
How to set up Line Item Discounts

1. Log into the Back Office PC
2. Click on 'System Set Up'
3. Click on 'PLU/Item Management'
4. Click on 'Departments'
5. Click on 'New Record'
6. Enter a 'Department' name of **Discounts**
7. Enter a 'Level of **2**
8. On the pull down menus click on 'Data' and then 'Save Record'
9. Exit out of 'Departments'

10. Click on 'Item Keys'
11. Click on 'New Record'
12. Enter a meaningful **Description**
13. Enter a 'Hot Key' line 1 & 2 (i.e. Discount 50%)
14. On the pull down menus click on 'Data' and then 'Save Record'
15. Exit out of 'Item Keys'

16. Click on 'PLU/Item Management'
17. Click on Items/PLUs
18. Click on 'New Record'
19. Enter a 'Description' where the last 3 characters are the percentage discount amount (i.e. Discount 50)
20. Enter 'Department 1' as **Manager**
21. Enter 'Department 2' as **Discount**
22. Enter a 'Hot Key' line 1 & 2
23. Enter a 'Price Type' of **Discount**
24. On the pull down menus click on 'Data' and then 'Save Record'
25. Click YES when asked 'Do you want to add this item to a 'Hot Key'' (If you are not prompted to do this then see Support Info – How to add an Item to a Hot Key.
26. Highlight the name of the Hot Key created earlier and click 'Select Item'
27. Exit out of PLU/Item Management
28. Exit out of 'System Setup'
29. Close down myPOS system

30. Restart all tills in order to accept the changes that have been made
31. Log in, and sell the item to be discounted
32. Press the new Discount Key to deduct the percentage amount from the Item
33. Cash off the sale as normal