

## How to set up Manager's 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 **Price Special Disc**
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. Managers Discount)
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' (i.e. Managers Discount)
20. Enter 'Department 1' as **Manager**
21. Enter 'Department 2' as **Price Special Disc**
22. Enter a 'Hot Key' line 1 & 2
23. On the pull down menus click on 'Data' and then 'Save Record'
24. Click YES when asked 'Do you want to add this item to a 'Hot Key''
25. Highlight the name of the Hot Key created earlier and click 'Select Item'
26. Exit out of 'PLU/Item Management'
27. Exit out of 'System Setup'
28. Close down myPOS system
  
29. Restart all tills in order to accept the changes that have been made
30. Log in, and sell the item to be discounted
31. Enter the amount to be discounted from the Item and press the Managers Discount Key
32. Cash off the sale as normal