Giving a Discount

inTouch can be set up to provide automatic meal deals and discounts in Management > Occasional Menu > Meal Deals. However, there may be occasions when you want to give a customer a special discount. Touch the **Discount** button on the payments section of the Order screen and the screen shown will appear.

image-1681291105889.png
Image not found or type unknown

If you want to reduce the total that the customer has to pay by an amount, use the keypad on screen to enter the figure. You do not need to type a decimal point; if you want to give a discount of £2.50, simply enter 250 and touch **Accept**.

If you want to reduce the total that the customer has to pay by a percentage, use the keypad on screen to enter the percentage. Ignore the decimal point; if you want to reduce the total by 10%, simply enter 10 and touch the **%** button.

If you make a mistake, touch **C** and the program will clear the figures you have entered, one at a time.

As soon as you touch **Accept** or **%**, the screen will change to one headed Select A Reason.

The text that appears on the buttons on this screen is created in Management > Occasional Menu > Menus > **Reasons**.

These buttons should be set up to show all the common reasons why you might give discounts to customers. However, if you are giving a discount for a reason that does not appear on this screen, touch the **Other...** button at the top left of the screen.

The screen will change to display an **Enter Reason** field. Use the on-screen keyboard to type in the reason for discount for this customer. Touch **Enter** when you have finished.

When you have selected a reason for the discount, the program will return to the payments section of the Order screen where you will see that the discount and the reason have been transferred to the food order on the receipt, and the total due reduced accordingly.

Revision #1

Created Wed, Apr 12, 2023 9:17 AM by Simon

Updated Wed, Apr 12, 2023 9:18 AM by Simon