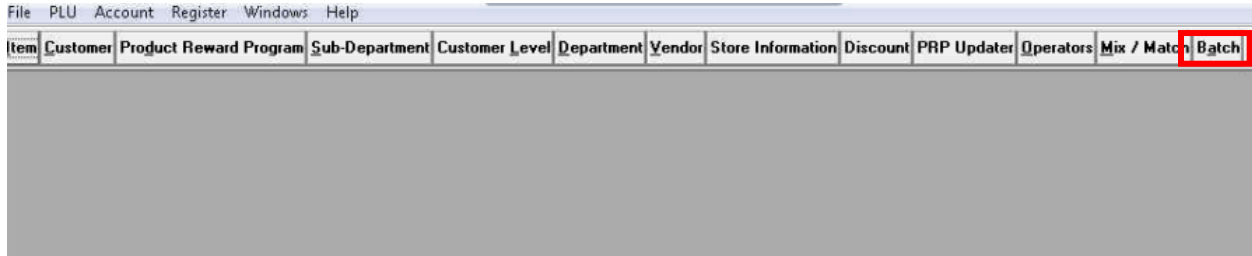


## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

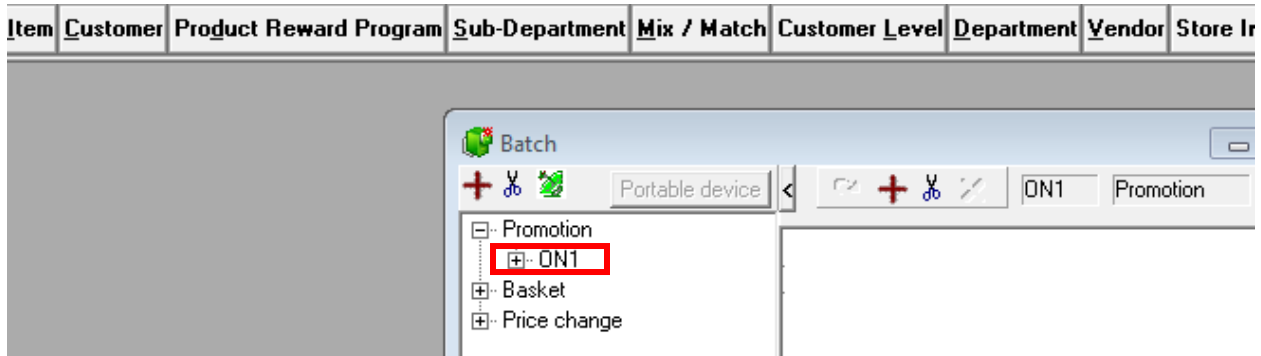
### Deleting Previous Non Active Flyer Batches

- **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.**

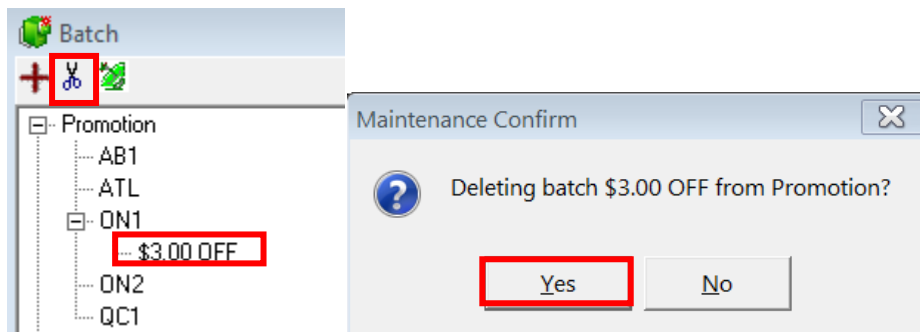
1. **Go to LBOSS>Maintenance.** Click on **Batch**. If **Batch** is unavailable at the top of your window, **right click** on any of the buttons, a list will appear of available buttons. **Check on Batch** to activate. Batch will then appear as a new button. **CLICK ON Batch** to open your batch window.



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"**.

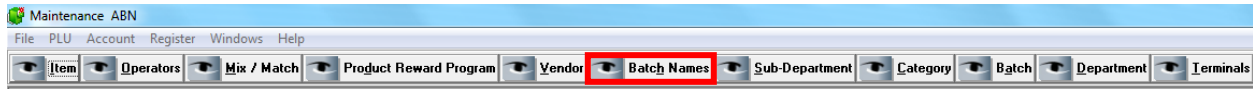


## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

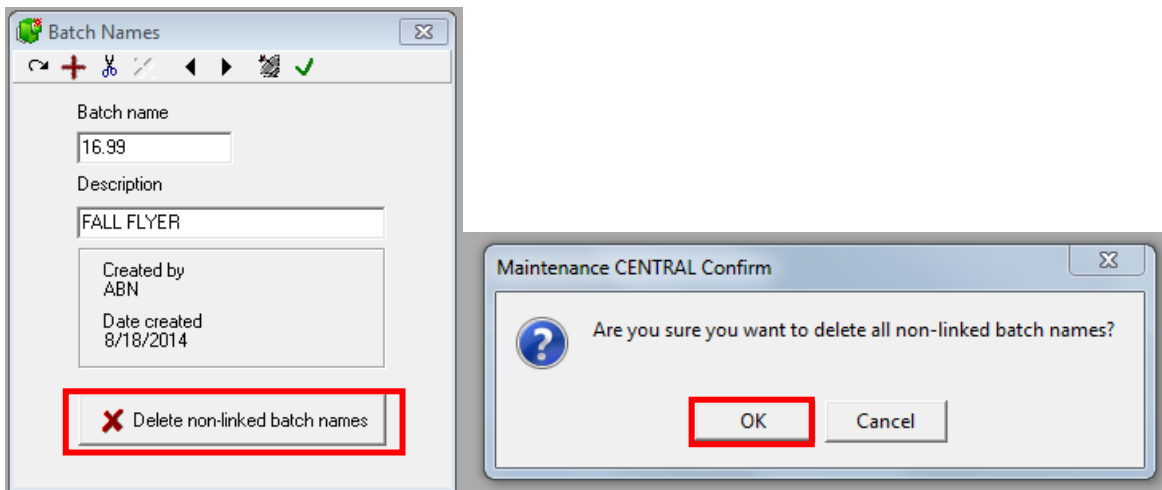
### Deleting Flyer Batch Names

- 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

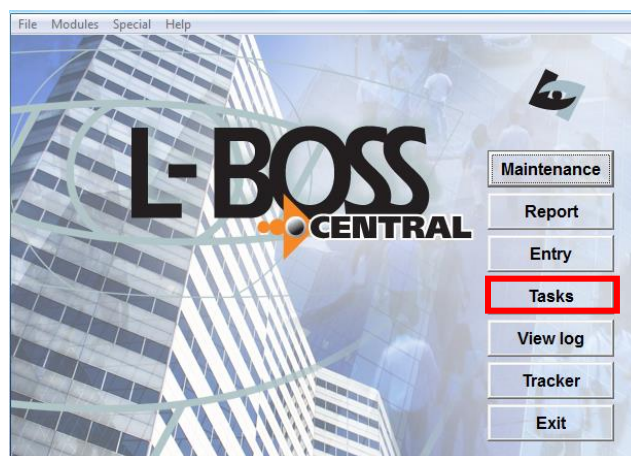
1. Go to LBOSS>Maintenance. Click on Batch Name. If you don't see Batch Name available at the top of your window, right click on any of the buttons, a list will appear of available buttons. Check on Batch Name to activate. Batch Name will then appear as a new button. CLICK ON Batch Name to open your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

## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### PROGRAMMING PROMOTION PRICE BATCHES

**\*\*IMPORTANT:** The following price batch programming instructions are for stores NOT on the Data Maintenance Program. Stores that are on Data Maintenance will have the Promotion Batches automatically sent to your store from the Head Office Server. You will need to review these batches and activate them. Please refer to the document named **Activating Promotion Batches for Stores on Data Maintenance**.

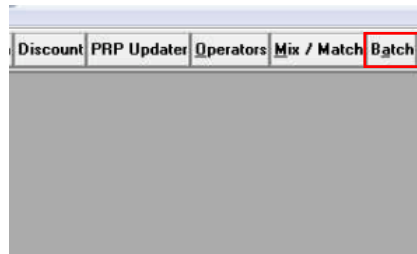
These instructions will cover 4 types of Promotion Batches:

1. \$ Discount (Dollar Discount)
2. % Discount (Percentage Discount)
3. BOGO (Buy/Get Offers)
4. Trial Price/Sale Price Offers

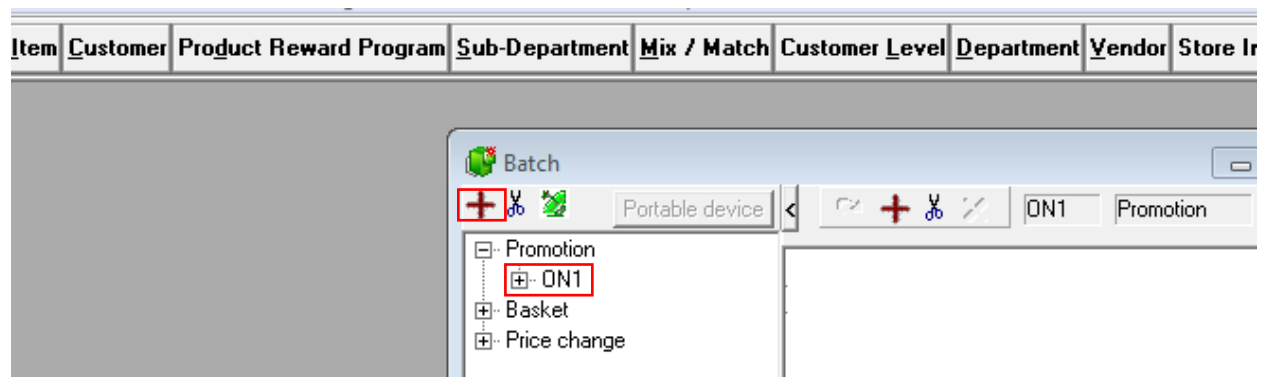
**NOTE: Your Batch Names and Descriptions can be created at store level to identify the Batch offers and items on sale.**

#### Example 1 - \$ Discount (Dollar Discount) - Creating the Batch

1. Go to LBOSS>Maintenance. Click on Batch.



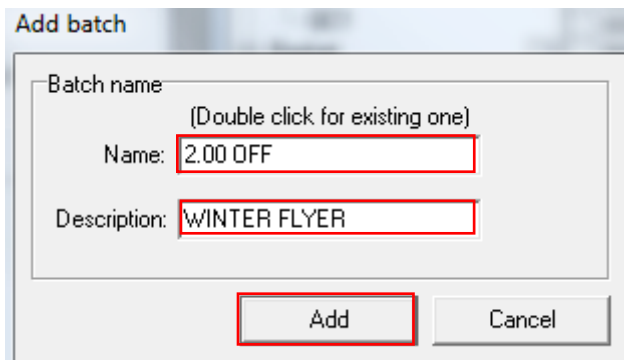
2. In the Batch window on the left click the '+' next to **Promotion** to open the list. Under **Promotion**, **Click on your region** to select the target, (click directly on the words ON1 for Ontario, AB1 for Western Canada and ATL for Maritimes). In this example we have chosen **ON1** for Ontario. Click the red '+' above 'Promotion' to add a new batch to Promotion. A pop up window will appear. Proceed to next step.



**Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance**

**Example 1 - \$ Discount – (cont'd)**

3. In the pop up window enter the value of the dollar discount. In this example we are creating a \$2.00 OFF batch. For Description we have entered **WINTER FLYER**. Click **Add**.

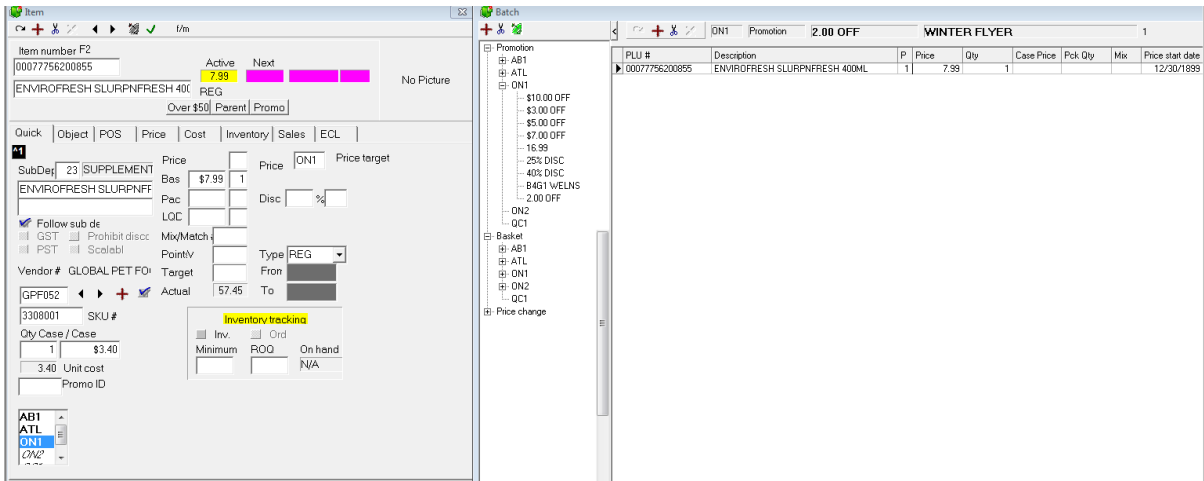


Your Batch is now created and ready for items to be added to the Promotion batch.

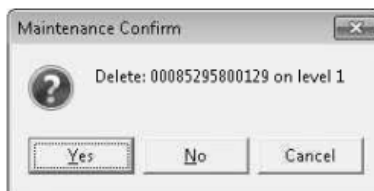
**Adding Items to the Batch**

4. Open your *item* window and arrange your windows 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.** (see image below). Locate your first item for your batch. You can search for the item manually or locate the item in your store and scan it directly in LBOSS.

With the item visible in your Item screen on the left, **Press F6** on your keyboard to add this item to the price batch on the right. Continue with all applicable items for the \$\$ OFF batch.



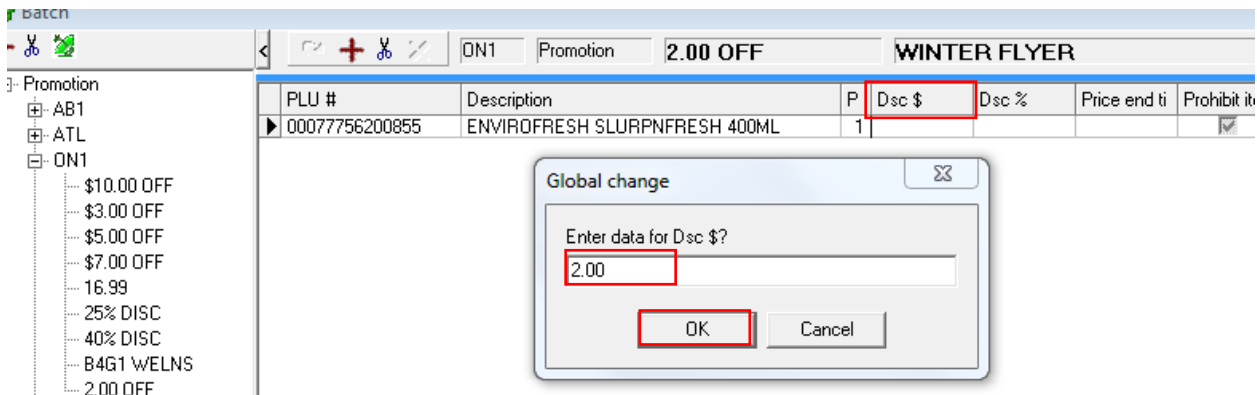
**NOTE: If you add the *wrong* item to the batch you can delete it by right clicking on the item in the batch and choosing 'delete'. A confirmation window will appear, click Yes to delete.**



**Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance**

**Example 1 - \$ Discount – Programming the Discount**

- In the Batch window, scroll (left or right) using the horizontal scroll bar at the bottom until you see: **Disc \$**. Click directly on the word 'Disc \$', a pop up window will appear. In the pop up window enter the value of the dollar discount being given. Click OK. (See image below)

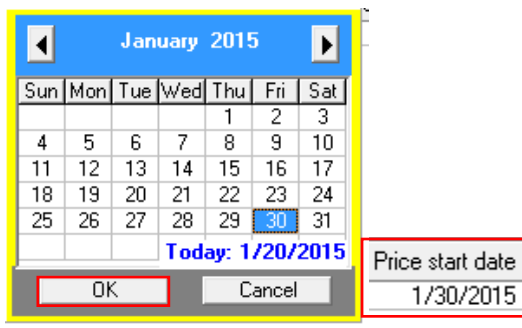


All items in the batch are now programmed to discount 2.00 OFF the regular price. (See below)

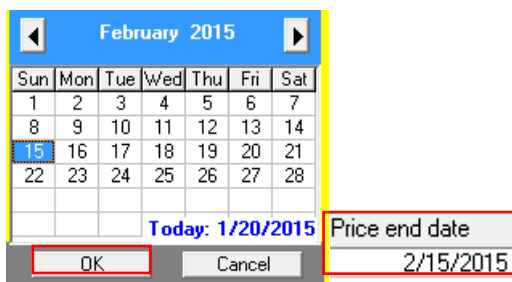
PLU #	Description	P	Dsc \$	Dsc %	Price end ti	Prohibit it
1			2.00			<input checked="" type="checkbox"/>

**Example 1 - \$ Discount - Programming Start/End Dates**

- In the Batch window scroll (left or right) until you see: **Price start date**. Click directly on the words 'Price start date', a calendar pop up will appear. Choose the start date of the promotion. In this example we have chosen **January 30 2015** as the start date. Click ok. The Price start dates for all the items in the batch have now been programmed.



- Follow the same steps to program the promotion end date. Scroll (left or right) until you see: **Price end date**. Click on 'Price end date', a calendar pop up will appear. Choose the applicable end date of the promotion. Click ok.

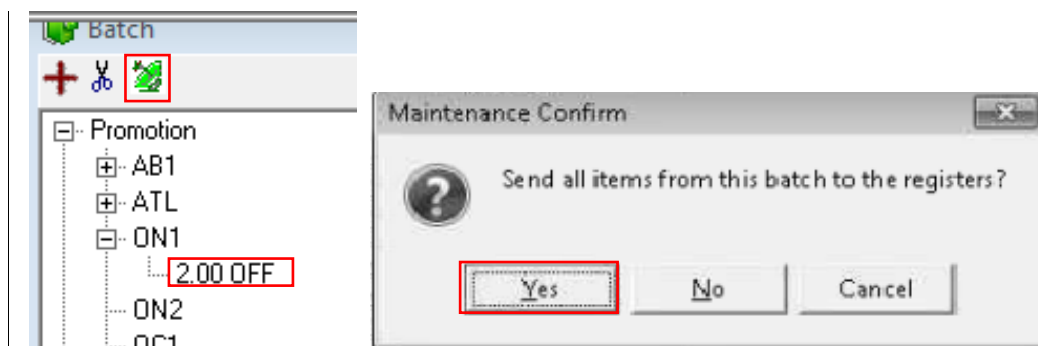


## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 1 - \$ Discount - Activating the Batch - Send to Register

8. You have completed the creation for this batch. You must now send this information to the registers in order for the sale prices to take effect on the dates specified. To do this, select the batch in the list on the left (click on the Batch Name) and then go up to the satellite directly above the batch column and click it to send. You will be prompted with a confirmation window asking you to confirm, **Click Yes.** (see images below) This batch is now complete.

**\*\*IMPORTANT: DO NOT MOVE PROMOTION BATCHES TO PRICE CHANGE AS THIS WILL MAKE THE SALE PRICES PERMANENT. PROMOTION BATCHES ARE SENT TO THE REGISTER FROM PROMOTION USING THE SATELLITE.**



## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 2 - % Discount (Percentage Discount) - Creating the Batch

1. Please follow the same steps as in Example 1 to create a NEW Promotion Batch.
2. When adding the Batch name, enter the appropriate name/description. In this example we are using 15% OFF and WINTER FLYER. **Click Add.**

**Add batch**

Batch name  
(Double click for existing one)

Name: 15% OFF

Description: WINTER FLYER

Add Cancel

Your new Batch is now created and ready for items to be added to it.

### **Adding Items to the Batch**

3. With your Batch window open, open your **Item** window and arrange your windows 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 to the right** (see image below). Locate your first item to be added to the **15% OFF** discount batch. Once the item is visible on your Item screen, **Press F6** on your keyboard to add this item to the price batch. It will automatically appear in the batch list on the right.

**Item**

Item number F2  
00084024310003 Active Next No Picture  
BLUE DOG BASIC GF LAMB 1.8KG REG Over \$50 Parent Promo

Quick Object POS Price Cost Inventory Sales ECL

SubDef 1 DRY DOG Price \$24.99 1 Price ON1 Price target  
BLUE DOG BASIC GF LAMB Pec Disc %  
Follow sub de Mix/Match  
GST Prohibit disc PST Scalabl  
Vendor # CANPET Target From 7/5/2013  
GPF005 Actual To 32.05  
1300EA SKU # Inventory tracking  
Inv. Ord Minimum ROQ On hand  
16.98 Unit cost N/A  
GP556 Promo ID

**Batch**

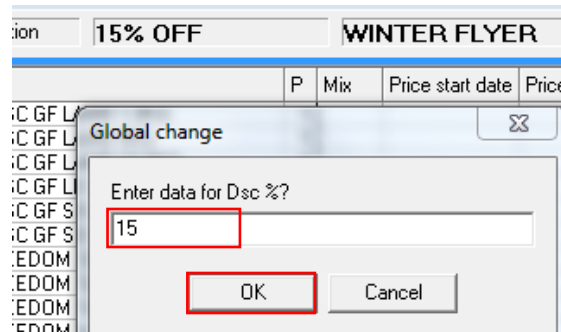
PLU #	Description	P	Price	Qty	Case Price
00084024310003	BLUE DOG BASIC GF LAMB 1.8KG	1	24.99	1	
00084024310004	BLUE DOG BASIC GF LAMB 5KG	1	44.99	1	
00084024310005	BLUE DOG BASIC GF LAMB 10.9KG	1	77.99	1	
00084024310006	BLUE DOG BASIC GF LB LMB 1.8KG	1	77.99	1	
00084024310007	BLUE DOG BASIC GF SB LMB 1.8KG	1	25.99	1	
00084024310008	BLUE DOG BASIC GF SB LMB 5KG	1	47.99	1	
00084024310065	BLUE DOG FREEDOM SENIOR 1.8KG	1	24.99	1	
00084024310066	BLUE DOG FREEDOM SENIOR 5KG	1	42.99	1	
00084024310067	BLUE DOG FREEDOM SENIOR 10.9KG	1	69.99	1	
00084024310069	BLUE DOG FREEDOM HTHY W 10.9KG	1	69.99	1	
00084024310070	BLUE PUPPY FREEDOM SM BD 1.8KG	1	24.99	1	
00084024310078	BLUE PUPPY FREEDOM LB 10.9KG	1	72.99	1	
00084024310079	BLUE DOG FREEDOM AD LMB 1.8KG	1	25.49	1	
00084024310080	BLUE DOG FREEDOM AD LMB 5KG	1	44.99	1	
00084024310081	BLUE DOG FREEDOM AD LMB 10.9KG	1	67.99	1	
00084024310082	BLUE DOG FREEDOM LB LMB 10.9KG	1	73.99	1	
00084024310542	BLUE DOG BASIC GF SLMN 1.8KG	1	24.99	1	
00084024310544	BLUE DOG BASIC GF SLMN 5KG	1	44.99	1	
00084024310546	BLUE DOG BASIC GF SLMN 10.9KG	1	77.99	1	
00084024310999	BLUE DOG FREEDOM LB SNR 10.9KG	1	73.99	1	
00084024311002	BLUE DOG WILD TDY BRD AD 1.8KG	1	24.99	1	
00084024311003	BLUE DOG WILD LB SENIOR 10.9KG	1	79.99	1	
00085961000001	BLUE PUPPY LIFE CHICKEN 2.7KG	1	22.99	1	
00085961000002	BLUE DOG LIFE HLTHY WT 2.7KG	1	20.99	1	
00085961000003	BLUE PUPPY LIFE CHICKEN 6.8KG	1	42.99	1	
00085961000004	BLUE DOG LIFE HLTHY WT 6.8KG	1	41.99	1	
00085961000005	BLUE PUPPY LIFE CHICKEN 13.6KG	1	67.99	1	
00085961000006	BLUE DOG LIFE HLTHY WT 13.6KG	1	65.99	1	
00085961000007	BLUE DOG LIFE ADLT CHKN 2.7KG	1	20.99	1	
00085961000009	BLUE DOG LIFE ADLT CHKN 6.8KG	1	41.99	1	
00085961000011	BLUE DOG LIFE ADLT CHKN 13.6KG	1	65.99	1	
00085961000013	BLUE DOG LIFE SNR CHKN 2.7KG	1	20.99	1	
00085961000015	BLUE DOG LIFE SNR CHKN 6.8KG	1	41.99	1	
00085961000017	BLUE DOG LIFE SNR CHKN 13.6KG	1	65.99	1	
00085961000028	BLUE DOG LIFE ADLT FISH 2.7KG	1	20.99	1	
00085961000030	BLUE DOG LIFE ADLT FISH 6.8KG	1	41.99	1	
00085961000032	BLUE DOG LIFE ADLT FISH 13.6KG	1	65.99	1	
00085961000033	BLUE DOG LIFE ADLT LAMB 2.7KG	1	20.99	1	
00085961000035	BLUE DOG LIFE ADLT LAMB 6.8KG	1	41.99	1	
00085961000036	BLUE DOG LIFE LB AD CHK 6.8KG	1	41.99	1	
00085961000037	BLUE DOG LIFE ADLT LAMB 13.6KG	1	65.99	1	

When you have finished adding all items for this batch, you will then program the batch with the appropriate **Discount** and **Price start/end dates** for the promotion.

## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 2 - % Discount – Programming the Discount

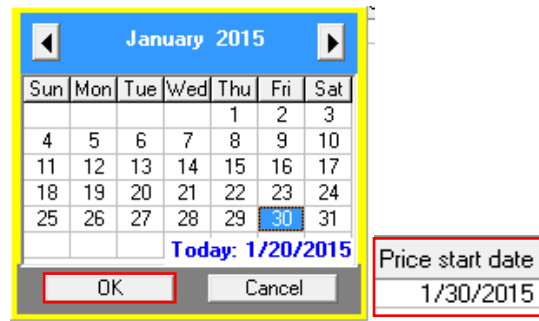
4. In the Batch window scroll (left or right) using the horizontal scroll bar at the bottom until you see: **Disc %**. Click directly on the words **'DISC %'**, a pop up window will appear. In the pop up window enter the appropriate discount for the batch (in this example we are creating a 15% OFF Batch). **Click OK** – all items in the window will now have 15% discount applied to them.



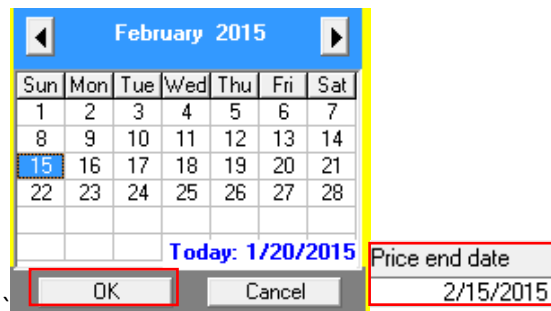
Now that the discount has been applied you will now program the promotion start and end dates for the batch.

### Example 2 - % Discount - Programming Start/End Dates

5. In the **Batch window** scroll (left or right) until you see: **Price start date**. Click directly on the words **'Price start date'**, a calendar pop up will appear. Choose the start date of the promotion. In this example we have chosen **January 30 2015** as the start date. **Click ok**. The Price start dates for all the items in the batch have now been programmed.



6. Follow the same steps to program the promotion end date. Scroll (left or right) until you see: **Price end date**. Click on **'Price end date'**, a calendar pop up will appear. **Choose the applicable end date of the promotion**. **Click ok**.

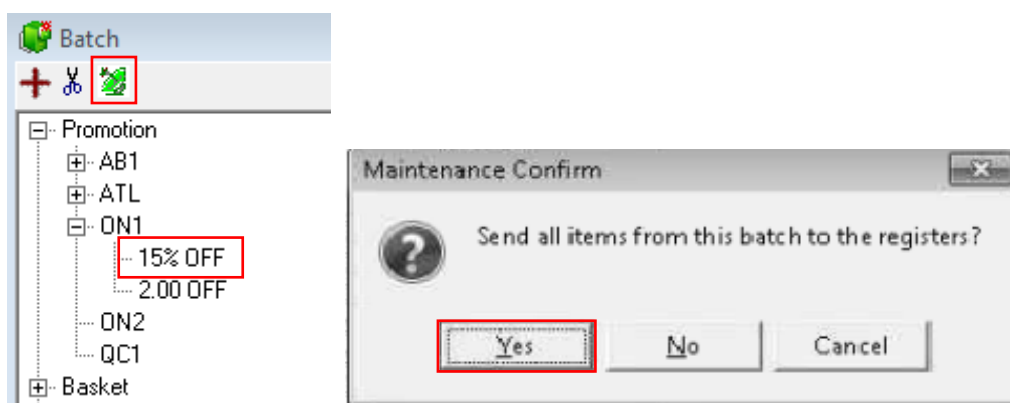


## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 2 - % Discount - Activating the Batch - Send to Register

7. You have completed the creation for this batch. You must now send this information to the registers in order for the sale prices to take effect on the dates specified. To do this, select the batch in the list on the left (click on the Batch Name) and then go up to the satellite directly above the batch column and click it to send. You will be prompted with a confirmation window asking you to confirm, **Click Yes.** (see images below) This batch is now complete.

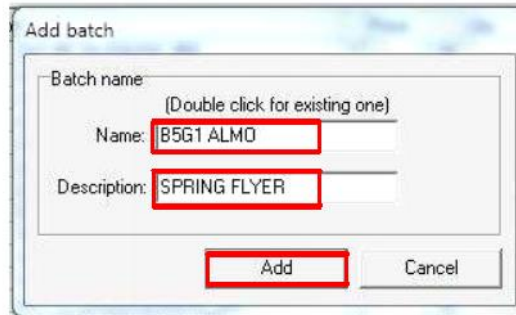
**\*\*IMPORTANT: DO NOT MOVE PROMOTION BATCHES TO PRICE CHANGE AS THIS WILL MAKE THE SALE PRICES PERMANENT. PROMOTION BATCHES ARE SENT TO THE REGISTER FROM PROMOTION USING THE SATELLITE.**



## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 3 - BOGO (Buy/Get Offers) - Creating the Batch

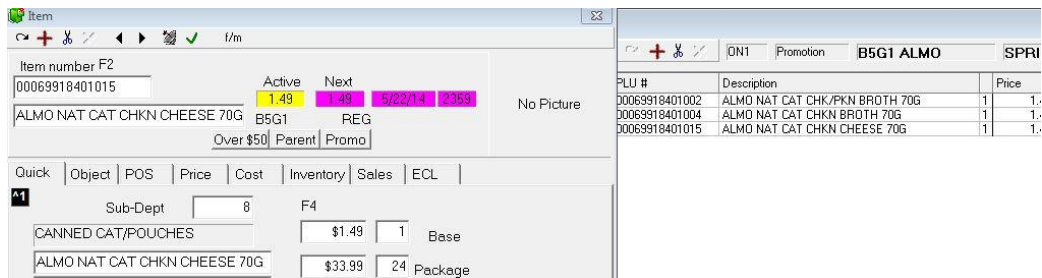
1. Please follow the same steps as in Example 1 to create a NEW Promotion Batch.
2. When adding the Batch name, enter the appropriate name/description. In this example we are using **B5G1 ALMO (Buy 5 cans get 1 free)** and **WINTER FLYER**. Click **Add**.



The screenshot shows a dialog box titled "Add batch". It has a "Batch name" field with the text "(Double click for existing one)" and a "Name" field containing "B5G1 ALMO". Below that is a "Description" field containing "SPRING FLYER". At the bottom, there are two buttons: "Add" and "Cancel". The "Add" button is highlighted with a red box.

### Adding Items to the Batch

3. Arrange your item and Batch windows as in previous batches (**item** on left, **batch** on right). Locate your first item to be added to the **BOGO** batch in item. **Press F6** on your keyboard to add this item to the price batch. It will automatically appear in the batch list on the right.



The screenshot shows two windows side-by-side. The left window is titled "Item" and displays details for "ALMO NAT CAT CHKN CHEESE 70G". It shows an active price of \$1.49 and a next price of \$1.49. The right window is titled "Batch" and shows a list of items added to the "B5G1 ALMO" batch. The list includes three items: "ALMO NAT CAT CHK/PKN BROTH 70G", "ALMO NAT CAT CHKN BROTH 70G", and "ALMO NAT CAT CHKN CHEESE 70G".

PLU #	Description	1	1-
00069918401002	ALMO NAT CAT CHK/PKN BROTH 70G	1	1-
00069918401004	ALMO NAT CAT CHKN BROTH 70G	1	1-
00069918401015	ALMO NAT CAT CHKN CHEESE 70G	1	1-

### Example 3 - BOGO - Programming Case price, Case Quantity and Mix Match Code

4. We will now program the **Case Price, Case Quantity and Mix Match Codes**.

#### **Case Price (Pck Price)**

In the Batch window, locate the **Pck Price (Case Price) Column**. Click directly on the words '**Pck Price**', a pop up window will appear; enter the total value of the number of cans the customer is **paying** for: i.e.  $1.49 \times 5 = 7.45$ . Enter **7.45** Click **OK** – all items in the window will now have a **Case Price of 7.45**.

#### **Case Qty (Pck Qty)**

Scroll to the **Pck Qty (Case Qty) column** and click directly on the words '**Pck Qty**'. Enter the total number of cans the customer is receiving (**Buy 5 get 1 free = 6**) enter **6** in **Pck Qty**.

#### **Mix**

In the **Mix** column you will enter the same **Mix Match Code** that is in the item window (Note: the Mix Match codes must be the same for each item in the offer. The MM code is used so the customer can Mix and Match different cans. In this example we are using Mix Match Code **1250**. (See images next page)

## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 3 - BOGO - Programming Case price, Case Quantity and Mix Match Code (cont'd)

Case Price	Pck Qty	Mix
7.45	6	1250
7.45	6	1250
7.45	6	1250
7.45	6	1250
7.45	6	1250
7.45	6	1250

The image shows three sequential dialog boxes for programming a BOGO promotion. Each dialog is titled 'Global change' and has a close button (X) in the top right corner. The first dialog asks 'Enter data for Case Price?' and has '7.45' entered in the text field. The second dialog asks 'Enter data for Pck Qty?' and has '6' entered. The third dialog asks 'Enter data for Mix?' and has '1250' entered. Each dialog has 'OK' and 'Cancel' buttons at the bottom.

**\*\*IMPORTANT:** Mix Match codes are used for canned products so that customers can 'Mix and Match' different proteins/flavours and still receive a case price. If the BOGO promo batch contains items that do not use Mix Match codes, (for example buy 2 treats get 3<sup>rd</sup> free), a generic Mix Match code will be needed for the batch to work properly. Use MM code: 1240 - MISC MM CODE. If this MM code is not available in your system you can use any other MM code of an item that you DO NOT sell in your store.

Now that the case price / size and MM code has been applied you will now program the promotion start/end dates to the batch.

#### 5. FOLLOW INSTRUCTIONS TO PROGRAM START/ END DATES FROM PREVIOUS BATCHES.

6. You have completed the creation for this batch. You must now send this information to the registers in order for the sale prices to take effect on the dates specified. To do this, select the batch name in the list on the left and then go up to the satellite directly above the batch column and click it to send. You will be prompted with a confirmation window asking you to confirm, **Click Yes.**

**\*\*IMPORTANT: DO NOT MOVE PROMOTION BATCHES TO PRICE CHANGE AS THIS WILL MAKE THE SALE PRICES PERMANENT. PROMOTION BATCHES ARE SENT TO THE REGISTER FROM PROMOTION USING THE SATELLITE.**

## Promotion Batches Programming Instructions - For Stores NOT on Data Maintenance

### Example 4 - Trial Price/Sale Price Offer

1. Please follow the same steps as in Example 1 to create a NEW Promotion Batch.
2. When adding the Batch name, enter the appropriate name/description for your Trial offer. In this example we are creating a batch for items that will be featured for \$1 instead of the regular price of \$1.29. The Batch Name will be **\$1 NB PF (Natural Balance Platefuls)** and **Description** will be **SPRING FLYER**. Click **Add**.
3. Arrange your item and Batch windows as in previous batches (**item** on left, **batch** on right). Locate your first item to be added to the **BOGO** batch in item. **Press F6** on your keyboard to add this item to the price batch. It will automatically appear in the batch list on the right.

### Programming the Price

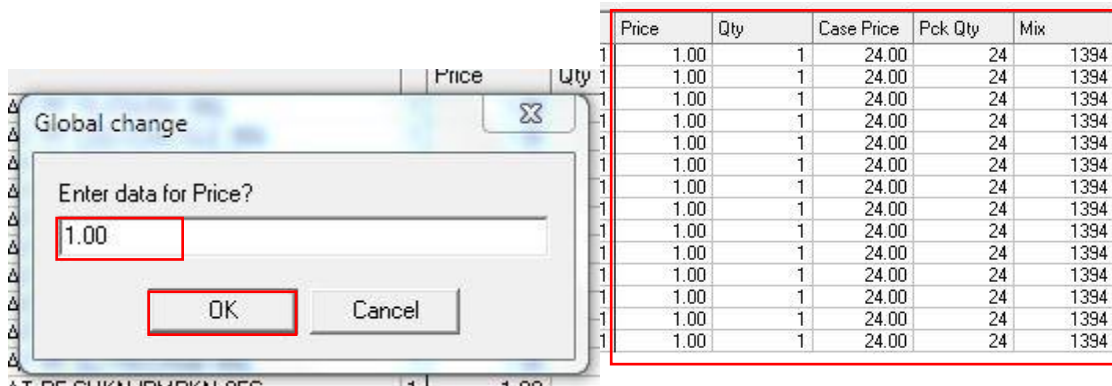
4. We will now program the **Price, Case Price, Case Quantity and Mix Match Codes**.

Click on **Price** and enter **1.00** to program the individual unit price for all items in the batch.

Click on **Pck Price (Case Price)** enter the total value of the case price based on the **new** individual unit price (**\$1.00x24=\$24.00**)

Click on **Mix (Mix Match Code)** and enter the Mix/Match code-> **1394**. (See images below)

**NOTE: The mix match code you will use is the code that is normally used for the specific product found in the item window under package price.**



**\*\*NOTE: Trial Price batches that feature items that are not sold in cases will not require a case price or Mix Match code. You will only need to program the Price column.**

5. **FOLLOW INSTRUCTIONS TO PROGRAM START/ END DATES FROM PREVIOUS BATCHES.**

6. **Send to Register** - You must now send this information to the registers. To do this, select the batch name in the list on the left and then go up to the satellite directly above the batch column and click it to send. You will be prompted with a confirmation window asking you to confirm, **Click Yes**.

**\*\*IMPORTANT: DO NOT MOVE PROMOTION BATCHES TO PRICE CHANGE AS THIS WILL MAKE THE SALE PRICES PERMANENT. PROMOTION BATCHES ARE SENT TO THE REGISTER FROM PROMOTION USING THE SATELLITE.**