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Category	HOS
Course	Pricing
Version	1.0
Client	Generic
Software	2.15.8

HOS Price Promotions

A promotion is a special retail price for a period of time, to promote or clear excess stock of a product, sub-range, or even the entire department.

Procedure to Create a New Price Promotion

Refer to page 3 to edit or delete a promotion.

Hints and Tips

✓ If you have several promotions to manage (or to create leading promotions), you may find it quicker to use the Bulk Promotion Maintenance Utility instead; refer to the PRO-2i Create Bulk Promotions or Deals Fact Sheet.

You'll still use the **HOS Pricing Promotion** tab to:
- create percentage-off promotions
- fix a promotion saved with the wrong **Indicator**, **Date**, **Locations**, or **Affect**.

✓ Click [Config] on the **Item** tab to set the following defaults:
- To return to the **Item** tab after saving changes.
- To set the source used to calculate recommended price on the **Promotions** tab.
- To set the **Item** tab to display only 1 record per EAN
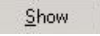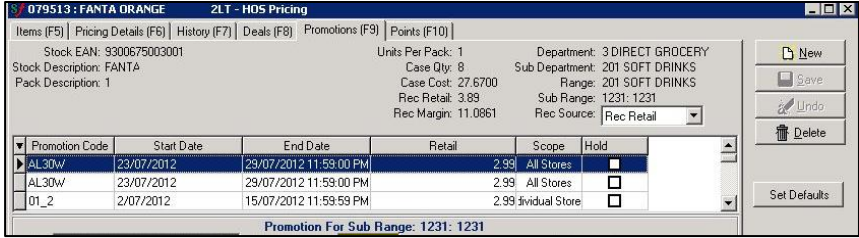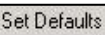- To set which zones display & their order on the screen.

✓ You can create (or have hosted) **multiple promotions** with the same start date/time and Promotion ID, for the same or different stores.
- The lowest price will apply at POS (which might be normal price if it's cheaper than the promotion!).
- A HOST ticket will still print for the more expensive promotion/s, but should be ignored.

1.	From the **Tools** menu, select **Stock Functions** -> **HOS Pricing**. *Alternatively, select the **Show HOS Pricing** check box if you're on the Stock screen.*	
2.	Use the search fields to return the product/s that you want to put on promotion.	
3.	Click [Show] to display the search results. *To change or narrow your criteria, simply make the new selections (you can click **Clear** to remove all previous selections), and click **Show** again; the results override the previous products displayed.* *Select the **1 Rec Per EAN** check box to hide duplicate rows for products that have multiple suppliers or zones.*	
4.	Click the product that you want to edit. *If a product has more than one EAN, the promo will only apply to those with the same **Units/Pack**.*	
5.	Click the **Promotions** tab. *The grid lists all previous promotions; if you want to maintain history, create a new promotion rather than edit an old one.*	
6.	Click [Set Defaults] if you want to use the same **Promotion Code** and **Start Date/End** date as a selected promotion in the grid. *This is useful if you'll be creating several promos, to save reselecting these fields each time.*	

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Hints and Tips

✓ **Loyalty Pricing** limits the promotion to customers when a card or AR code that has that price level is in the sale.
  - Refer to the TECH-4d Configure Special Customer Pricing Fact Sheet.

✓ Customer receipts can display a custom message and the saving underneath the product. Refer to TECH-2k Configure POS Customer Receipt Options Fact Sheet

```
Description              Total $
----------------------------------
 PUMP HOUSE WATER            14.00
VIP saving $5.00
*ALLENS ANTICOL
                 3 @ $1.10    3.30
```

✓ There are three types of promotion:
  - new retail price
  - percentage off
  - dollar amount off.

✓ You can't save a promotion with a [0] new price.

✓ To transfer the promotion to a store:
  - Changes are **exported** to the affected store/s after scheduled tasks run (usually overnight). To export an immediate change (or a promotion effective today), refer to the TECH-1e Manually Export Changes from HOS to a Store Fact Sheet.
  - HOST processes are also run at the store (automatically or manually, depending on how your system is configured), to import and insert a record on the **Promotions** tab on the stock record.
  - A ticket is automatically queued in the **Promotions On** option in Labels Wizard.
  - The promotion is effective at POS on the scheduled effective date after scheduled tasks have run; a **Promotion** icon will be displayed on the BOS **Stock Screen**.

```
Cost          3.27      Deal
Profit        3.68      Promotion
Stock On Hand 11.00
```

7.	Click [🗋 New].	
8.	In the **Promotion Code** field, type a code for the promotion. *Use any code naming conventions that exist.*	
9.	In the **Start Date** field, select the date and time that the promotion will begin. *Leave at the default (current date 12:01:00am) if you want the promotion effective immediately.*	
10.	In the **End Date** field, select the date and time that the promotion will end.	
11.	In the **Loyalty Pricing** field, select a loyalty group if required *See Hints and Tips.*	
12.	Select the **On Hold** flag if you don't want this promotion to be hosted to stores yet. *You'll have to release (unselect the hold) the promo once you're ready for it to be exported.*	
13.	Use the **Description** and **Comments** fields if you want to record any instructions.	
14.	In the **Affect** fields: • select the range of products the promotion applies to (e.g. this item, this sub range…) • select the type of promotion; *e.g. New Retail.* • type the new retail, percent-off amount, or dollar-off amount as applicable. *A new **Margin** is automatically calculated.*	
15.	Select the location/s the promotion applies. *Select the applicable category, and the **Promo Active** check box against the applicable locations.* *Defaults to **All Stores** every store.*	
16.	Click [💾 Save]. *A summary is displayed if you created this as a sub-range promotion; click **OK** to continue.* *The new promotion is listed in the grid.*	
17.		

To:	then:
create another promotion	return to step 2.
finish	click **Close**

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Hints and Tips

✓ If you edit a **sub-range** level promotion, it applies the change against all the other products in the sub-range as well.

- If you change the promotion to affect 'single item', it deletes the promotions that were against the other products in the sub-range.

✓ If you edit an **active promotion**, it won't be changed at the store until HOST processes run (on the HOS and BOS).

✓ If you **delete an active promotion,** it will still be active until the physical deletion utility also runs to remove it (usually automatically overnight).

- If you want deactivate an active promotion **effective immediately,** edit the end - date to the past (rather than delete the promotion), and manually export/import the change instead. Refer to TECH-1e Manually Export Changes from HOS to a Store Fact Sheet.

Procedure to Edit or Delete a Promotion

1.	From the **Tools** menu, select **Stock Functions** -> **HOS Pricing**. *Alternatively, select the **Show HOS Pricing** check box if you're on the **Stock** screen.*	
2.	In the **Stock Code** or **EAN Code** field, type, or search for, the product you want to edit.	
3.	Click the **Promotions** tab.	
4.	Click the applicable promotion in the grid. *The selected promotion is highlighted blue, and the details are populated in the fields.*	
5.	**To:** then: edit the promotion — change fields as required. Click 🖫 Save . delete the promotion — Click 🗑 Delete . A warning message is displayed. Click **Yes** to proceed, or **No** to cancel the request. *If you clicked **Yes**, the promo is removed from the grid.*	
6.	Click 🚪 Close .	
7.	If you edit an **active promotion,** manually export/import the change if you want it to apply at the store/s immediately. *Refer to TECH-1e Manually Export Changes from HOS to a Store Fact Sheet.* *Active promotions that you <u>deleted</u> revert overnight once the physical deletion utility runs.*	
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