

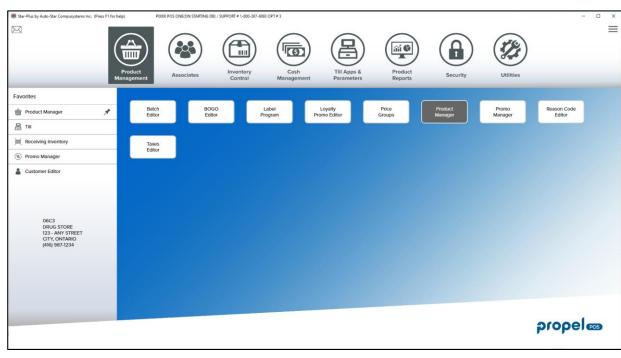
## **Promo Manager Adding Products to a Promotion Event**

Pharmacy Technology Solutions — Issued October 2023

## 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.

🖶 Product Manager						- 0	×
Bar Code 06210700421	Eineline CW		Report Desc. ADVIL CLD&SIN	I PLUS			
CODE 1	Active? No 💌		POS Desc. ADVIL CLD&SIN	I PLUS			
CODE 2	Price Group		Phase Out? No 💌	Created By Till?	No	Number Of Products	19767
CODE3	Linked Item		Loyalty Points 0		Created	(Wed) Jan 14/2015	6:05:41
Case UPC	Size		<u>и</u> ом		Modified	(Wed) May 10/2023	2:03:05
					Last Sold		
		_	-		Activated	N/A	
General   Sales History   Sales Parameters   F	- 1	-	-	bels Controlled Products			
	(	Regular Promos	C Loyalty Promos				
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Event Description	[Pi	rice	Loyalty Factor Start	Stop		Def. Dis	count
4							•
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Promo Retail 0.00	Break Qty. 1	Special Price 0.00	Regular Price Info	rmation		Promo Billback 0.00	0
Mix 'n Match		Margin	Price Method	1 Regular Retail	0.00		
			Break Qty.	1 Special Price	0.00		
Loyalty Factor Minus 💌 0	Promo Cost 0.000	Promo P.A. 0.000					
Taxes		Com	nents		_		
HST13 THST5					▲		
					v		Legend
	Y				-		
HELP PREVIOUS F1 F2	NEXT DELETE F3 F4	ADD F5	FIND F6	SAVE LABEL F7 F8		F9 F	OSE

Please Enter Promo	p Information	>
Event		
Price Method	1 - Regular Retail	
Promo Retail	0.00	
Break Qty.	1	
Special Price	0.00	
Mix 'n Match		
Loyalty Factor	Minus 🔍 0	
	CaseUnit	
Reg Cost	0.000 4.690	
Net Reg Cost	0.000	
Promo Cost Diff	0.000 0.000 <u>Add</u> <u>Apply</u> <u>Cancel</u>	
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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  $\underline{A}dd$  button.

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Code	Description			Start Date		End Date	
MGRSP	MANAGER MI	ONTHLY SPECIAL		08/01/2018 00:	00:00	08/31/2018 23:59	:59
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Start (Wed)	Aug 1/2018 0:00:00	🗾 Er	nd (Fri) Aug 31	/2018 23:59:59		Exclude When	Printing Labels
Price Matrix							
Threshold Amt 0.00	Default Lov	alty Factor Minus	• 0	 Default (	Discount % 0		Rebate <u>P</u> romo
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Active Promos Or	ly .					<u>0</u> K	Cancel
lease Enter Pron	no Information						×
F	- Henen						
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