

1. Click on the **Hamburger Menu** at the top left.

Image: Schedule     Sales       Image: Schedule     Sales	
CHANGE DASHROADD DATE	
CONTRACTS INVENTORY CHARGE DASHBOARD DATE 02/26/2024 20:10	
TAKE-IN TAKE-OUT GROSS SALES	TR
LOCATIONS DISCOUNTS CATEGORIES \$1614.68 >	3
FEES TAXES REPORTS CASH CADD	\$326.08
FILE MANAGER USERS	3
ADMINISTRATION	

- 2. Select **Locations/Discounts** from the **Menu.**
- 3. Highlight the location you want to add an Auto-Discount to.
- 4. Input the # of days to the first (ex. 30), second (ex. 60) & third (ex. 90) discount and discount % for each 20 for 20%, 30 for 30%, etc.
- 5. Check the box "display discount tiers on label" if you'd like for customers to see the discount tier prices.

CAUTION: Discounts take immediate effect for items with shelf dates beyond the dates you've created unless you've checked an item as "No Discounting". So, don't create a discount before you're ready.