

Promos and Discounts

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The *Promos & Discounts* tab on the *Edit Product Pricing* utility, found at *Hub / Utilities / Edit Product Pricing*, is used to enter sale prices with effective date ranges. These sale prices replace the product's *List Price* when used on Quick Tickets within the specified date range. The promotional pricing may be manually entered or may be imported from a *.txt* or *.csv* file.

Note: For the sale prices to replace the product's *List Price* on the Quick Ticket, the *Pricing* dropdown on the customer's *Profile* tab must be set to *List Price*.

To manually enter promotional prices, on the *Promos & Discounts* tab, double-click the *Product Name* column to select the products. Enter the *Start Date* and the *End Date*, as well as the *Promo Value* and *Promo Type*. Save the information.

Note: The *Promo Value* may be the sale price, or it may be a discount percent from the List price. If a sale price is entered in the *Promo Value*, then in the *Promo Type* area enter *Price*. If the *Promo Value* entered is a discount percentage, enter *Percent* in the *Promo Type*.

To import the promotional prices, the file format must first be established for the import. To create a new import format, click the **New** button. Enter a *Format Name*, which displays in the selection box when importing the file. Select the *Delimiter* for the file which can be *Comma*, *Tab*, *Pipe*, or *Space*. If the file contains any header rows, enter the *Number of Heading Lines to Exclude*. In the *Import File Index* column, enter the location of each of the data elements. The column numbering is a zero-based index, so the first column in the file is numbered as zero and then subsequent columns in the file increase from there. Select **Save**.

Once the file format is established, on the *Promos & Discounts* tab, select the import format in the *Format Name* selection box. In the *Import File* area, use the browse button to navigate to the location of the file to import. Click the **Import** button.