

Setting up time periods

Dates and times that drive specials and surcharges

ESTIMATED TIME 10 minutes

A time period is a saved set of dates and times. On its own it does nothing: you attach it to a special, a discount, a surcharge or a button restriction, and that rule then applies only inside the period. The commonest use is a Public Holiday Surcharge that switches itself on for every public holiday of the year.

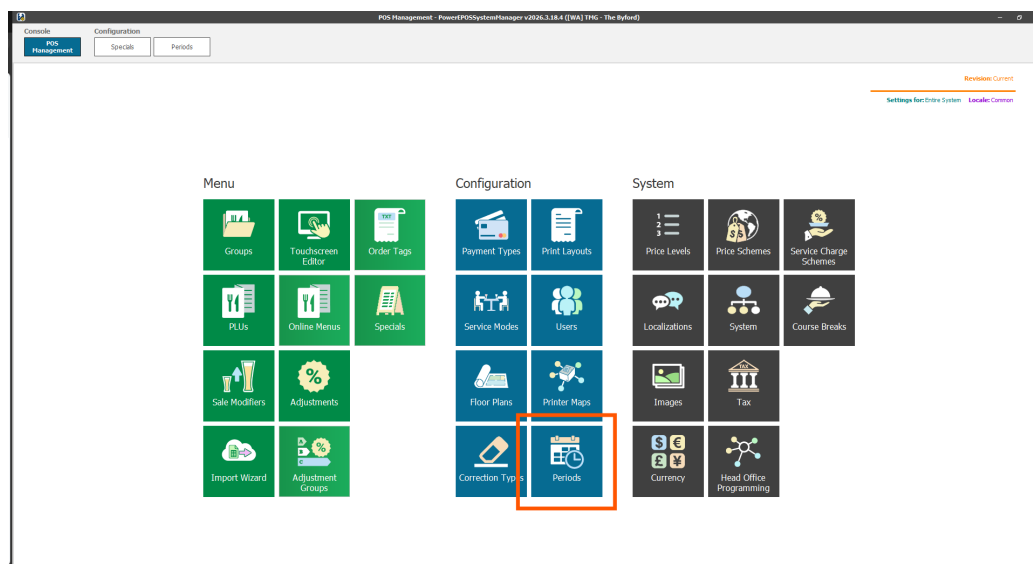
Before you start

- Access to PowerEPOS System Manager, with permission to edit **Periods**.
- The full list of dates and times you want to cover, such as next year's public holidays.
- Whether you are editing a period that already exists or creating a new one.

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Open Periods

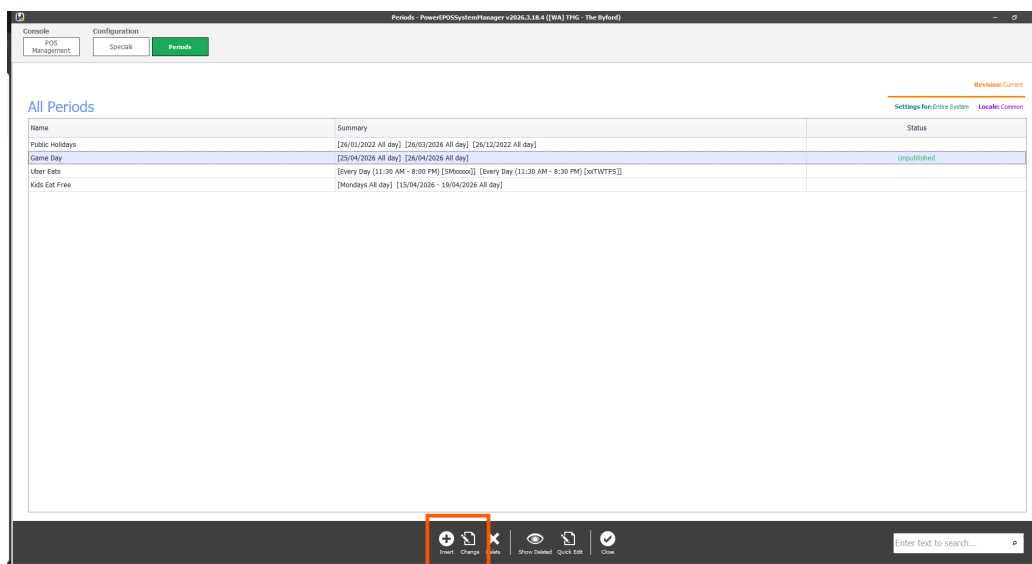
In System Manager, open the **POS Management** console and choose **Periods**, under **Configuration**.



Periods sits in the Configuration column, under Printer Maps.

2 Choose a period, or start a new one

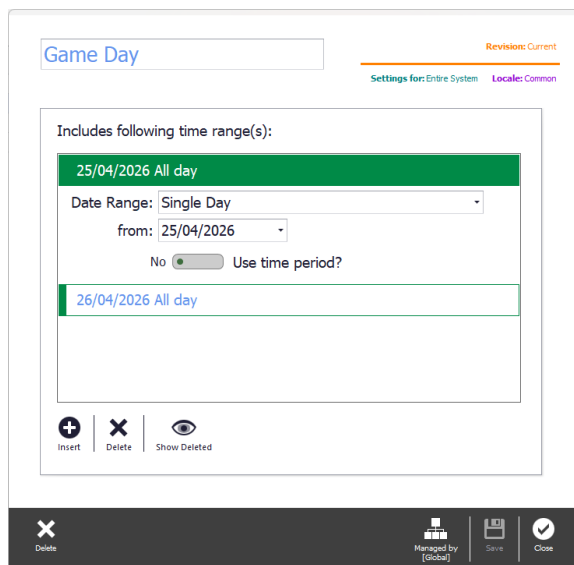
All Periods lists every period with a summary of the dates it covers and whether it has been published. To change one that exists, select it and click **Change**. To make a new one, click **Insert**.



Game Day is marked Unpublished, so it is not on the terminals yet.

3 Name the period and add its dates

Type a name at the top of the screen. Under **Includes following time range(s)**, click **Insert** to add a range and choose its **Date Range** — a single day, a span of dates, or a repeating day of the week. Set **Use time period?** to **Yes** if the range covers part of a day rather than all of it. Add as many ranges as you need: every public holiday for the year can sit in one period.



Each range is a single day, a span, or a repeating day of the week.

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Save and publish

Click **Save**, then **Publish**. Saving alone keeps the change in System Manager; the terminals do not see the period until it is published.

IMPORTANT A period does nothing by itself

Until it is linked to a special, a discount, a surcharge or a button restriction, a time period has no effect on the POS.

NOTE Check your periods once a year

Public holiday dates move. Add next year's dates to the period before they come around rather than on the morning itself.

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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.