

Backoffice Manual

Gift cards, Voucher, Discounts and Campaigns.

Last updated 2020-10-22

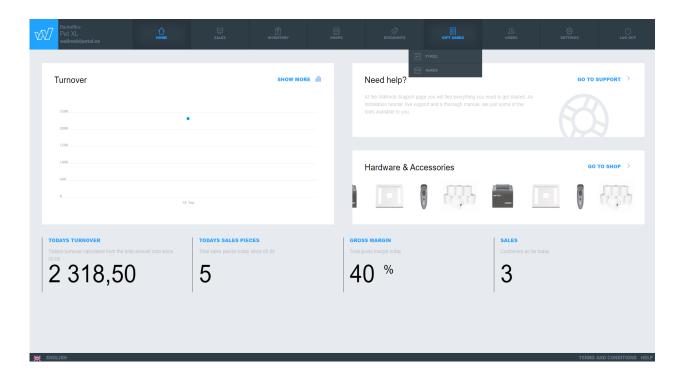


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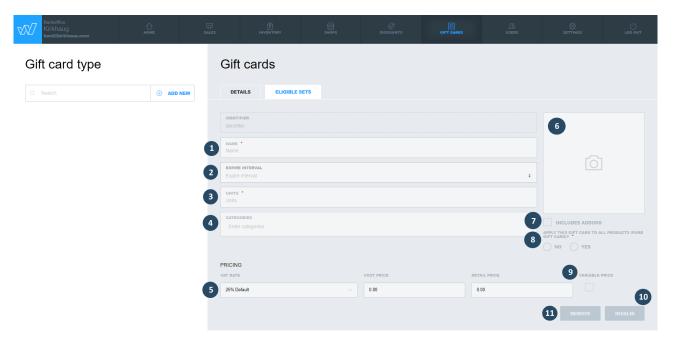


1. Gift cards/ Voucher

Gift cards can be used with a discount on individual items or as a voucher where you sell x number of items or a combination of items at a specific price.

Ex: Coffee voucher - Buy 10 for the price of 9, or combination - Coffee and cookie voucher where you can get a coffee and a cookie X times at a specific price.

Overview of Gift Card/ Voucher window



1. NAME

The name you want to give the gift card/voucher.

2. EXPIRE INTERVAL

The number of days the gift card/voucher is valid.

3. UNITS

Number of times you can use the voucher (used with voucher).

4. CATEGORIES

Under which buttons the gift card/voucher is available.

5. PRICING

Set VAT-Rate, cost price and retail price. (0% VAT-Rate on gift card/voucher).

6. IMAGE

Set an image for the gift card/voucher.

7. INCLUDES ADDONS

Indicates whether addon's products are covered by the gift card/voucher price.

8. APPLY GIFT CARD TO ...

Apply this gift card to all products (pure gift card).

9. VARIABLE PRICE

Set variable price -Set so customers can choose the value of the gift card.

10. REMOVE

Remove an existing gift card/voucher.

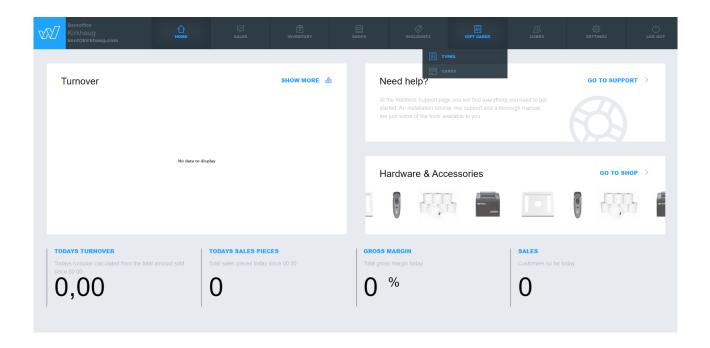
11. INVALID/ SAVE

Save created gift card/ voucher.

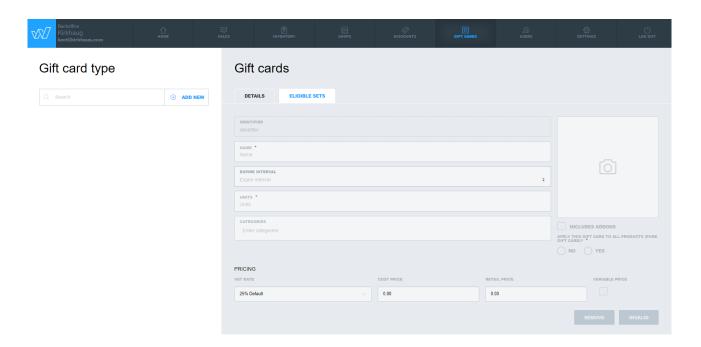


Add pure Gift Cards

1. Go to GIFT CARDS - TYPES in the Backoffice menu.



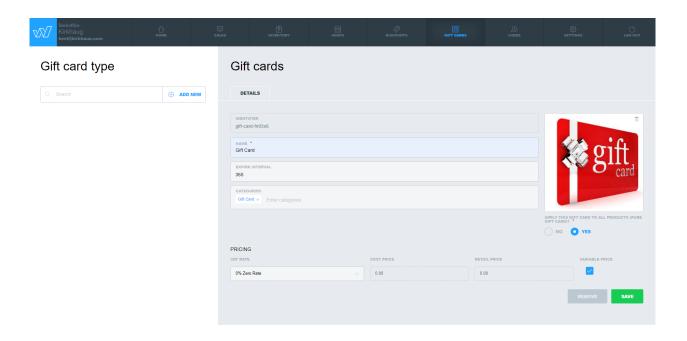
2. Press ADD NEW to add a Gift Card.





3. Fill in gift card information

- **NAME:** The name you want to give the gift card.
- **EXPIRE INTERVAL:** Set number of days the gift card is valid.
- APPLY THIS GIFT CARD TO ALL PRODUCTS: Set YES (for pure gift card)
- **PRICING:** Set VAT-rate (0% for gift card), and set VARIABLE PRICE for pure gift card.
- **IMAGE:** (optional) Choose an image for the gift card.
- **CATEGORY:** Select a category to see which buttons the Gift card is available in the POS.
- SAVE gift card.

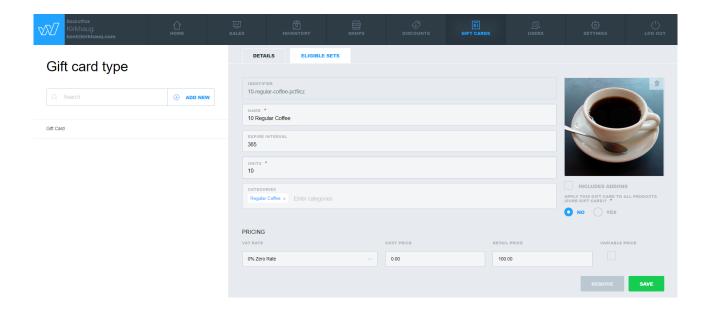




Add Voucher

1. Fill in voucher information

- **NAME:** The name you want to give the voucher.
- **EXPIRE INTERVAL:** Set number of days the voucher is valid. (set 0 for no expiration date).
- APPLY THIS GIFT CARD TO ALL PRODUCTS: Set NO (Voucher only applies to a specific type of coffee).
- **PRICING:** Set VAT-rate (0% for voucher), and set price. In the example below, it is NOK 100 for 10 Regular Coffee.
- **IMAGE:** (optional) Choose an image for the gift card.
- **CATEGORY:** Select a category. To see which buttons the Voucher is available in the POS.
- SAVE voucher.

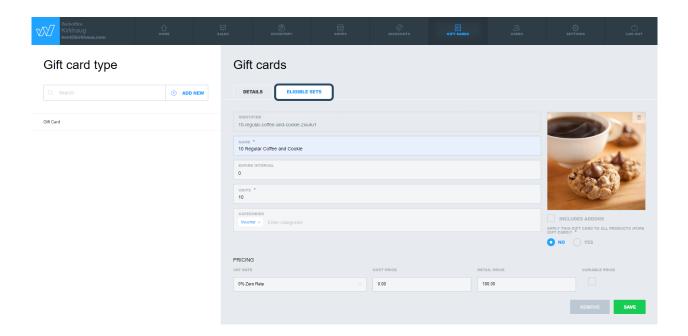




Voucher functions

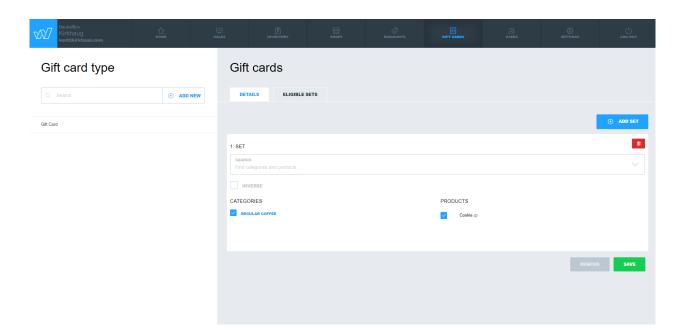
In **ELIGIBLE SETS** you choose which items the voucher applies to. In our first voucher example above, there are items in the Regular coffee categori, but here you could choose individual products. You can also add a combination, ex. Regular coffee and Cookies. There are basically no restrictions on the number of sets, but remember that the customer must also understand the offer in the voucher - so our tip is, keep it simple!.

1. Select items, press - ELIGIBLE SETS





2. Search and select the category and/or product that applies to the voucher.



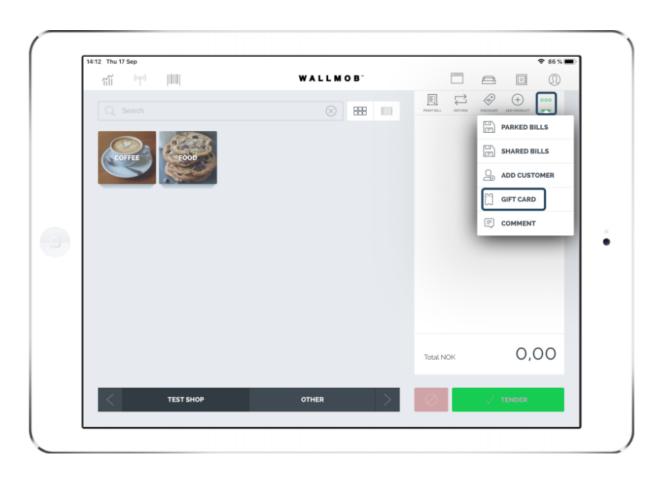
When we have finished defining the Gift card/ Voucher, you can sell them from the POS/ register.



Sale of Gift card and Voucher in POS/ register

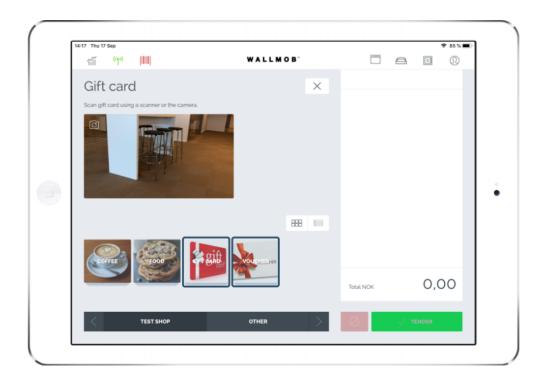
To sell a Gift card/ voucher from the POS/ register

1. Select from the menu above the receipt - MORE - GIFT CARD.

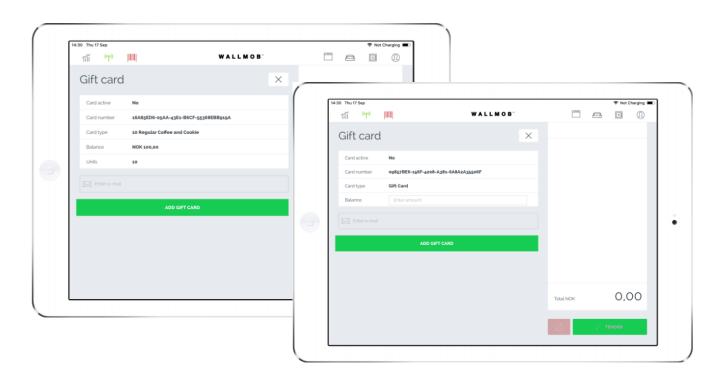




2. Select the Gift card or Voucher.

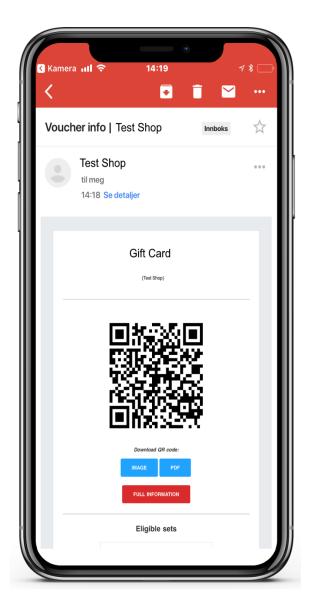


3. Select the Gift card or Voucher (by category set in the back office) or scanner if you have pre-printed cards (both 2D scanner and image via iPad can be used).





A coupon (QR code) is now printed out which the customer must take care of - this can also be sent to the customer's email so that it is available, for example, on the customer's phone.







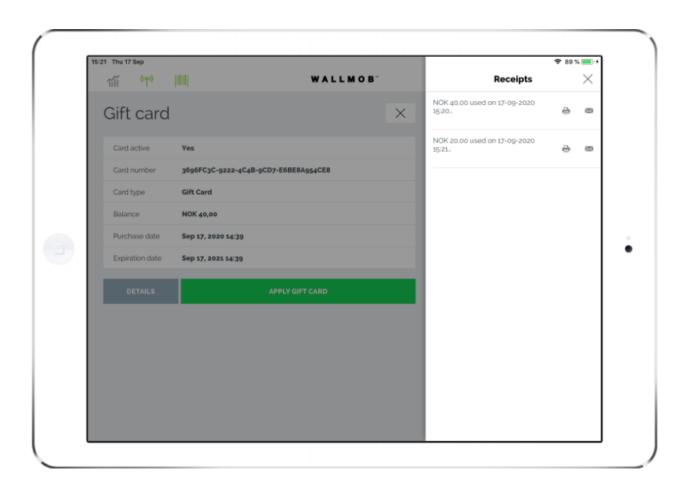
The customer's use of Gift Card/ Voucher

Sell items normally. The Gift card/ voucher is scanned with a 2D scanner or by holding a receipt in front of the camera on the iPad.

Check balance on Gift card/ Voucher

A common question from customers is if there is anything left on the card or what the balance is.

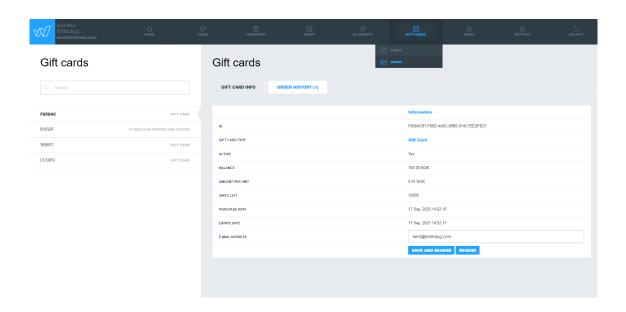
To be able to answer questions or avoid quarreling with customers, the checkout shows the complete history and balance of the coupon by scanning it. It shows how much is left on the Gift card/ voucher. By clicking on details, the cashier picks up all sales on the Gift card/ voucher.



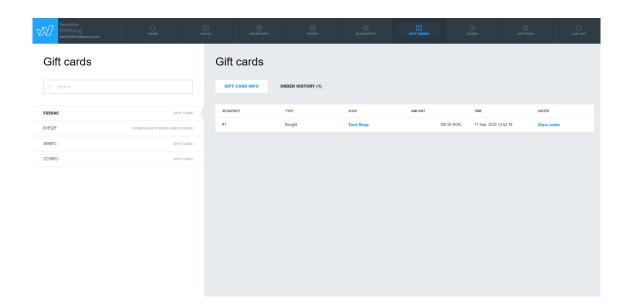


Overview of all Gift cards/ Vouchers

Enter menu options GIFT CARDS - CARDS.
 Information is displayed about all issued Gift cards/ Vouchers. Everyone has a unique ID that allows the cashier to count down usage. Normally this is done at checkout, but if there is something you are wondering about, this is a nice log and overview.



2. By choosing Order history, you have a full overview of all movements.

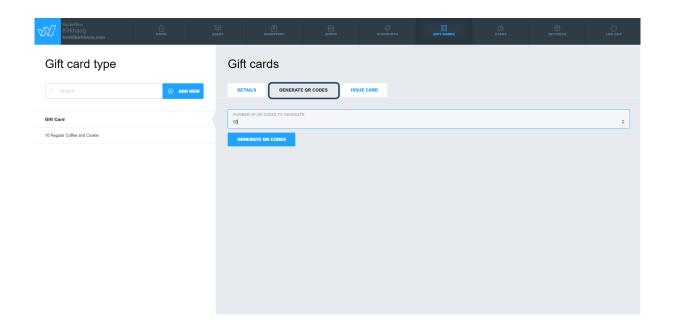




Export of Gift card/ Vouchers for printing

It is possible to export predefined Gift cards/ Vouchers for printing. QR-Codes can be generated. This is only recommended for large users of this feature.

1. Press the GENERATE QR-CODES



2. A zip-file with generated QR-Codes will be downloaded.



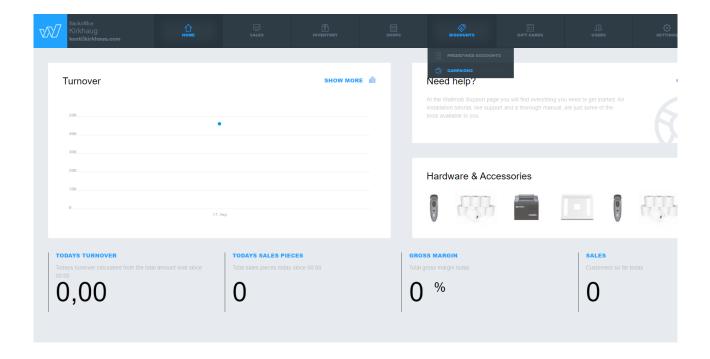
2. Campaigns

What campaigns are used for?

Our Campaigns feature is designed to give various types of discounts automatically when products are added to the bill. Nevertheless, in some cases Campaigns won't be eligible. For instance, Campaign discount won't apply to add-ons and products with variable price, also to the products in the bundle and products that have a voucher applied to.

Where to find the Campaigns?

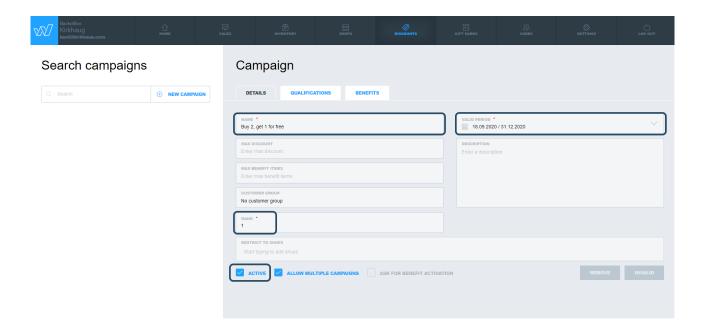
You can find Campaigns in your Backoffice menu under Discounts.





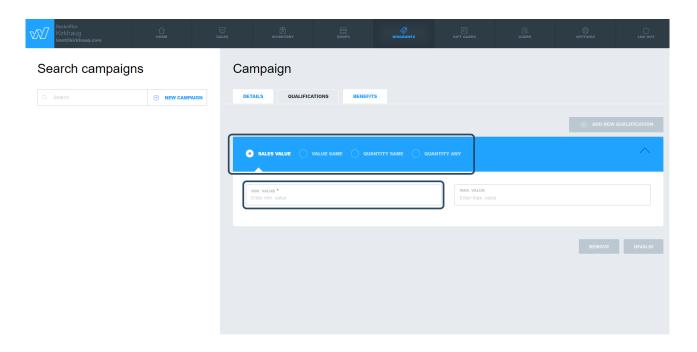
What are the minimal requirements to create a campaign?

To create a campaign, you need to fill out the following fields. In the **DETAILS** tab you have to name your campaign, for example, "Buy 2, get 1 for free". Also you need to choose a period for which this campaign will be valid, A rank (which is set 1 by default) is used to decide the priority of the campaign's benefit in relation to other campaigns "Active" box needs to be checked to have campaign activated in POS.

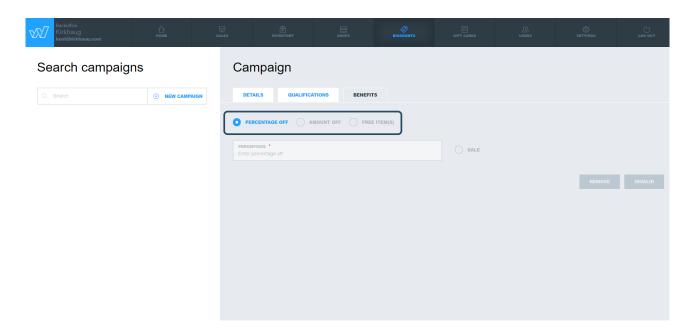




In the **QUALIFICATIONS** tab you need to choose qualification type (qualification types will be discussed below OR which will be discussed below) and fill in the fields accordingly. Qualifications are a set of criteria that determines campaigns be applied.



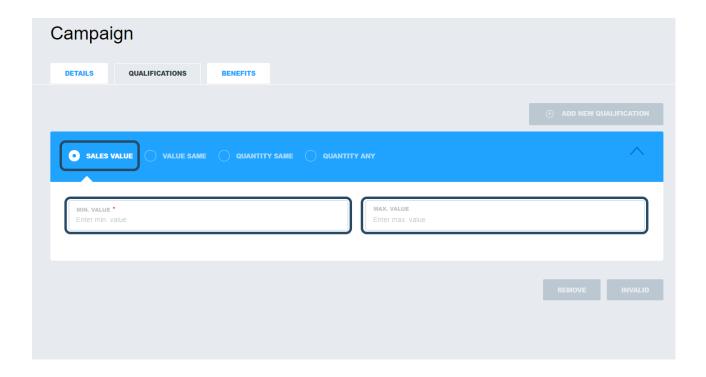
In the **BENEFITS** tab you are asked to choose a benefit that will be applied to the products in the bill after qualification's criteria is met.





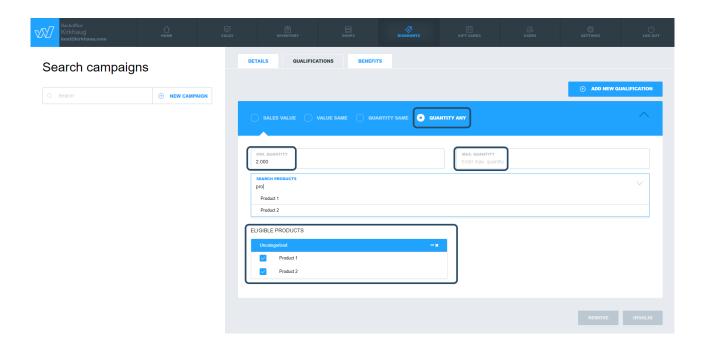
What qualification types are and what are they used for?

SALES VALUE – this qualification type should be used to have a campaign applied if the total of the bill is at least *min.value* you have entered. For example, a campaign applies if a customer purchases goods for at least 100 euros. You can define max. value – if it's exceeded then campaign is no longer applied. For example, to have a campaign applied for all purchases that have a total worth at least 50 euros, min.value should be set as 50 and max.value should be left empty.





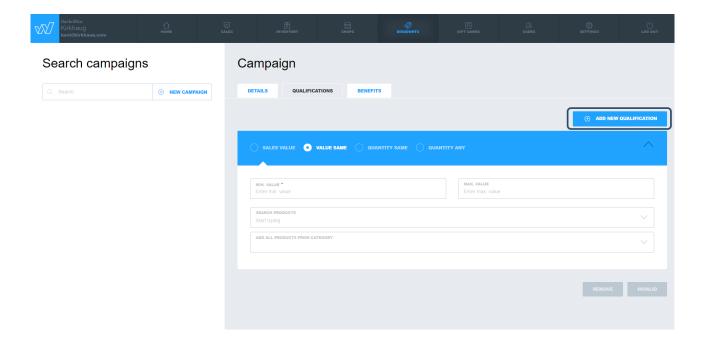
QUANTITY ANY - this qualification type should be used to have campaign applied when a purchase contains a certain quantity of any eligible product. Eligible products must be specified by checking the checkbox near product. Min.quantity must be specified in order to have the campaign triggered. Max.quantity is not required, but if specified, campaign would no longer be applied after max.quantity is exceeded. For example, to have a campaign applied, a customer needs to buy at least 2 of each from the following products: "product 1" or "product 2", or two of the same selected products. In min. quantity field, number 2 should be entered and products "product 1" and "product 2" should be selected from the list.





What are qualification's sets used for?

For more advanced campaigns, you can add a few qualifications. For example, to have a campaign applied only when a customer buys bananas worth 30 euros and 2 pineapples, two qualifications should be added for the campaign. One of the qualifications should be set as "VALUE SAME" with min. value 30.00 and the second should be added by clicking on the "ADD NEW QUALIFICATION" button. Second qualification should be set as "QUANTITY SAME" with min. value set as 2.00 and pineapple selected as an eligible item. This campaign will only be triggered when both qualifications are met. Campaign can have several qualifications added, which can be mixed however one would like to.

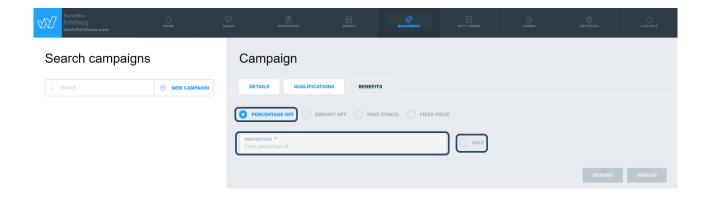




What are the benefit types? - What are they used for?

PERCENTAGE OFF – this benefit type gives a certain discount in percentage. The percentage amount must be defined and can range between 1 and 100.

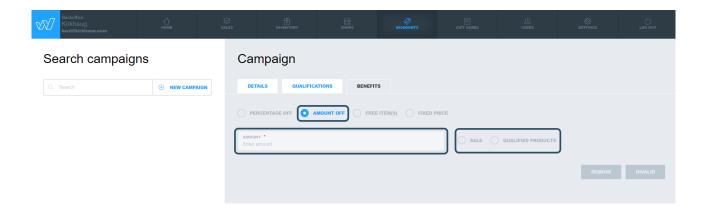
Qualified products benefit type applies campaign discount to all qualified items selected in Qualifications tab. For example, Quantity any qualification is set for the campaign with the min. quantity of 2.00 and the banana and oranges are selected as eligible products. Benefit is set as 10% off the qualified items. The price of each, one banana and oranges is 5.00 euros. When 2 bananas/2 oranges or 1 banana and one orange are bought, promotion is triggered. Both items added to the bill would get 10% off, total discount would be 1.00 euro. If 4 qualified items are bought, each item would get a 10% discount off and etc. Nevertheless, if 3 eligible items are added to the bill, only 2 of those items would get the discount and the third item would only get the discount if 4 eligible items are added to the bill. The reason for that is because, if 2.00 is set as min. quantity, the discount would get applied when the quantity of eligible items added to the bill matches the multiples of 2. For example, if min. quantity is set as 3.00, then discount would be triggered after 3 eligible items are added to the bill and all 3 items would get the discount. To have discounts applied for more eligible products, users would have to add 3 extra eligible products (total quantity would be 6 and each product would get the discount).





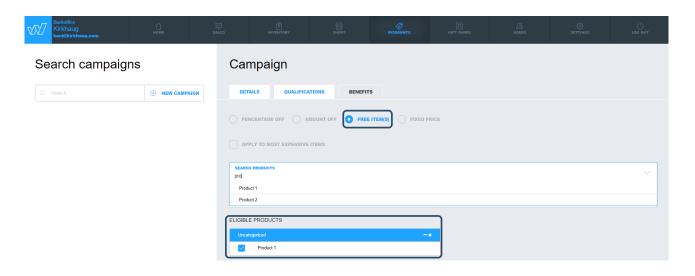
AMOUNT OFF - this benefit type gives a certain amount of discount. The amount must be defined and can range between 0.01 and 100,000.00. Also you can choose if this amount discount is given to the whole bill or qualified products (available for value same, quantity same and quantity any qualification).

<u>Qualified products example.</u> Value same qualification is set for the campaign with the min. value of 2.00 euros and bananas are selected as an eligible product. Benefit is set as 1.00 euro off the qualified items. One banana's price is 5.00 euros. To have promotion applied, a customer needs to buy the same product worth at least 2.00 euros. When one banana is added to the bill, promotion will be triggered. The product will get 1.00 euro off. For quantity same and quantity any qualifications discounts are given to every n item (n – min.quantity set).

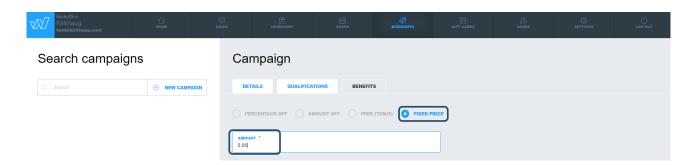




FREE ITEM(S) – this benefit type gives the customer a free item (eligible products) when this campaign is triggered. Often used in campaigns like "Buy 2, get 1 for free". The benefit products that should be free must be specified. For quantity same and quantity any qualifications, free product is given to every n item (n – min.quantity set). For example, in the Qualifications tab, qualification is set as the same quantity with min. value 2,00 and banana is set as a qualified item. Pineapple is set as a **Free item** in the Benefits tab. Customers would have to buy at least 2 bananas to have the campaign triggered, which would make 1 pineapple free. To have 2 pineapples for free, customers would have to add 2 extra bananas to the bill.



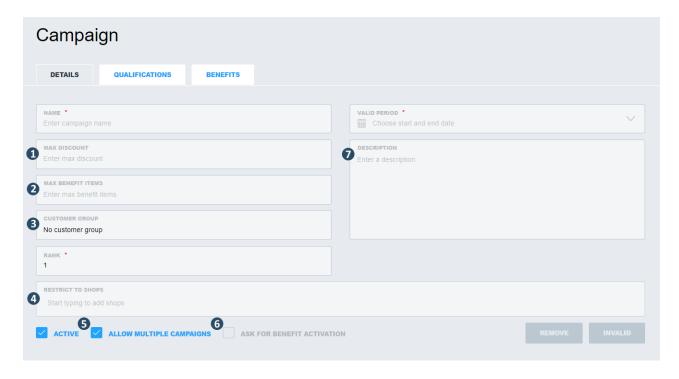
FIXED PRICE – this benefit type sets a new fixed price for the qualified products if the campaign is triggered. For e.g., buy 5 hotdogs for a fixed price of 5 euros, regardless of the normal price of the hotdogs. Available for value same, quantity same and quantity any qualifications.





Are there any other perks?

- 1. You can set a maximum discount limit that you want to apply. For example, you have a campaign, where you give 10% off sale if customer purchase value is at least 100 euros, but you don't want that discount to get bigger than 50.00 euros, so you set max.discount as 50.00 euros. As a result, even if a customer's purchase is worth 1000.00 euros and after applying a 10% discount, the value of the discount would be 100 euros discount, but the customer would only get a maximum 50.00 euros discount.
- 2. You can also set the maximum benefit items which would define the maximum quantity of items that can benefit from the campaign. For example, there is a campaign that gives coffee for free when buying 2 cupcakes. But if you want to only give maximum 2 free coffees in one purchase, even if a customer buys more than 4 cupcakes max.benefit items would need to be set as 2.
- 3. Customer groups can be selected for the campaign. In this case a campaign will only be applied if a customer, that is added to the bill, belongs to the customer group selected for the campaign.
- 4. Campaign can be restricted to certain shops. This feature is handy if you'd like to have campaigns active in one shop only.
- 5. If checked, all qualifying items and benefiting items can be used as eligible items in other campaigns as well.
- 6. You can ask the customer/cashier if he wants the benefit to be activated when qualified. If the customer responds with YES, the benefit will be applied. If he responded NO, the benefit will not be applied even though you are technically qualified.
- 7. You can add a description of the campaign for your convenience.



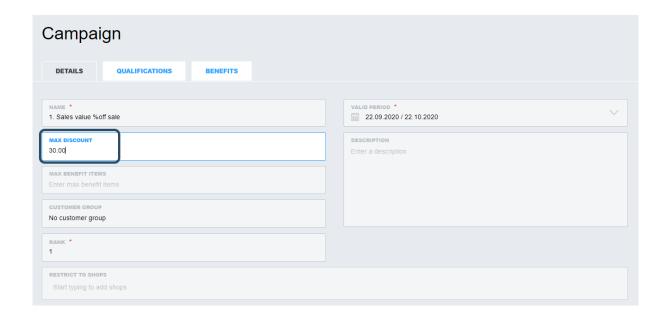


Examples of most common campaigns

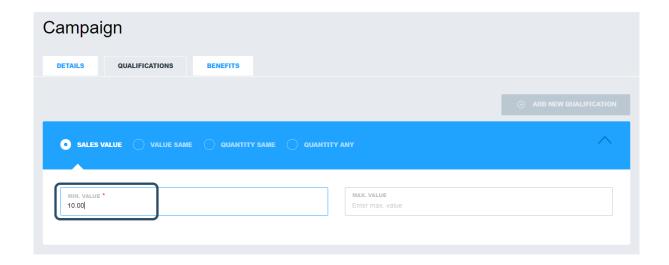
Example 1

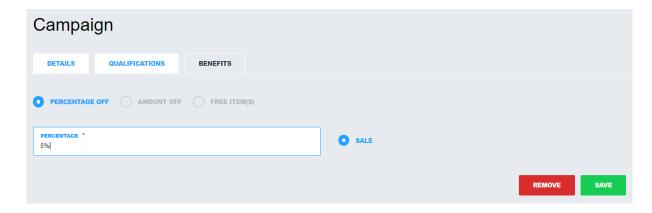
Qualification: Sales value, min. value 10.00. <u>Benefit</u> – 5 %, percentage off sale. <u>Extra</u> – max discount 30.00.

Customers have to buy goods worth at least 10.00 euros to get 5% off the whole bill. We need to enter 30.00 in max.discount field in Details Tab, also choose "Sales value" in Qualifications Tab and enter 10.00 in min.value field. Also in the Benefits Tab we need to choose Percentage Off and enter 5.00 in the percentage field and select "sale". Now every time a customer buys goods worth 10 euros and more, he will get 5% off the sale. Nevertheless the discount will never be greater than 30,00 euros in total.











Qualification: Sales value. Benefit - amount off sale.

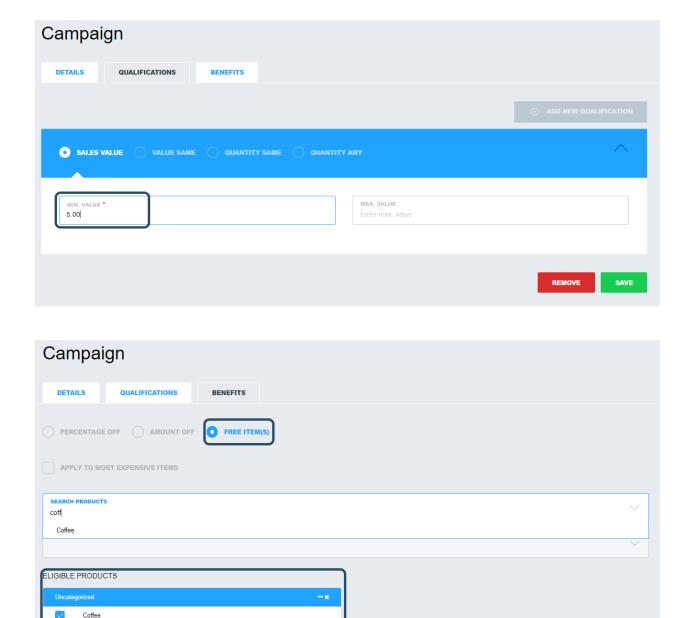
Customers have to buy goods worth at least 100,00 euros, to get 10,00 euros off the whole bill. We need to choose "Sales value" in Qualifications Tab and enter 100,00 in min.value field. In Benefits Tab we need to choose "Amount Off", enter 10,00 in the amount field and select "sale". Now every time a customer buys goods worth of 100,00 euros and more, he gets 10 euros off the sale.

Campaign					
DETAILS QUALIFICATIONS BENEFITS					
	① ADD NEW QUALIFICATION				
SALES VALUE VALUE SAME QUANTITY SAME QUANTITY ANY	^				
MIN. VALUE * 100.00 MAX. VALUE Enter max. value					
	REMOVE				
Campaign DETAILS QUALIFICATIONS BENEFITS					
PERCENTAGE OFF AMOUNT OFF FREE ITEM(S)					
AMOUNT * 10,00 SALE	REMOVE SAVE				



Qualification: Sales value. Benefit - free item.

Customers have to buy goods worth at least 5.00 euros, to get "Coffee" for free. We need to choose "Sales value" in Qualifications Tab and enter 5.00 in min.value field. In Benefits Tab we need to choose "Free item" and in "Eligible products" select "Coffee" product. As a result, every time a customer buys for goods worth 5,00 euros and more, he gets free "Coffee".





Qualification: Value same. Benefit - percentage off sale. Extra - max.value.

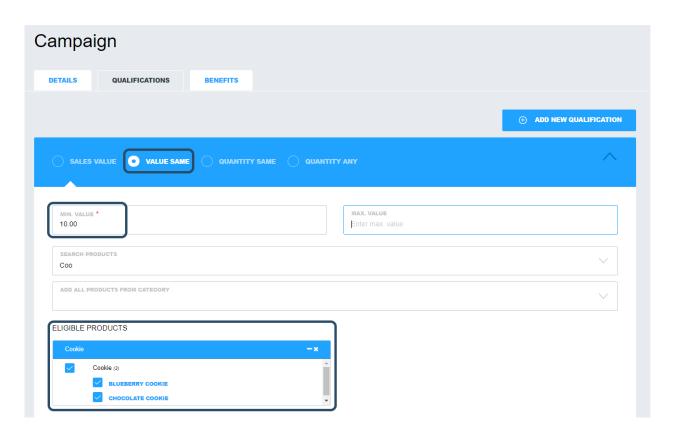
Customers have to buy "Cookies" for at least 10 euros, to get 50% off sale. But if he buys for more than 100 euros, the discount is no longer given. We need to choose "Value same" in Qualifications Tab and enter 10 in min.value field, and 100 in max.value field. In the Benefits Tab we need to choose "Percentage off", enter 50 in "Percentage" field and select "Sale". So now every time a customer buys "Cookies" for 10 to 100 euros, he gets 50% off the whole bill. Please see the images below.

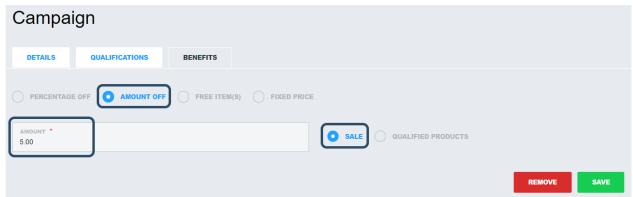
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DETAILS QUALIFICATIONS BENEFITS	
	① ADD NEW QUALIFICATION
SALES VALUE VALUE SAME QUANTITY SAME QUANTITY ANY	^
MIN. VALUE * 10.00 MAX. VALUE 100.00	
SEARCH PRODUCTS Cool	V
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Cookie Cookie -x Cookie (2) SLUEBERRY COOKIE CHOCOLATE COOKIE	
mpaign	
ETAILS QUALIFICATIONS BENEFITS	
PERCENTAGE OFF AMOUNT OFF FREE ITEM(S) FIXED PRICE	
CENTAGE *	



Qualification: Value same. Benefit - amount off sale.

Customers have to spend at least 10.00 euros on "Cookies", to get 5.00 euros off sale. We need to choose "Value same" in Qualifications Tab and enter 10.00 in min.value field. In the Benefits Tab we need to choose "Amount off", enter 5.00 in the "Amount" field and select "Sale". As a result, every time a customer spends at least 10.00 euros on "Cookies", he gets 5.00 euros off the whole bill.







Qualification: Value same. Benefit - amount off qualified items.

Customers have to spend at least 15.00 euros on "Cookies", to get 2.00 euros each for qualified products. We need to choose "Value same" in Qualifications Tab and enter 15.00 in min.value field. In the Benefits Tab we need to choose "Amount off", enter 2.00 in the "Amount" field and select "Qualified products". As a result, every time a customer spends at least 15.00 euros on "Cookies", he gets 2.00 euros off each "Cookies".

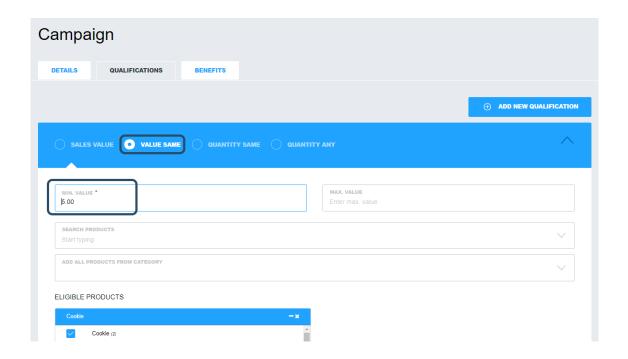
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ETAILS	QUALIFICATIONS	BENEFITS		
				① ADD NEW QUALIFICATIO
SALES VA	ALUE VALUE SAME	QUANTITY SAM	IE QUANTITY ANY	^
MIN. VALUE * 15.00			MAX. VALUE Enter max. value	
SEARCH PROD	DUCTS			· ·
ADD ALL PROI	DUCTS FROM CATEGORY			

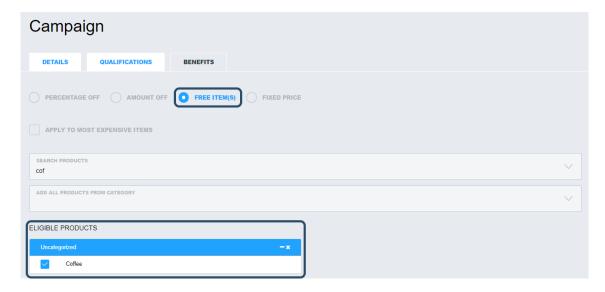
Campaign	
DETAILS QUALIFICATIONS BENEFITS	
PERCENTAGE OFF AMOUNT OFF FREE ITEM(S) FIXED PRICE	
2.00	SALE QUALIFIED PRODUCTS
	REMOVE



Qualification: Value same. Benefit - free item.

Customers have to spend at least 15.00 euros on "Cookies", to get free "Coffee". We need to choose "Value same" in Qualifications Tab and enter 5.00 in min.value field. In the Benefits Tab we need to choose "Free item", select "Eligible products" and select "Coffee" as an eligible product. As a result, every time a customer spends at least 5.00 euros on "Cookies", he gets free "Coffee". Please see the images below.







Qualification: Value same. Benefit - fixed price. Extra - max.value.

Customers have to spend 15.00 euros on "Coffee" (not more or less) and then "Coffee" will cost 10,00 euros after the campaign is applied. We need to choose "Value same" in Qualifications Tab, enter 15.00 in min.value field and 15.00 in max.value field. In the Benefits Tab we need to choose "Fixed price", and enter 10.00 in "Amount" field. As a result, every time a customer spends 15.00 euros on "Coffee", it will cost him 10.00 euros instead.

Please see the images below.

PERCENTAGE OFF AMOUNT OFF FREE ITEM(S) FIXED PRICE

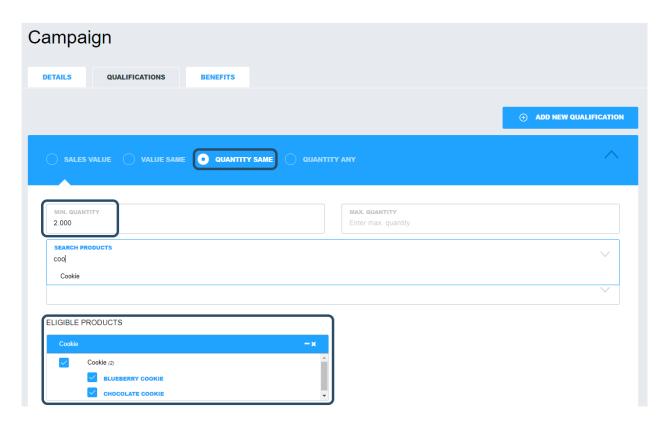
10.00

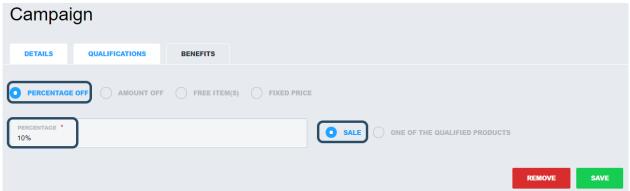
				① ADD NEW QUALIFICATIO
SALES V	VALUE NAME NAME NAME NAME NAME NAME NAME NAM	E QUANTITY SAME	QUANTITY ANY	^
MIN. VALUE * 15.00			MAX. VALUE Enter max. value	
SEARCH PRO	DUCTS			· ·
ADD ALL PRO	DUCTS FROM CATEGORY			V
Uncategoriza			-x	



Qualification: Quantity same. Benefit - percentage off sale.

Customers have to buy at least 2 "Cookies" to get 10% off the whole bill. We need to choose "Quantity same" in Qualifications Tab, enter 2.00 in the min.quantity field and select "Cookies" as an eligible product. In the Benefits Tab we need to choose "Percentage off", enter 10.00 in the "Percentage" field and select "Sale". As a result, every time a customer will buy at least 2 "Cookies" he will get 10% of the whole bill.







Qualification: Quantity same. Benefit - percentage off one of the qualified products.

Customers have to buy at least 3 "Cookies" in order to get 50% off the third "Cookies" product. For example, if he buys 2 "Cookies" he will get 50% off the next "Cookie" he buys. It is an iterative campaign, meaning, every 3rd "Cookies" will get 50% off. We need to choose "Quantity same" in Qualifications Tab, enter 3.00 in the min.quantity field and select "Cookies" as an eligible product. In the Benefits Tab we need to choose "Percentage off", enter 50.00 in the "Percentage" field and select "One of the qualified products". As a result, if three "Cookies" will be added to the bill, one of the "Cookies" will get a 50% discount. **Please see the images below.**

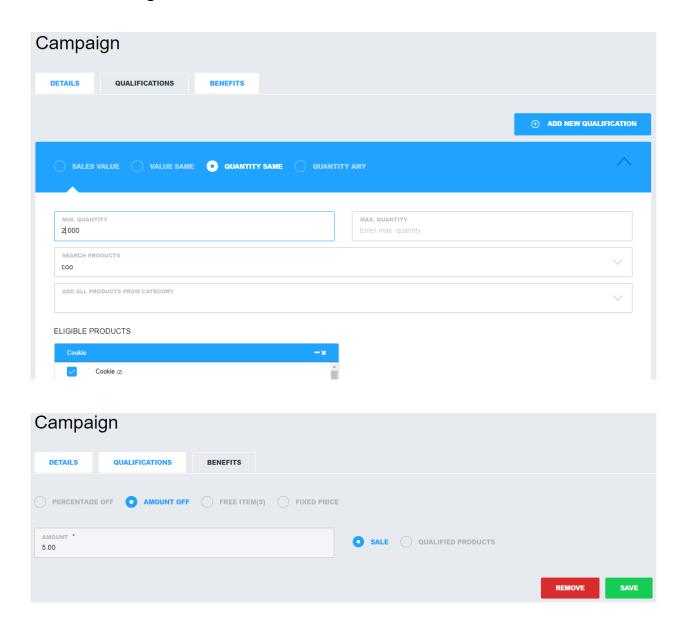
ampaig	QUALIFICATIONS	BENEFITS			
					① ADD NEW QUALIFICATIO
SALES VAL	LUE VALUE SAME	QUANTITY SAME	QUANTITY ANY		^
MIN. QUANTITY 3,000			MAX. QUA Enter ma	NTITY x. quantity	
SEARCH PRODUC	CCTS				· ·
ADD ALL PRODU	JCTS FROM CATEGORY				V

Campaign	
DETAILS QUALIFICATIONS BENEFITS	
PERCENTAGE OFF AMOUNT OFF FREE ITEM(S) FIXED PRICE	DE
PERCENTAGE * 50%	SALE ONE OF THE QUALIFIED PRODUCTS
	REMOVE



Qualification: Quantity same. Benefit - amount off sale.

Customers have to buy at least 2 "Cookies" in order to get 5.00 euros off the whole bill. It is an iterative campaign, meaning, after every second "Cookies" is added to the bill, 5.00 euros will be subtracted off the bill. We need to choose "Quantity same" in Qualifications Tab, enter 2.00 in the min.quantity field and select "Cookies" as an eligible product. In the Benefits Tab we need to choose "Amount off", enter 5.00 in the "Amount" field and select "Sale". As a result, every second "Cookies" added to the bill will subtract 5.00 euros off the bill.



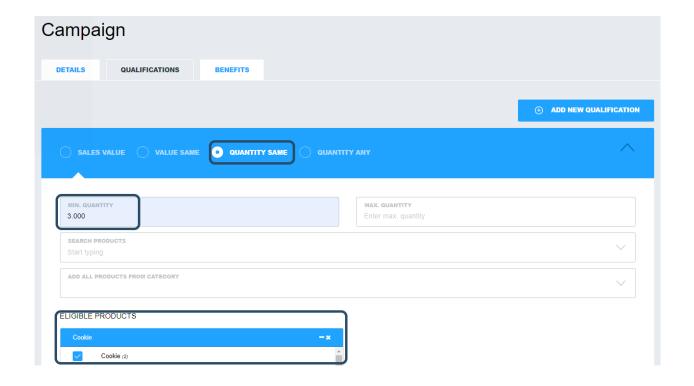


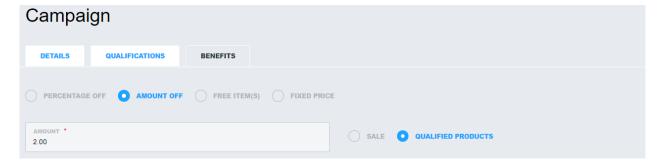
Qualification: Quantity same. <u>Benefit</u> - amount off qualified products. Extra – max.benefit items.

Customers have to buy at least 3 "Cookies" in order to get 2.00 euros off each "Cookies" product. It is an iterative campaign, meaning, every 3rd "Cookies" campaign will give 2.00 euros off for each "Cookies". But let's say you only want to give this discount to 5 items maximum. In Details Tab 5 needs to be entered in max.benefit items fields. We need to choose "Quantity same" in Qualifications Tab, enter 3.00 in the min.quantity field and select "Cookies" as an eligible product. In the Benefits Tab we need to choose "Amount off", enter 2.00 in the "Amount" field and select "qualified products". As a result, when a customer buys 3 "Cookies" in total he'll get 6 euros off, if he'll buy 6 "Cookies", he'll get no more than 10 euros off (2.00 euros per 5 benefit items).

Campaign	
DETAILS QUALIFICATIONS BENEFITS	
NAME * 12. Quantity same amount of qualified products	VALID PERIOD * 22.09.2020 / 22.10.2020
MAX DISCOUNT Enter max discount	DESCRIPTION Enter a description
MAX BENEFIT ITEMS 5.000	
CUSTOMER GROUP No customer group	
RANK *	
RESTRICT TO SHOPS Start typing to add shops	



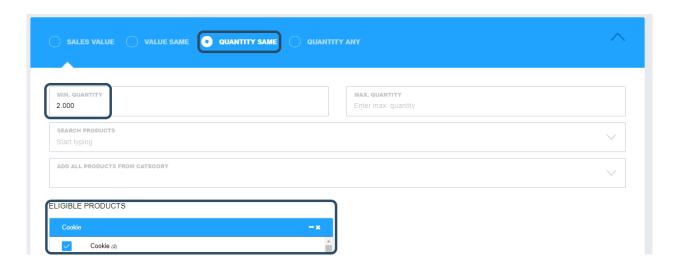


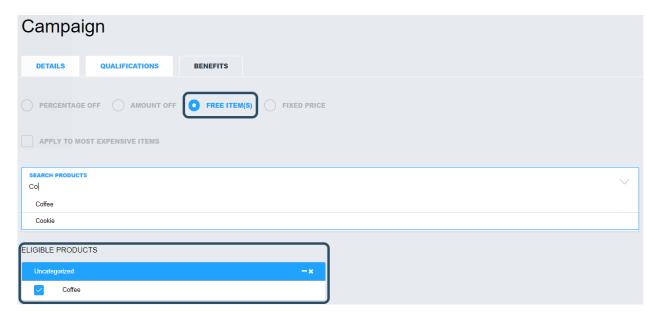




Qualification: Quantity same. Benefit - free item.

Customers have to buy at least 2 "Cookies" in order to get "Coffee" for free. It is an iterative campaign, meaning, after every second "Cookies" is added to the bill "Coffe" will be free. We need to choose "Quantity same" in Qualifications Tab, enter 2.00 in the min.quantity field and select "Cookies" in Products. In the Benefits Tab we need to choose "Free item", select "Eligible products" and select "Coffee" as eligible products. As a result, every second "Cookies" customer buys he will get free "Coffee".







Qualification: Quantity same. Benefit - fixed price.

Customers have to buy at least 5 "Cookies" in order to have a fixed price of 6.00 euros total. It is an iterative campaign, meaning, every 5th "Cookies" is added to the bill, the total price of all "Cookies" will be 6.00 euros. We need to choose "Quantity same" in Qualifications Tab, enter 5.00 in the min.quantity field and select "Cookies" as an eligible product. In the Benefits Tab we need to choose "Fixed price", and enter 6.00 in the "Amount" field.

Campai	gn				
DETAILS	QUALIFICATIONS	BENEFITS			
					ADD NEW QUALIFICATION
SALES V	VALUE VALUE SAMI	QUANTITY:	SAME QUANTITY	ANY	^
MIN. QUANTI	ТҮ			MAX. QUANTITY Enter max. quantity	
SEARCH PRO	DUCTS				V
					V
Cookie	ODUCTS cookie (2)		-x		
Campai	an				
Campai	9''				
DETAILS	QUALIFICATIONS	BENEFITS			
PERCENTAGE	OFF AMOUNT OFF	FREE ITEM(S) FIXED PRICE		
AMOUNT * 6.00					



Qualification: Quantity any. Benefit - percentage off sale.

Customers have to buy at least 2 of either "Cookies" or "Cupcakes", or two of the same eligible product to get 10% off the whole bill. We need to choose "Quantity any" in Qualifications Tab, enter 2.00 in the min.quantity field and select "Cookies", "Cupcakes" as eligible products. In the Benefits Tab we need to choose "Percentage off", enter 10.00 in the "Percentage" field and select "Sale". So now every time a customer buys at least 2 "Cookies" or "Cupcakes" or 1 "Cookies" and 1 "Cupcakes" he will get 10% of the whole bill.

Campaign		
DETAILS QUALIFICATIONS BENEFITS		
		ADD NEW QUALIFICATION
SALES VALUE VALUE SAME QUANTITY SAME	TITY ANY	^
MIN. QUANTITY 2.000	MAX. QUANTITY Enter max. quantity	
SEARCH PRODUCTS Start typing		~
ADD ALL PRODUCTS FROM CATEGORY		~
ELIGIBLE PRODUCTS		
Cookie Cookie (2)	Uncategorized Cupcakes	-×
Count (2)	Oupcanes	
Campaign		
DETAILS QUALIFICATIONS BENEFITS		
PERCENTAGE OFF AMOUNT OFF FREE ITEM(S) FIXED PRICE	E	
PERCENTAGE * 10%	SALE QUALIFIED PRODUCTS	REMOVE SAVE



Qualification: Quantity any. Benefit - percentage off the qualified products.

Customers have to buy at least 2 of either "Cookies" or "Cupcakes", or two of the same eligible products to get 50% off qualified products. It is an iterative campaign, meaning, buying 3 "Cookies" or 3"Cupcakes" or a mix of 3 eligible products will give 50% off for all qualified products bought. We need to choose "Quantity any" in Qualifications Tab, enter 3.00 in the min.quantity field and select "Cookies" in Products. In the Benefits Tab we need to choose "Percentage off", enter 50.00 in the "Percentage" field and select "qualified products". So now every third "Cookies"/"Cupcakes" customer buys, it will give him 50% off for all three eligible items.

ADD NEW QUALIFICATION
v

Campa	ign						
DETAILS	QUALIFICATIONS	BENEFITS					
PERCENTAG	E OFF AMOUNT OFF	FREE ITEM(S)	FIXED PRICE				
PERCENTAGE * 50%				SALE	QUALIFIED PRODUCTS		
						REMOVE	SAVE



Qualification: Quantity any. Benefit - amount off sale.

Customers have to buy at least 2 of either "Cookies" or "Cupcakes", or two of the same eligible product to get 5 euros off the whole bill. It is an iterative campaign, meaning, every 2 "Cookies"/"Cupcakes"/Mix of these 2 customer buys, he gets 5.00 euros off the bill. We need to choose "Quantity any" in Qualifications Tab, enter 2.00 in the min.quantity field and select "Cookies" and "Cupcakes" in Products. In the Benefits Tab we need to choose "Amount off", enter 5.00 in the "Amount" field and select "Sale". So now every second "Cookies"/"Cupcakes"/Mix of these customer buys he will get 5.00 euros of the bill. **Please see the images below.**

Campaign	
DETAILS QUALIFICATIONS BENEFITS	
	① ADD NEW QUALIFICATION
SALES VALUE VALUE SAME QUANTITY SAME QUANTITY ANY	^
MIN. QUANTITY 2 000 MAX. QUANTITY Enter max. quantity	
SEARCH PRODUCTS Start typing	~
ADD ALL PRODUCTS FROM CATEGORY	V
ELIGIBLE PRODUCTS	
Cookie Cookie (2) Uncategorized Cupcakes	-x
Campaign	
DETAILS QUALIFICATIONS BENEFITS	
PERCENTAGE OFF AMOUNT OFF FREE ITEM(S) FIXED PRICE	
AMOUNT * 5.00 QUALIFIED PRODUCTS	

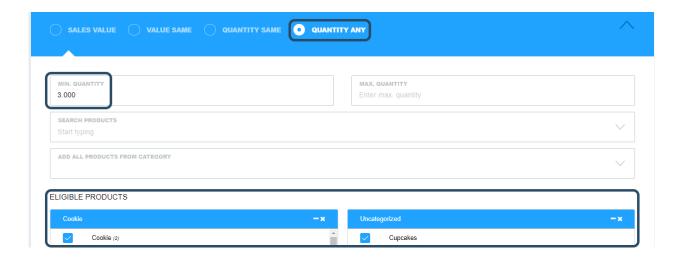


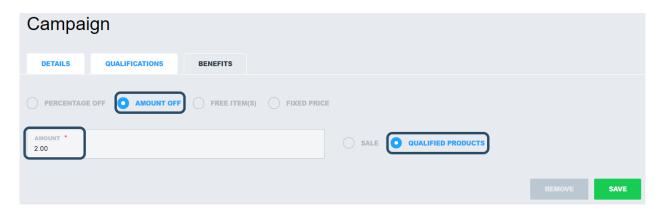
Qualification: Quantity any. <u>Benefit</u> - amount off qualified products. Extra – max.benefit items.

Customers have to buy at least 3 "Cookies"/"Cupcakes"/a mix of eligible products in order to get 2.00 euros off each "Cookies"/"Cupcakes" product added to the bill. It is an iterative campaign, meaning, every 3rd "Cookies"/"Cupcakes"/mix of those products are added to the bill campaign will give 2.00 euros off for all 3 items. But let's say you only want to give this discount to 5 items maximum. In Details Tab 5.00 needs to be entered in max.benefit items. We need to choose "Quantity any" in Qualifications Tab, enter 3.00 in the min.quantity field and select "Cookies" and "Cupcakes" in Products. In the Benefits Tab we need to choose "Amount off", enter 2.00 in the "Amount" field and select "qualified products". So when a customer buys 3 "Cookies" /"Cupcakes"/mix of eligible products he'll 6.00 euros off. Nonetheless, if a customer adds 3 more eligible items, the discount will only be applied to 5 products. Please see the images below.

NAME * 18. Quantity any amount off qualified products	VALID PERIOD * 22.09.2020 / 30.10.2020
MAX DISCOUNT Enter max discount	DESCRIPTION Enter a description
MAX BENEFIT ITEMS 5.000	
CUSTOMER GROUP No customer group	
RANK * 1	
RESTRICT TO SHOPS Start typing to add shops	



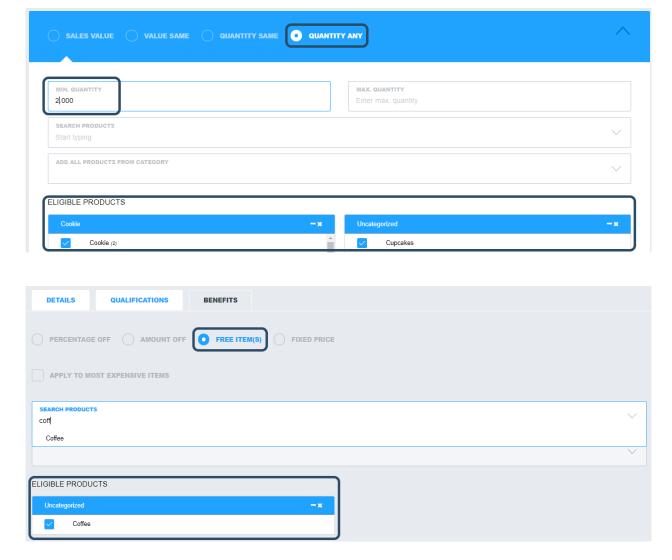






Qualification: Quantity any. Benefit - free item.

Customers have to buy 2 "Cookies"/"Cupcakes"/mix of these eligible products and in order to get "Coffee" for free. It is an iterative campaign, meaning, every second "Cookies"/"Cupcakes"/mix of these products is added to the bill, "Coffee" will be free. We need to choose "Quantity any" in the Qualifications Tab, enter 2.00 in the min.quantity field and select "Cookies" and "Cupcakes" as eligible products. In Benefits Tab we need to choose "Free item", select "Benefit products" and select "Coffee" as an eligible product. So now every second "Cookies"/"Cupcakes"/mix of those eligible products the customer buys he will get "Coffee" for free.

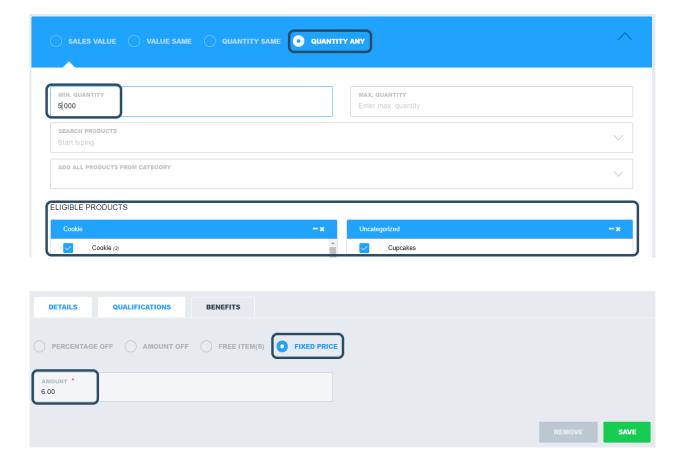




Qualification: Quantity any. Benefit - fixed price.

Customers have to buy 5 "Cookies"/"Cupcakes"/mix of these products in order to have a fixed price of 6.00 euros total. It is an iterative campaign, meaning, every fifth

"Cookies"/"Cupcakes"/mix of these products is added to the bill, the total will be 6 euros. We need to choose "Quantity any" in the Qualifications Tab, enter 5.00 in the min.quantity field and select "Cookies" and "Cupcakes" as an eligible product. In the Benefits Tab we need to choose "Fixed price", and enter 6.00 in the "Amount" field. So now every 5th "Cookies"/"Cupcakes"/mix of these products a customer buys, the total will be 6.00 euros. Please see the images below.





3. Predefined discounts

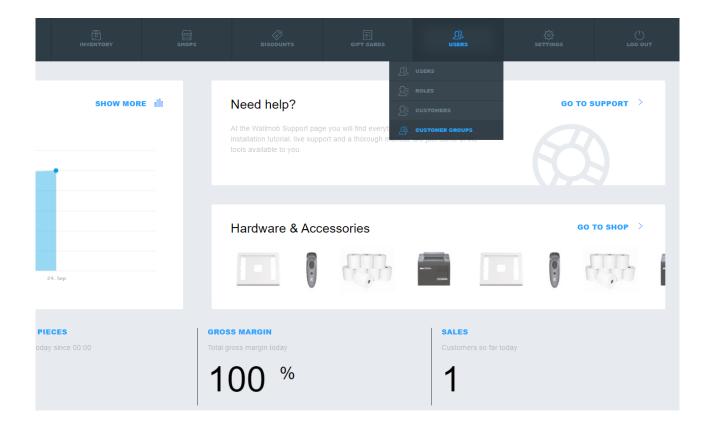
What Predefined discounts used for?

Predefined discounts are used when you have different customer groups in the store. For example, customers who are gold, silver or bronze customers receive a predefined discount on the entire sale, specific categories or products.

Add a predefined discount

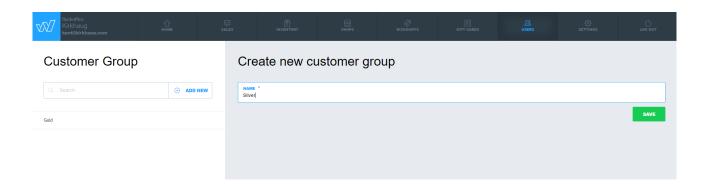
1. First you have to create customer groups in Backoffice (most common use for predefined discount)

Go to **USERS** - **CUSTOMER GROUPS**.

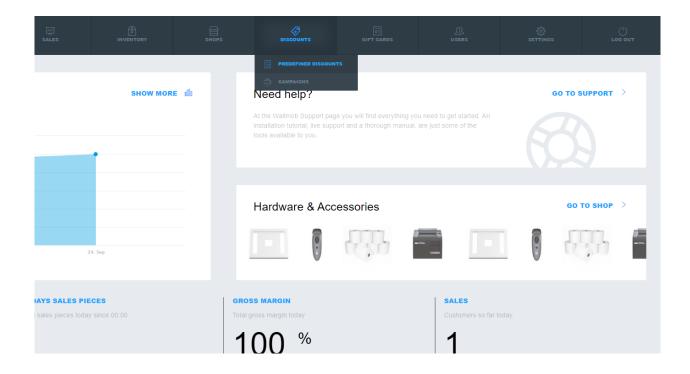




2. Create new customer group/ groups



3. Go to **DISCOUNTS** - **PREDEFINED DISCOUNTS** i Backoffice.

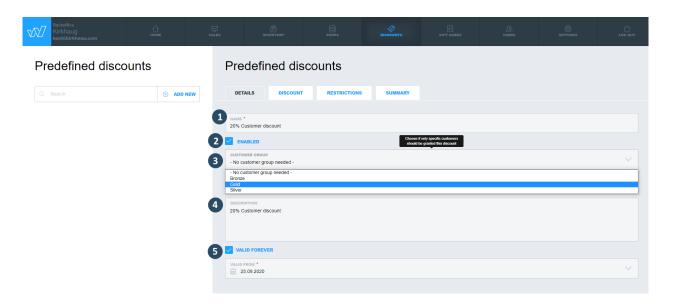




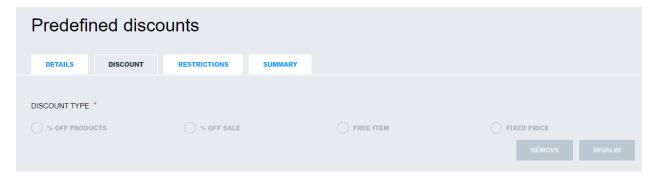
- 4. Go to **DETAILS** Tab and fill in information about the predefined discount.
 - 1. Set name for predefined discount. (required)
 - 2. Enable/ disable discount.
 - 3. Choose if only specific customer groups should be granted this discount.

 Leave blank if you want to give a predefined discount to the customer or not.

 e.g. to give a discount to an employee.
 - 4. Fill in description.
 - 5. Specify when the discount should be available from.



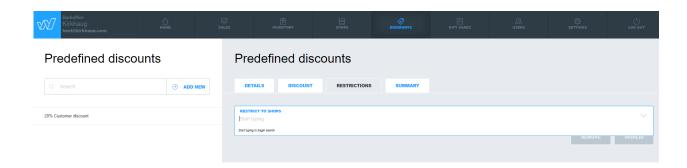
5. Go to the **DISCOUNT** Tab and choose the type of discount.



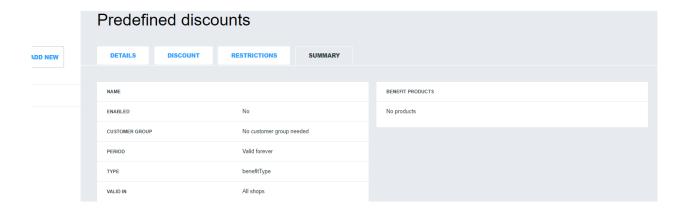
- % Off product: Percentages off specific product(s), or entire product category.
- % Off sale: Set percent off total sales.
- Free item: Products that should be free of charge with this discount.
- **Fixed price**: A fixed price on selected products.



6. Go to the **RESTRICTIONS** tab to restrict predefined discounts to selected stores



7. Go to the **SUMMARY** tab to see details for your predefined discount.





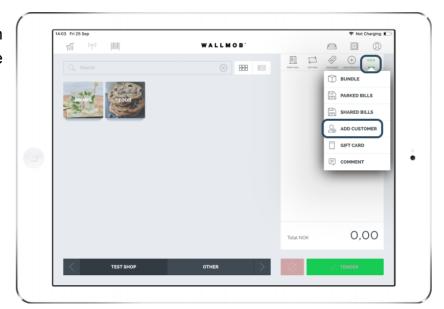
Add customers to customer groups.

This can be done in two ways, from POS/ register or in Backoffice.

1. Add customers from POS/ register.

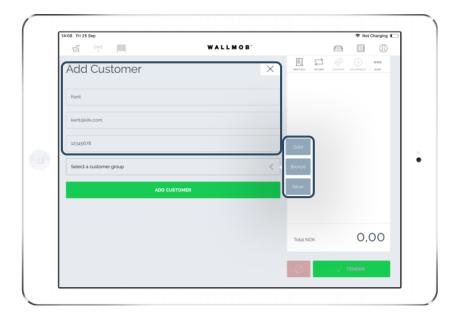
Press the "**MORE**" button in the right hand corner in the receipt window.

Select "ADD CUSTOMER"



Add customer information and select the customer group.

When finished, Press the green "ADD CUSTOMER" button.



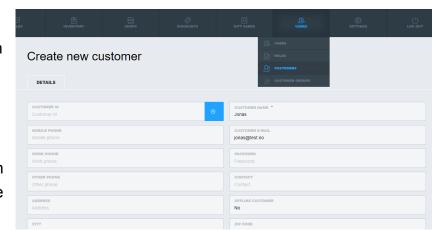


2. Add customers from Backoffice.

In Backoffice, go to USERS - CUSTOMERS, in the top menu.

Fill in detail for customers.

In the bottom, set which customer groups the customer belongs to.
See the images below.

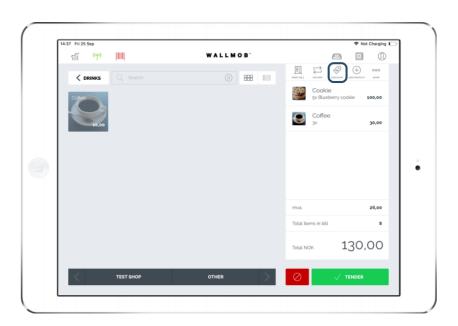




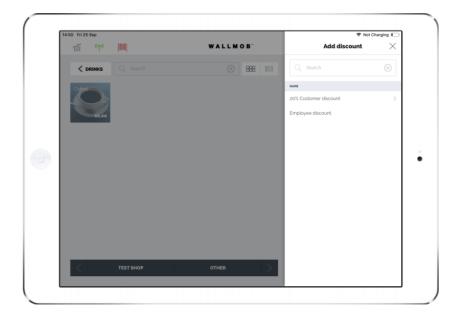


Use of predefined discount in POS/ register

After products had been added, press the "**DISCOUNT**" button.



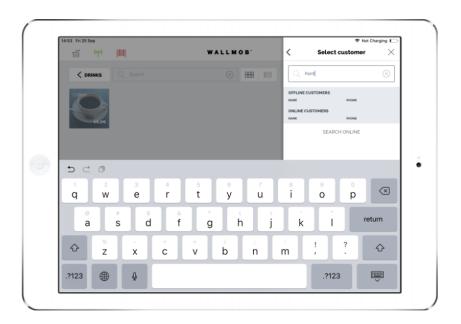
Add a discount in the right part of the screen.



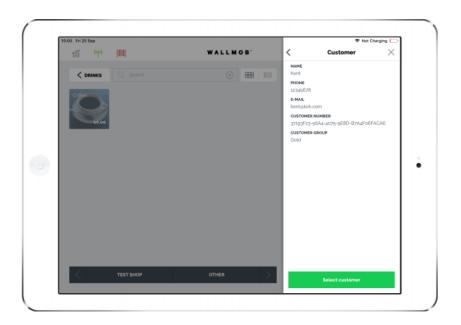


Select customer/ search for customer.

If the customer does not show up, hit the SEARCH ONLINE.



Select customer, and hit the green "Select customer" button.





Now you have given the customer the predefined discount.

