

Add a Discount Ticket

PRO-3d Page | 1 of 2





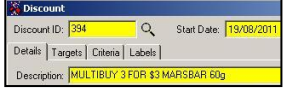

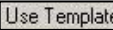

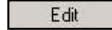




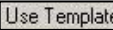

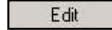



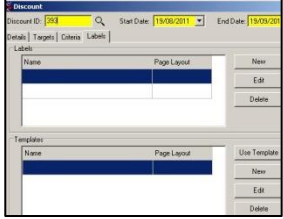

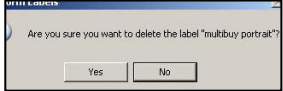

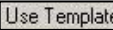

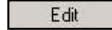



Category	Product
Course	Discount Wizard
Version	1.0
Client	Generic
Software	2.14.100

Add a ticket to promote a discount created in the Discount Wizard.

Procedure to Add, Edit, and Delete a Ticket in a Discount

Hints and Tips

- ✓ You can create multiple tickets for each discount.
- ✓ You have the choice to create a **new ticket** or a **template**.
 - A **ticket** is saved against the Discount ID; you can't add a saved ticket to another discount.
 - A **template** is available to use in all discounts; create a formatted template for each type of discount scenario, so that you only have to 'fill in the blanks' when you create the ticket for a specific discount.
- ✓ In Head-office managed stores, the ticket is sent down to the BOS along with the discount.
- ✓ Print the ticket via the **Labels Wizard** function; the font is automatically scaled to fit on the label type selected.

1.	<table border="1"> <tr> <th>If you're:</th> <th>then:</th> </tr> <tr> <td>creating a new discount</td> <td>create the discount; click  once complete.</td> </tr> <tr> <td>editing an existing discount</td> <td>type or search for the Discount ID to retrieve.</td> </tr> </table>	If you're:	then:	creating a new discount	create the discount; click  once complete.	editing an existing discount	type or search for the Discount ID to retrieve.					
If you're:	then:											
creating a new discount	create the discount; click  once complete.											
editing an existing discount	type or search for the Discount ID to retrieve.											
2.	Click the Labels tab at the top of the Discount Wizard screen.											
3.	<table border="1"> <tr> <th>To:</th> <th>then:</th> </tr> <tr> <td>add a new ticket</td> <td>either click  in the Labels section, OR select a template and click . Go to step 4.</td> </tr> <tr> <td>add a new template</td> <td>in the Templates section, click . Go to step 4.</td> </tr> <tr> <td>view or edit an existing ticket or template</td> <td>click . *The ticket/template is displayed.* Edit as required. Change the Name if you want to save your changes as a new version (and keep the original). Click . If overriding the existing file, click Yes to confirm. Click . End of process.</td> </tr> <tr> <td>delete a ticket or template</td> <td>click . Click Yes to confirm the delete. End of process.</td> </tr> </table>	To:	then:	add a new ticket	either click  in the Labels section, OR select a template and click  . Go to step 4.	add a new template	in the Templates section, click  . Go to step 4.	view or edit an existing ticket or template	click  . *The ticket/template is displayed.* Edit as required. Change the Name if you want to save your changes as a new version (and keep the original). Click  . If overriding the existing file, click Yes to confirm. Click  . End of process.	delete a ticket or template	click  . Click Yes to confirm the delete. End of process.	  
To:	then:											
add a new ticket	either click  in the Labels section, OR select a template and click  . Go to step 4.											
add a new template	in the Templates section, click  . Go to step 4.											
view or edit an existing ticket or template	click  . *The ticket/template is displayed.* Edit as required. Change the Name if you want to save your changes as a new version (and keep the original). Click  . If overriding the existing file, click Yes to confirm. Click  . End of process.											
delete a ticket or template	click  . Click Yes to confirm the delete. End of process.											

PRO-3d Page | 2 of 2

Hints and Tips

✓ **Ticket design:**

- The page changes to match the page layout you select.
- Start the text on the top line; the print margins in **Labels Wizard** will position it on the ticket.
- The font types are standard Windows fonts, unless you've downloaded extra fonts.
- Design the ticket to look balanced on the page; don't write too much, or use very small or large fonts.
- Use the side panel to retrieve a relevant EAN or sub-range; you can right-click to copy and paste this text into your ticket.
- To calculate **unit pricing**, type the **New Quantity** and **New Price**, then click **Calculate** (check your legal requirement to display unit pricing).

✓ **Function buttons:**

Click:	to:
	display a printable preview of the ticket (as displayed on-screen, on plain paper).
	clear all text entered for the ticket.

4.	In the Name field, type a name. <i>*An error displays if the file name already exists.*</i>	
5.	Select the applicable Page Layout .	
6.	Type the details that will display on the ticket/template. <i>*See Hints & Tips.*</i> <i>*Right-click to copy/paste text from the side panel.*</i>	
7.	Highlight the text you want to format, and then select the formatting options to change the font alignment, typeface, and font size.	
8.	Click Save .	
9.	Click OK .	
10.	Click Close . <i>*The ticket/template is listed on the Labels tab.*</i> <i>*If you've already saved the entire discount, there's no requirement to save again (the Save button is unavailable).*</i>	
11.	To: add another ticket or template then: return to step 3. <hr/> to: finish then: finalise the discount as normal.	