Inventory Promotions

IN KEYBOARD SALES MODE:

To create promotions on your inventory items, you must go to Manager Mode.

1. Select Show More Options Button (F2)
2. Select Manager Mode Button(F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Inventory Promotions

IN TOUCH SCREEN SALES MODE:

To create promotions on your inventory items, you must go to Manager Mode.
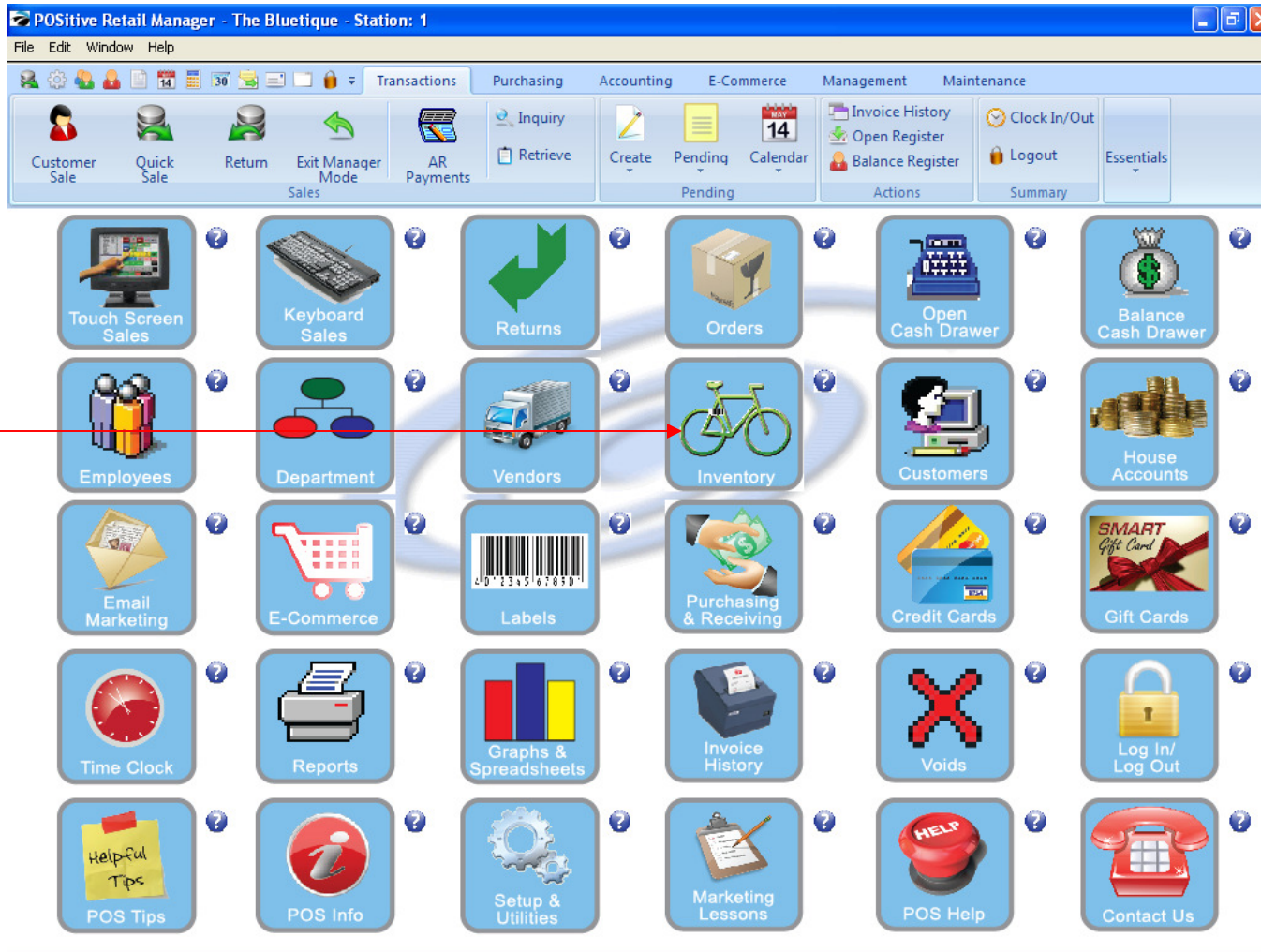
1. Touch Manager Button

Inventory Promotions

ON MANAGER BUTTON SCREEN:
1. Select Manager Mode Button
(NOTE: Only Teachers & Managers will have access to Manager Mode)

Inventory Promotions

IN MANAGER MODE:
Go to Inventory Center
To create promotions on your inventory items, go to INVENTORY
1. Select Inventory Button

Inventory Promotions

INVENTORY CENTER:

1. In the General Bar, Click Management
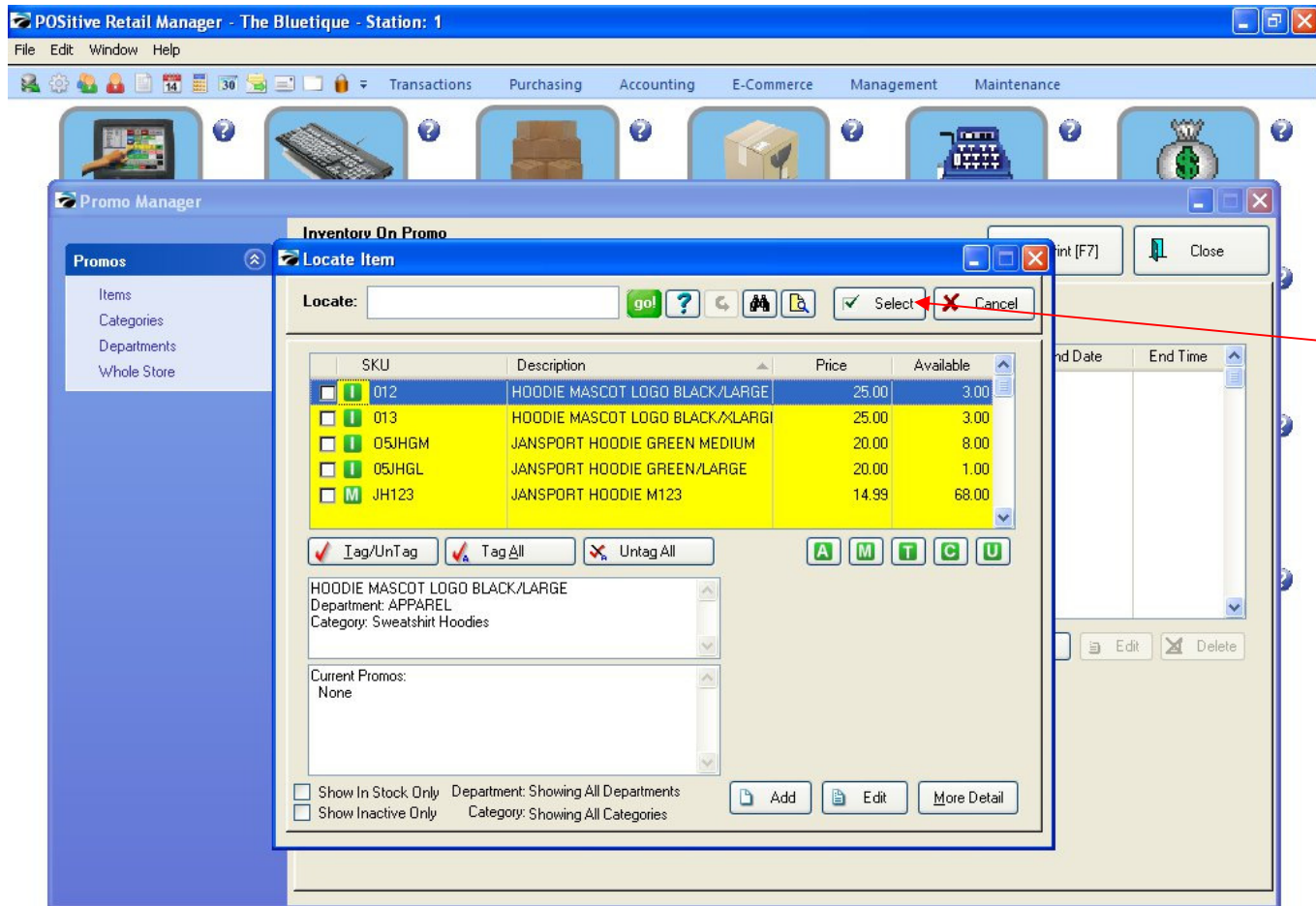2. Click Promos, under Managers Bar

Inventory Promotions

PROMO MANAGER:

Promo Mgr. allows you to plan Promotional Events!

1. Choose to ($ or % off) discount one Inv. Item or….
2. A Group of Items by Category or….
3. A Group of items by Department or….
4. Whole Store (% only)
5. For our training example, Click ADD

Inventory Promotions

PROMO MANAGER:

You can choose an item on the Inv. List to promote! (Barcode Scan it to find-it fast !
1. Choose Select

Inventory Promotions

PROMO MANAGER:
Let's plan our Promo-Pricing Strategy:
1. Choose a Promo Price **Fixed** or a (Discount %)
2. Choose the date range of your Promo
- **By Specific Calendar Date (Promo-Begins & Promo-Ends)**
- **Set Range (Fast way to select: This Week, Next Week, Next Month, etc….)**

3. Click OK (F10) to SAVE Promo. **Make sure you sales test your promo during the selected date range**

Inventory Promotions

PROMO MANAGER:

1. After you click ok, your promo pricing will show.
2. Select the Close button

Inventory Promotions

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PROMO MANAGER:

1. Once you programmed a Promo the item will show a Red Sale Price in the Inv. List.
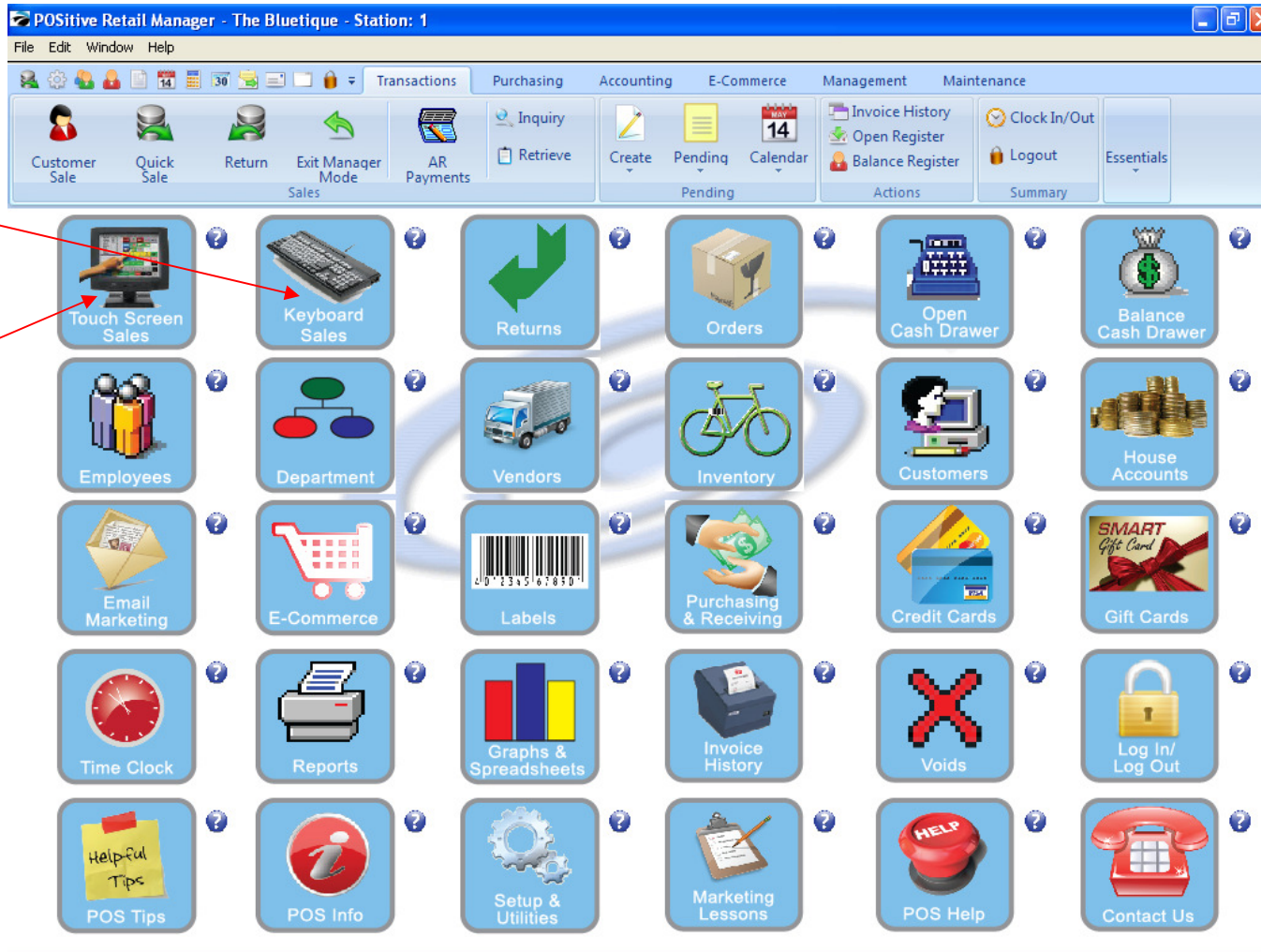
Inventory Promotions

PROMO MANAGER:
1. Highlight your Promo Item
2. Select Promo Pricing under the View Bar
3. You will see information regarding the Promo you are running
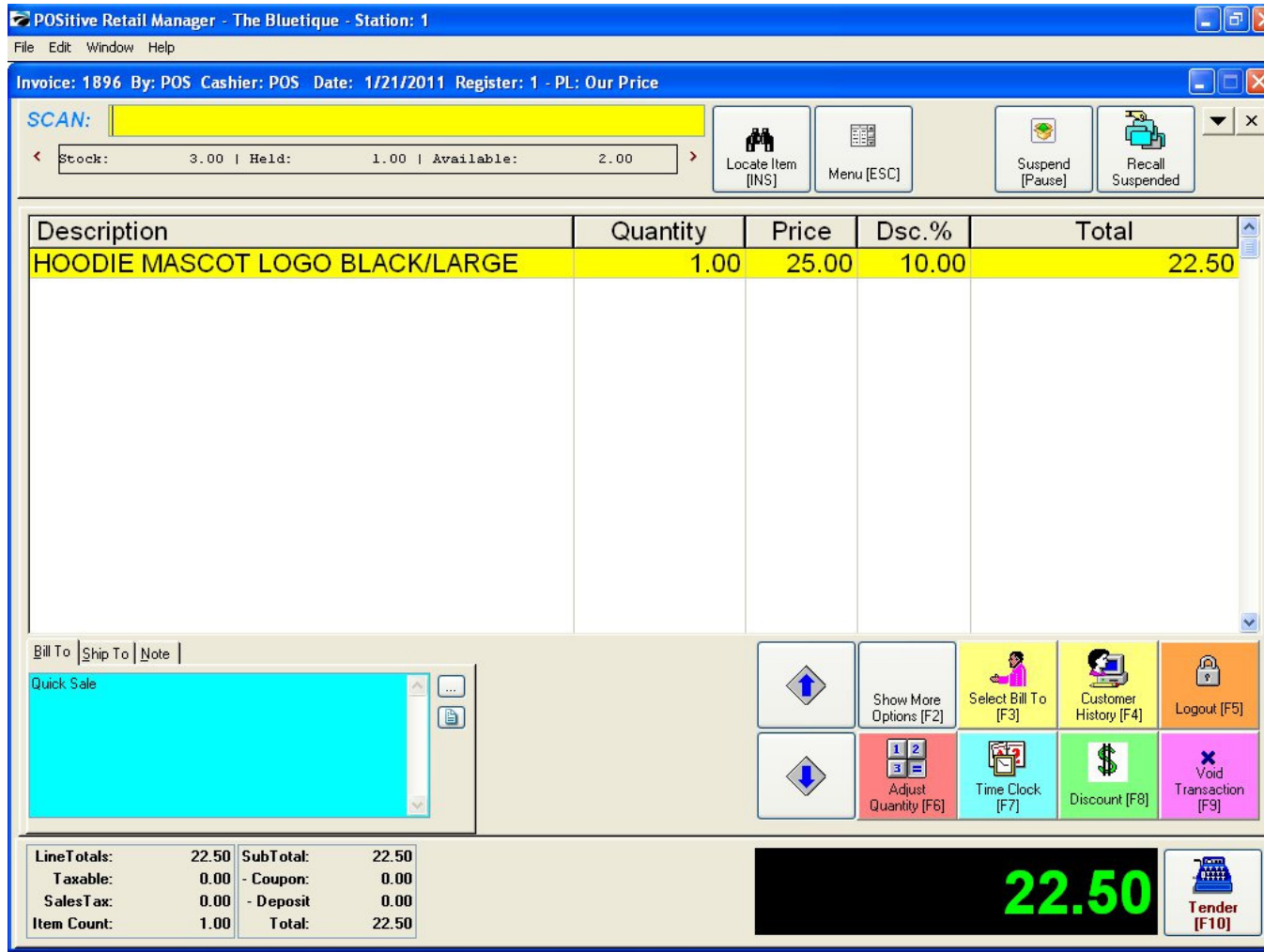4. Select Close

Inventory Promotions

IN MANAGER MODE:

Go to Sales Screen:

1. If you are Keyboard Sales Select Keyboard Sales Button
2. If you are Touch Screen Sales Select Touch Screen Sales Button

IN KEYBOARD SALES MODE:

Your Promo Price will appear on the Sales Screen

⇒ During the date range that you selected. ($22.50, Reg.: $25.00)

IN TOUCH SCREEN SALES MODE:

Your Promo Price will appear on the Sales Screen

⇒ During the date range that you selected. ($22.50, Reg.: $25.00)