

# How to add a free item to online

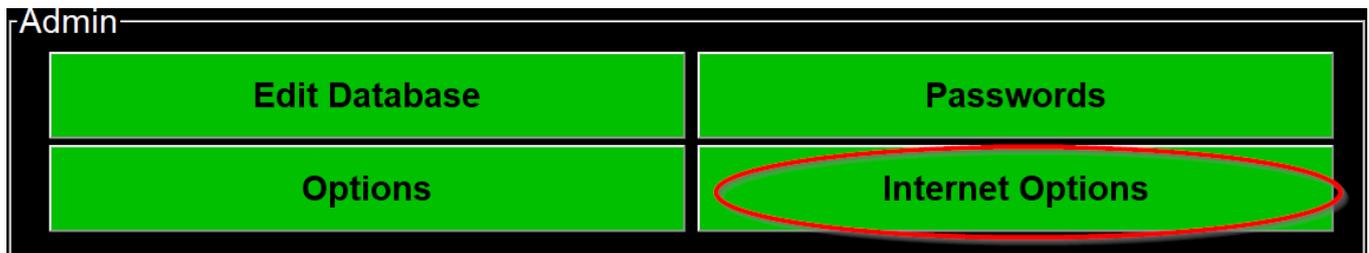
To add a free item to online, first go to '**Management**'



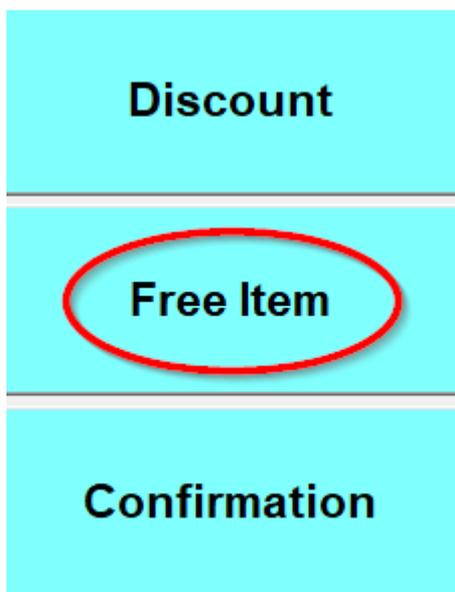
Then '**Occasional Menu**'



And then '**Internet Options**'



Select '**Free Item**' from the list on the right hand side of the screen



In 'Free Item' you can set the code customers will use to allow them to get the free item, how much they have to spend for the free item, which days of the week you want the code to be active and the free item customers can get.

Code	Spend	M	T	W	Th	F	S	Su	...
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							

There is also the option for if a customer spends £X they get the free item without a code. this option is found just above and just to the right of the above image.

Spend	...

S	Su	...
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Enter the code the customer is to use, for example "freedip" for a free dip if a customer spends over £10

Code	Spend	M	T	W	Th	F	S	Su	...
freedip	10.00	<input checked="" type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							
		<input type="checkbox"/>							

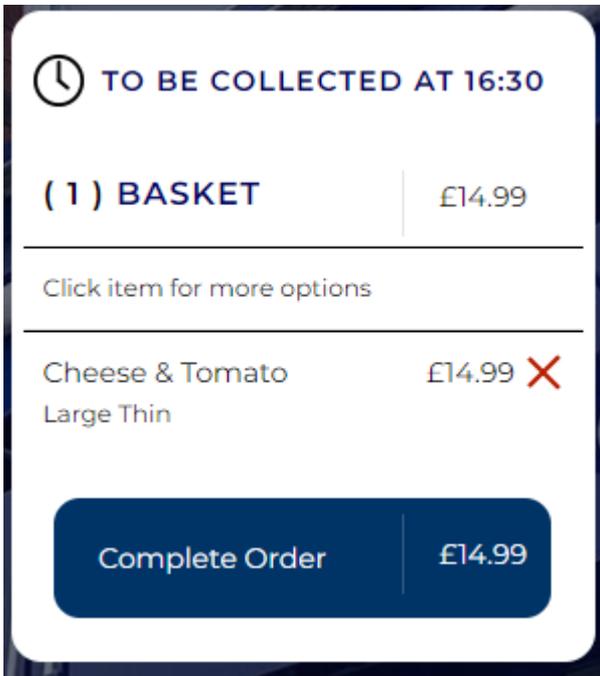
To select the free item you click on the box under the 3 dots, this will bring up a list of compatible items.

Su	...	Items
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1.25Ltr Bottle Drinks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Can Drinks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Cheese On Fries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Chicken Wings (6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Chocolate Fudge Cake
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delivery Charge 0.50
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DELIVERY CHARGE 1.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Dips
		<input type="checkbox"/> Garlic Bread
		<input type="checkbox"/> Garlic Bread & Cheese

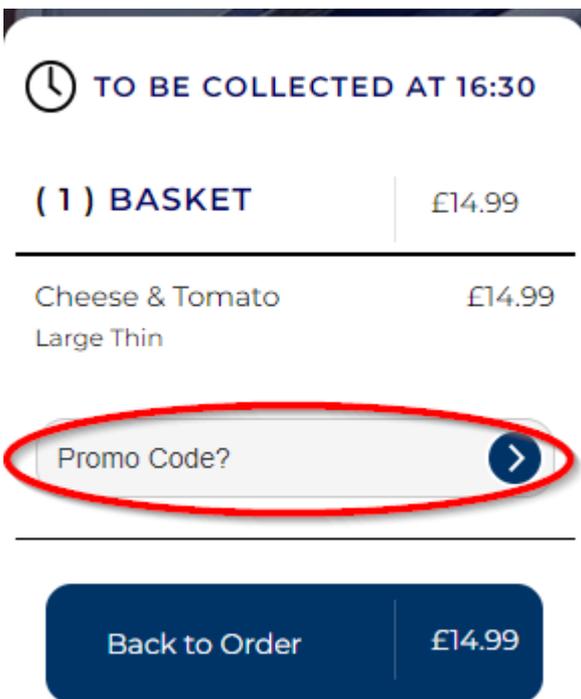
For this code we select '**Dips**' and a '\*' will show in the box we clicked to show the items.

Now Select '**Finished**' followed by '**Exit**' and then when prompted to upload to internet select '**Yes**'

To enter the code, select '**Complete order**' and the customer will be able to enter the code at the bottom of their basket



The code will need to be entered into the 'Promo Code' box.



Once the code has been accepted it will inform the customer

 **TO BE COLLECTED AT 16:30**

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**( 1 ) BASKET** | £14.99

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Cheese & Tomato £14.99  
Large Thin

**FREEDIP** 

*The code has been accepted.*

it will then allow the customer to select their free item just above where customer details are entered.

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**You are entitled to a free item!**

**SELECT**

**Order Details**

Name

Email

Telephone

Collection Notes

You are entitled to a free item!

SELECT

- SELECT
- Dips - Mayo
- Dips - Chilli
- Dips - BBQ
- Dips - Garlic Mayo
- Dips - Tomato
- Dips - Sweet & Sour
- Dips - Sour Cream & Chives
- Dips - Chillie Sauce

Collection Notes    Collection Notes

Once selected, the free item will then also show in the customers basket as a free item.

 **TO BE COLLECTED AT 16:30**

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**( 1 ) BASKET**      £14.99

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Cheese & Tomato      £14.99  
Large Thin

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 **Dips - Chilli**  
Free Item!

**FREEDIP** 

*The code has been accepted.*

When the item comes through to the shop it will show the item as being free.

Qty	Description	Price
1	Lge Thin Ch'se+Tomato	14.99
1	Sweet Chilli Dip	0.00

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Revision #2

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