



How to use BOGO Promotions Tool In Retail Pro Version 9

Promotions are a great tool to generate business. In Retail Pro Version 9 there are a few options for Promotions through the Promotion Tool. Here, we will discuss the BOGO tool.

The Promotions module is included as core with most recent versions of Retail Pro, although it requires a separate installation. Details for installation and how to use this tool in its entirety can be found at (http://www.bighairydog.com/vip/files/v8_promotions.pdf). BHD strongly recommends you test this module out in a lab environment before deploying in production. For more information, or to schedule a technical appointment to set up this utility please contact our service department at service@bighairydog.com or 916-368-1070.

1. Open up the **RPROPROM Tool**.
2. Then go to **OPTIONS** on the top menu.
3. When the Options window opens up, click “Enable the RProPromo plugin” checkbox. This is going to allow you to set the time frame you want to see your sales. Also, set the “Show Discount Debug Level on Startup” to “None”



Then choose Update on the side Menu

4. Next, choose **BOGOS** from the top menu.



5. Choose **Insert** to start a new BOGO Promo. Now we need to setup the promo with a name, subsidiary and stores it will be applied to.

Promo Name	Priority	Subsidiary	Stores
BOGO1		1	001A

- Next, we need to define the items that will be involved in the BOGO promo. Click the elipses next to the **BuyItemFilter**. This will display a screen for defining filter options and selecting the items customers can purchase to qualify for the promotion.

You can also select specific items by using the Select Item/Style



- Then we fill out the rest of the info.
 - BuyQty** is the quantity required to activate the promotion.
 - GetItemFilter** is where you define what items can be rewarded when the BOGO requirements are reached.
 - GetQty** is how many of the items they receive.
 - DiscType** is either Price, Percentage, or Amount.
 - Amount** is how much the DiscType discounts. When percentage is chosen, simply type 50 for a 50% discount.
 - There are start and end date fields in which you define a date range on the BOGO.
 - You can also assign a discount reason in the **Disc Rsn** field

Promo Name	Priority	Subsidiary	Stores	BuyItemFilter	BuyQty	GetItemFilter	GetQty	ApplyOnce	DiscType	Amount	StartDate	StartTime	End	End	Apply	Coupon Code	Disc Rsn
BOGO1		001	THE GRAND CANAL SP	UPC Contains 5700302019452	2	UPC Contains	1	<input checked="" type="checkbox"/>	Price	100.00	2/10/2015	10:00:00	2/25		Lowest	COUPON	

You can also use the subtotal as the deciding factor in the BOGO Promo.

Select **Use Subtotal** and set the **Buy Threshold** for how much must be purchased.

Disc Rsn	Use Subtotal	Buy Thresho	Buy Rsn
COUPON	<input checked="" type="checkbox"/>	\$500.00	

8. When you have all this info we can go in to retail pro and test it.