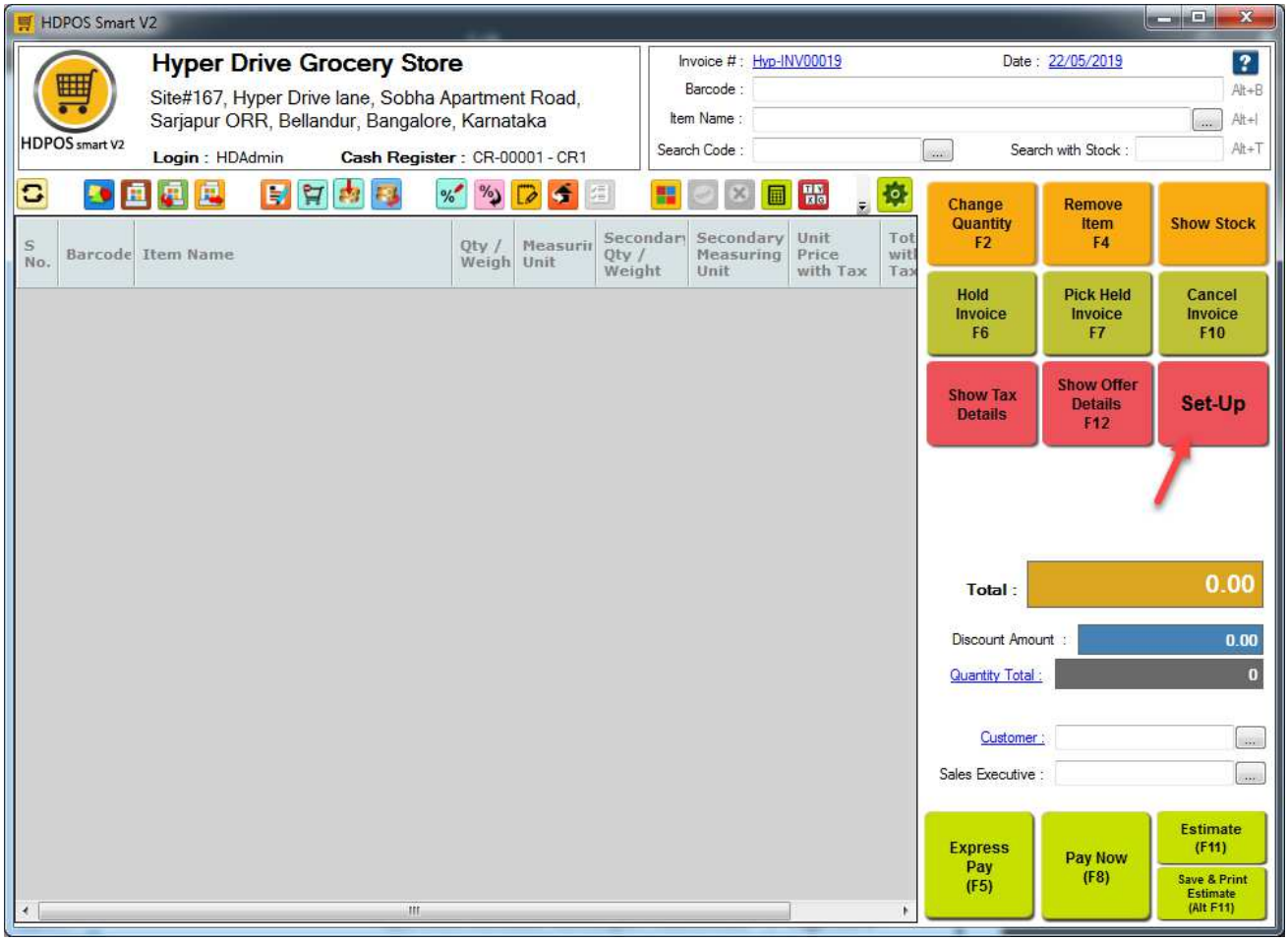
How to define an offer – Free Item on Invoice Amount

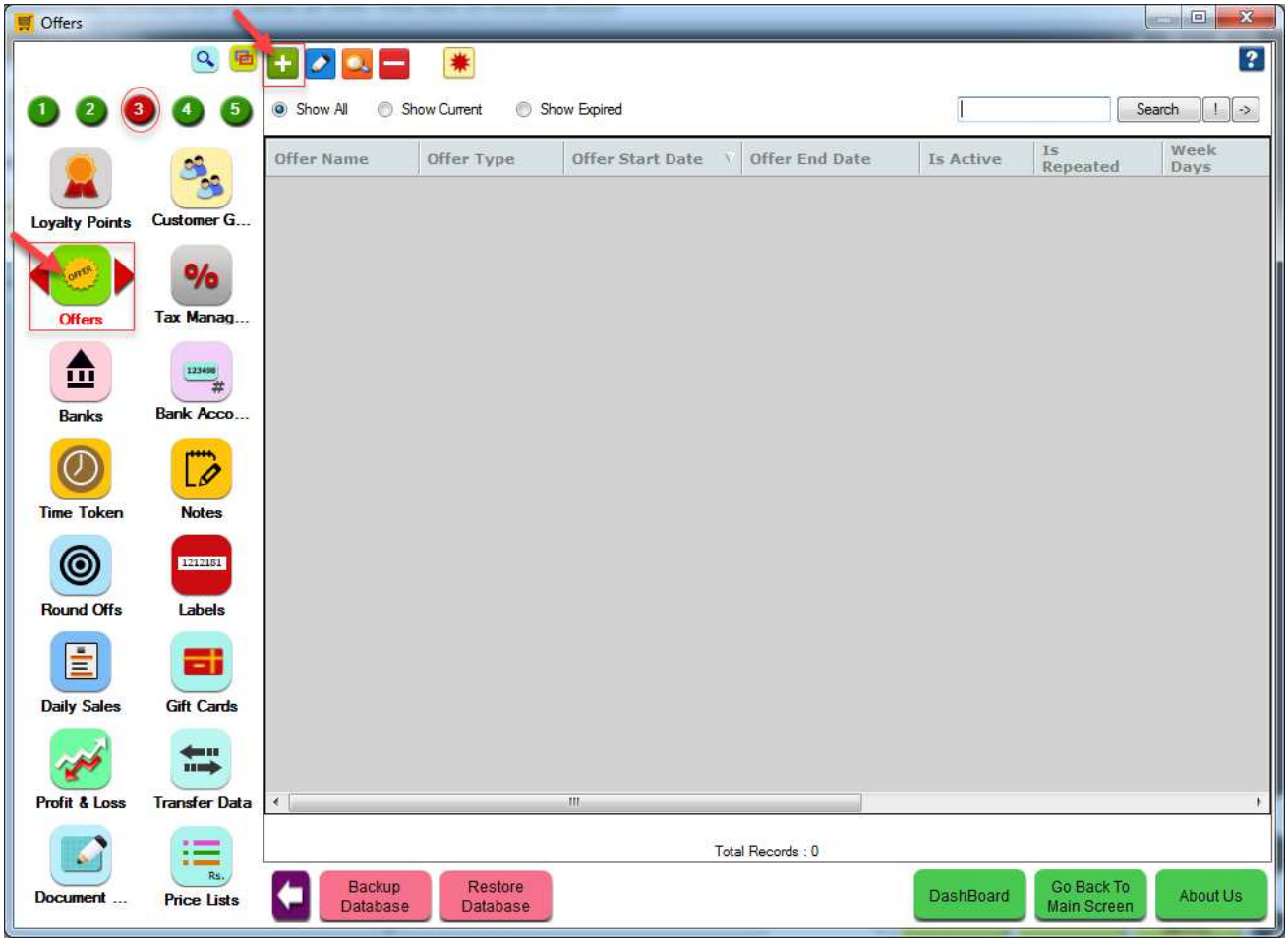
To define an offer-'Free Item on Invoice Amount', follow the steps below.

1. Run **HDPOS smart**. From main invoice screen, click on **Set-Up**.



2. From Set-Up screen, click on 3rd page and select **Offer**.

3. From **Offer Manager** Screen, click on **Add New Offer**.



4. In the **Add New Offer** screen, enter all the required details.

a. Select the offer type as '**Free Item on Invoice Amount**'.

b. Select the offer **Start Date &Time** and **End Date &Time**.

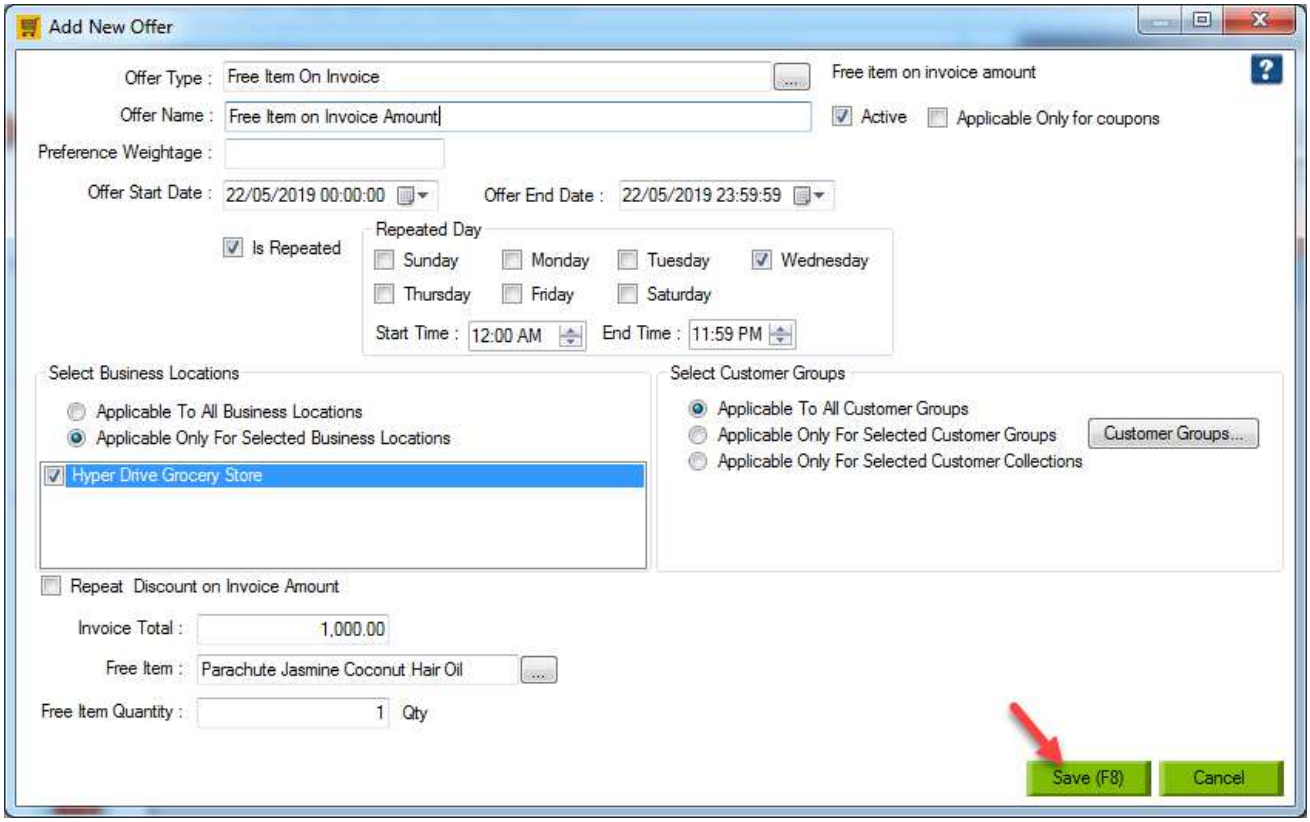
c. '**Is Repeated** 'checkbox: Check this checkbox if you want to repeat the offer on any other day(s) of the week.

- When you check this checkbox, **Repeated Days** section is enabled.
- Select the days for which you want to apply offer by checking the check boxes.
- You can also select the time period during which the offer will be applied.

d. Enter **name** for offer.

e. Under **Select Business Location** section: You can select all business locations or some business locations for which you want the offer to be applied.

- To select all business locations, mark the radio button "**Applicable to all Business Locations**".
- To select some of the business locations, mark the radio button "**Applicable Only for Selected Business Locations**". Then check the Business Location name for which you want the offer to be applied.



f. Under Select **Customer Groups** section: You can select all customer groups or some customer groups for which you want the offer to be applied.

- To select all business locations, mark the radio button "**Applicable to all Business Locations**".
- To select some of the customer groups, mark the radio button "**Applicable Only for Selected Customer Groups**". Then check the customer group name for which you want the offer to be applied.

g. **Repeat Discount on Invoice Amount** checkbox: If this checkbox is checked the offer will be applied for Invoice Amount repeatedly.

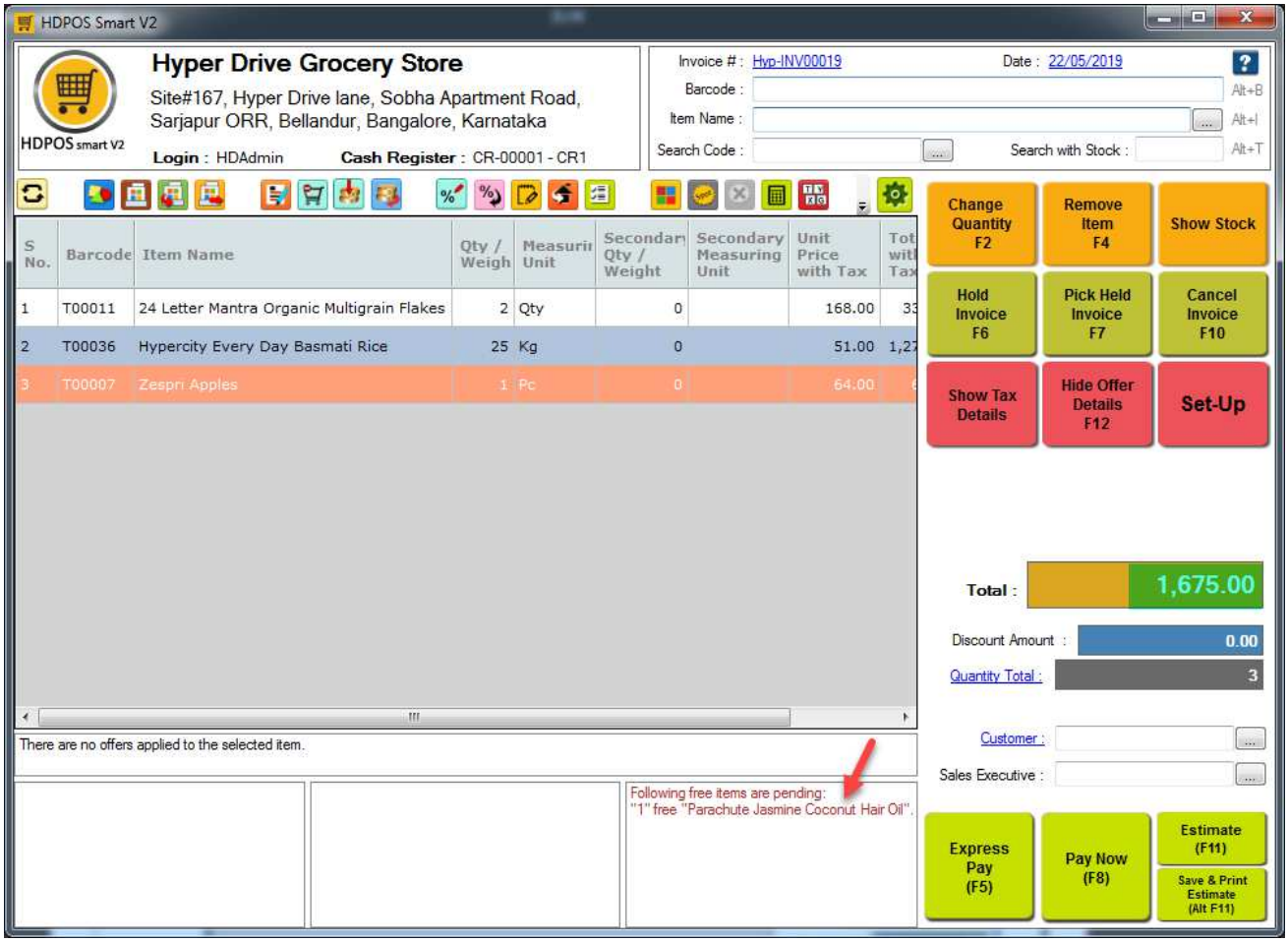
h. **Invoice Total**: Enter the invoice amount for how much you want the offer to be applied.

i. **Free Item**: Enter the name of free item that will be given for this offer.

j. **Free Item Quantity**: Enter the quantity of free item that will be given for this offer.

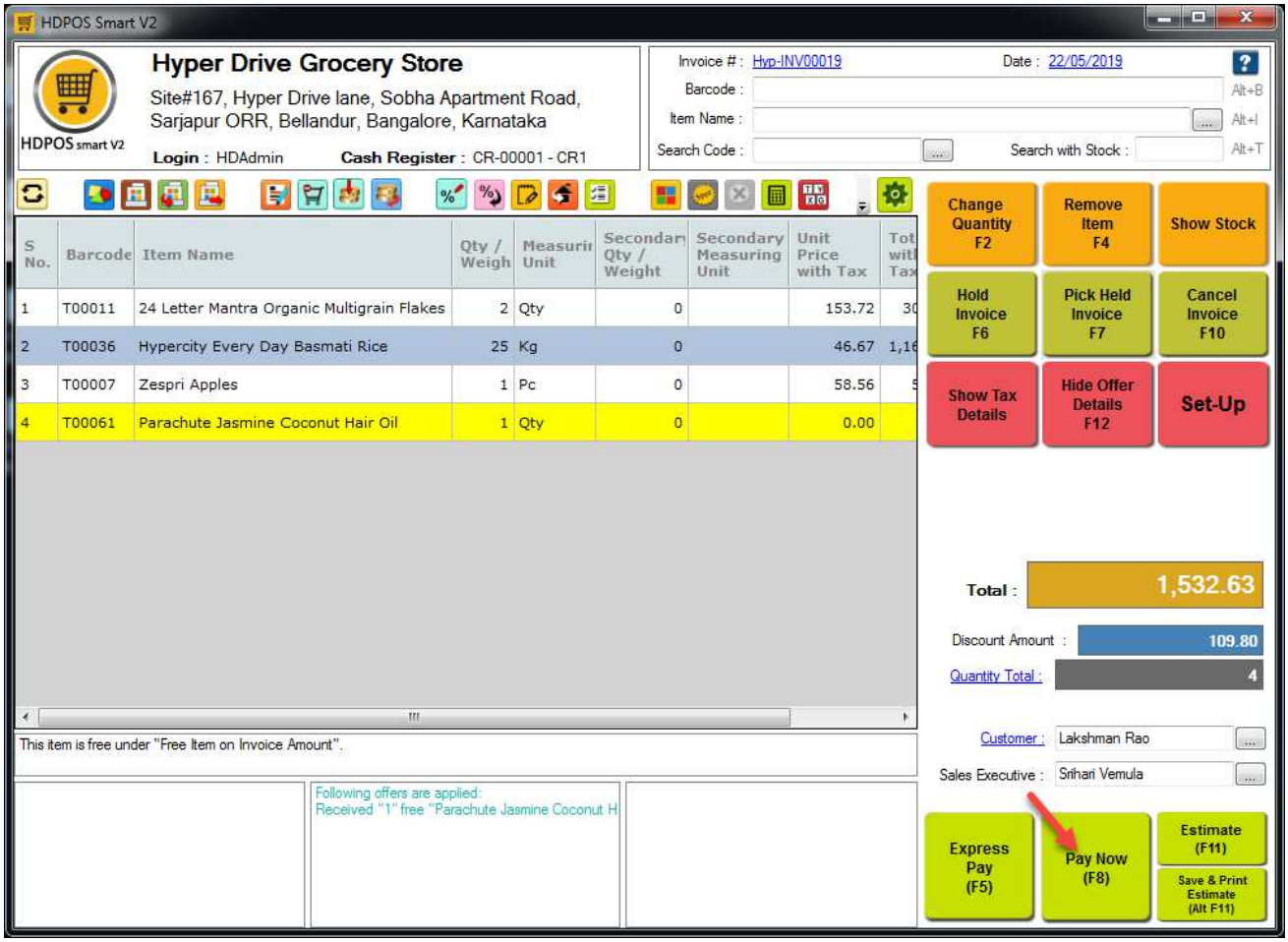
k. Click on **Save**.

5. Go back to main screen and make an invoice equal to the amount mentioned in offer.



6. As the invoice amount is more than the specified amount, the offer got applied and shown in the offer details section.

7. Add the free item to the invoice.Click on Pay Now.



8. Enter the amount and click on Save.

