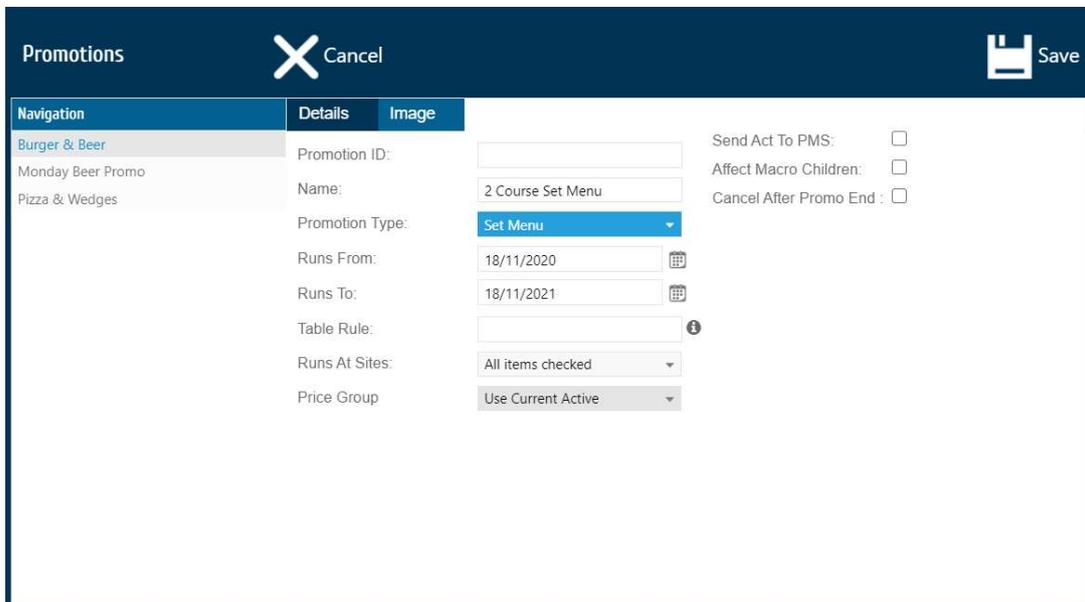


Set Menu Promotion

How to add a Set Menu Promotion

- 1) Whilst in CM hover over **System** on the blue bar and press **Promotions**.
- 2) Press **Add** at the top.
- 3) Give the promotion a name by typing into the **Name** box e.g. 2 Course Set Menu. The name of the promotion will print on the bill/receipt and show in the promotion reports within Business Analytics.
- 4) Select **Set Menu** from the **Promotion Type** dropdown.
- 5) Choose the **Runs From**, and **To** dates by using the calendar icons.
- 6) Choose which sites this promotion should work in from the **Run At Sites** dropdown.
- 7) If you want the promotion to work in all price groups leave the **Price Group** dropdown as **Use Current Active**.
 - a. If you want your promotion to only work in a specific price group e.g. eat in, use the dropdown to select this price group.
- 8) Press **Save**, top right. Once you do this other fields will appear.



| Navigation | Details | Image |
|-------------------|-----------------|--------------------|
| Burger & Beer | Promotion ID: | |
| Monday Beer Promo | Name: | 2 Course Set Menu |
| Pizza & Wedges | Promotion Type: | Set Menu |
| | Runs From: | 18/11/2020 |
| | Runs To: | 18/11/2021 |
| | Table Rule: | |
| | Runs At Sites: | All items checked |
| | Price Group: | Use Current Active |

- 9) Enter in the **Promotion Sales Value** e.g. £10.

Promotion Sales Value:

- 10) Press **Add New Page** at the bottom so you have a page for each course e.g. 2 pages for the 2 course set menu promotion.
- 11) Add in your **Buy Qty** on each page e.g. 1 on page 1 and 1 on page 2 (which means buy 1 item on the first page and 1 item on the second page in order to fire the promotion).



| | | Page 1 | Page 2 | | | | | | | |
|------------------------|----------------------|---|------------------|---------|---------|------------|------------------|------------------------|--|--|
| Add New Page | Buy Qty: | 1 | | | | | | | | |
| | Promo Builder Config | <table border="1"> <thead> <tr> <th>Product</th> <th>Measure</th> <th>AddOnPrice</th> <th>ShowInPromoBuild</th> </tr> </thead> <tbody> <tr> <td colspan="4">No records to display.</td> </tr> </tbody> </table> | | Product | Measure | AddOnPrice | ShowInPromoBuild | No records to display. | | |
| Product | Measure | AddOnPrice | ShowInPromoBuild | | | | | | | |
| No records to display. | | | | | | | | | | |
| Delete Current Page | Change Items | | | | | | | | | |

- 12) Select page 1 (the page that is grey is the current selected page) and press **Change Items**.
- 13) Expand the product types/groups on the left to find the products you wish to be part on the first page of this set menu promotion e.g. starters. Select the products you wish to add to the promotion and press **Add**, in the middle.
 - a. If you want to add a whole product group to the promotion select the group and press **Add** to add all products from this group.

- 14) Press **Done** when finished.
- 15) Select page 2 and repeat step 13, adding in all the products on the second page of the promotion e.g. mains and press **Done** when finished.
- 16) If any of your products have a supplement use the **Add On Price** field next to the product to add this e.g. the set menu is £2 more if you choose the steak as your main.

- 17) Press **Change Schedule** to choose which days this set menu promotion should work on. If it should work all day everyday you **must** add this. You can also add any exclusion days e.g. bank holidays.
 - a. A promotion without a schedule will not work.

- 18) If you have multiple set menu promotions, you must enter a **Fire Priority** on each promotion. The higher the number, the higher the priority. Therefore, your 2 course set menus should have a low number e.g. 1 and the 3 course set menus should have a higher number e.g. 2.
- This means when you press the set menu function during a transaction on the POS it will first apply the 3 course set menu, and then 2 courses.
 - If you do not set a fire priority, then the POS will only ever fire 2 course set menus and never 3 courses.

Fire Priority:

- 19) Press **Done**, top right when finished.

The other fields are:

- Sent Act to PMS. If ticked, the promotion details will be sent to the PMS integration. This is also relevant for clients that use a PMS integration and use promotions.
- Affect Macro Children. If ticked, the macro children will be affected by the promotion. This is only relevant to clients who use macros.
- Cancel after Promo End. If ticked, when this promotion is on a transaction (before being paid for) and the scheduled day/time ends the promotion will cancel. For example, if the burger & beer promotion is set to run on Mondays 1pm-5pm and has this tick box ticked, if any transactions have the beer & burger promotion on it after 5pm it will automatically be cancelled off.

How to add the Set Menu Promotion function to Service/Manager Functions or on the front screen of your Sales Mode

In order to get the set menu promotions to fire during a transaction on the POS you must use either of the functions '**Set Menu Promo**' or '**Set Menu Promo (Automatic)**' at the end of the transaction. You must therefore have access to either of these functions on the POS.

If you use the function 'Set Menu Promo' the POS will ask you how many of each set menu promotion you would like to apply to the bill and then ask you to assign each relevant product to each promotion (this is a manual process).

If you use the 'Set Menu Promo (Automatic)' function it will use the fire priorities to look to see how many set menu promotions it can apply to the bill depending on how many relevant products are on the transaction. For example, if you have a set menu promotion set up for 3 courses (with a fire priority of 2) and another for 2 courses (with a fire priority of 1) and you press this function on a transaction that has 2 starters, 2 mains and 1 dessert (all of which are included in the promotions), it will apply 1x 3 course and 1x 2 course promotion on the transaction.

To add the function to manager or service functions follow the steps below:

- 1) Whilst in CM hover over **System** on the blue bar and press **Manager Functions** or **Service Functions**.
- 2) Scroll down the **Available Functions** panel on the left until you find the function you are after. Select it and press the **arrow** pointing right in the middle.
- 3) Press **Done**, top right.

To add the function to the front screen of your sales mode follow the steps below:

- 1) Whilst in CM hover over **System** on the blue bar and press **EPOS Designer**.
- 2) Press **New Button** on the designer toolbox, select a pre-set size, leave quantity at 1 and select **Function Key** from the dropdown then press **Create**.
- 3) Select the new button and press the **Function** tab on the designer toolbox, select the dropdown, scroll through the function list until you find the function you are after.
 - a. You can start typing the function name in the dropdown and it will search for the function.
- 4) Move the new button to where you wish for it to sit on the front screen of the POS and edit the style accordingly.
- 5) Press **Save**, top right, and then **Close** once the system has finished saving.