

Setting up a special in the back office

Temporary price changes from System Manager

ESTIMATED TIME 10 minutes

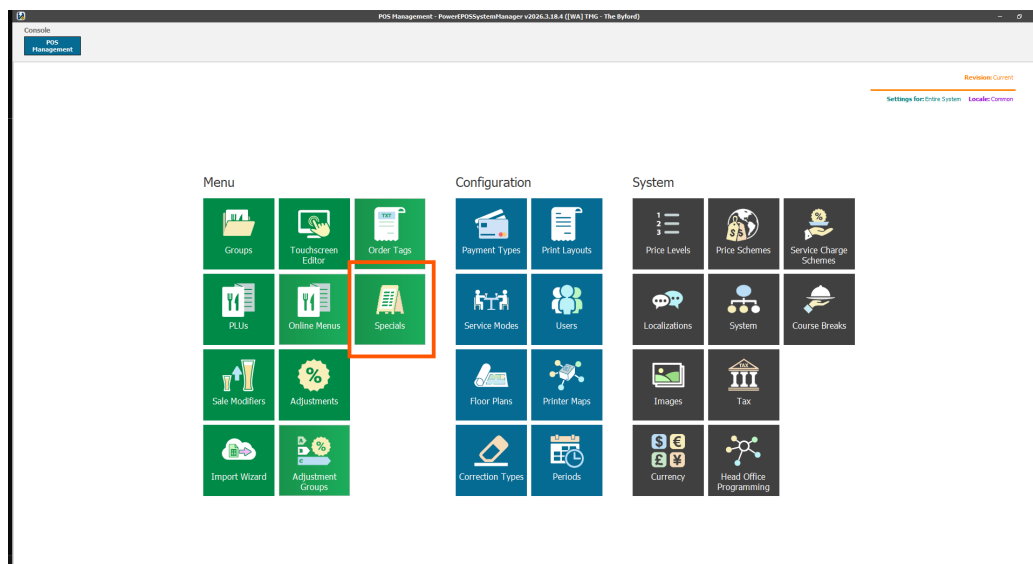
A special is a temporary price for a product that exists already. You set the price and the period it runs for in PowerEPOS System Manager, and publish it to the terminals.

Before you start

- Access to PowerEPOS System Manager, with permission to edit **Specials**.
- The product you are discounting, already set up as a PLU.
- The start and end date and time, and the sale price.

1 Open Specials

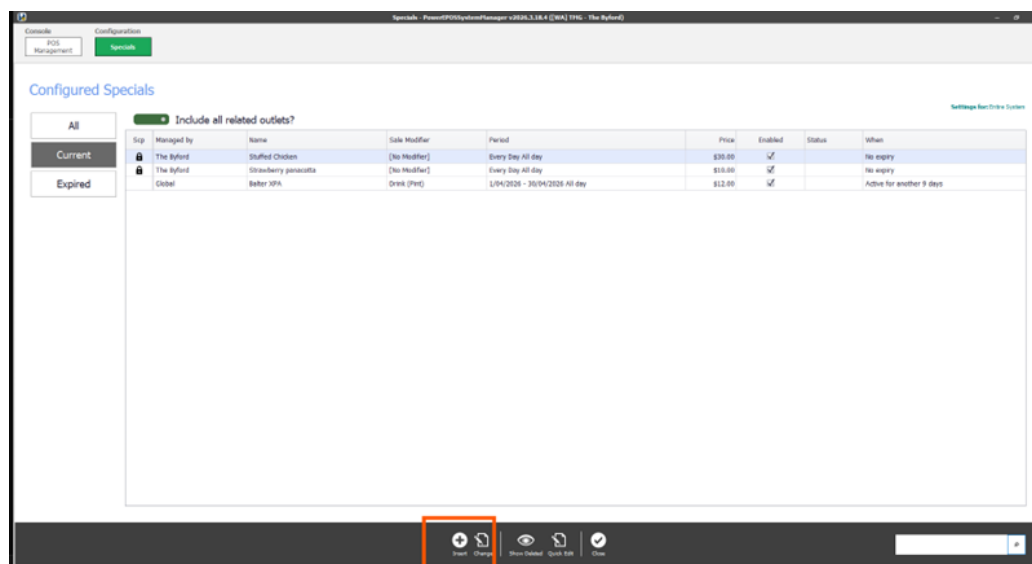
Sign in to PowerEPOS System Manager and open **Specials**.



2

Start a new special

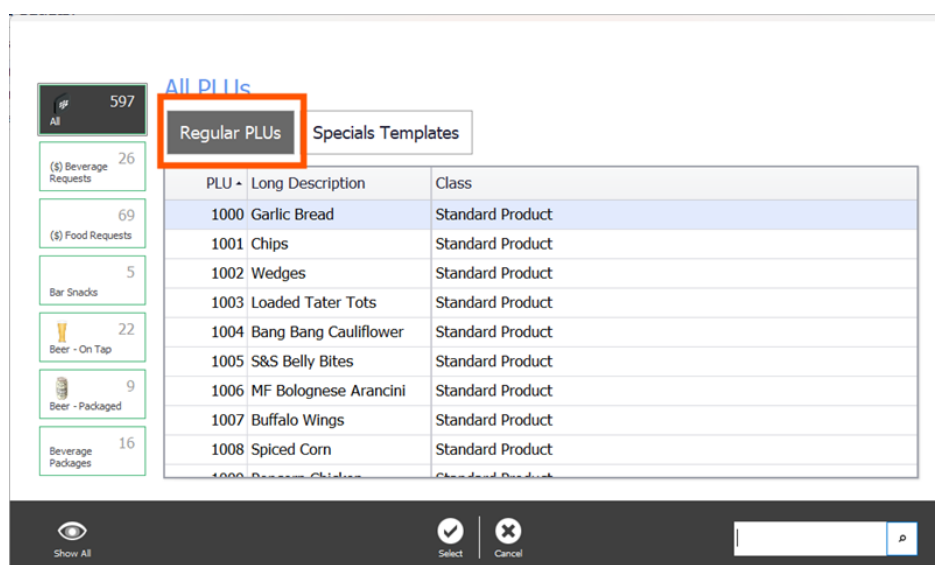
Click **Insert**.



3

Choose the Regular PLUs tab

This special is a price change to a product that already exists rather than a new item, so open the **Regular PLUs** tab.



4

Find the product

Select the PLU you are putting on special from the list.

5

Set the price and the period

Choose the **Sale Modifier** size, then set the price and the period the special runs for. You can build a period here, or pick one that already exists from the list.

The sale modifier size is only needed for a product configured with sizes, such as small, medium and large. Skip it for a single-size product.

6

Save, then publish

Click **Save** to create the special, then **Save** again on the main screen to push it live. The first save only stores the special in System Manager; the terminals see nothing until the second one.

NOTE **Specials start and stop by themselves**

A special switches on and off with the time period set against it. Nothing has to be done on the day to start it or to end it.

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Need a hand? Contact Triniteq Support

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Phone **1300 784 276**

Email **support@triniteq.com**

Our support team is here to help.