



How to Guide: Standard Promotions.

Aug 2020

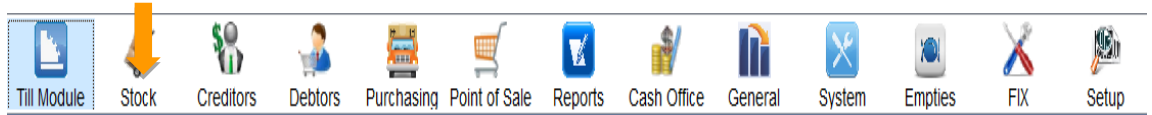


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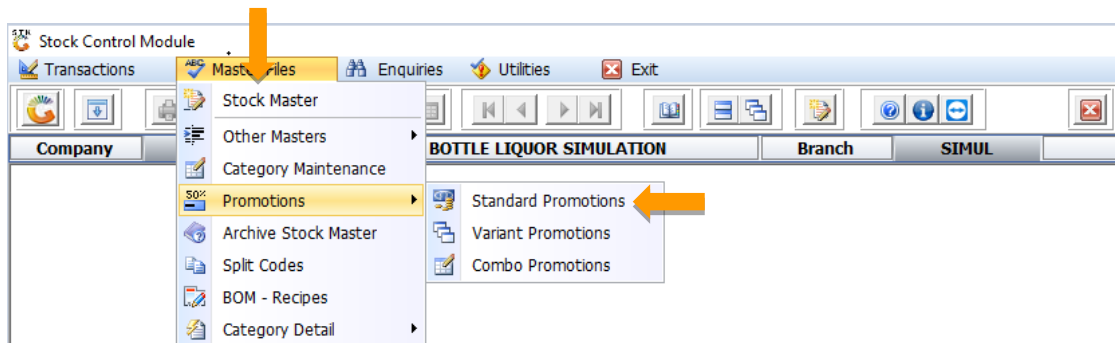
How to do Standard Promotions.

This document is to Guide you through the process on how to do a Standard Promotion.

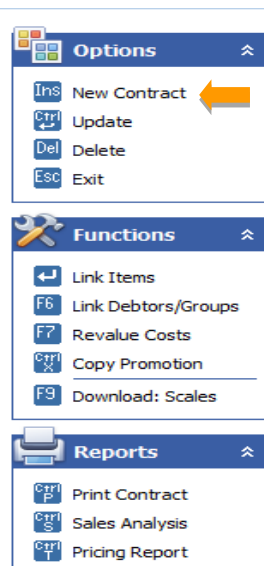
1. Go to **'Genesis: Stock'**.



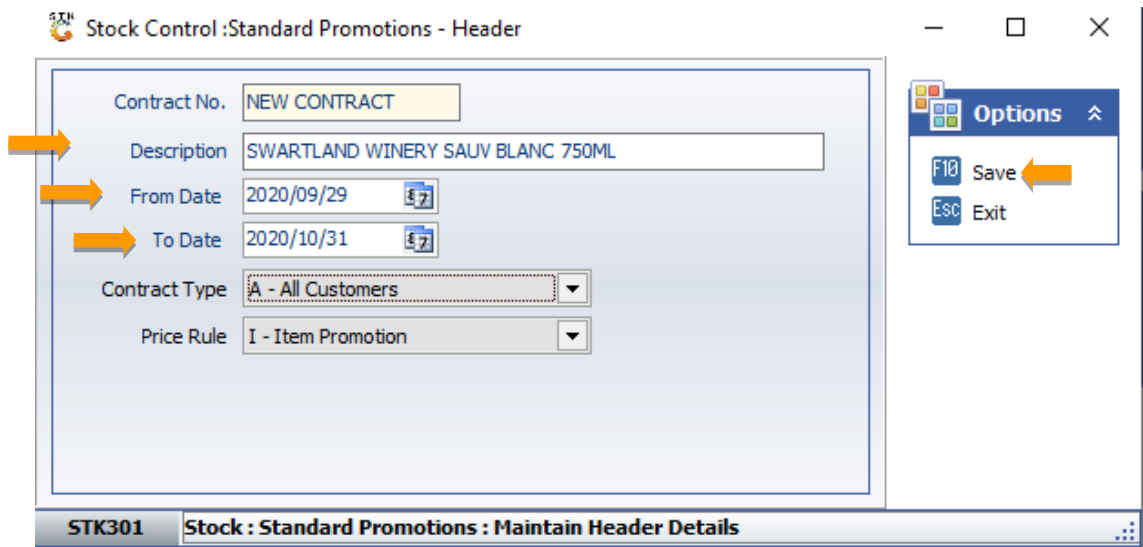
2. Go to **'Master Files'**. Click on **'Promotions'** and then **'Standard Promotions'**.



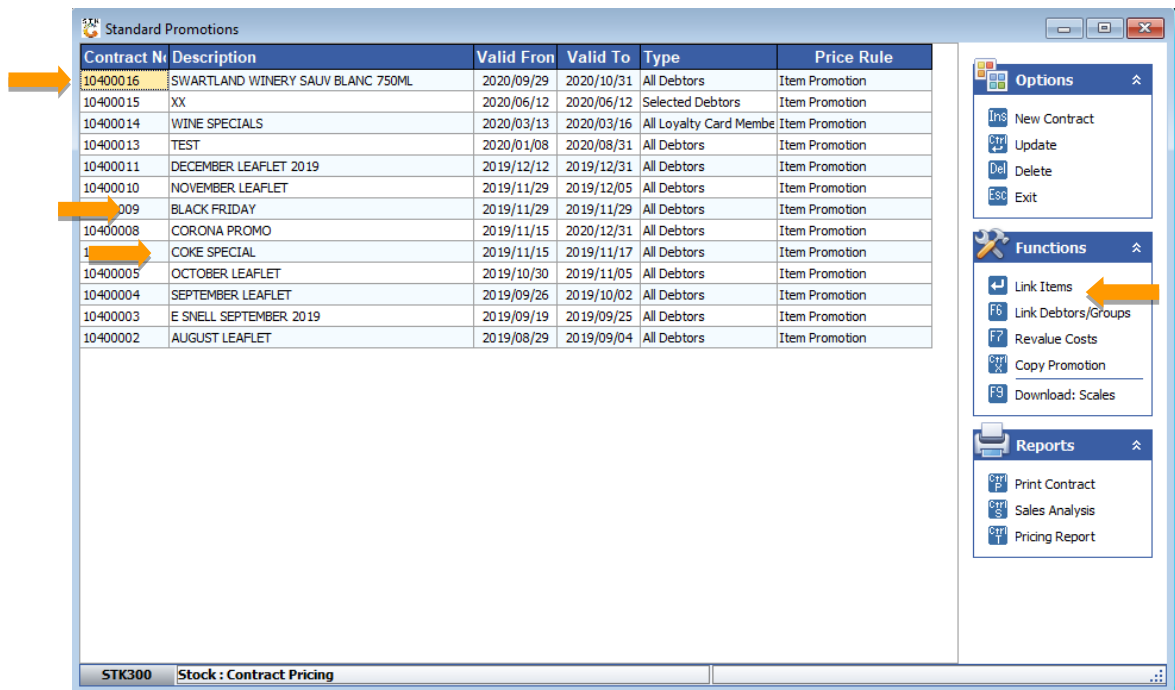
3. Click on **'New Contract'** to create your new promotion.



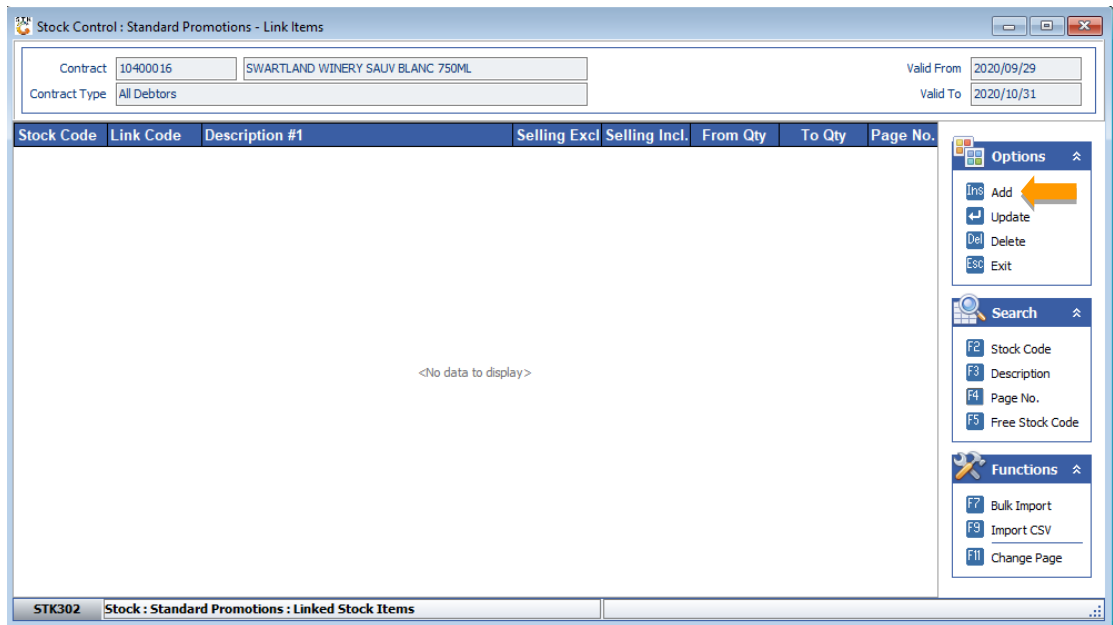
4. Add 'Description', 'From and To Date' and select 'Contact Type'. Click on F10/'Save' to save your promotion.



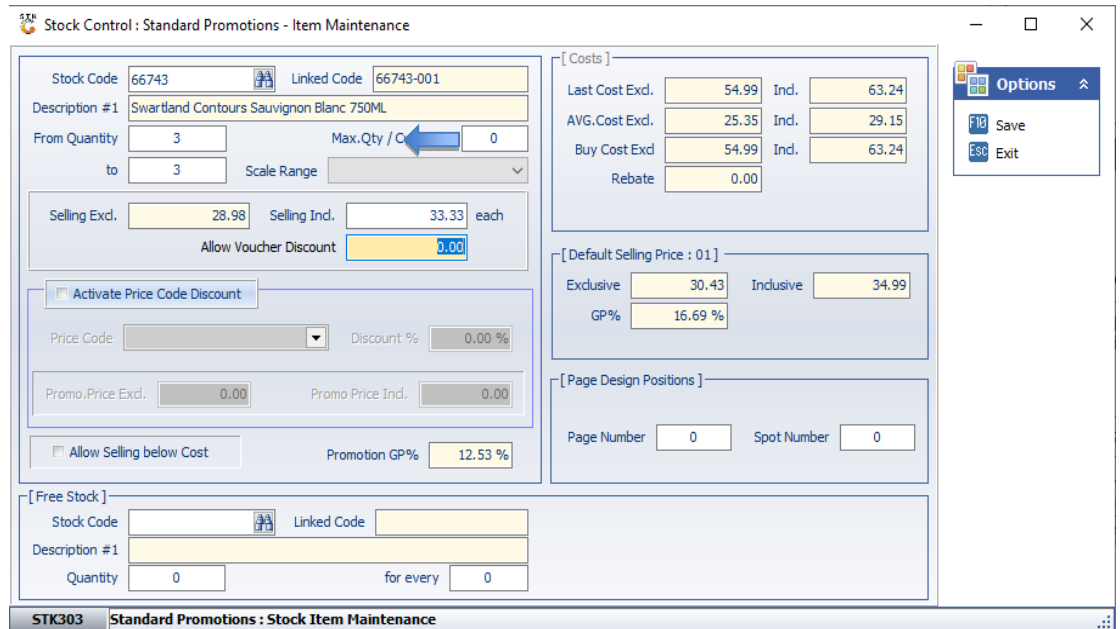
5. Double Click on the Promotion created to add your items.



6. Click **'Ins/Add'** to add your items for promotion.



7. Enter Description of Item, From and To Quantity and Selling Price Including.
Enter all the way through and click F10/Save.
E.g. Swartland Wines x3 R99.99/ R33.33 each.



That concludes the User Guide.