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Category	Product
Course	Discount Wizard
Version	1.1
Client	Generic
Software	2.18.4

# Creating New Item Groups


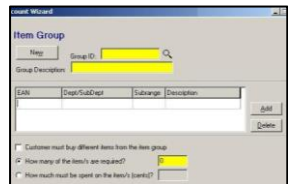
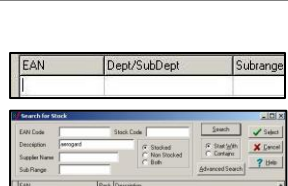

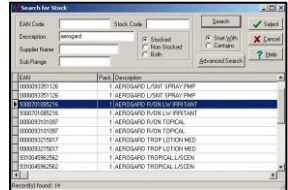

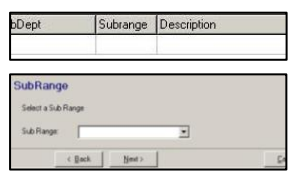
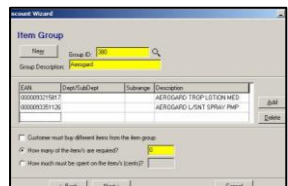
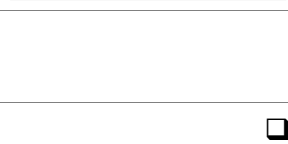
An Item Group is a group of products that you want to use as a target or criterion in a discount. E.g.:

- 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**

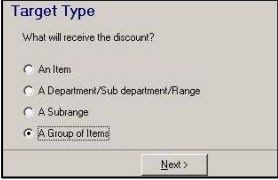




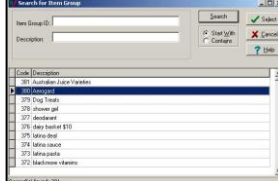

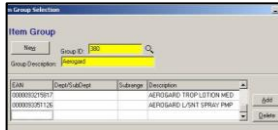
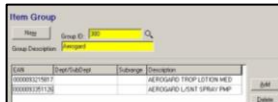
1.	Navigate to the Item Group screen. <i>*When creating the discount, you access the Item Group screen from the Target Type screen or the Criteria Type screen, by selecting <b>A Group of Items</b>, then clicking <b>Next</b>.*</i>									
2.	Click <b>New</b> . <i>*A <b>Group ID</b> is automatically populated.*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

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**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](#).

**Procedure to Edit an Existing Group**

<p>1.</p>	<p>Navigate to the Item Group screen:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>If:</b></td> <td style="width: 50%;"><b>Then:</b></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 <b>A Group of Items</b>. Click <b>Next</b>. Go to step 2.</td> </tr> <tr> <td>you want to edit the item group in an existing discount</td> <td>click the <b>Targets</b> or <b>Criteria</b> tab (<i>whichever has the item group</i>). Double-click the applicable <b>Value</b> (group ID) row. Go to step 3.</td> </tr> </table>	<b>If:</b>	<b>Then:</b>	you're in the process of creating a new discount	from the Target Type or Criteria Type screen, select <b>A Group of Items</b> . Click <b>Next</b> . Go to step 2.	you want to edit the item group in an existing discount	click the <b>Targets</b> or <b>Criteria</b> tab ( <i>whichever has the item group</i> ). Double-click the applicable <b>Value</b> (group ID) row. Go to step 3.	 
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<p>3.</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>To:</b></td> <td style="width: 50%;"><b>then:</b></td> </tr> <tr> <td>add a product or department hierarchy to the item group</td> <td>click <b>Add</b>. 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 <b>Delete</b>.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	add a product or department hierarchy to the item group	click <b>Add</b> . 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 <b>Delete</b> .	 
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remove an item from the group	Click the applicable row to select it. Click <b>Delete</b> .							
<p>4.</p>	<p>Click <b>Select</b> or <b>Next</b> 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 <b>Cancel</b> to not save your changes.*</i></p>	