

Category	Product
Course	Pricing
Version	1.0
Client	Generic
Software	2.15.8

Enquire on or Delete Promotions/Deals

Use the Bulk Promo Maintenance Utility to check what promotions/deals have already been loaded, either through HOST, the HOS Pricing function, or the utility. You can also delete the selected records from SUREfire.

Hints and Tips

- ✓ Refer to [PRO-2i BPM Create Bulk Promotions or Deals Fact Sheet](#) for **Hints and Tips** about navigating the utility.
- ✓ When you **Load** a selected **Start Date**, the system returns:
 - all existing promotions that are active during this week;
 - **Deal Promo Calc** must have been run to see imported data
 - the 'best' deal with the same **scope** (or broadest scope if no match) that falls within the promotion; e.g. if you load by **Promotions**, a deal won't display if it ends before the promotion ends (if you need to review these deals, load by **Deal** instead).
- ✓ **Grid functions:**
 - **Sort:** click a grey column header to sort the products by this column (a 2nd click reverses the sort order); hold down **Shift** to click a second/third column etc to sort the data by.
 - **Column order:** click and drag/drop a grey column header to move a column left or right.
 - **Column Show/Hide:** click the bullet list icon to select grid columns to show/hide; this is saved as the new default.



- Click the **File** tab -> **Update** to save changes to **column order** or **show/hide**, or **Save As** to save this as a new layout.



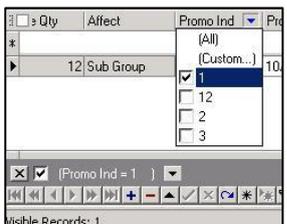
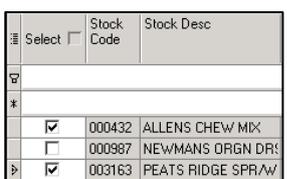
Procedure to Enquire on/Delete Loaded Promotions/Deals

<p>1. From the HOS/BOS computer Windows desktop:</p> <ol style="list-style-type: none"> a. double-click the SUREfire HOS (BOS) folder. b. double-click BulkPromoMaint.exe. c. Enter your HOS/BOS User name & Password, and then click OK. <p><i>*The application opens.*</i></p>	
<p>2. Complete the following steps to retrieve the required records; in the Selection section:</p> <ol style="list-style-type: none"> a. Enter the required Year, Week or Start Date. b. Select Promotions or Deals. c. Optionally enter the Max Days, select a Department, Indicator, Status, and/or Loyalty Pricing to return only matching records. <p><i>*Use Max Days to filter out any records that run longer than the number entered.*</i></p> <p><i>*Use Status - On Hold to review records that still need to be released to stores.*</i></p> <ol style="list-style-type: none"> d. Click Load. <p><i>*The bottom left of the screen indicates how many records were found.*</i></p> <p><i>*The system returns the records at EAN level (even if the records were originally created using Affect: 'Sub Range', every EAN in the sub-range will be retrieved.*</i></p>	

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Hints and Tips

- ✓ Colour-coding key:
 - **White** fields are editable.
 - **Grey** fields are read-only.
- ✓ **If you delete promotions/deals that are currently active** in the store (start date has passed), the records are only deleted from the system once the physical deletion utility runs on the BOS overnight.

3.	<p>To:</p> <p>locate a specific stock code or sub-range in the grid</p>	<p>then:</p> <p>select the Search check box.</p> <p>Click the cursor in a grid column (e.g. Description, Stock Code); as you type in the column the cursor jumps to the matching row.</p> <p><i>*You can't do data entry while in search mode.*</i></p>	    
	<p>only view products that have the same parameter/s (filter the grid)</p>	<p>hover the mouse cursor over the column header you want to filter by; click ▼ to show the filter options.</p> <p>Select the check box/es against the parameters you want to keep on the screen.</p> <p><i>*The filter applied is listed in the filter row at the top and bottom of the grid.*</i></p> <p>Click [x] to clear the filter.</p> <p><i>*Clear the filter before you load more products, or they may be filtered out!*</i></p>	
	<p>delete a promotion or deal</p>	<p>click the File tab.</p> <p>Select the Select check box in the grid against the rows to delete.</p> <p>Click .</p> <p><i>*A confirmation is displayed.*</i></p> <p>Select if you want to delete the promotions and/or associated deals.</p> <p>Click OK.</p> <p><i>*The record/s are deleted from HOS pricing/the stock record; see Hints and Tips.*</i></p>	
	<p>enquire on another promo or deal</p>	<p>click </p> <p>Return to step 2.</p>	
	<p>finish</p>	<p>click </p>	