Sales Events

November 2018

Notices

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Overview

RTG Holdings® provides this document as a high-level summary of the latest release of the Sales Event Guide 2018.

- In this document we go over the process of how to create, modify, and view sales. This document goes into the process of managing sales and the items that are within the sales. There is also a brief overview of the transactions and reports that are involved with sale items.

Creating a Sale

The Sales Events screen is where all sales can be created, modified, and viewed.

1. Log into the Data Center Application
2. Select the pricing tab | Sales Events to display the current Sales Events
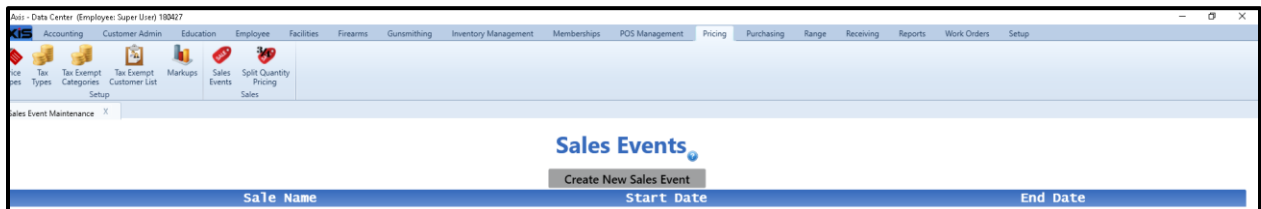
3. Select the Create New Sales Event button to Start a new sale
4. The Define/Edit Sales Event appears
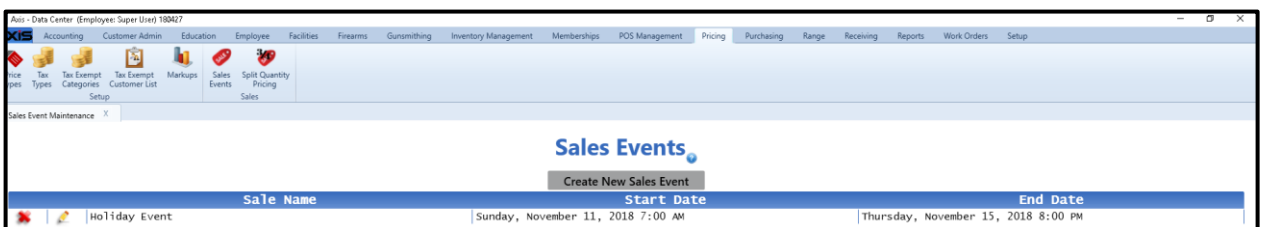

5. Enter in the name of the event, when the event starts, and when the event ends
6. When the information is filled in, hit the submit button to finish the Sale's creation
7. The new sale will appear in the Sales Events screen

Adding Sales Items

1. To add items to a sale first click on the sale you would like to add items to.

2. A window with an add products button will appear
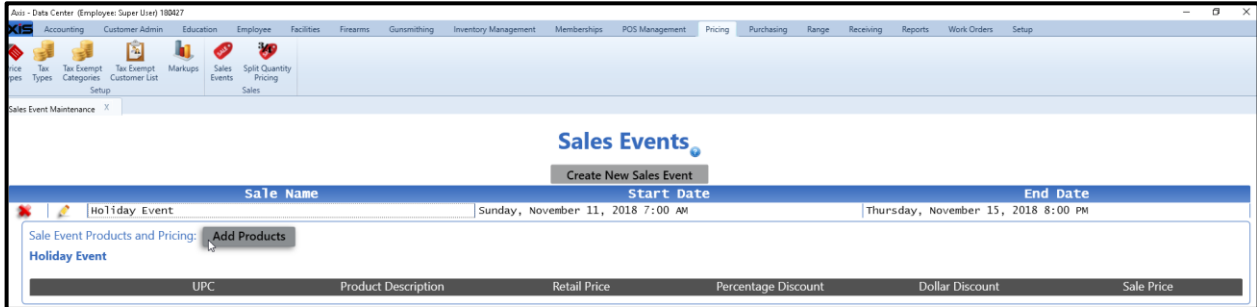
3. The product search window will appear with options to filter and select products

4. On the left side you have the option to filter by your different attributes

5. If you choose to filter (ex. accessories) it will display items with that attribute

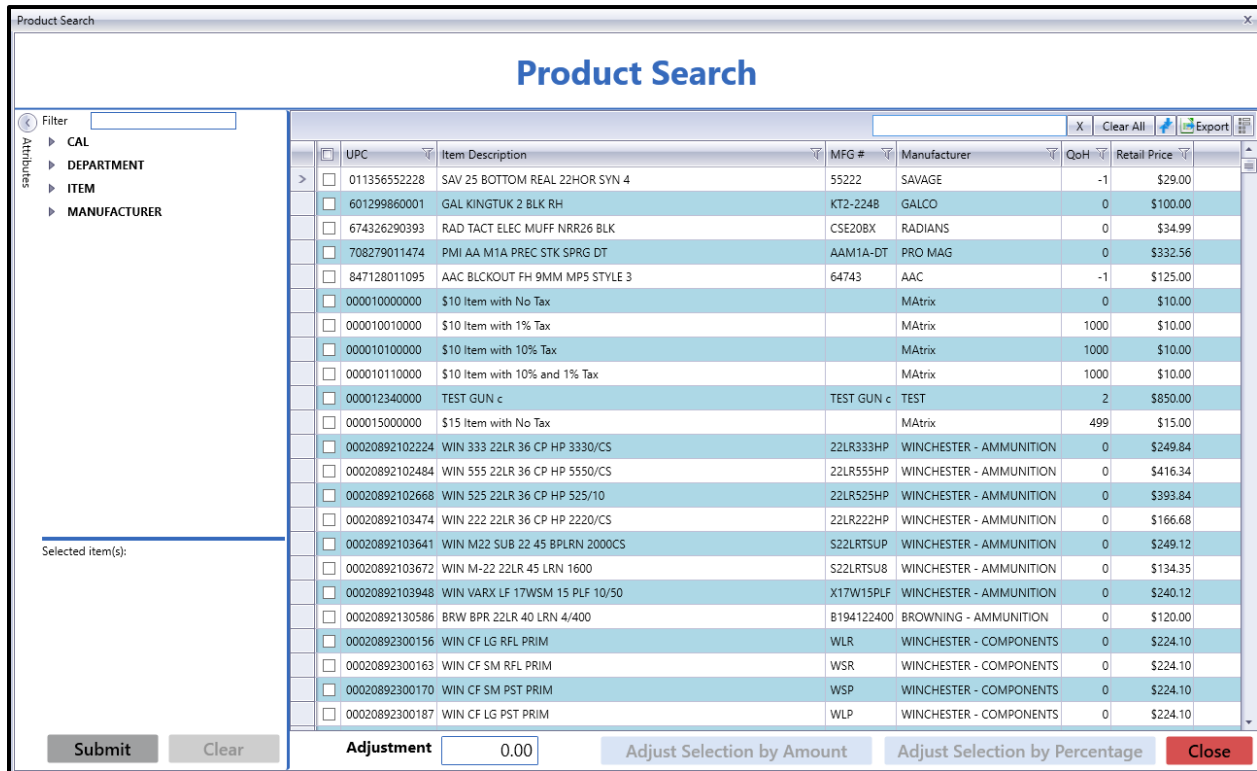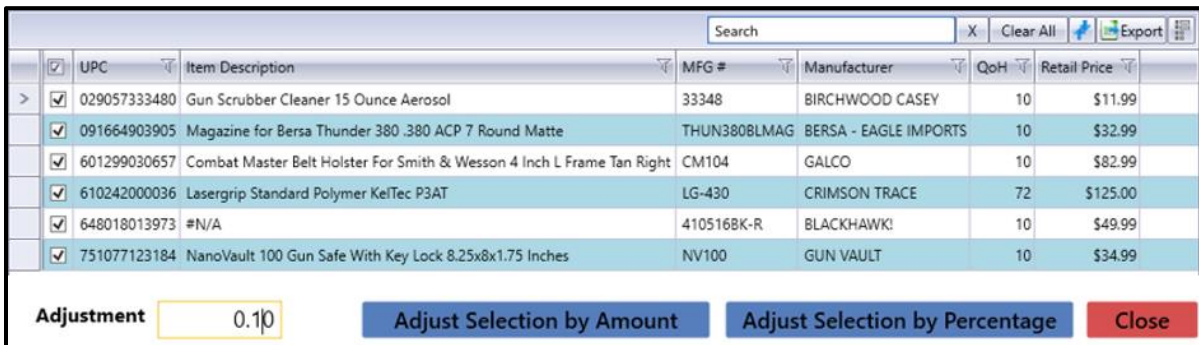6. You can then choose the items that you wish to be a part of the sale by checking the boxes next to each item.

    • Or select all by check the box next to the UPC header

7. Once you have chosen the appropriate items you can choose to adjust by either the amount or the percentage.

    • Adjusting by amount takes a dollar amount off the retail price.
        i. This adjustment is made by inputting the dollar amount you would like to discount by.
    • Adjusting by percentage will take a percentage off each item in the sale
        i. This adjustment is made by entering in the percentage as a decimal (.10 or .25 for 10% or 25%) Any value can be entered from 0 to 1 for this adjustment.

8. When an adjustment is chosen the items will show under the sale name as shown below:

► **NOTE:** Multiple sale types can exist within a single sale such as 10% for Holsters or $10 Gun cleaners.

Modifying a Sale

1. To modify an event, click on the pencil next to the event's name.

Sale Name	Start Date	End Date
Holiday Event	Sunday, November 11, 2018 7:00 AM	Thursday, November 15, 2018 8:00 PM
Edit sales event parameters		

2. The Define/Edit Sales Event window will display

3. From the new window the Name, start date/time, and end date/time can all be modified.
4. Products within the sale can also be removed by selecting the red X to the left of the item.
5. Products can also by added to an existing sale by selecting the event and then selecting the add products button.

Sale Transactions

Transactions during the sale will only affect the items chosen for that sale.
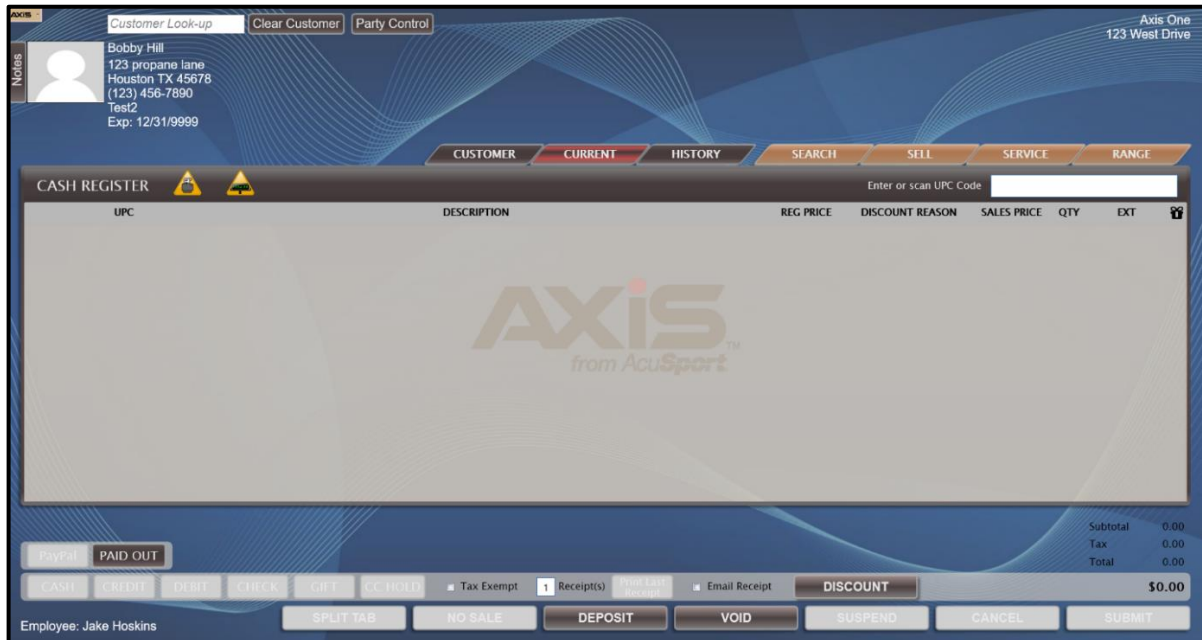
1. Within the AXIS register you can scan, search for, or enter the UPC to choose the sale item.
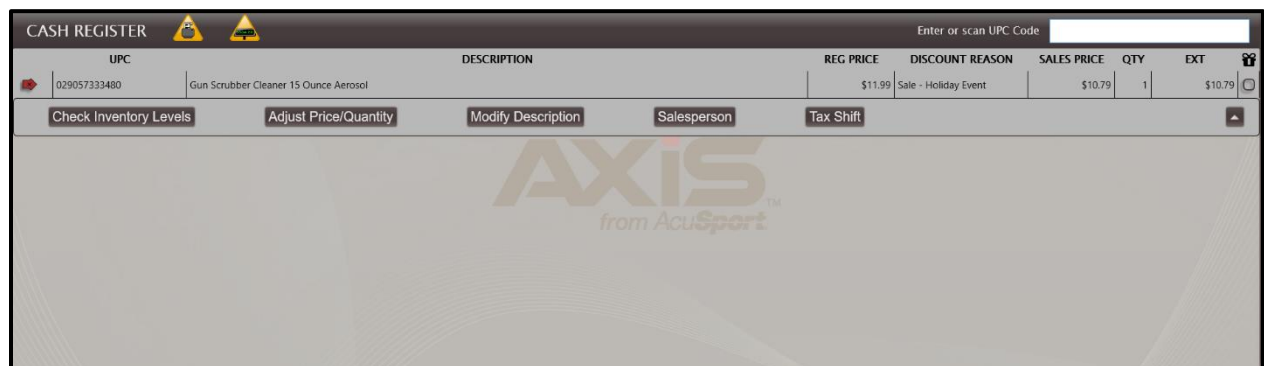
2. Once the item is chosen it will show in the register showing the regular price, sale price, and the reason for the discount.

3. Items sold can also be viewed within the Transaction Item Report.

4. To access the Transaction Item Report: Open Datacenter, choose the Reports tab, and select Transaction Item Report.