has:	Then the discount is applied:
no criterion	only in the target quantity multiples (this differs to \$ and % off discounts). E.g. 2 for \$8 Cadbury Roses Chocolates 150g; every 2 nd box triggers the 2 for \$8 price.
criterion (C)	once the target is bought in the right multiple, and the criterion is produced at least once. E.g. 2 for \$8 Cadbury Roses Choc. (T) when you produce a coupon (C); if a customer buys 4 boxes & shows 1 coupon, the 3 rd and 4 th boxes are also discounted.

<p>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></p>											
<p>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></p>											
<p>9. Click Next >.</p>											
<p>10. In the Select Discount Method field, select New Price for Item Group.</p>											
<p>11. Type the multi-buy price of the product/s. <i>*E.g. enter 90¢ as 90, \$5.00 as 500, \$10 as 1000.*</i></p>											
<p>12. Click Next >.</p>											
<p>13. Select the target that will get the discount: <i>*You can only add one target during creation; if you have multiple targets add them at step 19.*</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>To discount:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>a single product (use A Group of Items if there are multiple EANs)</td> <td>select An Item. Click Next >. Type or search for 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 the Range to populate the hierarchy.*</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, or selection from multiple departments etc</td> <td>select A Group of Items. Click Next >. In the Group ID field, type or search for the group OR click New to create a new group. <i>*See Hints & Tips.*</i> Go to step 14.</td> </tr> </tbody> </table>	To discount:	Then:	a single product (use A Group of Items if there are multiple EANs)	select An Item . Click Next > . Type or search for 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 the Range to populate the hierarchy.*</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, or selection from multiple departments etc	select A Group of Items . Click Next > . In the Group ID field, type or search for the group OR click New to create a new group. <i>*See Hints & Tips.*</i> Go to step 14.	
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Hints and Tips

<p>14.</p>	<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</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	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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<p>15.</p>	<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>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> <p><i>*The Add a Target option isn't used, as you can only add extra targets at the very end.*</i></p>	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.	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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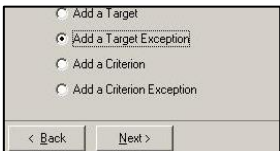
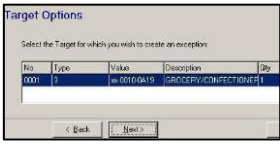


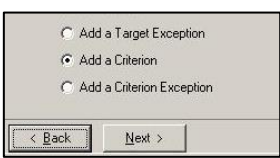





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Hints and Tips

- ✓ **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. Master Foods Squeezy Sauce Varieties 500ml \$2ea (T) **excluding Sweet Chilli** (this 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 **at least once** to get the discount off the target product/s.
 - Refer to the [PRO-3c Adding Criterion Fact Sheet](#).
 - E.g. '2 for \$8 Cadbury Roses Choc. (T) when you produce a supa-saver coupon (C).
 - The criterion isn't always a product; the customer may have to produce a coupon, or belong to a certain customer group.
 - If the criterion is the same as the target, the units used as criterion won't be discounted.

- ✓ **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. 2 for \$20 Stanley Dry White Cask 4L, when you spend \$50 on **other** red or white wine **excluding magnums** (buying these specific casks or 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!

<p>16. Complete the following steps to add a target exception:</p> <ol style="list-style-type: none"> 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 an exception. d. Click e. Select the type of exception. f. Click g. Select the EAN or the category to exclude. <i>*Use the same method as selecting the target in step 13.*</i> h. Click . A summary is displayed; Exception 1 represents a target exception. i. Click Next. j. Return to step 15. 	   
<p>17. Complete the following steps to add a criterion:</p> <ol style="list-style-type: none"> 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 <i>*See Hints and Tips.*</i> f. Click g. Return to step 15. 	 
<p>18. Complete the following steps to add a criterion exception:</p> <ol style="list-style-type: none"> a. On the Options screen, select Add a Criterion Exception. b. Click c. Click the criterion that you want to add an exception for. d. Click e. Select the type of exception. f. Click g. Select the EAN or category to exclude. <i>*Use the same method as selecting the criterion in step 17.*</i> h. Click . A summary is displayed; Exception 2 represents a criterion exception. i. Click j. Return to step 15. 	   



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Hints and Tips

- ✓ **Limit Per Customer** options:
 - **Max Benefit amount:** the maximum saving amount in dollars; e.g. if [\$15], a discount '2 for \$10 Cadbury Roses (single \$7.50)' will only be applied three times (there's a \$5 saving every 2 boxes).
 - **Max number of items:** not used in this type of discount.
 - **Max number of applications:** the number of times the discount can be applied; e.g. if '2 mars bars for \$3' can only be applied [6] times, then a total of 12 bars get a discount.
- ✓ **Options check boxes:**
 - **Nth Item is the [x] expensive:** doesn't apply to this type of discount.
 - **Force discount to more than the req. Targets:** doesn't apply to this type of discount.
 - **Discount triggered for each set of Criteria:** Not used.
 - **Non-exclusive- apply on top of other disnts:** If selected, this discount can be applied to an already discounted product; but be careful - if the discounted price is less than the multi-buy price, POS will actually *add* back the difference to apply the multi-buy price!). E.g. 2 non-exclusive discounts, priority 1 '2 for \$4 coke 2L (single \$2.65) and priority 2 '10% off soft drink'; the customer gets the multi-buy for \$3.46 (\$4 - 10% of the normal price for 2 units). However, if the 10% discount was created first or was exclusive, the multi-buy price would stay at \$4. An exclusive discount won't apply if another exclusive discount has already been applied to the product.
 - **Apply on top of price overrides:** doesn't apply.
 - **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; if required, you can now add additional targets from the Targets tab.*</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, type the Max. Number of Applications that the discount can be applied 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>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>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> <hr/> <p><i>*The discount is effective at POS on the nominated date.*</i></p>	