

PRO-3b Page | 1 of 2

Category	Product
Course	Discount Wizard
Version	1.1
Client	Generic
Software	2.18.4

Creating New Item Groups

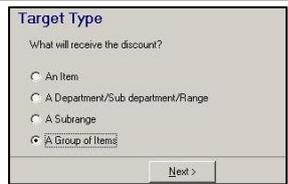
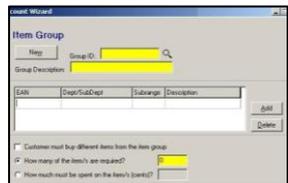
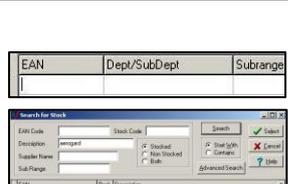
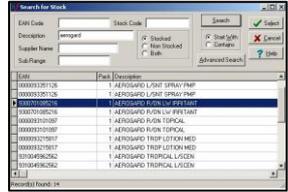
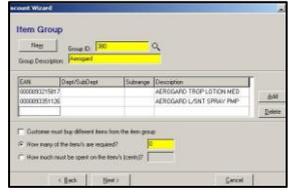
An Item Group is a group of products that you want to use as a target or criterion in a discount. E.g.:

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

Hints and Tips

- ✓ Refer to [PRO-3b Item Group Maintenance Utility Fact Sheet](#) for a faster way to set up item groups outside of a discount.
- ✓ Use an **Item Group** to:
 - discount a 'basket' of specific products
 - make the discount conditional on buying from a specific group of products
 - include multiple EANs for the product (i.e. old packaging).
 - Give the customer choice from a group of items (if you added each product/category as individual targets or criteria, the customer would have to buy all of them).
- ✓ You can re-use a group.
- ✓ If a product has a TUN (i.e. a case of wine) that get used at POS, you can select **Auto Downsize** on the stock record | EAN tab for the TUN. This will allow the discount to apply even if the TUN for the eligible item is scanned. You won't add the TUN to the Item Group.
- ✓ Be careful if EANs change or new lines are added relevant to the products in the group (e.g. a new flavour). POS only uses the EAN's saved in the group.
 - It may be more suitable to use a sub-range instead of an item group. If a product in the sub-range has different UPP against it, they'll all contribute to or receive the discount.
- ✓ An item group can consist of any combo of products, departments, and/or sub-ranges. If you add a department, its application is at EAN level.

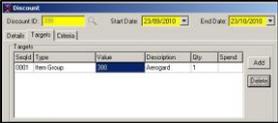
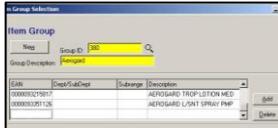
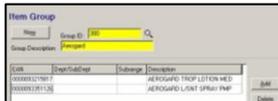
Procedure to Create a New Item Group

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 A Group of Items, then clicking Next.*</i>									
2.	Click New . <i>*A Group ID is automatically populated.*</i>									
3.	In the Group Description field, type a name for the item group.									
4.	<table border="1"> <tr> <th>To add a:</th> <th>Then:</th> </tr> <tr> <td>single product</td> <td>in the blank EAN cell, either: <ul style="list-style-type: none"> • type the EAN; press Enter. • double-click to search for the product. Click the required row to highlight the product, and then click Select to return. <i>* Hold down Shift or CTRL key to add multiple EANs.*</i> </td> </tr> <tr> <td>department, sub-department, or range</td> <td>in the blank Dept/SubDept cell, double-click to select either the required category or the ...(All products) check box. Click Next to return.</td> </tr> <tr> <td>sub range</td> <td>in the blank Subrange cell, double-click to select the required sub range. Click Next to return.</td> </tr> </table>	To add a:	Then:	single product	in the blank EAN cell, either: <ul style="list-style-type: none"> • type the EAN; press Enter. • double-click to search for the product. Click the required row to highlight the product, and then click Select to return. <i>* Hold down Shift or CTRL key to add multiple EANs.*</i> 	department, sub-department, or range	in the blank Dept/SubDept cell, double-click to select either the required category or the ...(All products) check box. Click Next to return.	sub range	in the blank Subrange cell, double-click to select the required sub range. Click Next to return.	   
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5.	<table border="1"> <tr> <th>To:</th> <th>Then:</th> </tr> <tr> <td>add another item</td> <td>click Add. A blank row is added. Return to step 4.</td> </tr> <tr> <td>remove an item</td> <td>click the row to select it. Click Delete.</td> </tr> </table>	To:	Then:	add another item	click Add . A blank row is added. Return to step 4.	remove an item	click the row to select it. Click Delete .			
To:	Then:									
add another item	click Add . A blank row is added. Return to step 4.									
remove an item	click the row to select it. Click Delete .									
6.	Continue to create the discount. <i>*Click Next, and then Yes to save the group.*</i>									

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>Navigate to the Item Group screen:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If:</td> <td style="width: 50%;">Then:</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 A Group of Items. Click Next. Go to step 2.</td> </tr> <tr> <td>you want to edit the item group in an existing discount</td> <td>click the Targets or Criteria tab (<i>whichever has the item group</i>). Double-click the applicable Value (group ID) row. Go to step 3.</td> </tr> </table>	If:	Then:	you're in the process of creating a new discount	from the Target Type or Criteria Type screen, select A Group of Items . Click Next . Go to step 2.	you want to edit the item group in an existing discount	click the Targets or Criteria tab (<i>whichever has the item group</i>). Double-click the applicable Value (group ID) row. Go to step 3.	 
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<p>2.</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If:</td> <td style="width: 50%;">Then:</td> </tr> <tr> <td>you know the group ID</td> <td>in the Group ID field, type the ID number. Press Enter. Go to step 3.</td> </tr> <tr> <td>you need to search for the group</td> <td>Click  next to the Group ID field. Click Search to retrieve every group. Click the required row to highlight the group, and then click Select to return. Go to step 3.</td> </tr> </table>	If:	Then:	you know the group ID	in the Group ID field, type the ID number. Press Enter . Go to step 3.	you need to search for the group	Click  next to the Group ID field. Click Search to retrieve every group. Click the required row to highlight the group, and then click Select to return. Go to step 3.	 
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<p>3.</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">To:</td> <td style="width: 50%;">then:</td> </tr> <tr> <td>add a product or department hierarchy to the item group</td> <td>click Add. A blank row is added. Click in the blank row to add the required item. <i>*Refer to step 4 in Procedure to Create a New Item Group (page 1).*</i></td> </tr> <tr> <td>remove an item from the group</td> <td>Click the applicable row to select it. Click Delete.</td> </tr> </table>	To:	then:	add a product or department hierarchy to the item group	click Add . A blank row is added. Click in the blank row to add the required item. <i>*Refer to step 4 in Procedure to Create a New Item Group (page 1).*</i>	remove an item from the group	Click the applicable row to select it. Click Delete .	 
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remove an item from the group	Click the applicable row to select it. Click Delete .							
<p>4.</p>	<p>Click Select or Next 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 Cancel to not save your changes.*</i></p>	