

## Promotions

Promotions is where you define the different price deals you wish to set up for certain items. It is different than discounts, as discounts are pressed and selected by the sales associate at the time of the sale, while promotions are alternative prices preset for a given date range. Promotions have two parts to them – the details of the promotion, and the items that are affected by the promotion

In the MyPOS Connect back office, click “Data Setup” and “Promotions”. You will see a list of all your promotions.

Your choices are to Select an existing promotion to view/edit/delete, to Import a promotion, or to Add a new one. You can also toggle the view to pull up an on-screen keyboard

### Add a New Promotion

Create a new Promotion by clicking the “New” button. Type in a code for the promotion – BOGO50 for example - and a more complete description.

Select a Promotion Type (Type I or Type II).

**Type I Promotions:** Promotions with 2 Parameters (X and Z). This type of promotion can include products currently linked to other Type I promotions.

**Type II Promotions:** Promotions with 3 Parameters (X, Y, and Z). This type of promotions cannot include products linked to other promotions.

Once the promotion type is selected, select the desired promotion from the drop down list. If Type I promotions were selected, the following 4 options will appear in the drop down list:

**Buy min. qty X, save Z amt:** This will subtract a straight dollar amount from the price of each item, once the minimum quantity has been sold

**Buy min. qty X, save Z percent:** This will subtract the entered percentage from the price of each item, once the minimum quantity has been sold

**Buy qty X, save Z amt:** This will subtract a straight dollar amount from the price of each item, every time a multiple of the X quantity has been sold. The discounted amount is not given on extra items that do not add up to the X quantity

**Buy qty X, save Z percent:** This will subtract the entered percentage from the price of each item, once a multiple of the minimum quantity has been sold. The discounted amount is not given on extra items that do not add up to the X quantity

If Type II promotions were selected, the following 4 options will appear in the drop down list:

**Buy qty X, get qty Y for Z percent off:** This will sell the X qty at full price, and the Y qty at the set percent discount. For example, to set up a BOGO 50, you would set qty X to 1, qty Y to 1, and Z to 50.

**Buy qty X, get qty Y for Z amount off:** This will sell the X qty at full price, and the Y qty at the set discount. For example, to set up a BOGO \$1 off, you would set qty X to 1, qty Y to 1, and Z to 1.00.

**Buy qty X from Group A, get qty Y for X percent off from Group B:** This will sell the qty X of any product in Group A, and qty Y from any product in Group B at the set discount.

**Buy qty X from Group A, get qty Y for X amount off from Group B:** This will sell the qty X of any product in Group A, and qty Y from any product in Group B at the set discount.

*X Quantity, Y Quantity:* This is where you set the quantities for the formula selected above

*Promotion Value (Z):* Type in the dollar or percentage discount you are giving

*Use More Than One Promo Value:* If you say yes, you can give different promotion values (price Z) to different customer price levels. A grid will display, and you can provide up to five different promotional values. Check the box to indicate that this price level gets that promotion (Z) value.

*Group A:* A group of products determined by the user, configured using the Group A Products Tab.

*Group B:* A group of products determined by the user, configured using the Group B Products Tab.

*Receipt Print:* This is what will print on the receipt, to indicate what the promotion was

*Start/End Date/Time:* These four fields allow you to set a date range on your promotion, so that it will automatically start and stop without you having to remove the products from the promotion manually.

*Valid:* this is a series of checkboxes, one for each week day. It enables you to make a promotion available only on selected days.

*Notes:* A place for any notes you wish to make about the promotion

## Adding items to a Promotion

There are three ways to add items to a promotion – add them manually, use the multi-selector tool, or import from a spreadsheet.

### Importing from a Spreadsheet

Click the “Import” button. Press the button on the right of the blank box to browse for an Excel file. The only two fields you need to match are the Promotion Code and Product Code fields. Click “Finish”, and those products will be added to the promotion.

## Adding Products using the Selector

Click the “Product” button

Click the arrow beside “Multiple products” to activate the selector. This page will allow you to narrow your product selection by classification and typed-in filter.

Click the “Select all” check mark to select all the listed products, or to select individual products either hold CTRL and click multiple products in the list or, if the products are grouped together, hold SHIFT, highlight the first product, still holding SHIFT, highlight the last product in the block.

After you have selected the products you wish, click Add Selected.

## Adding Products Manually

You can add products manually by entering the product code (or scanning it with a barcode reader) into the white box under the ‘+’ icon.

Alternatively, you can click the ‘+’ icon which will bring you to the multi-selector.

## Deleting items from a Promotion

Click the X beside the products you wish to remove from a promotion.