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Category	Product
Course	Discount Wizard
Version	1.1
Client	Generic
Software	2.18.5.34

Hints and Tips

✓ Use this discount to issue a discount coupon that prints at the end of a receipt.
- This discount was originally designed for fuel coupons, but can be used for any coupons.

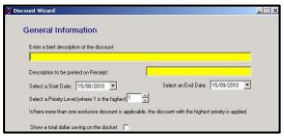
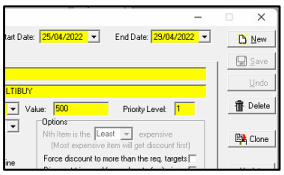
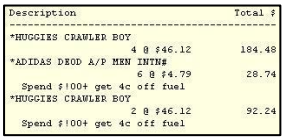
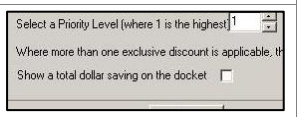
✓ Coupons are automatically non-exclusive; a customer can be eligible to receive more than one coupon, but each coupon can only be triggered once.
- If the number of eligible coupon offers exceeds the maximum configured (see below), POS applies each type in order of **priority** (or by lowest **Discount ID** if they have the same priority).
- To offer a **tiered fuel offer** (e.g. spend $30 get 4¢ off, $50 get 5¢ off, $100 get 10¢ off):
  - make the best offer the highest priority (1), and the others reducing priority
  - set the **Max VBO offer** (below) to [1], if you only want one fuel coupon to print per transaction.

✓ To offer coupons, the following must be selected in POS Config.:
- **Item** -> **Discount** tab - > **Fuel Offer Enabled** check box.
- **Discount** tab -> **Max QBO per transaction:** the maximum number of quantity type discounts that can apply to a transaction (defaults to 2).
- **Discount tab -> Max VBO per transaction:** the maximum number of value type discounts that can apply to a transaction (defaults to 1).
- **Print item details for fuel offer:** usually leave unselected, unless you want the discount description to print under every product that was used as criterion.

Coupon Discount

Examples of Coupon Discounts:
- Get a 4¢ off fuel coupon when you spend $100 or more in a single transaction (excluding cigarettes)
- Get a coupon for a free pizza loaf in your next purchase, when you spend $15 in fresh bakery in a single transaction.

Procedure to Create a Coupon Discount

1.	From the HOS/BOS **Tools** menu, select **Discount Wizard**.	
2.	**To:** / **Then:** Create a discount from scratch — Click **New**. Go to step 3. Use another discount as the base (copy it) — Search for and select the discount to see on-screen. Click **Clone**. **All details are copied, and the **Description** now starts with 'CLONE'** **Click **Undo** to cancel creation of this discount.** Edit the discount, i.e. update the description, dates, and items. Go to step 20 to save.	 
3.	Type a brief description of the discount. **Maximum 80 characters.**	
4.	Type a description that will print on the customers receipt next to the discount amount *(below the target product).* **Maximum 30 characters.** **It only prints if the POS Config. **Print Item Detail for Fuel Offer** check box is selected.**	
5.	Select the **Start Date** that the discount is effective in stores. **Defaults to today's date.**	
6.	Select the **End Date** for the discount; the last day that customers can get the discount. **If the offer is long-term, select an end date as far in advance as you foresee the discount being offered; this prevents it ending unexpectedly.**	
7.	Select a **Priority Level** for this discount. **[1] is the highest priority; this ensures that this discount isn't impacted by any other discount.**	

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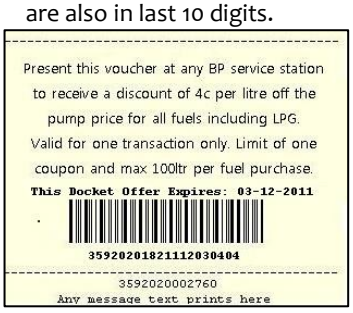
Hints and Tips

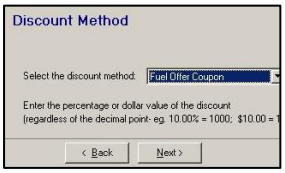
- ✓ Function buttons:
  - **Back:** to check/edit selection/s on the previous screen.
  - **Next:** to go to the next screen.
  - **Cancel:** to cancel the discount
- ✓ If you leave the **Days Expires in** as [**0**], the text *This offer expires on: xx/xx/xx* doesn't print on the receipt.
  - For fuel offers, the expiry in the barcode is the end date you selected in step 6.
  - You may like to do this for in-store discounts that you want to end on one date (as set in the redemption discount; include the end date in the Offer Text instead).
- ✓ Include the following text in the **Offer Text** section:
  - The service station/s where fuel coupons are redeemable
  - The discount amount & any other conditions.
  - The PLU of the coupon, for in-store coupons pre-V2.14.
- ✓ From version 2.14, **coupons that are redeemed in-store** print a coupon barcode on the receipt.
  - Refer to PRO-3c Adding Criterion Fact Sheet for instructions on setting up a stock record for a coupon.

- ✓ Sample fuel coupon on receipt:
  - The expiry & discount amount are also in last 10 digits.



8. Click Next >.

9. In the **Select Discount Method** field, select **Fuel Offer Coupon.**

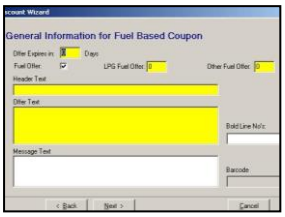


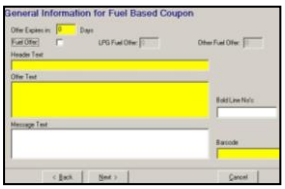
10. Click Next >.
The **Enter Value of discount field isn't used in this type of discount.**

11. In the **Days** field, type the number of days that an issued coupon lasts.
Starting from the next date after it's issued.

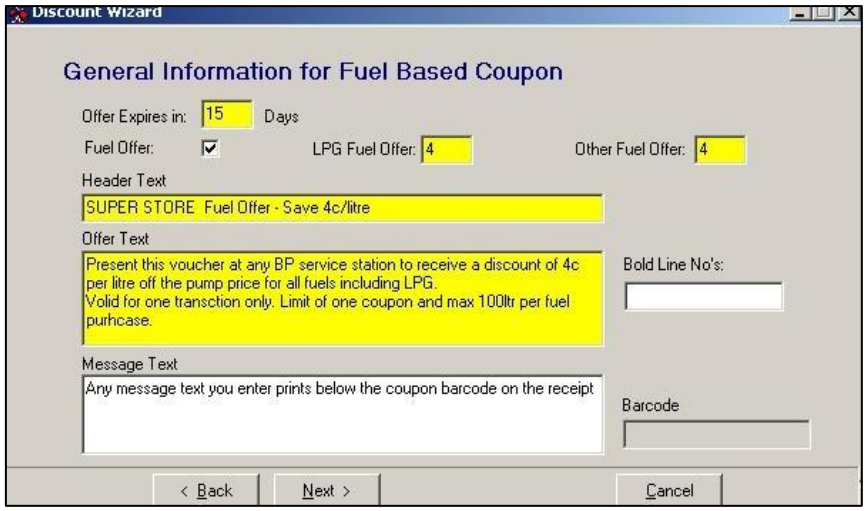
12.

If this discount:	then:
is a fuel coupon and the service station system accepts a scannable barcode	select the **Fuel Offer** check box. In the **LPG Fuel Offer** field & the **Other Fuel Offer** field, type the cents off per litre that will be offered.
is a fuel coupon and the service station is independent	unselect the **Fuel Offer** check box. Go to step 13.
is an in-store coupon (non-fuel)	unselect the **Fuel Offer** check box. In the **Barcode** field, type the barcode of the coupon. **In versions before 2.14, type the barcode in the Offer Text section.**





13. In the **Header Text** section, type the text that will print at the top of the receipt.
This is usually your business name & the saving.



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Hints and Tips

- ✓ **Criterion** is conditions that the customers purchase has to meet to get the coupon, either:
  - a **Value**; when they spend a certain amount (this is always based on the total after all other manual and auto discounts); e.g. 'Get 4¢off fuel when you spend $100 or more in a transaction.
  - a **Quantity**; when they buy a certain product, produce another coupon, and/or belong to a certain customer group or price level.
- ✓ For **quantity** type discounts, if a product has received another discount or been already used as criterion, it can still be used to trigger this coupon offer *(so long the POS Config. **Re-use Criterion** check box is selected).*
- ✓ The **Add a Target** and **Add a Target Exception** options aren't used in this type of discount.
- ✓ **Criterion Exceptions** are specific products in the criterion group *(selected in step 0)* that you don't want to be used as criterion; think of it as filtering out products when you've used broad criterion.
  - E.g. Get 4¢off fuel when you spend $100 or more in a single transaction (C), excluding cigarettes *(buying cigarettes won't count towards the $100).*
  - Don't use exceptions if the criterion is a single item.
  - Don't use the **...All products** check box; this would exclude all the criteria!

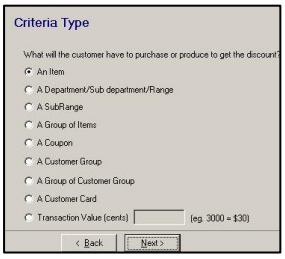
14. In the **Offer Text** section, type the details of the offer.
    Format the text as you want it to print on the coupon; press **Enter to start text on a new line.**
    Maximum of 1136 characters/digits/spaces.

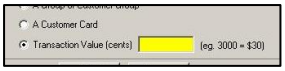
15. In the **Message Text** section, type any additional text to print below the coupon.
    Maximum of 190 characters/digits/spaces.

16. Click Next >.

17. Complete the following steps to specify the conditions that the customers transaction has to meet to get the coupon:

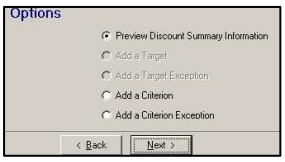
To create a:	then:
quantity based discount	select the type of object that the customer has to produce. Click Next >. Select the specific rules. **Refer to the PRO-3c Adding Criterion Fact Sheet.** Click Next > once completed.
value based discount	select **Transaction Value**, and type the amount (in cents) the customer has to spend). Click Next >.

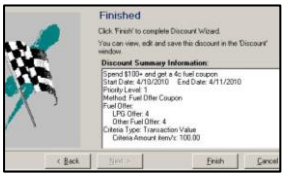




18.

To:	then:
view a summary of the discount, or finish	select **Preview Discount Summary Information**. Click Next >. Click Finish and go to step 20, or click **Back** to return to the Options screen.
add additional conditions	you'll use the **Add a Criterion** option. Return to step 17.
exclude certain products from a condition	you'll use the **Add a Criterion Exception** option. Go to step 19.





Hints and Tips

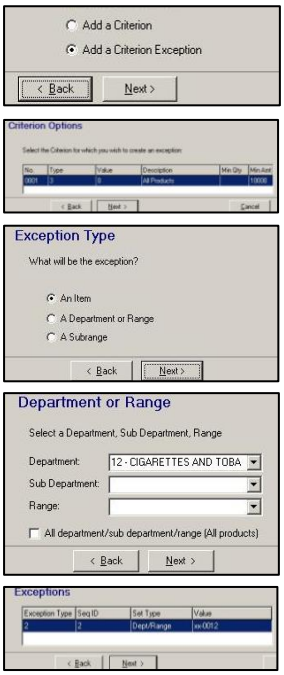
✓ The **Limit Per Customer** section isn't used; [1] is always the maximum number of applications of this specific coupon in a transaction.

19. Complete the following steps to add a criterion exception:

- On the Options screen, select **Add a Criterion Exception**.
- Click Next >.
- If there's more than one criterion, click the one that you want to add an exception for.
- Click Next >.
- Select the type of exception.
- Click Next >.
- Select the EAN or category to exclude.

  The adjacent example shows a discount where cigarettes and tobacco won't count towards qualifying for a fuel coupon.
- Click Next >.

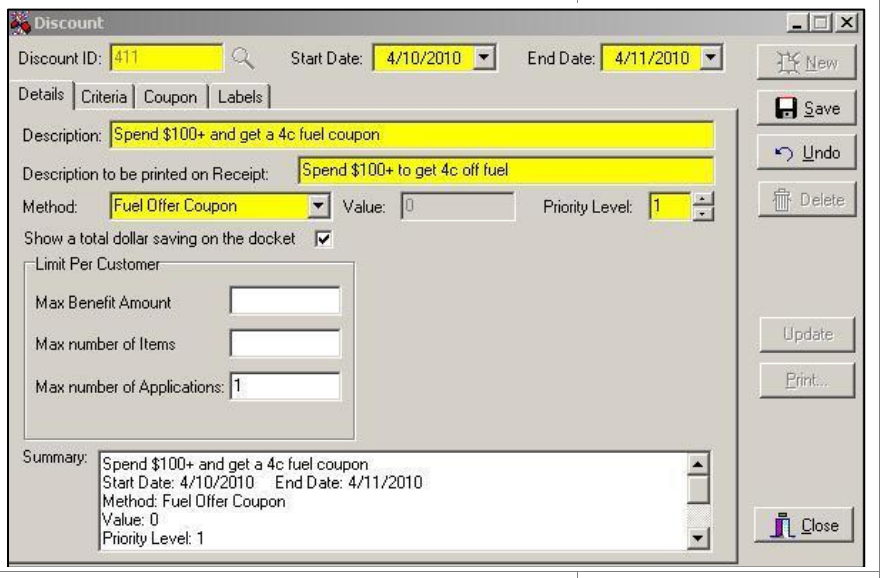
  A summary is displayed; **Exception Type 2 represents a criterion exception.**
- Click Next >. *The Options screen is displayed.*
- Return to step 18.



20. Once you've clicked Finish *(at step 18)*, review and change the discount as required.

Click the **Criteria and **Coupon** tabs to view the detailed parameters.**

If required, click the **Labels tab to design a ticket; refer to the PRO-3d Add a Discount Ticket Fact Sheet.**



21. Click Save.

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Hints and Tips

22.	**To:**	**then:**	
	create another discount	click Update. Return to **Error! Reference source not found.**.	
	finish *(BOS user)*	click Update. Click Close.	
	finish *(HOS user)*	click Next >. Activate the discount/s for the applicable store/s. **Refer to the PRO-3f Activate a Discount Fact Sheet.**	
	The discount is effective at POS on the nominated date.		
23.	If the coupon will be redeemed in your business, create another discount for the target product in the coupon, using the coupon PLU as criterion. ** Refer to the PRO-3c Adding Criterion Fact Sheet.**		
			❑