

MYBUSINESS GUIDE

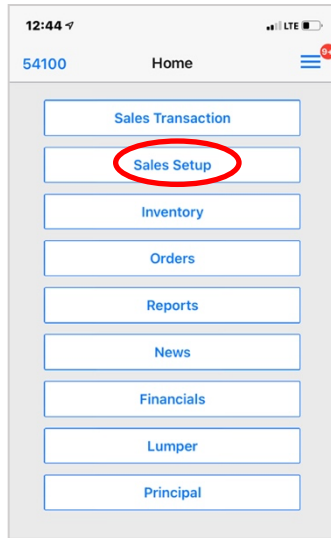
SETTING UP PROMOTIONS



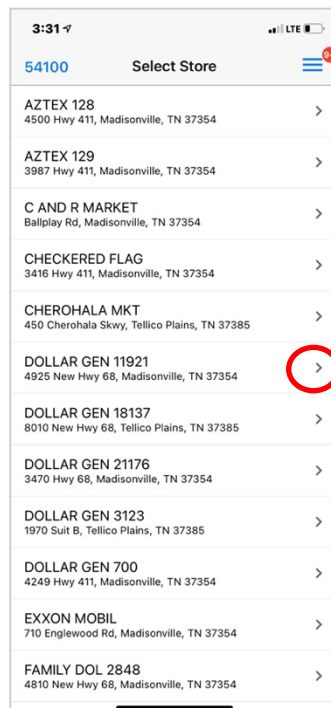
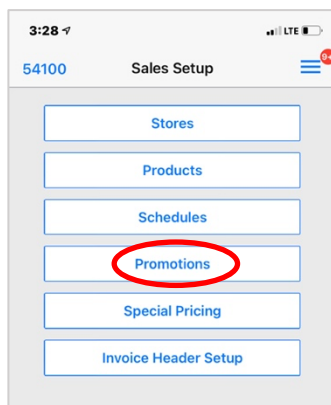
FEATURE SUMMARY:

This guide will show you how to set up promotions in the MyBusiness app.

1. From the Home Screen tap “Sales Setup”.



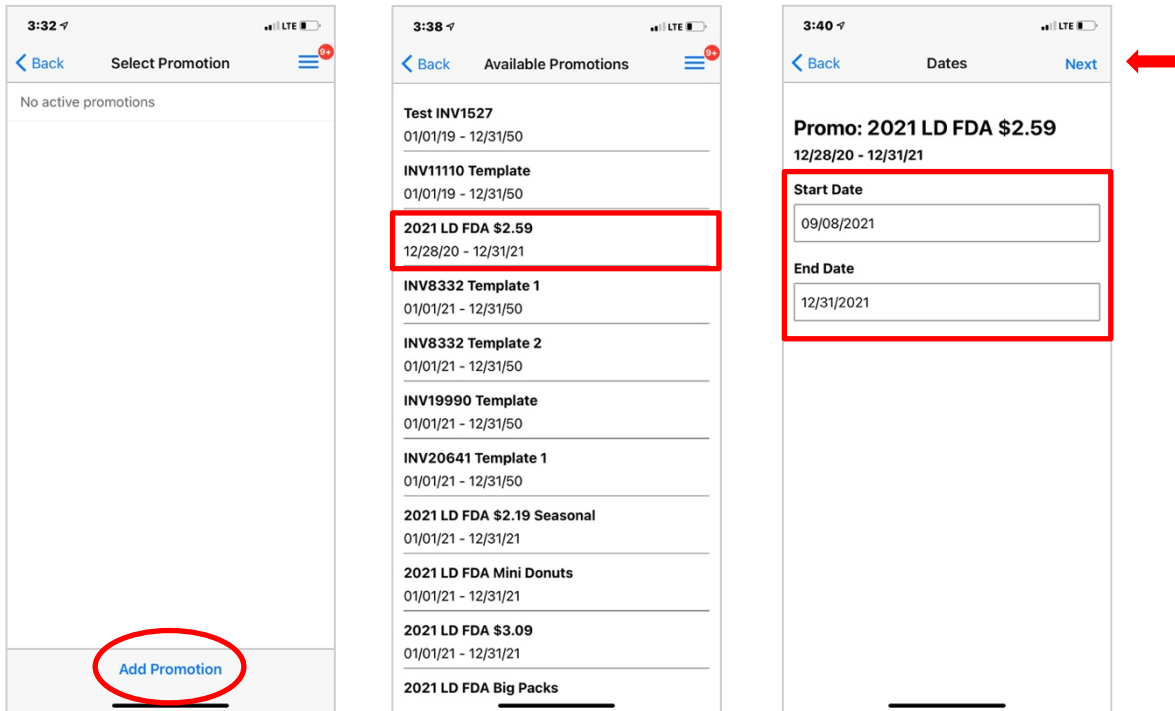
2. Tap “Promotions”. Next, select the stores that you’d like to add the promotion to by clicking on the chevron beside the store name.



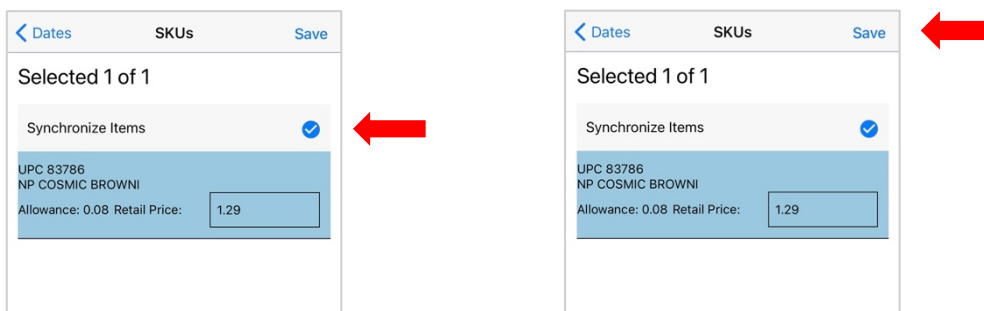
MYBUSINESS GUIDE



3. Tap “Add Promotion”. Select the promotion you would like to apply. You can then edit the start and end dates for the promotion. Then, tap “Next”.



4. All applicable products will then be displayed. Pricing can be adjusted by tapping on the box to the right of the product name. If you would like to add new products automatically to this promotion, tap “Synchronize Items.” Then tap “Save”.



NOTE: Synchronizing new products is a feature that can only be used for promotions that allow an unlimited number of products.

MYBUSINESS GUIDE



5. **If you would like to edit an existing promotion to include all future new products**, start by tapping the promotion you would like to update. When the promotion page opens, you will see a gray highlighted section. Tap the circle to the right to include all future new products.

