Admin User Guide – Promotions

Getting Started

Accessing the Promotions Console [#accessing_console]

Overview

The Promotions microservice ("Promotions") allows Marketing Managers to create and manage promotion groups and promotions. As with all microservices in the Skava Commerce solution, promotion groups and promotions are associated with a store managed by the Store microservice.

A core component of Promotions is the embedded drools rule engine (See https://www.drools.org/ [https://www.drools.org/] for details about drools by Red Hat, Inc.) that executes business rules at scale when evaluating for active promotions. When rule conditions match, the engine fires responses that return data to the Storefront, resulting in an action such as apply a discount to an item added to the cart.

To support the widest possible range of client use cases, Promotions provides a flexible rules-based approach to manage your promotions workflow. You can define rule patterns based on a range of expressions consisting of various logical operators and data models that represent product information, user data, shipment type, location, payment or any custom-defined fields. The models can be extended to meet your needs that may not be supported out of the box. *Contact your Account Manager for more information about extending **models** and creating custom actions.*

For a detailed overview of the **Promotions** microservice, see the Promotions Microservice Overview [https://developer.skava.com/microservices/promotions/] .

Service Glossary

- **Business** – the parent of a **store** or set of **stores**. The basic use of a **business** is to manage common sets of users, catalogs, and other services for the **stores** associated with the business.

- **Business Admin** – a role that manages business settings, creates and manages stores, and enables microservice(s) for a **business**.

- **Lists** – create custom lists for use in promotions (e.g. can give discounts to a list of uses identified by email address). List creation and use DO NOT require the workflow approval process.

- **Omni-channel** – a multichannel approach to sales that seeks to provide consumers with a seamless shopping experience, whether shopping online (on a desktop, a mobile, or a tablet device), by telephone, or in person at a physical store

(https://searchcio.techtarget.com/definition/omnichannel
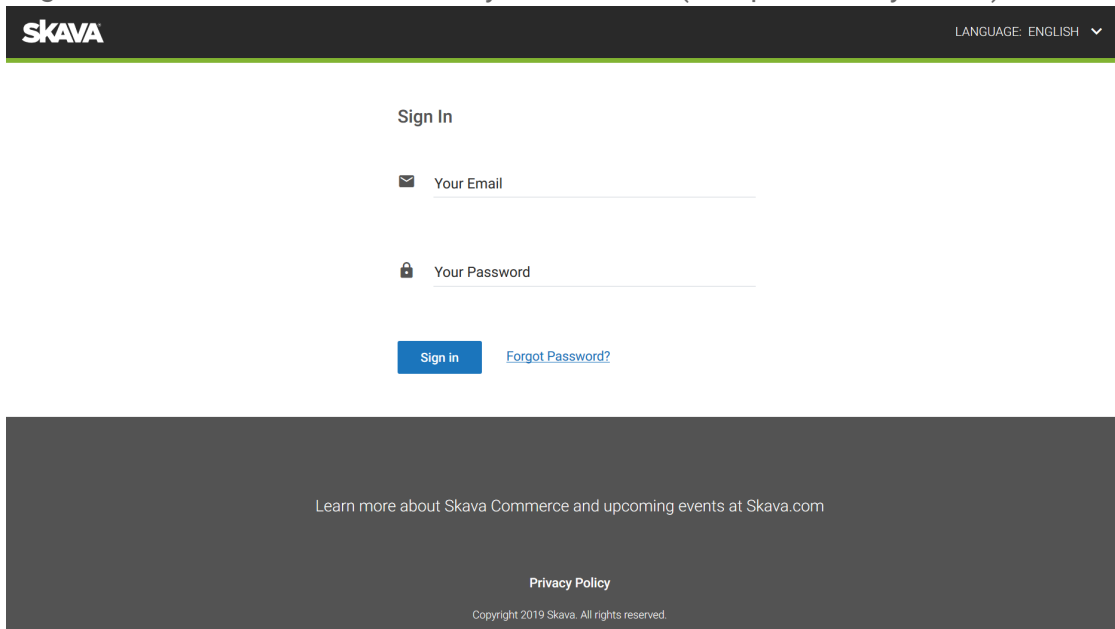[https://searchcio.techtarget.com/definition/omnichannel]).

- **Product** – a good, service, or idea that has a combination of tangible and intangible attributes and can have multiple variants which are referred to as **stock-keeping units** (SKUs). In Skava Commerce, the consumer or buyer evaluates a product (for example, a men's dress shoe available in black and brown and sizes from 10 to 15), but actually purchases an SKU associated with the product (for example, a black-colored version of the dress shoe in size 12) rather than the product itself.

- **Promotion Codes** – activate promotions that have not been configured to auto-apply. The Codes can be created manually or generated by the Promotion microservice. Promotion Code creation and use do NOT require the workflow approval process.

- **Promotion Editor** – defines and manages offers and discounts for consumers or buyers throughout the Commerce site and submits them to the Marketing Manager for approval.

- **Marketing Manager** – creates, manages, and approves promotions.

- **Model** – describes the context of a promotion or offer type (for example, stock-keeping unit (SKU), Cart, Payment, User, Store, or Cookie).

- **Project** – a container or wrapper entity to hold changes made to a **promotion group** or **promotion**. New and updated pricing should pass through the Project approval workflow process before it is reflected in a store's **promotions**.

- **Project Notes** – comments entered by Project Editor or Approver to add context to project actions.

- **Project Workflows** – make business processes more efficient by managing and tracking the human tasks involved with a process and then providing a record of that process when it completes.

- **Promotion** – offers presented to consumers or buyers in a client's Storefront and Apps.

- **Promotion Group** – container for individual promotions that are grouped logically based on an event or marketing campaign. Creation of a Promotion Group is required and should be defined before a Promotion can be created.

- **Rules Engine** – an environment that provides a flexible definition of business rules such as promotions.

- **Stock Keeping Unit** (SKU) – a particular variant of a **product** which is available for purchase by a consumer or buyer.

- **Store** – represents a specific physical location or online store of a **business**.

- **Store Manager** – associates a **price list** for each currency supported by a **store**.

- **Storefront** – a consumer-facing website that presents products, content, and promotions across multiple channels such as desktop, tablet, and mobile.

⬚ Accessing the Promotions Console

Overview [#overview] | Manage Promotions [#manage_promotions]

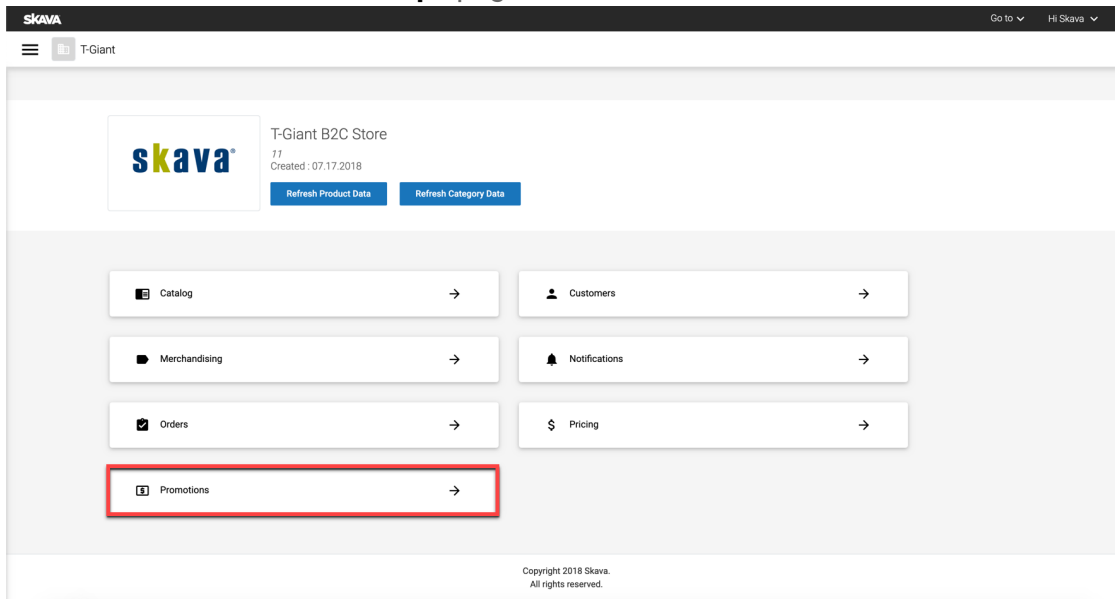To access the Promotions console

1. Log in to the **Foundation** service for your **business** (URL provided by Skava).

2. Click **Promotions** in the **StoreOps** page.

The Promotions landing page appears:

Manage Promotions

Accessing the Promotions Console [#accessing_console] | Projects and Approvals [#projects_approvals]

With necessary privileges, in the Promotions console, you can manage:

- Promotions via the project approval workflow [#ProjectApprovalWorkflow]

- List

- Promo Codes List

The landing page for each section contains a list of all Promotion Group [#WorkingwithPromotionGroups] , List [#ManagingPromotionLists] , and Promo Codes List [#ManagingPromoCodeLists] , respectively, for a **store**.

[] Working with Promotion Groups

In the Promotion Groups page, you can:

- view the list of all existing Promotion Groups

- create a new Promotion Group via the project approval workflow

- delete a particular inactive Promotion Group

- search by Project, Priority, Status, Date, or Stop further processing

- sort promotion group name, priority, status, start date, end date, Stop further processing by ascending/descending order

SKAVA   Hi skava ▼

≡ ▦ T-Giant

All Groups   📄 Projects   🏪 Affecting 2 Stores ▼

⑤ Promotions

Promotion Groups   **Create Promotion Group**

⊞ List

📇 Promo Codes List

⋮ 🔍   Project : All Approved ▼   Priority   ▼   Reset   **Go**

Status   ▼   Date   ▼

Promotion group name ⇕	Priority ⇕	Status ⇕	Start date ⇕	End date ⇕	Stop further processing ⇕
No data found					

Showing 1 to 0 of 0 entries   Previous   Next

[] Creating a New Promotion Group

A Promotion Group enables you to organize multiple similar promotions. Once you create a new promotion group, you can create a new promotion, manage the existing promotions, and/or clone the existing promotion.

To create a new promotion group,

1. Click the **Create Promotion Group** button.
   The **Select Project** pop-up opens. This is required to create a promotion group and get it approved with the Promotion Manager.

Select Project   ✕

🔍 Search   Open   ▼   View All

Black Friday 2020 Project   OPEN   ⇥   Details

Cyber Monday Offers   OPEN   >   Details

Thanks Giving Day Offers   OPEN   >   Details

New Year 2020 Offers   OPEN   >   Details

New Project Name*   **Create Project**

2. Select the required project. For example,

Select Project	✕

🔍 Search   Open   ▼   View All

Black Friday 2020 Project	OPEN	➔	Details
Cyber Monday Offers	OPEN	›	Details
Thanks Giving Day Offers	OPEN	›	Details
New Year 2020 Offers	OPEN	›	Details

New Project Name*   **Create Project**

Note: If the project is not available, then create a new project. For more information, see "Creating a New Project [#CreateProject] ".

3. [] In the Create Promotion Group page, enter/select the required information:

Field	Description
Group Name	Enter a name that describes the promotion group. This field is mandatory.

Field	Description
Date Range	Select the start date and time, end date and time, and click the **Apply** button. This field is mandatory. **Note:** - The promotion created within the promotion group is bound to be within this start and end dates. - If you DO NOT select the date and time, then the following default date and time is selected and applied to the promotion group: <table><tr><td>**Date Picker**</td><td>**Description**</td></tr><tr><td>Start date</td><td>Sets the next date of the current date (that is, current date + 1 day)</td></tr><tr><td>Start time (24-hour clock)</td><td>Sets the start time as "00:00:00"</td></tr><tr><td>End date</td><td>Sets 6 days from the start date (that is, start date + 6 days)</td></tr><tr><td>End time (24-hour clock)</td><td>Displays the end time as "23.59:00"</td></tr></table>
Status	Select any one of the following statuses: - **In-Active** to deactivate the promotion group. Later, you can change the status to 'Active' if required. - **Active** to activate the promotion group. The promotion engine checks only active promotion groups and promotions. This field is mandatory.

Field	Description
Priority	Enter the priority number between 0 and 25 where 25 is the highest and 0 is the lowest in the priority order. The promotion engine reads the active promotion groups and active promotions in it as per the priority order. This field is mandatory. As a good practice, it is expected that each promotion shall have a distinct priority, however, in case there happen to be more than one promotions for **the same item with the same priority**, then the promotions are processed in the following manner: 1. The promotion which ends first will take precedence. 2. If the end date is the same, then the promotion which starts first will take precedence. 3. If both the start and end dates are the same, then the rule engine will pick a random promotion. **Note:** Against the offer level, the sequence would be Item Price, BOGO, Item Shipping, Cart Price, and Cart Shipping.
Stop further processing	Select any one of the following options to stop further processing of the succeeding promotion groups: • **Never** – Irrespective of whether condition matches or not in the current promotion group, continue to execute the succeeding promotion groups in order of priority. By default, this option will be selected. • **Always** – Irrespective of whether condition matches or not in the current promotion group, the promotion engine stops executing the succeeding promotion group. • **If stop condition matches** – Enables you to define the stop condition. The promotion engine stops executing when the stop condition matches. You can specify the business rule that can stop the processing of the promotion engine. See Configuring Conditions [#ConfiguringConditions] for more information.

4. Click the **Save** button to save the newly created promotion group. Once saved, you can see the summary details of the promotion group. Now, you can create new promotions [#CreateNewPromotion] within the group.

   Note:

   • To cancel creating the promotion group, click the **Cancel** button.

   • For editing the existing promotion group, see Editing Existing Promotion Group [#EditPromotionGrp] .

[] Creating a New Promotion

Within the Promotion Group, you can create one or more promotions with a different set of conditions, offer period, actions, priorities for each promotion via the project approval workflow [#ProjectApprovalWorkflow] . The promotion engine executes the promotion group based on priority, active status, and conditions. If the condition matches, the promotion engine reads each active promotion within the group and executes the promotion offer based on the priority order, conditions and actions set for each promotion.

While creating a promotion, you can add a locale-specific display message and description.

To create a new promotion,

1. In the Promotion section, click the **Create Promotion** button.

2. In the **Create Promotion** page, enter/select the required information:

[] The following table describes the above screen:

Field/Section	Description
Promotion Name	Enter a name that describes the promotion. This field is mandatory.
Date Range	Select the start date and time, and end date and time for the promotion. This field is mandatory. The promotion offer will be applicable only on the selected date and time, otherwise, the promotion expires. You will be able to select the date for a promotion that falls within the promotion group duration. **Note:** • The promotion created within the promotion group is bound to be within this start and end dates. • If you DO NOT select the date and time, then the promotion group start and end date and time are selected by default.

Field/Section	Description
Status	Select any one of the following statuses: • **In-Active** to deactivate the promotion. Later, you can change the status to 'Active' if required. • **Active** to activate the promotion. The promotion engine checks only active promotion groups and promotions. This field is mandatory.

Offer On	Select any one of the following offer rules:
	
	• **Item Price Rules [#ItemPriceRules]** – to set up a price offer on an item:
	
	   • **Product Price Offer** – to provide an offer on the product price.
	
	   • **Product Personalization** – to provide discounts on gift-wrapping and personalization for a specific set of products.
	
	   • **Bundle Product Offer** – to provide a promotion offer on the bundled products.
	
	• **BOGO Rules [#BOGORules]** – to set up any one of the following offer types:
	
	   • **Buy X Get Y** – a customer gets a percentage offer or currency offer on buying X number of items.
	
	   • **Buy X And Y** – a customer gets a percentage offer or currency offer on buying two different specific items.
	
	   • **GWP** – a customer gets a predefined gift along with the purchase of a predefined product.
	
	• **Item Shipping Rules [#ItemShippingRules]** – to set up a shipping price offer on an item:
	
	   • **Product Shipping Offer** – to provide shipping discounts on a product.
	
	   • **Bundle Product Shipping Offer** – to provide a shipping offer on the bundled products.
	
	• **Cart Price Rules [#CartPriceRules]** – to set up any one of the following offer types:
	
	   • **Cart Price Offer** – to set up a cart price offer on an order.
	
	   • **Trade In Offer** – to provide an offer on an old item while exchanging with the new item.

Field/Section	Description
	• **Cart Shipping Rules [#CartShippingRules]** – to set up a cart shipping offer on an order. [] The account-based promotion offers can be set up in the action conditions [#Authoring_Actions_to_the_Promotion] using the B2B Accounts model. See setting B2B Accounts in the conditions [#B2B_Accounts] . For information on returning, replacing, or exchanging an order or item(s), see CSR Functionalities [https://developer.skava.com/microservices/order/order-admin-user-guide/#CSR_Functionalities] in the Order Admin Guide.

Offer Type	Select any one of the following offer types:
	
	• **Fixed Offer** – The offer value set will be the sale/shipping price of the item/cart.
	
	• **Amount Offer** – The offer value set will be a discount on the original sale/shipping price of item/cart or on the customer's payment method (but rule type should be '**Cart Price Rules [#CartPriceRules]**).
	
	• **% Offer** – The offer value set will be a percentage discount on the:
	
	    ◦ original sale/shipping price of the item/cart
	    ◦ customer's payment method (but rule type should be **Cart Price Rules [#CartPriceRules]**)
	    ◦ bundled products
	
	Note: You can also set the actual discount value between the maximum and minimum range on the **Actions** page.
	
	• **Formula** – Once selected, the Formula field appears in the Actions page for calculating promotion offers. It is a customized discount based on a formula or logic.

Field/Section	Description
Priority	Enter the priority number between 0 and 25 where 25 is the highest and 0 is the lowest in the priority order. The promotion engine reads the active promotion groups and active promotions in it as per the priority order. As a good practice, it is expected that each promotion shall have a distinct priority, however, in case there happen to be more than one promotions for **the same item with the same priority**, then the promotions are processed in the following manner: 1. The promotion which ends first will take precedence. 2. If the end date is the same, then the promotion which starts first will take precedence. 3. If both the start and end dates are the same, then the rule engine will pick a random promotion. **Note:** Against the offer level, the sequence would be Item Price, BOGO, Item Shipping, Cart Price, and Cart Shipping.
[] **Locale Specific Message Description**	In this section, enter a locale-specific display message and description. The default locale is `en_US`. You can add multiple locales to a promotion. In Collection Properties of Promotion [https://developer.skava.com/microservices/promotions/promotions-collection-properties/] , the initial locale will be set to default. All locales configured here will be displayed in the drop-down list.

3. Click the **Save** button to save the promotion to the promotion group.

After saving, a unique ID is created. Now, you can start configuring conditions [#ConfiguringConditions] , actions [#actions] , and promo codes [#GeneratingPromoCodesPromotion] .
Note: If required, you can edit [#ViewEditPromotion] or clone [#ClonePromotion] the promotion.

Creating Conditions to the Promotion

To configure the conditions and stop further processing for the promotion,

1. In a particular promotion, click the **CONDITIONS** tab.

2. Add rules as per your business requirements. See Configuring Conditions [#ConfiguringConditions] for more information.

3. Click the **Generate Conditions** button and verify the result.

4. In the Stop further processing section, select any one of the following options to stop further processing of the succeeding promotion:

   - **Never** – Irrespective of whether condition matches or not in the current promotion group, continue to execute the succeeding promotion groups in order of priority. By default, this option will be selected.

   - **Always** – Irrespective of whether condition matches or not in the current promotion group, the promotion engine stops executing the succeeding promotion group.

   - **If condition matches** – When the current promotion's condition matches, the promotion engine stops executing the succeeding promotion group.
     Note: When you configure the promotion with promo codes, the rule engine

> stops further processing the condition after matching the promo code in the condition.

- **If stop condition matches** – Enables you to define the stop condition. The promotion engine stops executing when the stop condition matches. You can specify the business rule that can stop the processing of the promotion engine. See <u>Configuring Conditions [#ConfiguringConditions]</u> for more information.

5. Click the **Save** button.
   Note: To cancel the conditions without saving, click the **Cancel** button.
   The condition is updated as follows:

[] Authoring Actions to the Promotion

After creating a new promotion and creating conditions to it, you need to specify what needs to be done when the condition matches. This is configured using the actions. Within a promotion, you can also create multiple different actions based on the action condition and assign different offer values to each action. The actions will vary according to the <u>promotion offer rules [#OfferOn]</u> and the <u>promotion offer type [#OfferType]</u> that is configured while creating a promotion.

Create an Action

To create an action,

1. In a particular promotion, click the **ACTIONS** tab after configuring the required conditions.
2. Click **Add Actions**.
   The following screen appears:

3. Enter an action name, which describes the action.

A list of parameters will be displayed based on the selected **Offer On** and **Offer Type**.

While creating a promotion, if		Then, in the ACTIONS tab	
☐ Offer On is	**☐ Offer Type is**	**Select the Action Type**	**Set the following Action parameters**
☐ Item Price Rules	**Fixed Offer**	**Product Price Offer**	a. In the **Purchase Type** dropdown list, select any one of the following:

- **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field.

- **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

- **Maximum Purchase Quantity** – The customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.
c. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat

		discount in the final total amount.
		d. Enter the fixed offer amount.
Amount Offer	**Product Price Offer**	a. In the **Purchase Type** dropdown list, select any one of the following: • **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field. • **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount. • **Maximum Purchase Quantity** – The customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount. b. In the **Purchase Quantity** field, enter the quantity value in numeric format.

c. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

d. In **Offer Amount**, enter the offer amount.

% Offer	Product Price Offer	a. In the **Purchase Type** dropdown list, select any one of the following: • **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field. • **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount. • **Maximum Purchase Quantity** – The customer must buy the products as per the maximum

quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.

c. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

d. In **% Offer**, enter the percentage offer in numeric format.

	Formula	Product Price Offer	a. In the **Purchase Type** dropdown list, select any one of the following: • **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field. • **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which

is specified in the **Purchase Quantity** field to get the discount.

- **Maximum Purchase Quantity** – The customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.
d. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

e. Enter the formula to provide the discount.

| Item Price Rules | Fixed Offer | Product Personalization | a. Enter the personalization type; for example, `Gift Wrapping`
b. Enter the fixed offer amount. |
| | Amount Offer | Product Personalization | a. Enter the personalization type; for example, `Gift` |

			Wrapping b. In Offer Amount, enter the offer amount.
	% Offer	**Product Personalization**	a. Enter the personalization type; for example, `Gift Wrapping` b. In % Offer, enter the percentage offer in numeric format.
	Formula	**Product Personalization**	a. Enter the personalization type; for example, `Gift Wrapping` b. Enter the formula to provide the discount.
Item Price Rules	**Fixed Offer**	**Bundle Product Offer**	In **@ Amount**, enter the fixed offer amount.
	Amount Offer	**Bundle Product Offer**	In **Offer Amount**, enter the offer amount.
	% Offer	**Bundle Product Offer**	In **% Amount**, enter the percentage offer in numeric format.
[] BOGO Rules	**Fixed Offer**	**Buy X Get Y**	a. In the **Buy Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See [Configuring Conditions [#ConfiguringConditions]](#ConfiguringConditions) for more information. b. In **Buy Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Get Item Condition** section, add rules for getting item(s) as per your business requirements. This is optional. See [Configuring Conditions [#ConfiguringConditions]](#ConfiguringConditions) for more information.

		d. In **Get Item Quantity**, enter the quantity (in numeric format) that the customer will get the items. e. Select any one of the following discount types: - **Each Discount** – to provide discounts for each of the products. This is default. - **Flat Discount** – to provide a flat discount in the final total amount. f. In **@ Amount**, enter the fixed offer amount.
Amount Offer	**Buy X Get Y**	a. In the **Buy Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See [Configuring Conditions [#ConfiguringConditions]](#) for more information. b. In **Buy Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Get Item Condition** section, add rules for getting item(s) as per your business requirements. This is optional. See [Configuring Conditions [#ConfiguringConditions]](#) for more information. d. In **Get Item Quantity**, enter the quantity (in numeric format) that the customer will get the items.

			e. Select any one of the following discount types:
			• **Each Discount** – to provide discounts for each of the products. This is default.
			• **Flat Discount** – to provide a flat discount in the final total amount.
			f. In **Offer Amount**, enter the offer amount.
	% Offer	**Buy X Get Y**	a. In the **Buy Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See Configuring Conditions [#ConfiguringConditions] for more information. b. In **Buy Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Get Item Condition** section, add rules for getting item(s) as per your business requirements. This is optional. See Configuring Conditions [#ConfiguringConditions] for more information. d. In **Get Item Quantity**, enter the quantity (in numeric format) that the customer will get the items. e. In **% Offer**, enter the percentage offer (in numeric format).
BOGO Rules	**Fixed Offer**	**GWP**	a. In the **Buy Item Condition** section, add

			rules for buying item(s) as per your business requirements. This is optional. See [Configuring Conditions \[#ConfiguringConditions\]](#) for more information. b. In **Buy Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Get Item Condition** section, add rules for getting item(s) as per your business requirements. This is optional. See [Configuring Conditions \[#ConfiguringConditions\]](#) for more information. d. In **Get Item Quantity**, enter the quantity (in numeric format) that the customer will get the items. e. In **Gift Product Id**, enter an identifier of the Gift product. f. In **Gift Sku Id**, enter an identifier of the Gift SKU.
	Amount Offer	**GWP**	a. In the **Buy Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See [Configuring Conditions \[#ConfiguringConditions\]](#) for more information. b. In **Buy Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Get Item Condition** section, add rules for getting item(s) as per your business requirements. This is optional. See [Configuring Conditions](#)

			[#ConfiguringConditions] for more information. d. In **Get Item Quantity**, enter the quantity (in numeric format) that the customer will get the items. e. In **Gift Product Id**, enter an identifier of the Gift product. f. In **Gift Sku Id**, enter an identifier of the Gift SKU.
	% Offer	**GWP**	a. In the **Buy Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See Configuring Conditions [#ConfiguringConditions] for more information. b. In **Buy Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Get Item Condition** section, add rules for getting item(s) as per your business requirements. This is optional. See Configuring Conditions [#ConfiguringConditions] for more information. d. In **Get Item Quantity**, enter the quantity (in numeric format) that the customer will get the items. e. In **Gift Product Id**, enter an identifier of the Gift product. f. In **Gift Sku Id**, enter an identifier of the Gift SKU.
BOGO Rules	**Fixed Offer**	**Buy X and Y**	a. In the **Buy X Item Condition** section, add rules for buying item(s) as per your business requirements. This is

optional. See Configuring Conditions [#ConfiguringConditions] for more information.

b. In **Buy X Item Quantity**, enter the quantity (in numeric format) that the customer has to buy.

c. In the **Buy Y Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See Configuring Conditions [#ConfiguringConditions] for more information.

d. In **Buy Y Item Quantity**, enter the quantity (in numeric format) that the customer has to buy.

e. Select any one of the following discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

f. In @ **Amount**, enter the fixed offer amount.

| | **Amount Offer** | **Buy X and Y** | a. In the **Buy X Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See Configuring Conditions [#ConfiguringConditions] for more information.

b. In **Buy X Item Quantity**, enter the quantity (in numeric format) that the |

			customer has to buy.
			
			c. In the **Buy Y Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See [Configuring Conditions [#ConfiguringConditions]](#ConfiguringConditions) for more information.
			
			d. In **Buy Y Item Quantity**, enter the quantity (in numeric format) that the customer has to buy.
			
			e. Select any one of the following discount types:
			
			  • **Each Discount** – to provide discounts for each of the products. This is default.
			
			  • **Flat Discount** – to provide a flat discount in the final total amount.
			
			f. In **Offer Amount**, enter the offer amount.

	% Offer	**Buy X and Y**	a. In the **Buy X Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See [Configuring Conditions [#ConfiguringConditions]](#ConfiguringConditions) for more information. b. In **Buy X Item Quantity**, enter the quantity (in numeric format) that the customer has to buy. c. In the **Buy Y Item Condition** section, add rules for buying item(s) as per your business requirements. This is optional. See Configuring

Conditions
[#ConfiguringConditions]
for more information.
d. In **Buy Y Item Quantity**,
enter the quantity (in
numeric format) that the
customer has to buy.
e. In **% Offer**, enter the
percentage offer in
numeric format.

[] **Item Shipping Rules**	**Fixed Offer**	**Product Shipping Offer**	a. In the **Purchase Type** dropdown list, select any one of the following:

- **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field.

- **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

- **Maximum Purchase Quantity** – The customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.

c. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

d. In **@ Amount**, enter the fixed offer amount.

Amount Offer	Product Shipping Offer	a. In the **Purchase Type** dropdown list, select any one of the following: **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field. **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount. **Maximum Purchase Quantity** – The

customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.
c. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

d. In **Offer Amount**, enter the offer amount.

	% Offer	Product Shipping Offer	a. In the **Purchase Type** dropdown list, select any one of the following:

- **Batch Purchase Quantity** – The customer must buy the products in large numbers as specified in the **Purchase Quantity** field.

- **Minimum Purchase Quantity** – The customer must buy the products as per the

minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

- **Maximum Purchase Quantity** – The customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.

c. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

d. In **% Offer**, enter the percentage offer in numeric format.

	Formula	Product Shipping Offer	a. In the **Purchase Type** dropdown list, select any one of the following: • **Batch Purchase Quantity** – The customer must

buy the products in large numbers as specified in the **Purchase Quantity** field.

- **Minimum Purchase Quantity** – The customer must buy the products as per the minimum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

- **Maximum Purchase Quantity** – The customer must buy the products as per the maximum quantity threshold, which is specified in the **Purchase Quantity** field to get the discount.

b. In the **Purchase Quantity** field, enter the quantity value in numeric format.

d. Select any one of the discount types:

- **Each Discount** – to provide discounts for each of the products. This is default.

- **Flat Discount** – to provide a flat discount in the final total amount.

			e. Enter the formula to provide the discount.
Item Shipping Rules	**Fixed Offer**	**Bundle Product Shipping Offer**	In @ **Amount**, enter the fixed offer amount.
	Amount Offer	**Bundle Product Shipping Offer**	In **Offer Amount**, enter the offer amount.
	% Offer	**Bundle Product Shipping Offer**	In **% Amount**, enter the percentage offer in numeric format.
[] **Cart Price Rules**	**Fixed Offer**	**Cart Price Offer**	In @ **Amount**, enter the fixed offer amount.
	Amount Offer	**Cart Price Offer**	In **Offer Amount**, enter the offer amount.
	% Offer	**Cart Price Offer**	In **% Amount**, enter the percentage offer in numeric format.
	Formula	**Cart Price Offer**	In **Formula**, enter the formula to provide the discount.
Cart Price Rules	**Amount Offer**	**Trade In Offer**	In **Offer Amount**, enter the offer amount.
	% Offer	**Trade In Offer**	In **% Amount**, enter the percentage offer in numeric format.
[] **Cart Shipping Rules**	**Fixed Offer**	**Cart Shipping Offer**	In @ **Amount**, enter the fixed offer amount.
	Amount Offer	**Cart Shipping Offer**	In **Offer Amount**, enter the offer amount.
	% Offer	**Cart Shipping Offer**	In **% Amount**, enter the percentage offer in numeric format.
	Formula	**Cart Shipping Offer**	In **Formula**, enter the formula to provide the discount.

4. In the **Action Conditions** section, add rules as per your business requirements. This is optional.

      See Configuring Conditions [#ConfiguringConditions] for more information.

5. Click the **Generate Conditions** button and verify the result.

6. In the **Locale Specific Message Description** section, select the required locale and click the **Add Locale** button.
   Note:

   - The locales that are configured in the collection properties [https://developer.skava.com/microservices/promotions/promotions-collection-properties/] will appear for selection.

   - If the locale is not added, then the promotion level locale is considered.

7. Enter the locale-specific display message and description. The **Display Message** field is mandatory and the **Description** field is optional.
   Note: The information mentioned here overrides the information that is set at the promotion level [#PromoLvlLocaleSpecific] .

8. Click the **Save** button.
   Note: To cancel the conditions without saving, click the **Cancel** button.

View an Action

To view an action,

1. Navigate to a promotion group and then click on the required promotion.

2. Click the **ACTIONS** tab and view all action details or particular action details.

[] Edit an Action

1. Navigate to a promotion group and then click on the required promotion.
2. Click the **ACTIONS** tab.

3. Click the **Edit** icon against the action that you want to modify:

The following screen appears under the **ACTION** tab:

CONDITIONS	ACTIONS	PROMO CODES

Cancel   Save

Action Name*
Black Friday Promotion 2020 Offer on Shoes

Action Type*
Buy X Get Y ▾

Buy Item Condition

NOT AND OR   + Add rule   ⊕ Add group

Product Id ▾   equal ▾   Puma7867   ✕ Delete

Name ▾   equal ▾   Puma   ✕ Delete

Unit Price ▾   less or equal ▾   50   ✕ Delete

Generate Condition

Buy Item Quantity*
1

Get Item Condition

NOT AND OR   + Add rule   ⊕ Add group

Generate Condition

Get Item Quantity*   % Offer*
1   40

Action Conditions (Optional)

NOT AND OR   + Add rule   ⊕ Add group

Generate Condition

Locale Specific Message Description
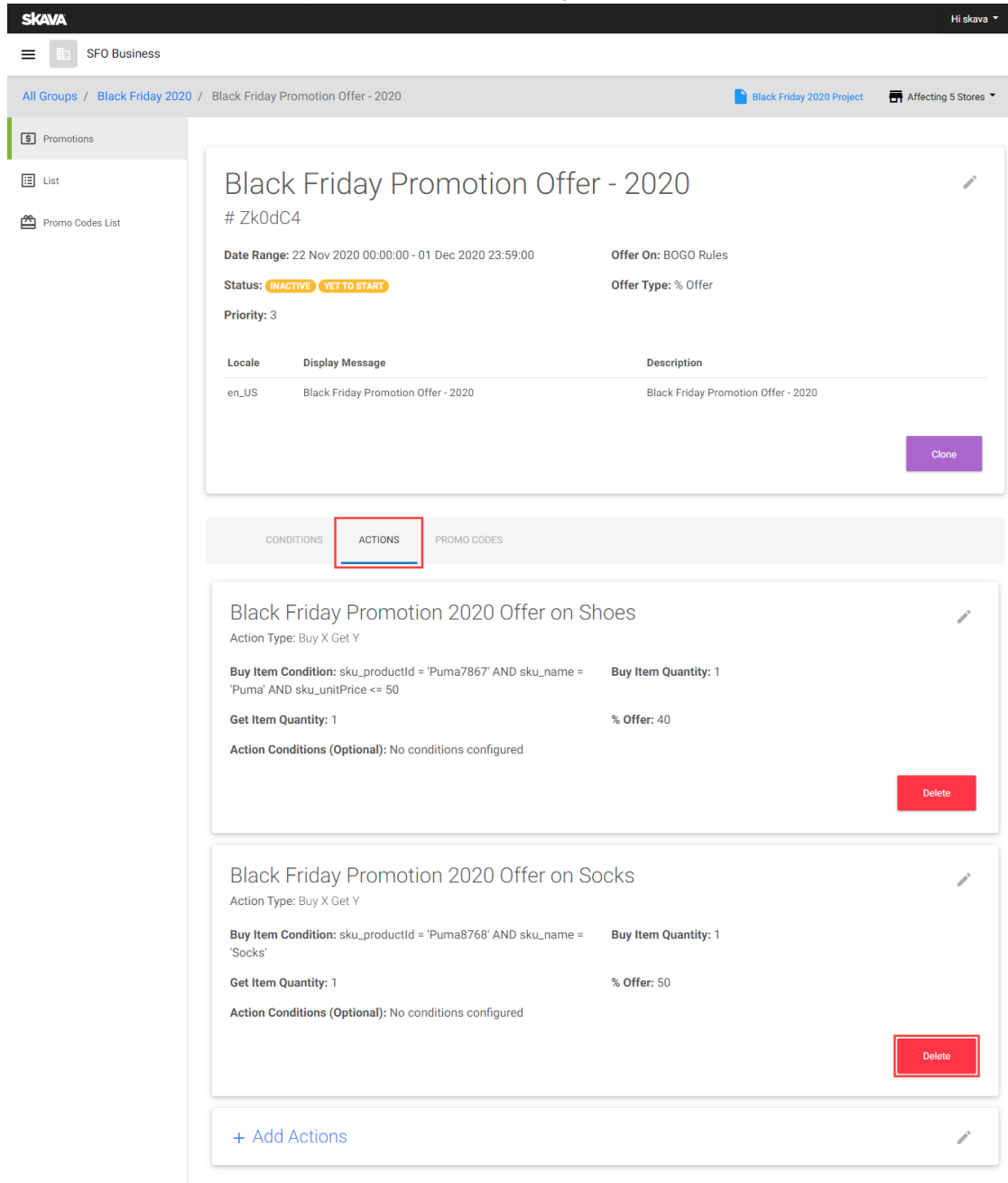
Locale
Select ▾   Add Locale

4. Edit the necessary details and click the **Save** button. The changes are saved.

Deleting an Action

To delete an action,

1. Navigate to a promotion group and then click on the required promotion.
2. Click the **ACTIONS** tab.
3. Click the **Delete** button against the action that you want to delete.

The action is deleted.

[] Generating Promo Codes to the Promotion

You can choose to add promo codes to your promotions in the **PROMO CODES** tab. Adding promo codes to your promotions is optional. You can add promo codes manually or choose a promo code list that is already configured.

The promo code which is associated with a promotion applies a discount when a set of conditions is met. The customer avails discounts by applying the code against their order on the shopping cart page of the e-commerce site. The codes will expire as per the date range configured in the promotion.

To set up promo codes for a promotion,

1. Navigate to the required promotion.
2. Click the **PROMO CODES** tab:
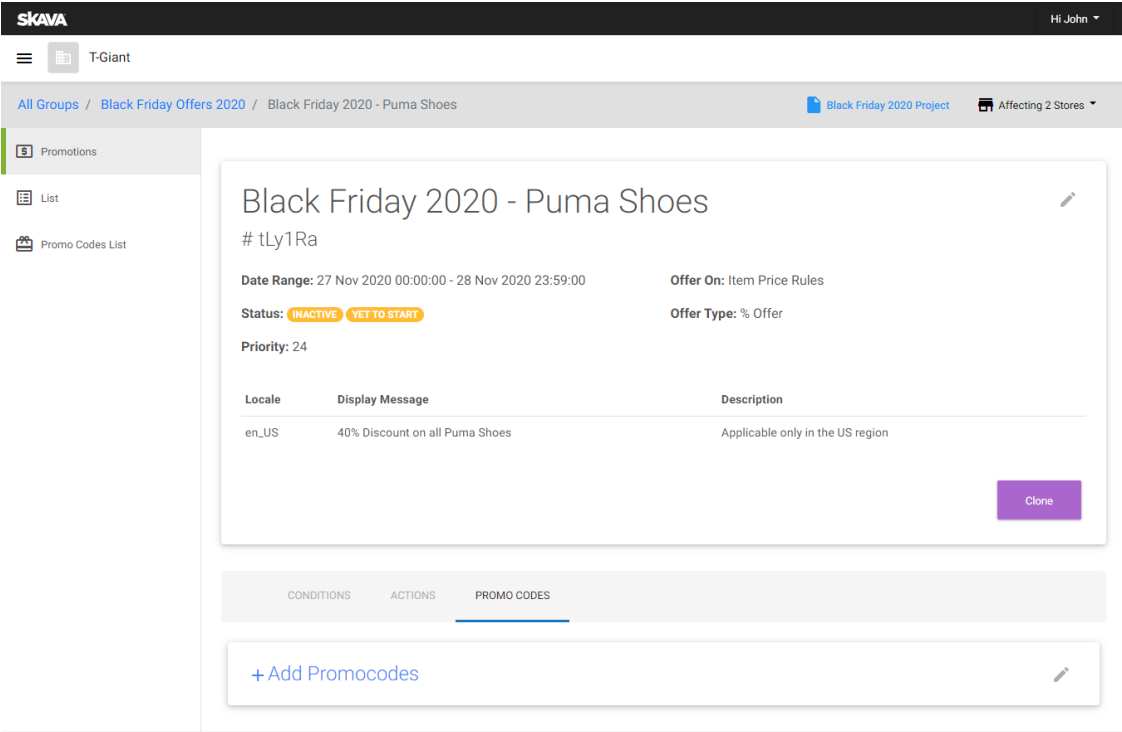
3. Click **Add Promocodes**.
4. Select any one of the following promo code types:
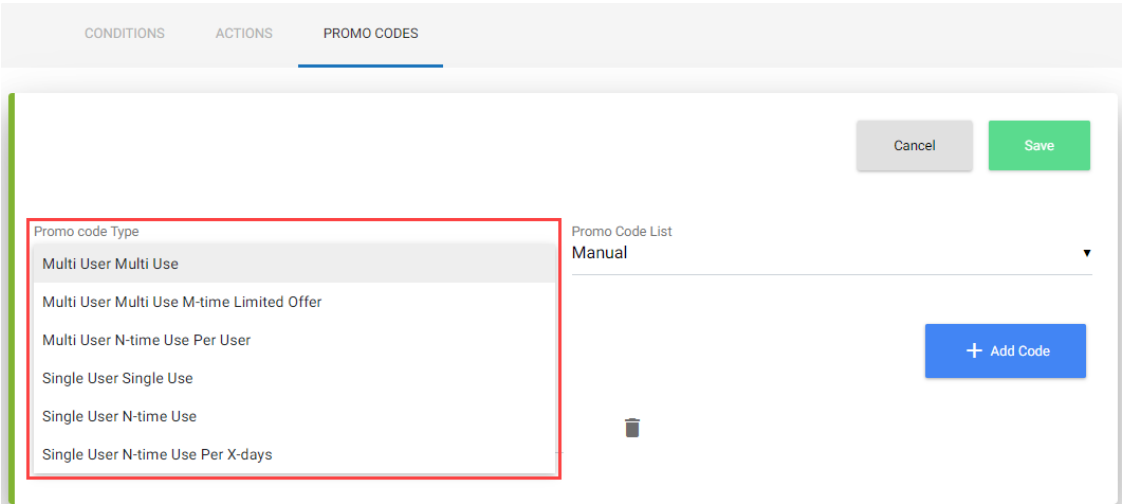
The following table explains the promo code types:

PROMO CODE TYPE	DESCRIPTION

PROMO CODE TYPE	DESCRIPTION
Multi User Multi Use	Multiple users can use the code multiple times. **Note:** You can reuse the expired promo codes in a new promotion.
Multi User Multi Use – M-time Limited Offer	Multiple users can use the code multiple times; however, as per the overall usage count specified in "**Overall Maximum usage count**". The field "**Overall Maximum usage count**" is mandatory. **Note:** You can reuse the expired promo codes in a new promotion.
Multi User N-time Use Per User	Multiple users can use the code and it expires after a defined number of times per user as specified in "**Maximum usage count**". The field "**Maximum usage count**" is mandatory. **Note:** You can reuse the expired promo codes in a new promotion.
Single User Singe Use	A single user can use the code and it expires after using one time.
Single User N-time Use	A single user can use the code and it expires after a defined number of times as specified in "**Maximum usage count**". The field "**Maximum usage count**" is mandatory.
Single User N-Time Use Per X-days	A single user can use the code for a defined number of times as specified in "**Maximum usage count**" for defined days as specified in "**No. of Days Count for maximum usage**". The field "**No. of Days Count for maximum usage**" is mandatory.

5. In the Promo Code List, select:

- **Manual** – to add a promo code manually. To add another promo code, click the **Add Code** button.

- a promo code list that is already configured. For more information, see Promo Codes List [#ManagingPromoCodeLists] .

6. Click the **Save** button. The promo codes are added to the promotion.
   Note:

   - To cancel adding the promo codes, click the **Cancel** button.

   - To view the pre-configured promo code list, click the **View** button.

   - To export the pre-configured promo code list to the configured email address, click the **Export** button.

Managing the Existing Promotions

In a particular promotion group, you can:

- view the summary of an existing promotion and/or edit an existing promotion
- create additional promo codes for a promotion that has been started and in-progress
- search promotion(s) by Project, Priority, Status, Date, Offer on, Offer type, or Stop further processing
- view, update, and/or export the promotional codes
- clone the existing promotion [#ClonePromotion]
- delete a promotion

[] Viewing, Editing the Existing Promotion

To view and/or edit the existing promotion,

1. Navigate to a promotion group, and then to promotion via the project approval workflow [#ProjectApprovalWorkflow] .
   Note: You can edit a promotion only via a project.

2. Click the **Edit** icon to edit the promotion, conditions, actions, and/or promo codes.

3. Make the necessary changes to the promotion.
   Note: You can edit all the fields, except Offer On [#OfferOn] and Offer Type [#OfferType]. See Promotion creation fields [#CreatePromotionFields].

4. Click the **Save** button to save the changes.
   Note:

   - In the **CONDITIONS** tab of the promotion, configure conditions if required. See Configuring Conditions [#ConfiguringConditions].

   - In the **ACTIONS** tab of the promotion, configure the action details if required. See Edit an Action [#EditAction].

   - In the **PROMO CODES** tab, update the promo codes if required. See Generating Promo Codes to the Promotion [#GeneratingPromoCodesPromotion].

Deleting a Promotion

You can delete a promotion only via a project approval workflow [#ProjectApprovalWorkflow].

To delete a promotion,

1. Navigate to a promotion group, and then to promotion via a project; for example,

2. In the promotion list section, click the **Delete** icon against a promotion that you want to delete.

3. Click the **Yes** button, which deletes the promotion.

[] Cloning a Promotion

Overview

You can clone a promotion belonging to a promotion group or promotion schedule that has not started, in-progress, or has expired. A promotion can be cloned within another promotion group that has not started or is in progress. Promotions cannot be cloned within a promotion group that has expired.

You can associate the promotion to any promotion group within the same store, any other store or across stores. This avoids recreating a promotion completely, thus saving

time. Once cloned, you can make necessary changes except to 'Offer On' and 'Offer Type' where the existing values will be retained. In the General page, you can edit the conditions and generate promo codes if required.

For steps on cloning the existing promotion, see the section How to Clone a Promotion [#HowToClonePromo] .

Note:

- If the status of the promotion that you are going to clone is '**ACTIVE**', the status will be automatically changed to '**INACTIVE**' in the cloned promotion. You can change the status to '**ACTIVE**' if required.
- The promo codes in the source promotion will NOT be cloned.

The following table describes when cloning is allowed:

SOURCE PROMOTION GROUP	DESTINATION PROMOTION GROUP PROMOTION GROUP INTO WHICH THE PROMOTION IS TO BE CLONED		
	YET TO START	STARTED	EXPIRED
Promotion Group that contains the promotion to be cloned (Any Status – YET TO START, STARTED, EXPIRED)	✓	✗	✗

[] How to Clone a Promotion

To clone a promotion,

1. Navigate to a promotion group and promotion via project approval workflow [#ProjectApprovalWorkflow] .

2. Click the **Clone** button:

The **Clone Promotion** screen appears:

3. In the Promotion Group dropdown list, select:

- **Create New Promotion Group** to clone the promotion in a new promotion group. The additional fields appear for creating a new promotion group.
Note: Follow the same instructions that you <u>create a new promotion group</u>

[#CreatingNewPromotionGroup] .

- Select a promotion group from the list to clone the promotion to the existing promotion group.
  Note: Only the 'YET TO START' and 'STARTED' promotion groups will be listed in the '**Promotion Group**' drop-down list.

4. Click the **Save** button. The promotion is cloned.

Managing the Existing Promotion Groups

In the Promotion console home page, you can:

- backdate a particular promotion group's start and end dates when it is not yet started
- create or clone a promotion when a promotion group has been started and in-progress
- search by Project, Priority, Status, Date, or Stop further processing
- view the summary of an existing promotion group or edit an existing promotion group
- delete a promotion group

[] Viewing, Editing a Promotion Group

To view and/or edit a promotion group,

1. In the Promotions home page, click on the required promotion group.

The promotion group overview and list of promotions appear:

2. Click the **Edit** icon to modify the promotion group details:

The **Select Project** pop-up opens. This is required to create a promotion group and

get it approved with the Promotion Manager.

Select Project	✕

Q Search   Open ▼   View All

Black Friday 2020 Project	OPEN	⊡	Details
Cyber Monday Offers	OPEN	›	Details
Thanks Giving Day Offers	OPEN	›	Details
New Year 2020 Offers	OPEN	›	Details

New Project Name*   **Create Project**

3. Select the required project. For example,

Select Project	✕

Q Search   Open ▼   View All

Black Friday 2020 Project	OPEN	⊡	Details
Cyber Monday Offers	OPEN	›	Details
Thanks Giving Day Offers	OPEN	›	Details
New Year 2020 Offers	OPEN	›	Details

New Project Name*   **Create Project**

Note: If the project is not available, then create a new project. For more information, see "Creating a New Project [#CreateProject] ".

4. Click the **Edit** icon to update the promotion group details. See Promotion Group Field Details [#promotiongroupcreationfields] .

To create a new promotion, see Create a Promotion [#CreateNewPromotion] .

5. Click the **Save** button to update the promotion group.

Deleting a Promotion Group

You can delete a promotion group via the project approval workflow [#ProjectApprovalWorkflow] .

To delete a promotion group,

1. In the Promotions home page, click on the Delete icon.

2. Click the **Yes** button in the confirmation message.

The promotion group is deleted.

⬚ Configuring Conditions

Overview

You can add one or more rules or group of rules to a promotion group and/or a promotion. You can create a maximum of three levels of rules for each promotion group or promotion. By default, a row will be shown to add a rule. After setting the conditions to the promotion group or promotion, you may choose to click on **Generate Condition** to check if your condition is appropriate to your use case.

Options for Configuring Rules or Group of Rules

The following table describes various options available while configuring conditions:

Option Available in a Condition	Description
	Set logical operators such as **NOT**, **AND**, and **OR**. These operators apply the rules that are a direct descendant in the condition builder. Examples: • To create a condition where you need to provide an offer on a T-shirt from Adidas brand, you can set the following condition: • To create a condition where you need to provide an offer on a product either from the brands Adidas or Nike, you can set the following condition: • To create a condition where you need to provide an offer on a product that neither belongs to the brands Adidas nor Puma, you can set the following condition:

Option Available in a Condition	Description
+ Add rule	Add one or more rules in the condition.
	For example, to create a rule where you need products from the category with Category ID as T-Shirt, you can set the following rule.
⊕ Add group	Add a collection of rules within the group in the condition.
	For example, if you need to provide an offer on all products either from the category Boys or the category Men with the brand as Polo, you can create the following condition with groups:
Operand/Operators/Values	Select the operands and operators for the condition. You can create different conditions by changing the combination of operands and operators. You can enter the required value for the selected item.
	Note: To configure for B2B Accounts, select Account Id, Account Type, or Account Rep in the operand.
✕ Delete	Delete a rule or a rule group of conditions.

Option Available in a Condition	Description
	Generate conditions and validate against your appropriate use case, after creating conditions using the condition builders. Click this button to view the generated conditions. For example,

⬜ Managing Promotion Lists

With **List**, you can upload multiple values to a list that is associated with specific operands. The values can be added manually or upload them via `.txt` or `.csv` format file. After creating a list, you can add the required list(s) in the promotion group, promotion, and/or action's conditions. While setting a rule, you can select the list for the specific operands and operators '**in**' and '**not in**'. The list can be edited even when a promotion has started.

In the Lists page, you can:

- create a new list, view/edit the existing list, and/or delete a particular list
- search list(s) by List Name, Fields, or Status

Creating a New List

To create a new list,

1. Click **List** in the left panel.
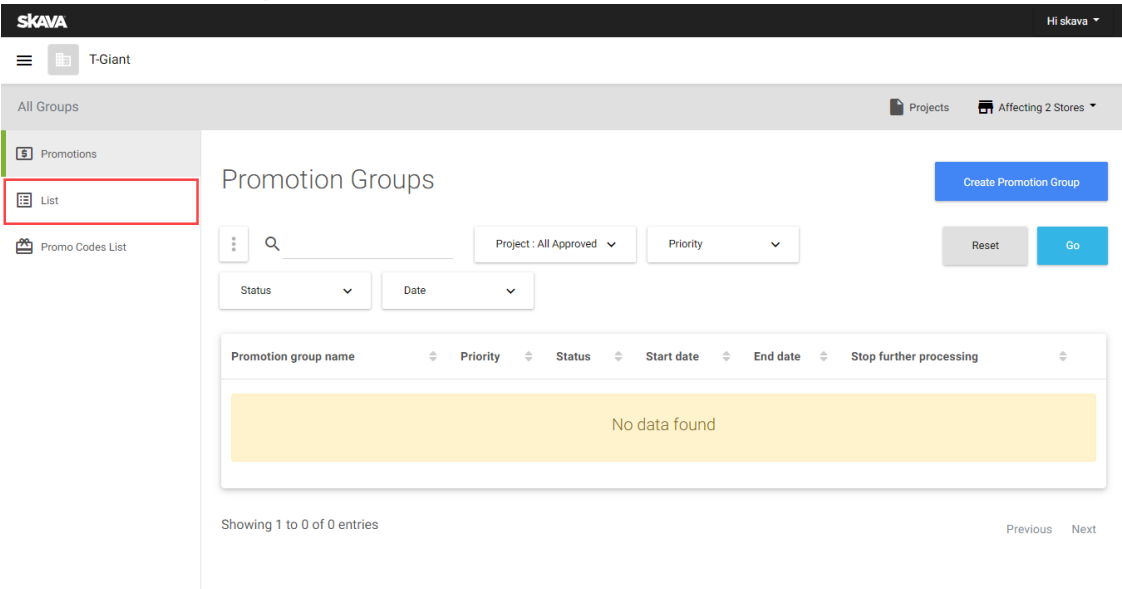
2. Click the **Create List** button to create a new promotion list.
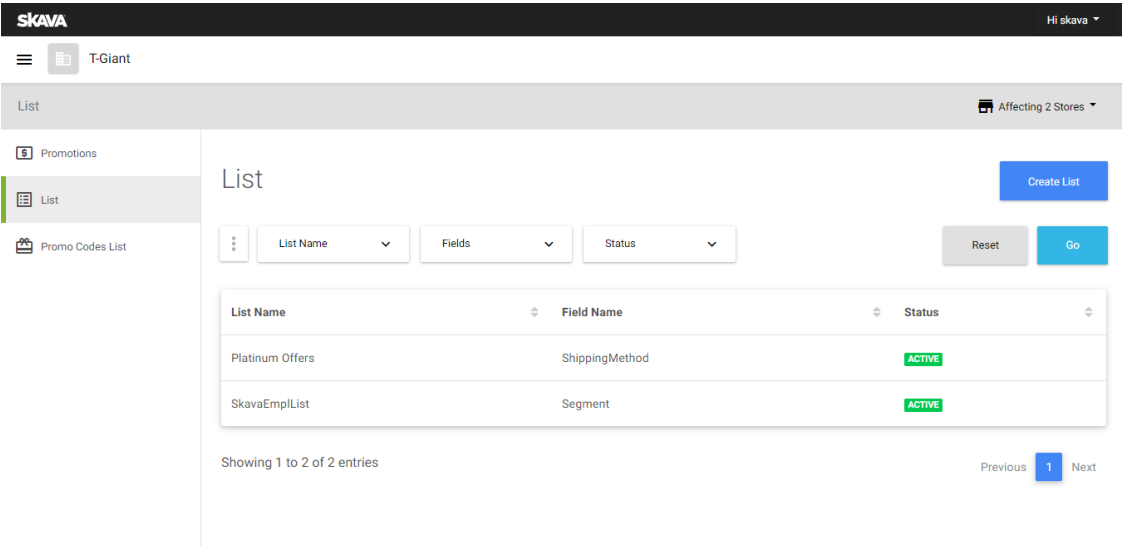
The **Create Promotion List** appears:
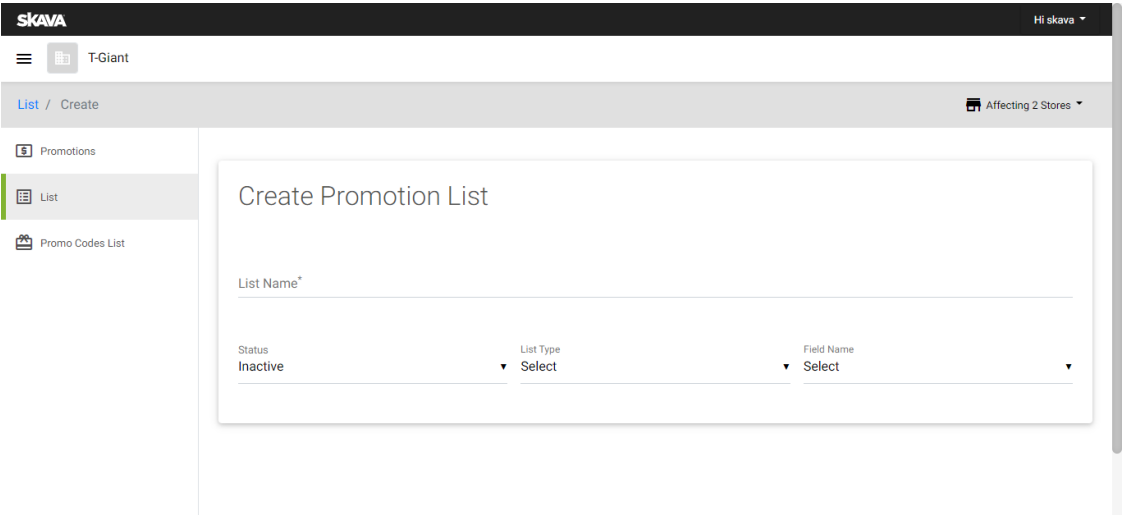
The following table describes the **Create Promotion List** screen:

Field	Description
List Name	Enter a unique name for the list.
Status	Assign the status of the list as **Active** or **Inactive**. **Note**: Only the list(s) with **Active** status appears in the conditions.
List Type	Associate the list with any one of the following operands: • Sku • Bundle • Cart • User • Payment • B2B Accounts
Field Type	Select the required field type. The field type appears based on the selected operands.

3. Click the **Save** button. The promotion list is created successfully. Now, you can start using the list in the conditions.
Note: To cancel adding the promotion list, click the **Cancel** button.

⬜ Managing Promo Code Lists

Promotion codes are unique and can be used for multiple promotions.

In the **Promo Codes List** page, you can:

- create a new list of promo codes, view/edit the existing promo code list, and/or delete a particular promo code list
- search list(s) by Promo Code List Name or Status
- download the promo codes in your local machine in a `.csv` file format.
- send the promo codes to your configured email address

Create a Promo Code List

To create a new promo code list,

1. Click **Promo Codes List** in the left panel.
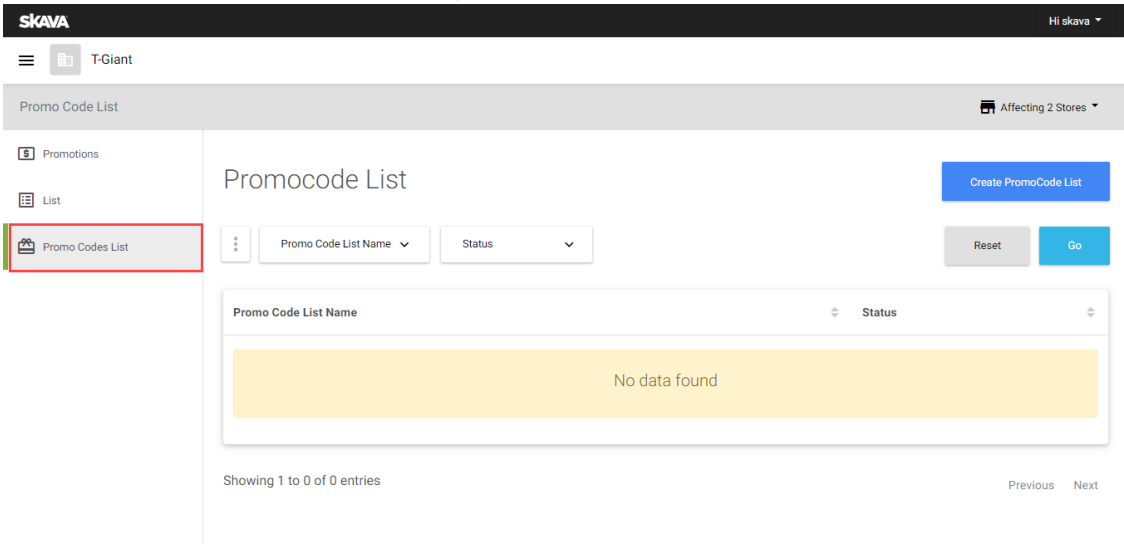
2. Click the **Create PromoCode List** button to create a new promo code list.
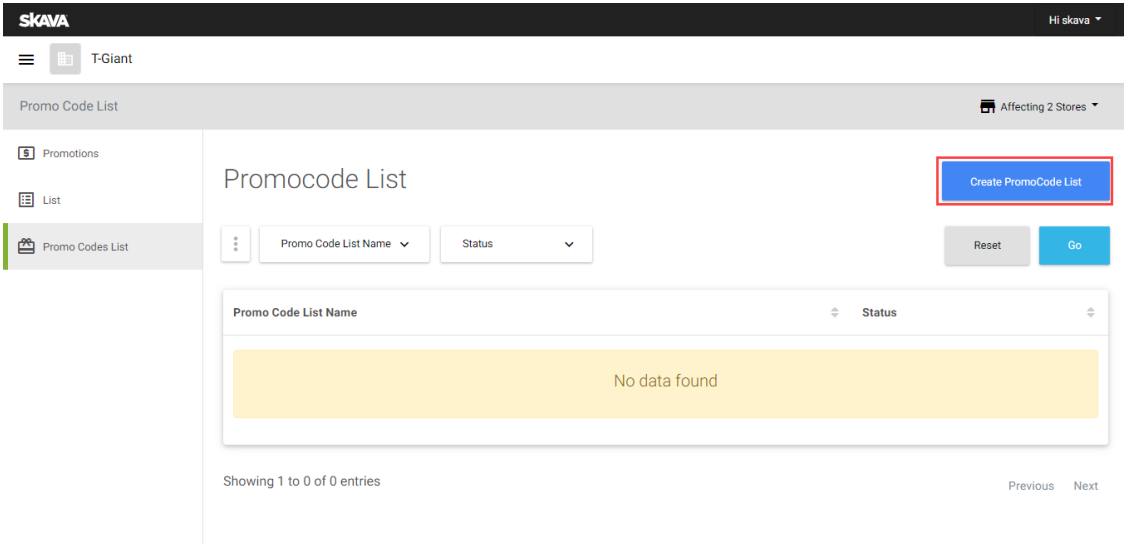
3. The **Create Promocode List** appears:
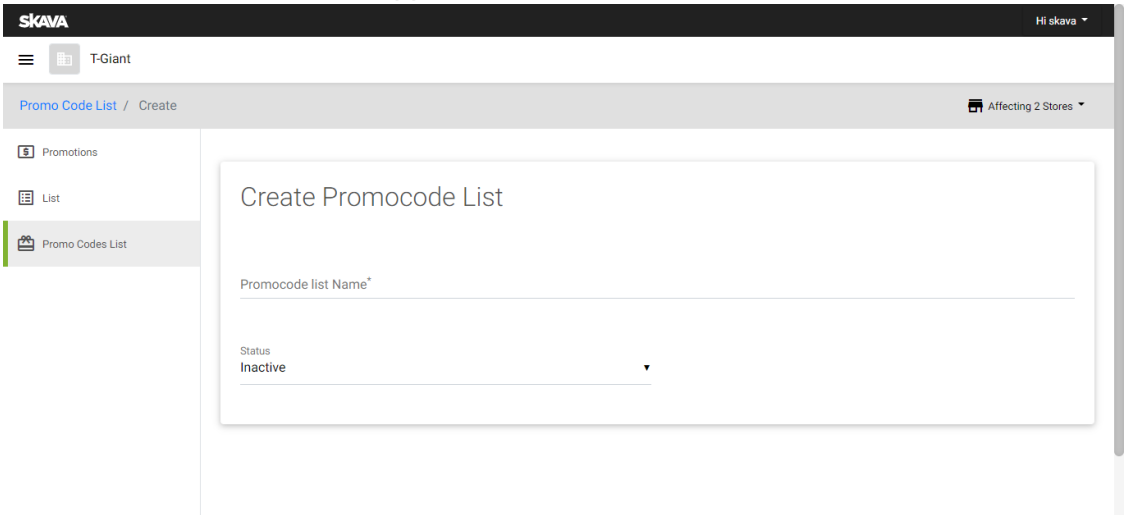
4. The following table describes the **Create Promocode List** screen:

Field	Description
Promocode list Name	Enter a unique name for the promo code list. This field is mandatory.
Status	Assign any one of the following statuses: • **Active** – The promotion codes within the list will be available for use in the configured promotions. • **Inactive** – The promotion codes will NOT be valid or available for use in the configured promotions **Note**: Only the promo code list(s) with **Active** status appears in the promotions.

5. Click the **Save** button. The promo code list is created successfully. Now, you can add promo codes to the list.
   Note: To cancel adding the promo code list, click the **Cancel** button.
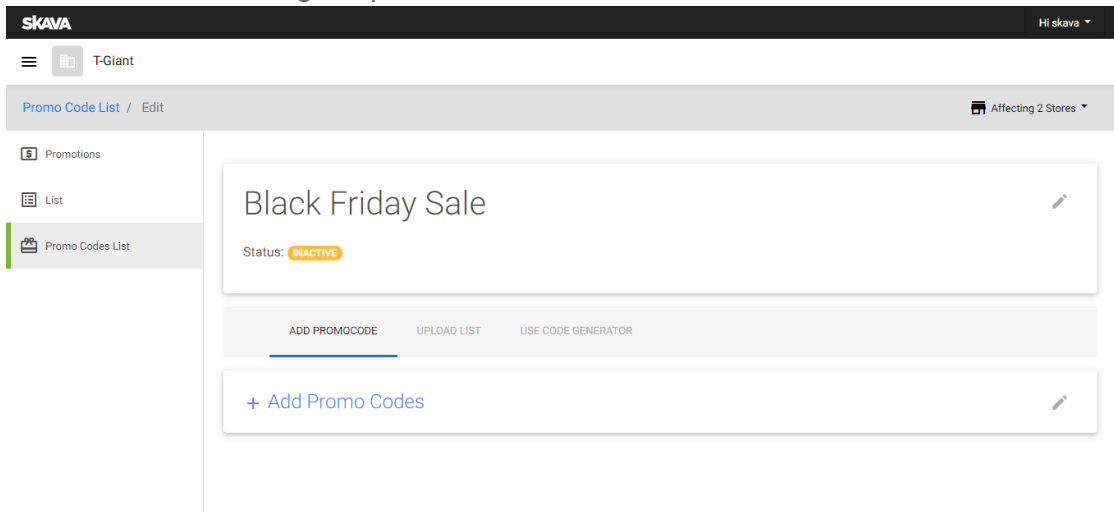
Generating Promo Codes to the Promo Codes List

Promotion codes are unique for a campaign. You can choose to add promo codes to your promotions in the **Promocodes** tab. Adding promo codes to your promotions is optional. You can add, generate or upload unique promo codes to a promotion.

The promo code which is associated with a promotion applies a discount when a set of conditions is met. The customer avails discounts by applying the code against their order on the shopping cart page of the e-commerce site. The codes will expire as per the dates selected in the promotion.

Adding Promo Codes Manually

To add promo codes to the promo codes list,

1. Click the **Promo Codes List** tab in the left panel.

2. Click the **ADD PROMOCODE** tab, which is shown by default when on click on the **Promo Codes List** tab.

3. Click **Add Promo Codes**.
   Note:

   - To add one more promo code, click the **Add Code** button.

   - To remove a promo code, click the **Delete** icon.

4. In Promo Code, enter the promo code and click the **Save** button.

5. The promo code(s) is saved to the promo code list. You can use this promo code list in a promotion while configuring conditions.

Uploading Promo Codes via a File

You can upload the promo codes in a `.csv` or `.txt` format file from your local machine to a promotion. Each promo code should be separated by a comma.

To upload the promo codes,

1. Click the **Promo Codes List** tab in the left panel.

2. Click the **UPLOAD LIST** tab.

3. Click the **Add File** button and select the `.csv` or `.txt` file from your local machine.

4. Once the upload is successful, click the **Start Import** button to import the uploaded promo codes on to the promo code list.
   Note: To delete the promo code before importing it to the promo code list, click the **Delete** icon against the uploaded file name.

Generating Promo Codes Automatically

While generating promo codes, you can:

- add prefix and/or suffix to the system-generated promo codes

- specify a maximum of 64 characters in the promo code including prefix and suffix characters that the system has to generate

- specify the number of codes the system has to generate

- specify if the promo codes generated can have alphabet, numbers, or alphanumeric characters

To generate multiple promo codes automatically,

1. Click the **Promo Codes List** tab in the left panel.

2. Click the **USE CODE GENERATOR** tab.

3. Enter the number of promo codes you want to generate.

4. Enter the number of characters you want to have in a promo code including prefix and suffix values.

5. In **Add Prefix**, enter a term to have a prefix value to the promo code. This is optional.

6. In **Add Suffix**, enter a term to have a suffix value to the promo code. This is optional.

7. Select any one of the following:

   - **Letters only** – To generate only alphabets

   - **Numbers only** – To generate only digits

   - **Use Both** – To generate a combination of both digits and alphabets

8. Click the **Save** button to generate the promo codes.

Downloading Promo Codes

Once the promo codes are saved, you can download them to your local computer in the CSV file format.

To download the promo codes,

1. In the left panel, click the **Promo Codes List** tab:

2. Click a particular promo code list name.

3. Click the **Export** button.

The list of promo codes is downloaded to your local computer in a `.csv` file format.

Sending Promo Codes to Your Email

Once the promo codes are saved, you can send the list of promo codes to your configured email address.

To download the promo codes,

1. In the left panel, click the **Promo Codes List** tab:

2. Click a particular promo code list name.

3. Click the **Send Mail** button.
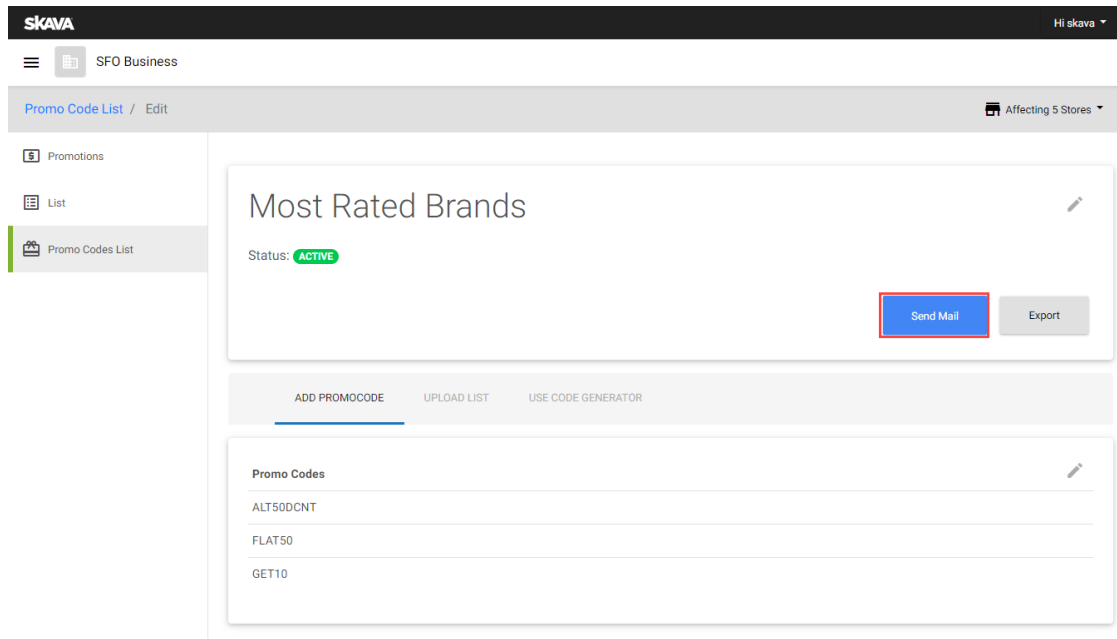
The list of promo codes is sent to the configured email address.

☐ Project Approval Workflow

A project approval workflow defines a sequence of states and transitions through which a promotions group and/or promotions pass-through for approval. Once an editor with the editing privileges submits a project, the project goes to the approver who can approve or deny the created or edited promotion groups and/or promotions. An active and approved promotion offers will become live in the storefront.

In the workflow, you can create a new project or select an existing project to manage promotion groups and/or promotions. The project workflow is managed via a feed process and controlled by various statuses.

The possible project statuses are as follows:

Status	Definition
Open	This is the default status upon creating a project or if the project has been reopened for any corrections. At this status, the details within the project can be edited.
Submitted	This status is shown when the changes are submitted to the approver for approval.
Approved	This status is shown when the changes are approved by the approver and the promotion offer becomes live on the storefront as per the promotion period.
Approval Inprogress	This status is shown when the changes are approved by the approver and the approval feed is in progress.
Approval	This status is shown when changes are approved by the approver and the approval

Failed	feed is failed. **Note:** The **Approve** button will be available in the UI to approve the project again by the approver to trigger a new approval feed.
Denied	This status is shown when changes are rejected by the approver and the project cannot be opened or submitted further.

In the project workflow, you can:

- create a project
- view and/or edit the project details
- submit a project
- approve, deny, or reopen the submitted project

[] Creating a Project

You can create a project to manage new or update of promotion groups and/or promotions.

To create a project,

1. Click the **Projects** available at the top right side of the browser window of the Promotion console header.

The **Select Project** pop-up opens:

Select Project   ✕

🔍 Search   Open   ▼   View All

| Promotion for Boosting Sales | OPEN | › | Details |
| Black Friday 2020 Project | OPEN | › | Details |

New Project Name*   Create Project

Note: Alternatively, the **Select Project** pop-up opens while adding or updating a promotion group or promotion.

2. Enter the project name, and then click the **Create Project** button.

Select Project   ✕

🔍 Search   Open   ▼   View All

| Promotion for Boosting Sales | OPEN | › | Details |
| Black Friday 2020 Project | OPEN | › | Details |

New Project Name*
New Year Promotion Offers   Create Project

The project is created with the OPEN status:

Note:

- The project name must be unique from all other existing project names regardless of the project status.

- To view and/or edit the project details, see Viewing and/or Editing Project Details [#EditProject] .

[] Viewing, Editing Project Details

To view and/or edit project details,

1. Click the **Projects** at the top-right side of the browser window of the Promotion console header.

The **Select Project** pop-up opens:

2. In the **Select Project** pop-up, you can view:

- the list of projects and its status; for example,

Note: By default, only the projects, which are in the OPEN status are listed in the **Select Project** pop-up.

- all the projects by clicking **View All** in the **Select Project** pop-up.

All the projects listed in the **Projects** page is displayed:

3. Click **Details** against your desired project name to view the project details; for example,

The project details page opens.
In the project details page, you can:

- view project details and price list details that are new or updated through this project:

- edit and update the project name and project description:

[] Submitting a Project

Once you have completed creating a new promotion group and/or promotion or updating the existing promotion group and/or promotion, you can submit the project for approval. The approval can approve, deny, reopen the project.

To submit a project,

1. Click the **Projects** at the top-right side of the browser window of the Promotion console header:

The **Select Project** pop-up opens:

2. Click **Details** against your desired project name:

The project details page opens.

Note: Alternatively, you can click **View All** in the Select Project pop-up window, and then click **Details** against your desired project name.

3. In the project details page, click the **Edit** icon.

4. Click the **Submit** button to submit the project.

The project status is changed to SUBMITTED automatically.

[] Approve, Deny, Reopen a Project by Promotion Admin

The project(s), which are in the submitted status can be reviewed and approved, rejected, or reopened only by the Promotion Admin as part of the project approval workflow.

To approve, deny, or reopen a project,

1. Log in to the **Foundation** service for your **business** (URL provided by Skava). See Accessing the Promotions Console [#AccessingPromotionConsole] .

2. Click the **Projects** at the top-right side of the browser window of the Promotion console header:

The **Select Project** pop-up opens:

3. Click **Details** against your desired project name:
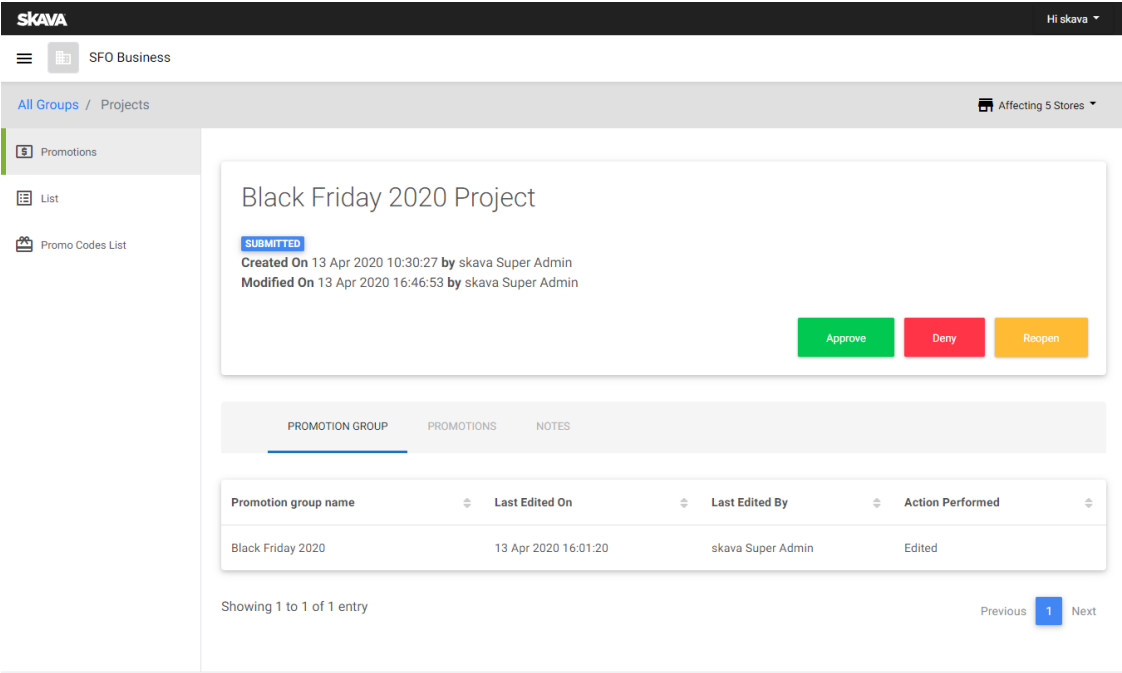

The project details page opens.

Note: Alternatively, you can click **View All** in the **Select Project** pop-up window, and then click **Details** against your desired project name.

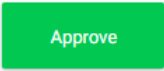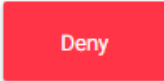4. In the project details page, click the **Edit** icon.
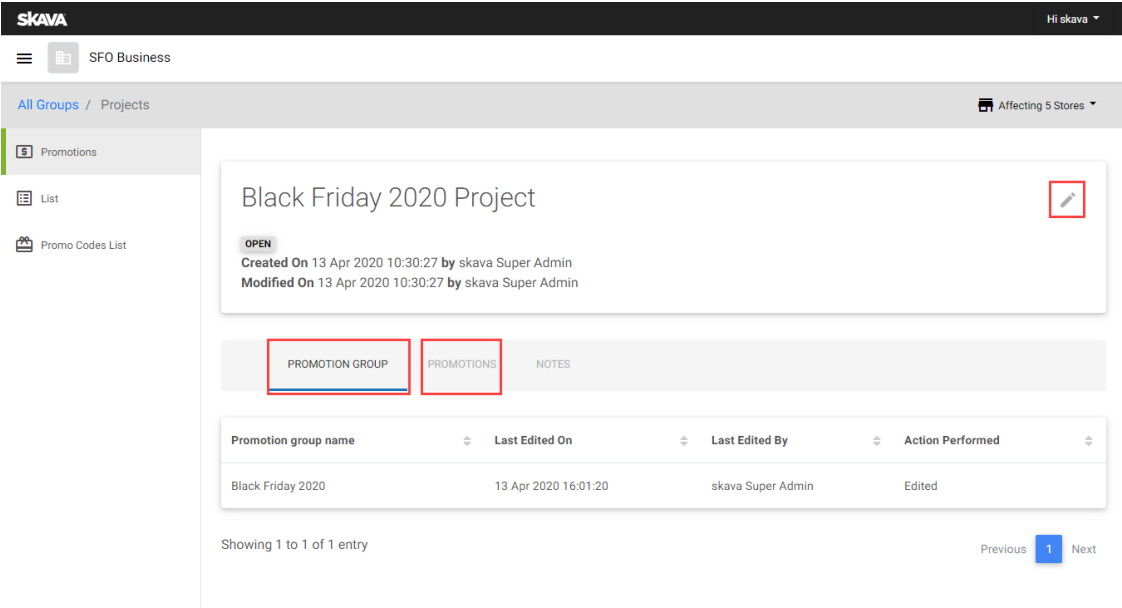
5. Perform any one of the following actions:

Click	To
	approve the submitted promotion groups and/or promotions via the project.
	reject the submitted promotion groups and/or promotions via the project.
	reopen the project for further corrections.

Note: Once the project is approved or denied, the project cannot be edited further.

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Revision History
2020-11-25 | JP – Minor copyedits
2020-09-20 | JP – Added contents in Promotions' Priority
2020-05-25 | JP – Updated the document for Release 8.8.0
2020-04-16 | JP – Revamped the document
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2019-07-28 | PLK – Minor copyedits
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