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Category	Product
Course	Discount Wizard
Version	1.2
Client	Generic
Software	2.18.4.61

Message Discount

Hints and Tips

✓ Use this discount to show a message at POS to inform the operator of a special offer their transaction has earned.
  - The message shows after **Cash** or **Process Payment** has been selected.
  - The message will only show once at the end of the sale, no matter how many times the offer gets triggered.
  - If the operator presses **Back** to return to the sale, the message will show again the next time payment is selected.
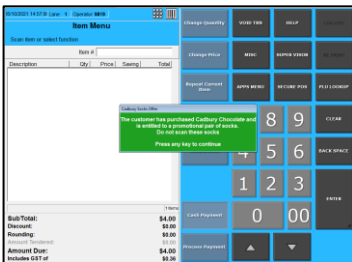
✓ Message discounts are automatically non-exclusive. This means that a customer's transaction can be eligible to show more than one message offer, but each message will only show once.

Examples of a Message Discount:

- Show this message at POS "Customer's purchase is eligible for a free calendar. Limit one per transaction", when the customer spends $20 or more in a single transaction (excluding cigarettes).
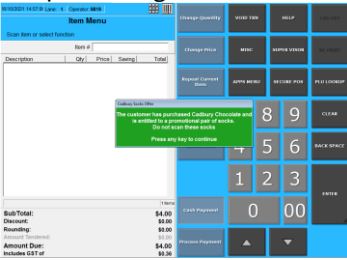
Procedure to Create a Message Offer Discount

1.	From the HOS/BOS **Tools** menu, select **Discount Wizard**.	
2.	Click **New**.	
3.		

	To:	Then:
	Create a discount from scratch	Click **New**. Go to step 3.
	Use another discount as the base (copy it)	Search for and select the discount to see on-screen. Click **Clone**. *All details are copied, and the **Description** now starts with 'CLONE'* *Click **Undo** to cancel creation of this discount.* Edit the discount, i.e. update the description, dates, and items. Go to step 20 to save.

4.	Type a brief description of the discount. *Maximum 80 characters.*	
5.	Type the **Description to be printed on Receipt.** *Maximum 30 characters, the text prints at the bottom of the receipt before any fuel coupon.*	
6.	Select the **Start Date** that the discount is effective in stores. *Defaults to today's date.*	
7.	Select the **End Date** for the discount; the last day that customers can get the discount. *If the offer is long-term, select an end date as far in advance as you foresee the discount being offered; this prevents it ending unexpectedly.*	
8.	Select a **Priority Level** for this discount. *[1] is the highest priority; this ensures that this discount isn't impacted by any other discount.*	

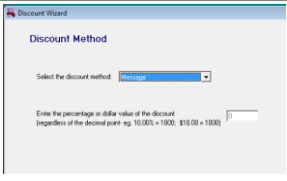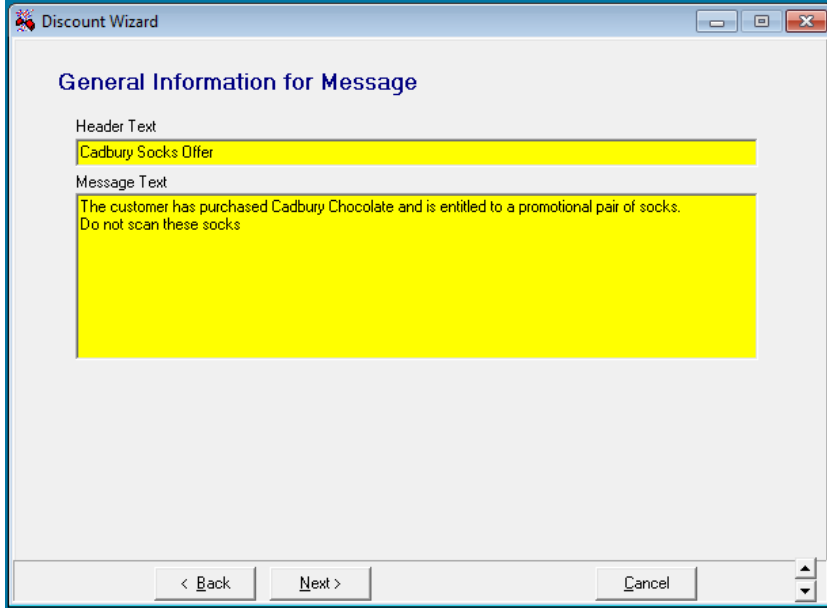Need help? Tel: 1300 724 667   Email: support@surefiresystems.com

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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

✓ Sample Message at POS:

✓ Tips for **Message Text:**
- Instruct POS operators to not scan the offer item into the sale, if it's a product usually sold in your store that's being given away for free. (Setting an offer item to scan at $0.00 is a future development for this discount method.) *If it's a supplier promotional freebie and you need to track stock levels, create a stock record with a $0.01 price, so that it can be scanned into the sale.*
- Include any redemption limit, to avoid any assumptions when the sale meets the conditions of the offer multiple times. POS will only show the message once for a sale, so any limit will need to be manually enforced by the POS Operator.

✓ Remember:
- The message shows after **Cash** or **Process Payment** has been selected.
- The message will only show once at POS during a sale.
- The message text also prints at the end of the customer receipt.

9.	Click **Next**.	
10.	In the **Select Discount Method** field, select **Message**.	
11.	Click **Next**. *The **Enter Value of discount** field isn't used in this type of discount.*	
12.	In the **Header Text** section, type a summary of the offer. *This text will show at the top of the message box at POS*. *Maximum 40 characters.*	
13.	In the **Message Text**, type the details of the offer. *This text will show in the message box at POS, and also prints at the end of the customer receipt (above any fuel offer coupon).* * The **Message Text** currently allows more text than can show at POS. Make sure you limit the message to maximum 600 characters (approx.), so that it all shows at POS.* *Use [Enter] to format text onto a new line.* 	
14.	Click **Next**.	
15.	Complete the following steps to specify the conditions that the customers transaction has to meet to show the message at POS: a. Select the type of object that the customer has to purchase or produce. b. Click **Next**. c. Select the specific product/object required. *Refer to the PRO-3c Adding Criterion Fact Sheet for full instructions to add criterion.*	

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✓ **Criterion** is conditions that the customers purchase has to meet to show the offer:

✓ if a criterion product has received another discount or been already used as criterion in another discount, it can still be used to trigger this offer *(so long the POS Config. **Re-use Criterion** check box is selected).*

✓ **Criterion Exceptions** are specific products in the criterion that you don't want to be used as criterion; think of it as filtering out products when you've used broad criterion.
  • 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!
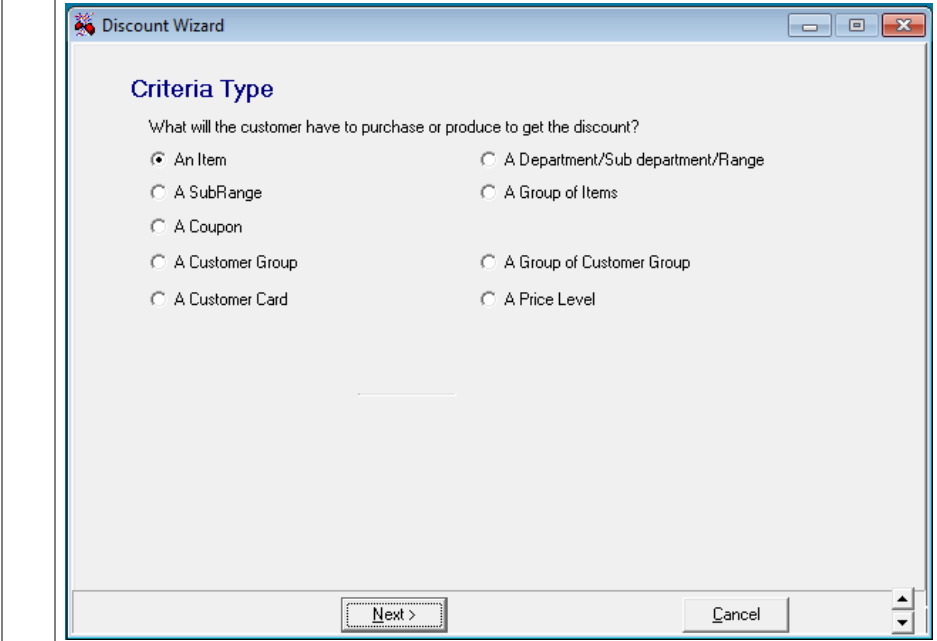
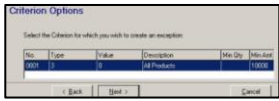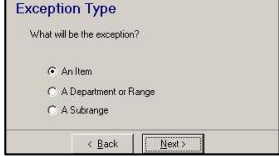| 16.	For product-based criterion, select the criterion rules:		
	If the offer only applies if the customer:	**then:**	
	buys different products in the category *(doesn't display for **An Item**)*	select the **Customer must buy different items from (in) the selected category** check box.	
	buys a certain 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. *Enter the amount in cents. E.g. type $5.00 as 500.**	
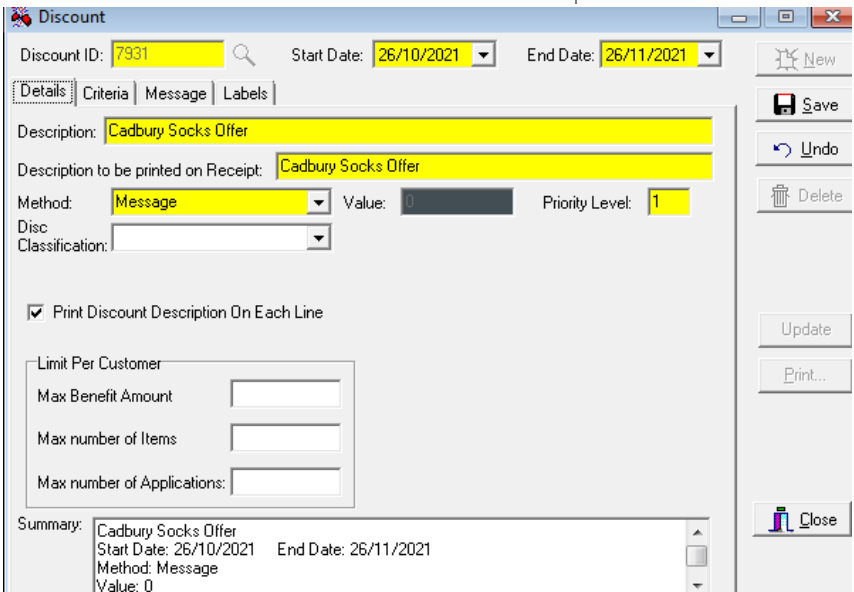
17.	**To:**	**then:**	
	view a summary of the discount, or finish	select **Preview Discount Summary Information**. Click **Next**. Click **Finish** and go to step 19, or click **Back** to return to the Options screen.	
	add additional conditions	you'll use the **Add a Criterion** option. Return to step 15.	
	exclude certain products from a condition	you'll use the **Add a Criterion Exception** option. Go to step 18.	

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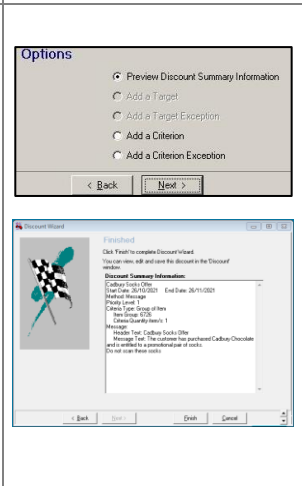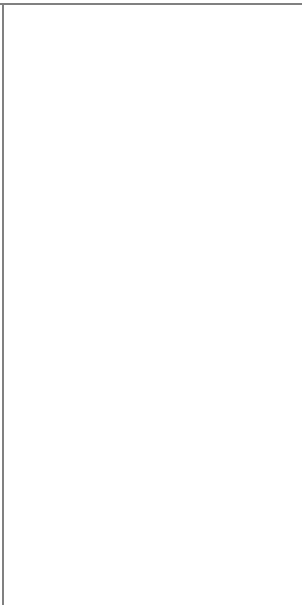
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Hints and Tips

✓ The **Limit Per Customer** section isn't used; [1] is always the maximum number of applications of this specific offer in a transaction.

18.	Complete the following steps to add a criterion exception:	
	• On the Options screen, select **Add a Criterion Exception**.	
	• Click **Next**.	
	• If there's more than one criterion, click the one that you want to add an exception for.	
	• Click **Next**.	
	• Select the type of exception.	
	• Click **Next**.	
	• Select the EAN or category to exclude.	
	• Click **Next**.	
	*A summary is displayed; **Exception Type 2** represents a criterion exception.*	
	• Click **Next**. *The Options screen is displayed.*	
	• Return to step 17.	

19.	Once you've clicked **Finish** *(at step 17)*, review and change the discount as required.	
	*Click the **Criteria** and **Message** tabs to view the detailed parameters.*	

20.	Click **Save**.	

21.	**To:**	**then:**
	create another discount	click **Update**. Return to 2.
	finish *(BOS user)*	click **Update.** Click **Close**.
	finish *(HOS user)*	click **Next**. Activate the discount/s for the applicable store/s. *Refer to the PRO-3f Activate a Discount Fact Sheet.*
	The discount is effective at POS on the nominated date.	