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Category	Product
Course	Discount Wizard
Version	1.0
Client	Generic
Software	2.14.108

Hints and Tips
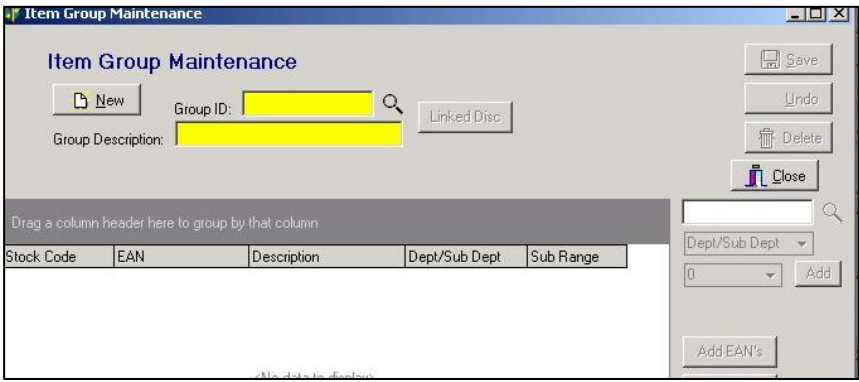
✓ Contact SUREfire retail support if you can't see the **Item Group Maint.exe**.

✓ An Item Group is a group of products that you want to use as a target or criterion in a discount that you create in the Discount Wizard.

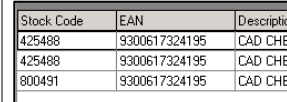✓ Examples of item groups are indicated by bold text:
- 20% off all **Blackmore's vitamins.**
- Any 2 **Berri Casks 5 L** for $25.

✓ **Use an Item Group when:**
- you want to discount a 'basket' of specific products
- you want to make the discount conditional on buying from a specific group of products
- there are multiple EANs for a product (if you only add one EAN, the customer won't get the discount if they pick the different packaging)
- the customer doesn't necessarily have to buy every item in the group to get the discount (*as they'd have to if you added each product/category as individual targets or criteria.*)

✓ **Be careful if EANs change or are new lines are added** that relate to the products in the item group (e.g. a new flavour). POS only considers the EANs that were saved in the group.
- It may be more suitable to use a **sub-range** instead of an item group. Be aware that if a product in the sub-range has different units per pack against it, they'll all contribute to or receive the discount.

Item Group Maintenance Utility

Use the Item Group Maintenance utility as an alternative to managing item groups in the Discount Wizard. It allows you to:

- create item groups more accurately and quickly, outside of a discount
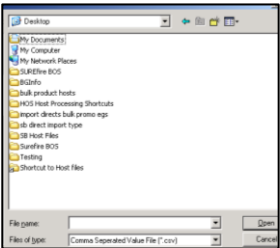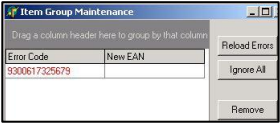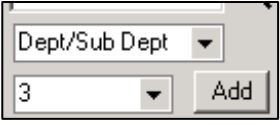- identify what discounts an item group is linked to.

Procedure to Create a New Item Group

1.	From the HOS/BOS computer desktop: a. double-click the **SUREfire HOS (BOS)** folder. b. Double-click **ItemGroupMaint.exe**.	
2.	Click . *A **Group ID** is automatically assigned.*	
3.	In the **Group Description** field, type a name for the item group.	

4.	To add a:	Then:	
	single EAN	in the blank field, either: • type the EAN and press **Enter** or click Add EAN's , **OR** • click 🔍 to search for the product. *The EAN is added to the grid (duplicated for each supplier).*	
	all the EANS for a product (*e.g. if there's multiple packaging or selling units UPP*)	in the blank field, type the stock code. Press **Enter** or click Add EAN's . *All the EANs are added to the grid (duplicated for each suppler).*	

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Hints and Tips

✓ An item group can consist of a combination of individual products, departments, and/or sub-ranges.
  • If you add a department hierarchy, its application is at EAN level.

5.	**To add:**	**then:**	
	a list of products previously saved as a .csv file	click **Import List**. *The Windows Open dialog box is displayed.* Navigate to the required file. Click **Open**. Select if the file contains **stock codes** or **EANs**. If an error displays, click **OK** to review them. Either: - click **Ignore All** to continue, **OR** - either select the row and click **Remove**, or type the correct **New EAN/Stock Code**; once finished, click **Reload Errors**. *The successful products are added to the grid; if you selected stock code, all the EANS for that product are added.*	
	every product in a selected department to the group	select the **Dept/SubDept** option. Select the applicable code. Click **Add**. *A single row is inserted for the selected department.*	
	every product in a selected sub range to the group	select the **Sub-range** option. Select the applicable code. Click **Add**. *A single row is inserted for the selected sub-range.*	
6.	**To:**	**Then:**	
	add another product / category	Return to step 4.	
	remove a product	Click the row to select it. Click **Remove**.	
7.	Click **Save**. *You're now ready to add this item group to a discount in the Discounts Wizard; select 'A Group of Items' as the Target or Criterion.*		

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Procedure to Edit an Existing Item Group

Hints and Tips

✓ You can edit any group, even groups that were originally created in Discounts Wizard.

✓ **BE CAREFUL about edit an existing item group**, as it may be used in another discount; any changes that you make to the group will also change the other discount/s.

✓ **CAUTION about deleting an item group:**

- Use the Linked Disc function to check if there are any old or active discounts using a group before you delete it.
- The system won't stop you from deleting a group used in a discount, which means the discount won't work anymore.

1.	From the HOS/BOS computer desktop: a. double-click the **SUREfire HOS (BOS)** folder. b. Double-click **ItemGroupMaint.exe**.	

2.	**If:**	**Then:**	
	you know the group ID	in the **Group ID** field, type the ID number. Press **Enter**.	
	you need to search for the group	click 🔍 next to the **Group ID** field. Type a **Description,** or click **Search** to retrieve every group in the system. Double-click the required row to select the group.	
	The products in the item group are displayed.		

3.	**To:**	**then:**	
	add a product or department hierarchy to the item group	follow the same steps as create mode. *Refer to steps 4 and 5 on pages 1 and 2.*	
	remove an item from the group	click the row to select it. Click Remove. Click 💾 Save.	
	view the discounts that have used this item group as a target or criteria	click Linked Disc. *The discounts are listed.* Double-click a discount to open it in Discount Wizard. **OR** click Back to return.	
	delete the group	first check that there are no linked discounts. Click 🗑 Delete. Click **Yes** to confirm.	