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# **Promo Manager**

# **Adding Products to a Promotion Event**

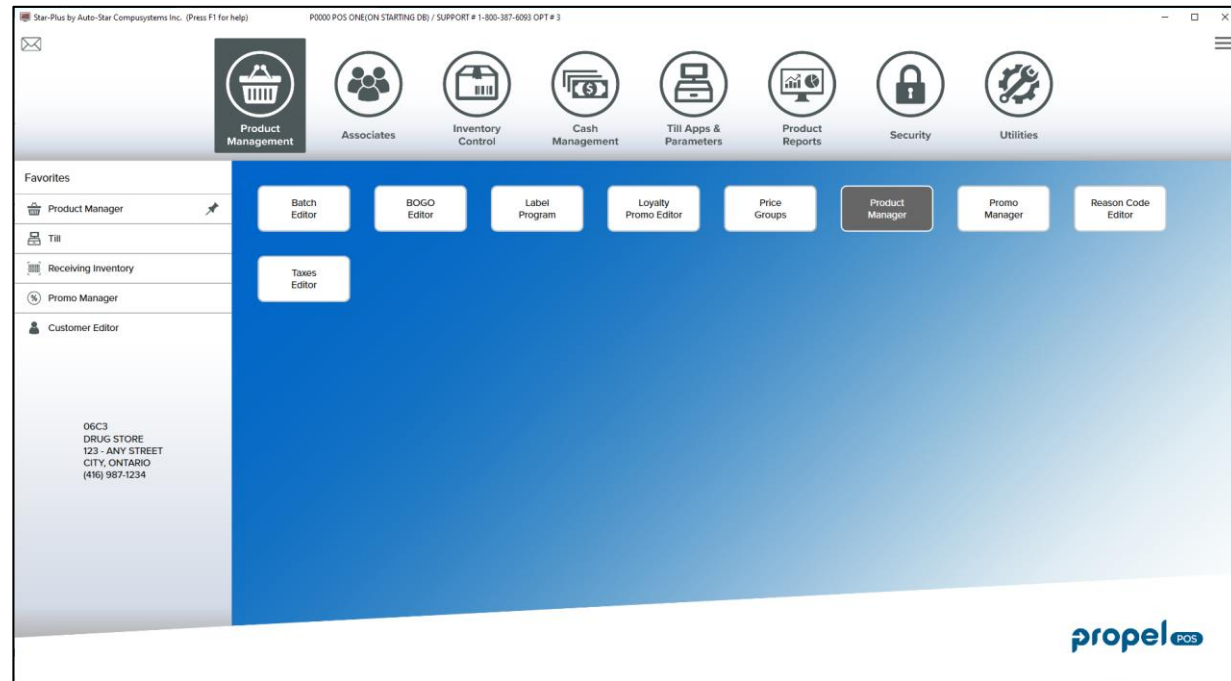
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## Promo Manager: Adding Products to a Promotional Event


- During a promotional event, you may want to remove a promotional item, or add one, or modify an item's promotional price.
- Changes, additions, or deletions to the prices of promotional items can be made using the Product Manager.

1. Click the **Product Management** icon.
  - The function buttons that appear are related to the Product Management in the Application bar above.
2. Click the **Product Manager** function button.



# Product Manager: Adding a Product to a Promotional Event (cont'd)

3. Scan or type the **Bar Code**.

 When typing in a bar code, do not type in any number that appears in the far right, past the bar code image (the 12<sup>th</sup> digit)




4. Click the **Promo** tab.

- All current promotional events display as well as any upcoming (next 90 days) promotional events in which the product is featured.

5. Click the **Insert** button.

6. Click the look up button in the **Event** field.

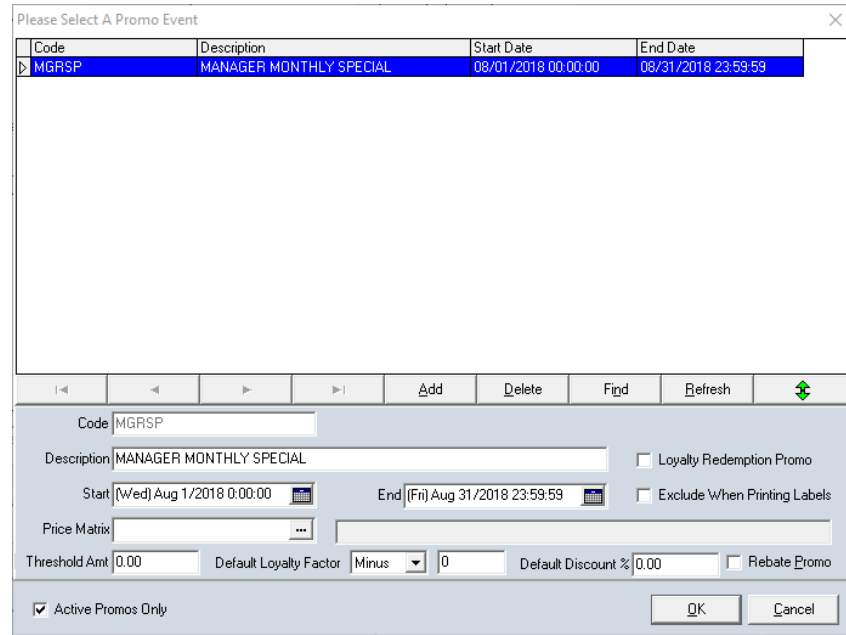


Clicking the look up icon  will display a list of promotional Event names.

# Product Manager: Adding a Product to a Promotional Event (cont'd)

All the current promotional events and those scheduled to start or end within 90 days appear in the list.

- 7. Click to select the promotional **Event**.
- 8. Click the **OK** button.



Details of the promotional event display in the fields in the window.

- 9. Select the **Price Method**.
  - Clicking on the drop-down arrow will display all the different price methods.
- 10. Type the **Promo Retail** price.
- 11. Click the **Add** button.

