Starting a Sale/In Case Signage

Introduction

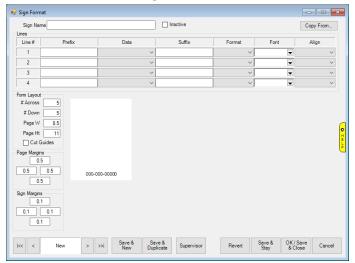
The Edge allows you to place items on sale and, optionally, generate signage to be placed in the case to advertise each item. Sales can be started and ended at any time. Sign formats are completely customizable.

Sign Formats

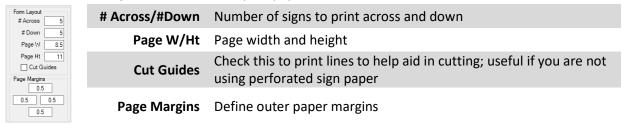
Signs are designed to be printed on perforated card stock. There are formatting options available to help match the sign printout to the paper layout.

To create a new sign format:

1. Click Administrative > Sign Formats, then click the Add button at the bottom.



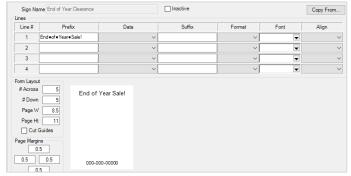
2. Use the **Form Layout** fields to define your paper dimensions.



- 3. Enter a Sign Name at the top to identify this sign type, e.g. "End of Year Clearance".
- 4. Each sign can display up to 4 lines. A line can contain a Prefix, Data, and/or Suffix.

Prefix	Text typed here will appear at the start of the line If Data specified, this text will appear before it
Data	Drop-down lets you choose to display item's Retail , current selling Price , or Discount
Suffix	Text typed here will appear at the end of the line If Data specified, this text will appear after it
Format	Drop-down controls how selected Data should be displayed
Font	Opens window allowing you to change font, style, size, color, etc
Align	Controls alignment; choosing Fit will also adjust font size to keep it on a single line

5. Specify the information you wish to appear on the first line. In this example, we will enter "End of Year Sale!" into the **Prefix** field. Notice the live preview window updates to reflect this.

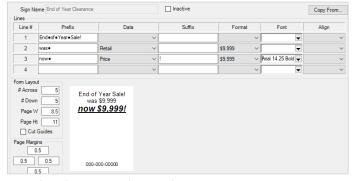


Note that spaces appear as black circles in the Prefix and Suffix fields.

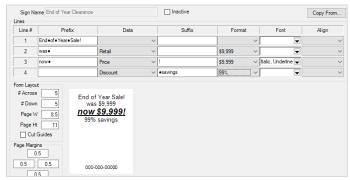
6. Specify information for the second line. In this example, we will enter "was" followed by a space into **Prefix**, use the **Data** drop-down to select **Retail**, and choose "\$9,999" for **Format**.



7. Specify information for the third line. In this example, we will enter "now" followed by a space into **Prefix**, use the **Data** drop-down to select **Price**, enter "!" into **Suffix**, and choose "\$9,999" for **Format.** We will also use the **Font** drop-down to make this line stand out.



8. Specify information for the fourth line. In this example, we will use the **Data** drop-down to select **Discount**, enter a space following by "savings" into **Suffix**, and choose "99%" for **Format.**



9. Use the **Sign Margins** fields in the bottom left to control how the text positions on the sign. In this example, we will change the top margin to ".5" to center the text vertically.

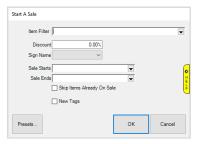


10. Click **OK/Save & Close** to save your sign format.

Starting a Sale

To start a sale:

1. Click Administrative > Start a Sale.



- 2. Click the **Item Filter** drop-down and enter criteria to find the items you wish to place on sale. When you go to start the sale you will be presented with matching items and can check those you wish to include.
- 3. Enter the **Discount** percentage.
- 4. Optionally, if you want to generate signs, choose your sign format from the Sign Name drop-down.
- 5. Optionally, set **Sale Starts** and **Ends** dates. If you do not set these the sale will start immediately and will not stop until you manually end it.
- 6. Optionally, check **Skip Items Already On Sale** to bypass any item already on another sale.
- 7. Optionally, check **New Tags** to queue new tags to be printed.
- 8. Click **OK**. A list of matching items will be presented. Check those included in this sale and click **OK**.

Printing Signage

If you generated signs they will be waiting to be printed. To print:

1. Click Inventory > Print Signage.



- 2. You can use the **Organize By** and **Sort By** options to change how the rows are displayed.
- 3. Select the sign row you wish to print and click **Print**.

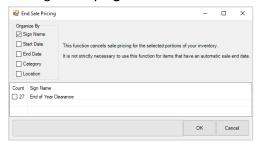
Ending a Sale

To end a sale:

1. Click Administrative > End a Sale.



- 2. When no **Organized By** options are specified it will simply list a count of ALL items currently on sale.
- 3. Check one or more **Organize By** options to identify those items you wish to remove. In this example, we will organize by **Sign Name**.



4. Check the items you wish to remove and click **OK** to remove them from the sale.



NOTE: If you set an **End Date** for your sale, items will automatically ring up at their pre-sale price once the date expires regardless of whether you use **End a Sale**.