

How to Set Discounts on the myPOS EPOS System

Examples of discounts in the myPOS EPOS System:

- Whole order discount - this will give in the example 10% off all items on the order
- Line item discount - this will give as an example 10% of the item you have just rung through
- Managers discount - this will give any discount the manager types in

Whole order discounts:

1. In the back office PC log in
2. Click on 'System Setup'
3. Click on 'POS Control Data'
4. Click on 'Discounts'
5. Click on 'New Record'
6. Enter an Identifier e.g. '10% Discount'
7. Click on Discount Type and change to 'Percentage'
8. Click on Discount value and type in 10
9. On the pull down menus click on 'Data' and then 'Save Record'
10. Exit out of back office
11. Restart till to read new data setup including this new discount
12. Log in and sell items
13. Press 'Sub total' and then 'Deduct' button
14. Select discount required

Line item discount:

1. In the back office PC log in
2. Click on 'System Setup'
3. Click on 'PLU / Item Management'
4. Click on 'Departments'
5. Click on 'New Record'
6. Enter an Identifier called 'Discounts'
7. Enter a level of 2
8. Make hot key line1 and 2 logical (these are the words you will see on the Button on the till) e.g. 'Discount' and '10%'
9. On the pull down menus click on 'Data' and then 'Save Record'
10. Exit the Departments screens and click on 'Items /PLUs'
11. Click on 'New Record'
12. Click on 'New Record'
13. Enter an identifier as offered
14. Enter a description where the last three characters are the amount and percentage e.g. Discount 10%
Discount 25%
15. Make department level1 'Manager' and department2 'Discounts'
16. On the pull down menus click on 'Data' and then 'Save Record'
17. Exit the PLU screen and click on 'Item Keys'
18. Click on the 'Hot keys button' on the bottom left
19. Click on the menu to add this item to
20. Click on any item and then press the Add button
21. Scroll to the bottom of the list and the new discount item
22. Exit out of back office
23. Restart till to read new data setup including this new item
24. Log in and sell items
25. Press the menu button and then the new items you created, e.g. deduct 10%

Manager's discounts:

1. Start till
2. Log in and sell items
3. Enter discount required using the numeric pad in pence, e.g. for £9.95
4. Type in 995
5. Press 'Specials' and then 'Managers Discount' button
6. Multiple entries can be made this way