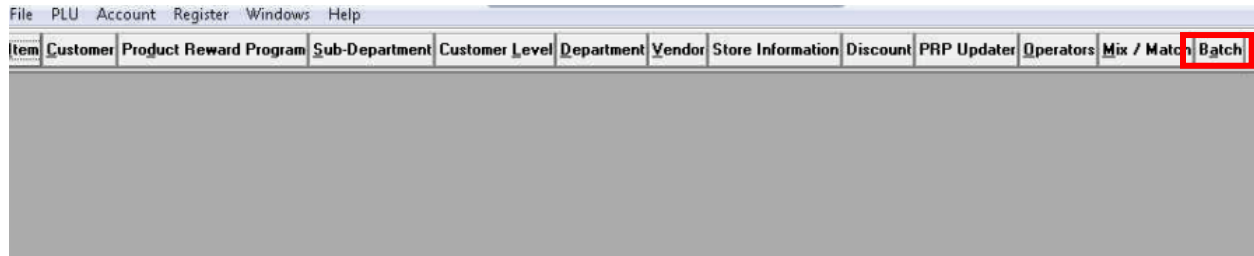


Activating Promotion Batches - For Stores on Data Maintenance

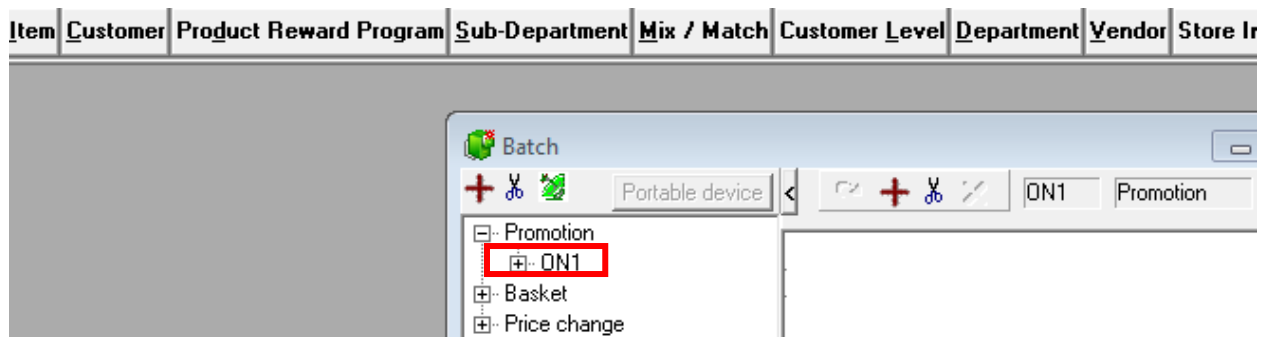
Deleting Previous Non Active Flyer Batches

- **IMPORTANT: You MUST delete any previous NON ACTIVE promotion batches BEFORE programming new batches. To delete a batch please see the step by step instructions below. NOTE: Promotion Flyer Batches should be deleted ASAP after the promotion is over and once (if required) reports are printed.**

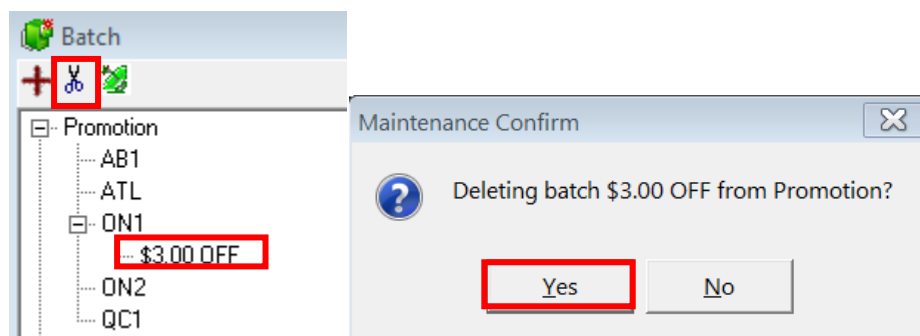
1. **Go to LBOSS>Maintenance.** Click on **Batch**. If **Batch** is unavailable at the top of your window, **right click** on toolbar, and a list will appear of available buttons. **Check on Batch** to activate. Batch will then appear as a new button. **CLICK ON Batch** to open your batch window.



2. In the Batch window on the left **click the '+' next to Promotion** to open the list. **Click on your region** to select the target (Click directly on the 'words'). (ON1 for Ontario, AB1 for Western Canada and ATL for Maritimes). In this example we have chosen **ON1** for Ontario.



3. In the Batch window at the left **click the '+' next to your region** to open the list of batches. Select the batch that you wish to delete by clicking on the batch name. Click the scissors (delete) button at the top of the batch window. When you see the prompt asking you to delete select **"YES"**.

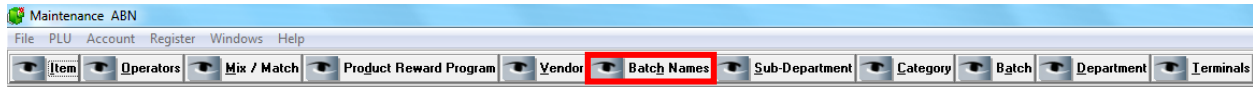


Activating Promotion Batches - For Stores on Data Maintenance

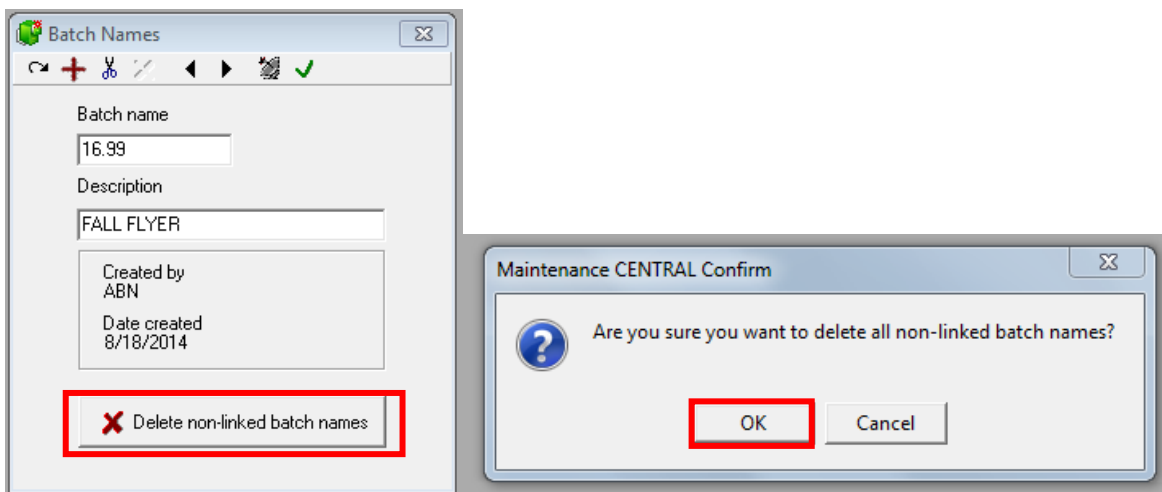
Deleting Flyer Batch Names

- You cannot use the same Batch name twice, to prevent duplicate batch names occurring; we suggest deleting the history of the batch names from L-Boss. Please follow the step below to delete old Batch names

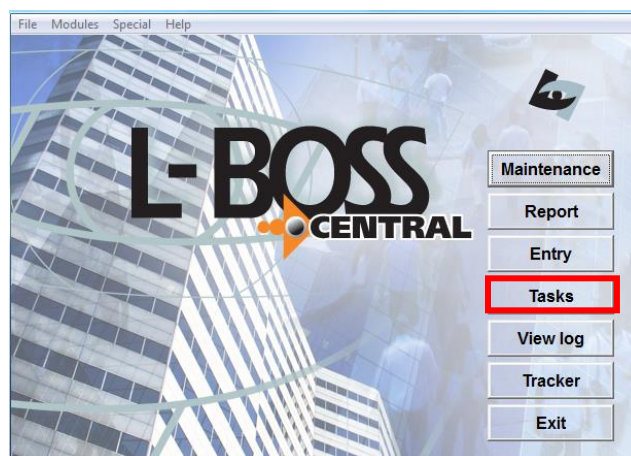
1. Go to LBOSS>Maintenance. Click on **Batch Name**. If you don't see **Batch Name** available at the top of your window, **right click** on any of the buttons, a list will appear of available buttons. **Check on Batch Name** to activate. Batch Name will then appear as a new button. **CLICK ON Batch Name** to open your batch window



2. Select the “Delete non-linked batch names” button, Click **OK** to proceed.



- Once you have completed all the steps above, you must deploy all changes. To deploy, select the “deploy all changes” button located in the task option from the main L-Boss Screen. Click on “Tasks”, select “deploy all changes” and “execute”.



***NOTE:** “deploy all changes” may take several minutes to complete which may slow down the POS response time. We recommend performing this task when customers are not being cashed out at the POS.

Activating Promotion Batches - For Stores on Data Maintenance

MOVE TO PROMOTION

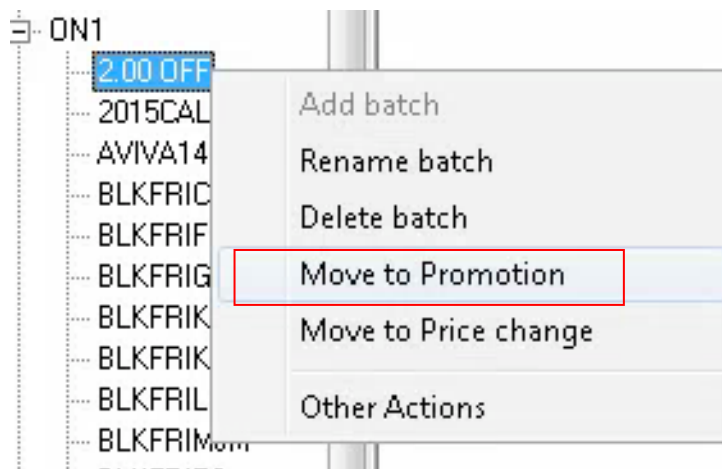
The following price batch programming instructions are for stores on the Data Maintenance Program. Stores that are **not** on Data Maintenance must follow instructions in the **Programming Promotion Batches Document**. Stores on Data Maintenance will have all applicable Promotion Price Batches (Flyer Batches) programmed and downloaded to their POS systems in BASKET.

****IMPORTANT: Promotion Batches will not activate until you move them to Promotion and send the batches to the registers (satellite). DO NOT move the promotion batch to Price change as it will make the sale prices permanent. You must also verify the retail prices in the batch match the retail prices in your store. Failure to do so may result in items scanning at a different retail that is currently in your store. You must change the retail prices in the batch to match your stores retail price.**

****NOTE: COUPON BATCHES and FLYER PLU PROMOTION batches are also sent to stores in Basket. These Batches contain specific programming info needed for the coupons/PLU'S to discount properly at store level. The programming information is not active until the Batches are accepted by moving them to Price Change and deploying all changes in tasks. Coupon/Flyer PLU Batches are activated like regular Price Change Batches. Do not move these Batches to Promotion.**

Please follow the quick step below to move your Promotion batches from Basket to Promotion.

1. **Right Click** on the promotion batch name (example: \$2.00 OFF) in **Basket** and choose '**Move to promotion**'. You will then see the promotion batch move to '**Promotion**' under your target. In this example it is under '**ON1**'.



2. Once the batch is in **Promotion**, you must verify that the retail prices in the Promotion batches match your stores retail prices. If the retail prices **DO NOT** match the Promotion batches you must change the retail in the batch to match your stores retails. Please proceed to the next step for instructions on verifying the retail prices.

Activating Promotion Batches - For Stores on Data Maintenance

VERIFYING RETAIL PRICES

4. To verify the retail prices in a Promotion batch, arrange your **Item** window and **Batch** window so that the Item window is on the left and your **Batch** window is on the right. **Ensure that the Item window is active 'in front' of the Batch window.** Click on the **Price Tab** (See below)

The screenshot shows two windows side-by-side. The left window is titled 'Item' and shows details for item number 00085961000808, 'BLUE DOG LONGEVITY MATURE 4K'. The 'Price' tab is active, showing a regular price (REG) of 32.99 and a promotional price of 34.99 with a 15% discount. The right window is titled 'Batch' and shows a list of items with PLU numbers and descriptions. The item 'BLUE DOG LONGEVITY MATURE 4K' is highlighted. A note box in the bottom right of the batch window states: '<<NOTE: Promotion sale info appears here when you click on the batch info under the REG price. The base price will also change to the retail price in the batch info.'

5. Begin with the first item in the Batch, click on the item and you will now see the item info appear in the item window on the left. The Price Tab shows you regular price (REG - GREEN ARROW) and the Promotion Batch information (Batch Price and Sale Info - 15% OFF). **If your store's retail prices DO NOT match then the retail prices in the batch, the batch will activate at a different retail than your store's advertised price. You must change the retail prices in the batch to match your stores retail price.**

****NOTE: If the item description is blank or if the retail price in the item window is blank then this means that you DO NOT carry this item in your store. You can proceed to the next item.**

The image shows two overlapping windows from a retail system. The left window, titled 'Batch', displays a list of promotions under 'ON1'. The selected promotion is '2.00 OFF', which is highlighted with a red dashed box. The right window, titled 'Item', shows details for item 'BLUE DOG LONGEVITY MATURE 4#'. It includes a price table with columns for 'REG' and '15% OFF', both showing a price of 32.99. A green arrow points to the '15% OFF' price. A text box with a red arrow pointing to the green arrow contains the following text:

When a promotion batch is active the green arrow moves from the REG price to the Promotion batch info. If the arrow is not on this line then the sale price is not active and the item will not scan at the sale price.

NOTE: The green arrow in the item window in Price tab will move from the regular price to the Promotion price info at midnight on the day the promotion starts. Please verify that the arrows have moved to the Promotion price info for *all* items in the batch. If they have not moved, resend the batches to the registers. If after completing this procedure the green arrows have not moved, please recheck the retail prices and resend to register.