

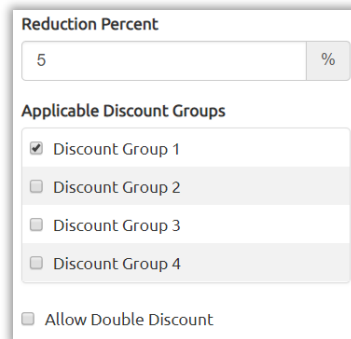
3: Staff Discounts

This guide outlines creating a fixed percentage staff discount for specific sub-departments, excluding some individual items as required. At the POS, when the employee discount button is selected, the cashier will confirm the employee number and all the relevant discounts will be applied to each eligible item in the transaction. *For more detail on setting up staff discount options, see the evoBOS User Guide.*

From evoBackOffice home screen select Configuration -> Staff Discounts -> Add Discount

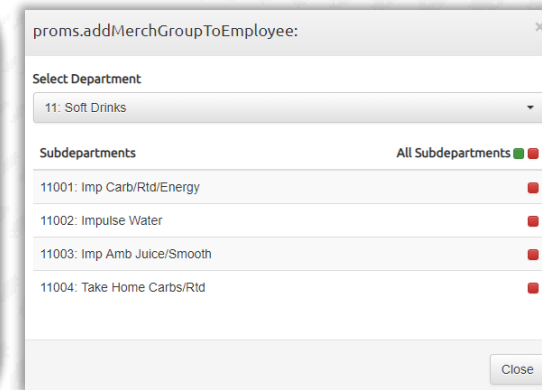
1

- Key in discount %
- Select staff group eligible for this rate of discount. [This is set in the POS User Config]
- **Allow Double Discount** tick box – allows Staff discount to be applied to Promotional stock.



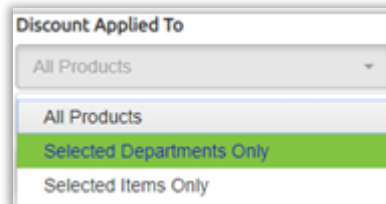
4

- Select the department required.
- All sub-departments within the selected heading, will be displayed.
- Select individual headings or use the **All** option.
- Sub-departments selected will show in red.
- Repeat for all headings as required.
- **Close** when selection is complete.



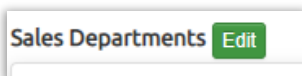
2

Select **Discount Applied To** - **Selected Departments Only**.



3

Select **Edit** to select the applicable sub-departments



5

Use the **Exception Items** button to remove any individual items from discount as required.



6

Once complete Save, and repeat for any other % values.

