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Category	Product
Course	Discount Wizard
Version	1.1
Client	Generic
Software	2.18.5.34

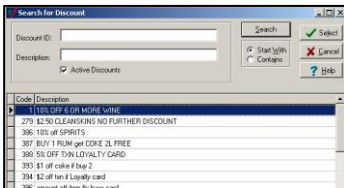
Enquire and Edit an Existing Discount

Use the Discount Wizard to review and change the parameters for any discount.

Procedure to Enquire and Edit an Existing Discount

Hints and Tips

- ✓ Click to search for a particular discount by description, or leave blank to list all discounts ever created.
 - Click **Search** to start the search.
 - You can click **Contains** to broaden a text search.
 - You can click the **Active Discounts** check box to only list the discounts currently running (the current date falls between the start and end dates of the discount/s).
 - Click the required row, and then click **Select** to return.



- ✓ Refer to the applicable fact sheet for the rules and guidelines that apply to your type of discount.
- ✓ You don't usually **delete** a discount, as it automatically ceases when the end date passes. This way the discount can be re-used at a later time by simply changing the dates.

1.	From the HOS/BOS Tools menu, select Discount Wizard .									
2.	In the Discount ID field, either type or search for the ID code that you want to retrieve.									
3.	Press Enter if you typed the Discount ID .									
4.	<table border="1"> <thead> <tr> <th>To:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Edit the discount</td> <td>Go to step 5</td> </tr> <tr> <td>Copy this discount to create a new discount (like Save As)</td> <td> 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 7 to save. *The system will allow a duplicate to be saved.* </td> </tr> <tr> <td>Delete the discount</td> <td> Click Delete. *Not usually done, see Hints and Tips.* </td> </tr> </tbody> </table>	To:	Then:	Edit the discount	Go to step 5	Copy this discount to create a new discount (like Save As)	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 7 to save. *The system will allow a duplicate to be saved.*	Delete the discount	Click Delete . *Not usually done, see Hints and Tips.*	
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Hints and Tips

- ✓ If you delete a target/criterion, the system automatically deletes any respective target exception/criterion exception that was linked to it.
- ✓ An edited discount is automatically updated at POS the next time that system processes run.
 - If it's a HOS discount that's previously been activated, the system change is sent down in the next scheduled file transfer (or immediately if you run it manually).

5.	To view or edit: a target and/or target exception rule	then: click the Targets tab. Go to step 6.
	a criterion or criterion exception	click the Criterion tab. Go to step 6.
	a label (you can only have one label)	click the Labels tab. Refer to the fact sheet. Go to step 7.
6.	To: view or edit the details of a rule	then: double-click the entry in the Value field. The parameters are displayed. Click Select to return to the summary tab. <i>*If an Item rule, you can simply over-type the EAN in the Value field.*</i>
	change the quantity or spend required	over-type the value in the Qty or Spend field. <i>*Only one field can have a value.*</i>
	add another rule	click Add . A blank row is added; double-click it to add a rule.
	delete a rule	select the rule in the grid. Click Delete . Click Yes to continue.
7.	Once finished, click Save and Update .	

