



Commissions Guide

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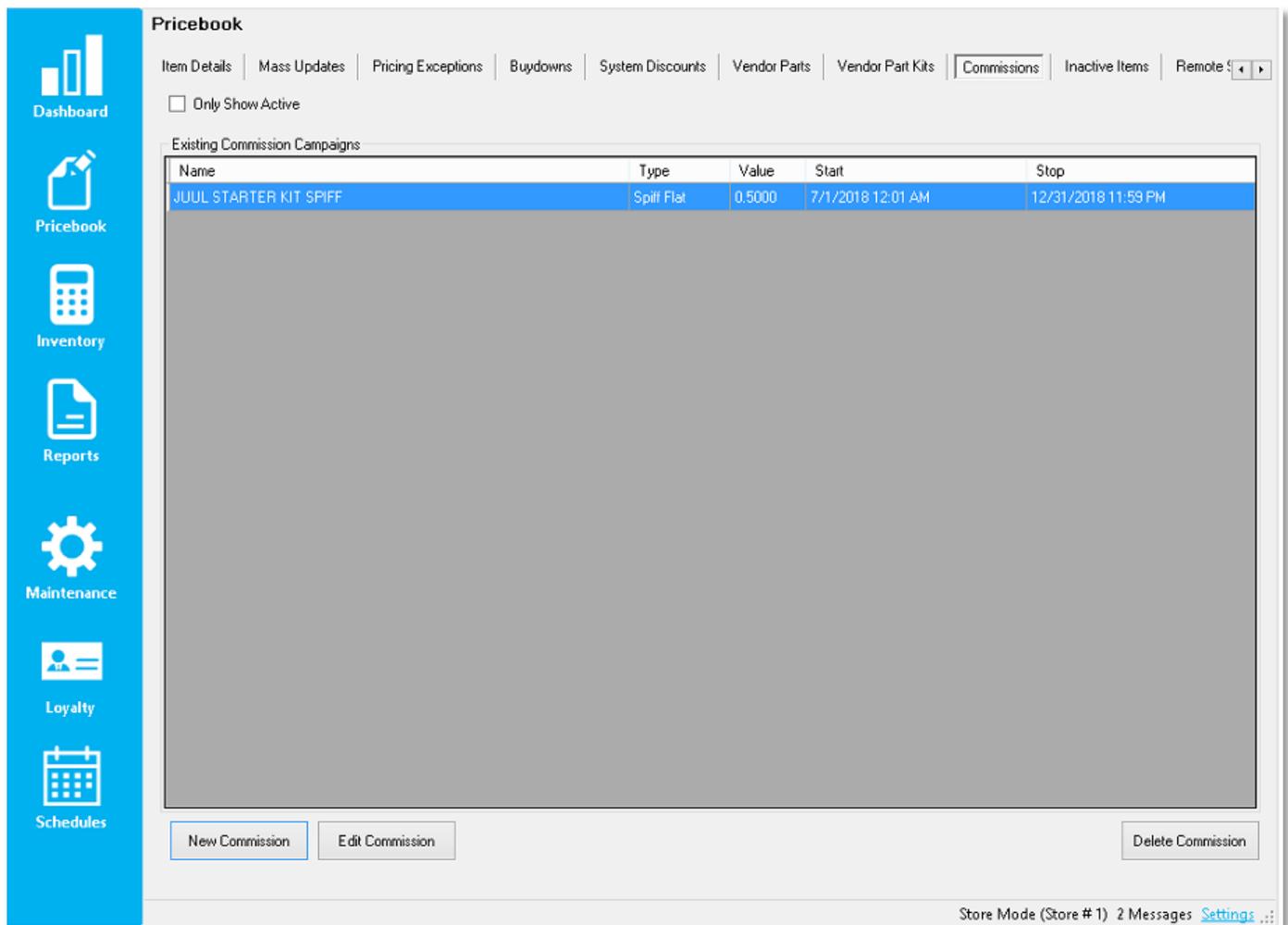


Overview of Commissions

Commission Campaigns are a simple, fast, and intuitive way of adding a spiff to specific item(s) and keeping track of the payouts to employees that made the sale. Campaigns are reportable for payouts via the Sales section of the Director Reports module.

Campaigns have the option to be tracked at store level directly within the POS. Employees can see how much they have made during a specific time period on each campaign, as well as compare their rank to others both in the store and across the company via the Campaign Leaderboard.

This will surely ignite the competitive spirit of employees and lead to increased sales!



The screenshot shows the 'Pricebook' interface with the 'Commissions' tab selected. The interface includes a sidebar with navigation icons for Dashboard, Pricebook, Inventory, Reports, Maintenance, Loyalty, and Schedules. The main content area has a navigation bar with options: Item Details, Mass Updates, Pricing Exceptions, Buydowns, System Discounts, Vendor Parts, Vendor Part Kits, Commissions (selected), Inactive Items, and Remote. Below this is a checkbox for 'Only Show Active'. A table titled 'Existing Commission Campaigns' displays one entry: 'JUUL STARTER KIT SPIFF' with a 'Spiff Flat' type, a value of '0.5000', a start date of '7/1/2018 12:01 AM', and a stop date of '12/31/2018 11:59 PM'. At the bottom, there are buttons for 'New Commission', 'Edit Commission', and 'Delete Commission'. The footer shows 'Store Mode (Store # 1) 2 Messages Settings'.

Name	Type	Value	Start	Stop
JUUL STARTER KIT SPIFF	Spiff Flat	0.5000	7/1/2018 12:01 AM	12/31/2018 11:59 PM

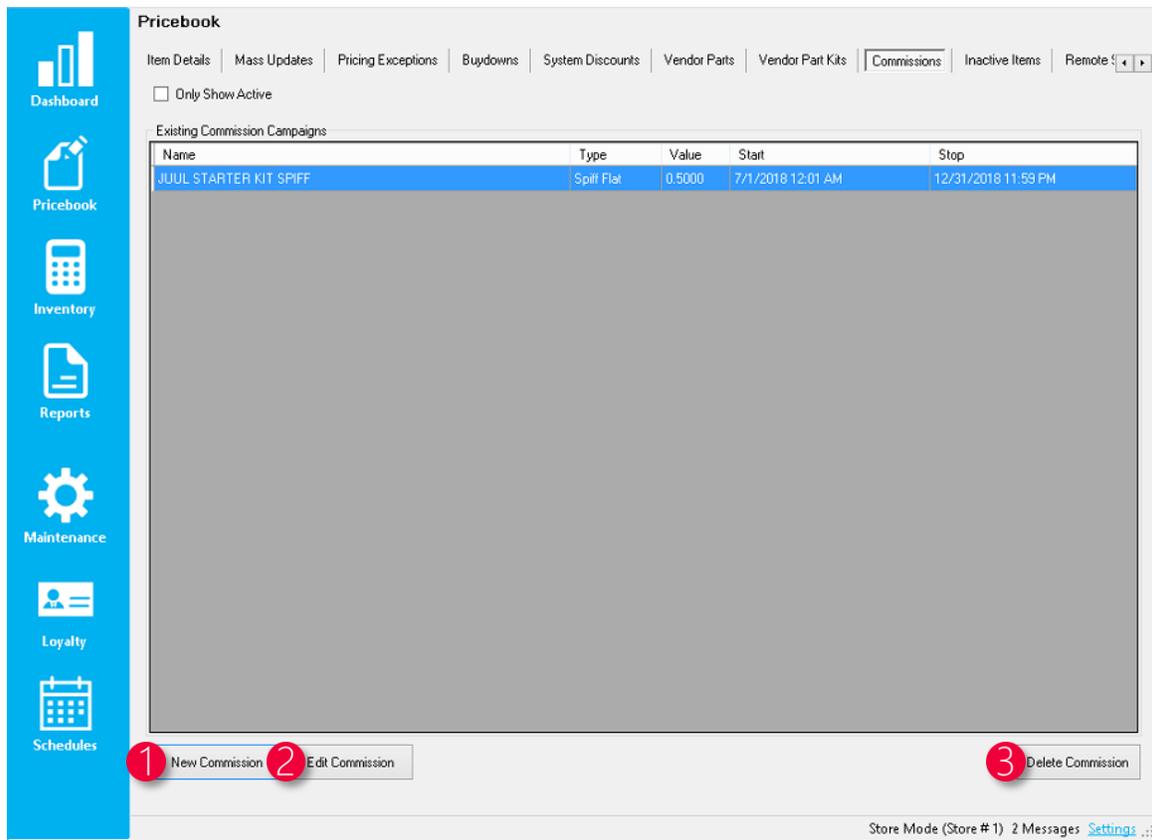
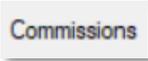


Creating a Commission Campaign

1. After logging into Director, choose the Pricebook module.



2. Next, choose the Commissions tab



1. New Commission – Pressing this brings up a new window to create a new commission campaign
2. Edit Commission – Pressing this will bring up the edit window to edit the highlighted commission campaign in the grid
3. Delete Commission – Pressing this will delete the highlighted commission campaign in the grid

3. Choose the **New Commission** button to bring the window on the next page to create a new campaign



1. Campaign Name – Text field to input the name to be used for the commission campaign
2. Start Date – What date the campaign starts
3. Stop Date – What date the campaign ends
4. Campaign Type – What campaign type will be utilized: Spiff Flat gives a flat dollar amount per item sold that is assigned to the spiff whereas Spiff Pct gives a percentage of the retail price of the items sold that are in the campaign.
5. Value – The value of the campaign when items are sold
6. Filter Type – A dropdown that allows the items contained to be specific items or based on filters
7. Cancel – Cancels out of the window, not saving changes
8. Save – Saves changes that are made

4. When done setting values, choose the **Save** button





Apply Commission Campaign to Items via Item Details

1. After logging into Director, choose the Pricebook module
2. Within Item Details, navigate to the applicable item.
Choose the Additional Info hyperlink



The screenshot shows the 'Pricebook' interface with the 'Item Details' tab selected. The 'Additional Info' link is highlighted with a red box. The page contains various sections: Quick Find, General Information, Pricing Information, Link Information, Vendor Part Information, Tree Information, Other Information, Recent Sales History, and Templates.

3. This will open the Additional Info window
4. From the Additional Info window:

1. Choose the Change button next to Commission
2. Select the applicable Commission Campaign from the dropdown
3. Choose "Assign to Campaign"

Items can also be removed from campaigns from this same window.

Choose the **Remove From Campaign** option when in the **Item Commission** window followed by close. Then choose **Save** to apply changes to the items.

The screenshot shows the 'Additional Item Information' window. The 'Commission' field is set to '\$0.50' and the 'Change' button is highlighted with a red circle and the number 1. Other fields include Price Name, POS Text, Sales Account, Inv Asset Acct, COGS Account, Sales Link, and POS Flag.

The screenshot shows the 'Item Commission' window. The 'Current Commission Campaign' is 'JUUL STARTER KIT SPIFF'. The 'Available Commission Campaigns' dropdown is open, and the 'Assign To Campaign' button is highlighted with a red circle and the number 2.

5. Choose Close and Save to Save all changes





Apply Commission Campaign to Items via Mass Updates

1. After logging into Director, choose the Pricebook module followed by the Mass Updates tab



Mass Updates

2. Within Mass Updates, filter to the applicable item(s) and choose the Utilities tab from the bottom ribbon

3. From the Utilities tab
 1. Choose the applicable campaign from the dropdown menu
 2. Choose Add To Campaign

When Using **Mass Updates**, take care to ensure you have filtered to intended items.

If you do accidentally apply to unintended items, items can be managed by returning to the **Commissions** section, choose the **Edit Commission** link and remove applicable items.



Required Settings for the POS

1. After logging into the POS, choose the **Actions** icon, then choose the **Settings** icon, and then choose the **POS BUTTON EDITOR** icon



2. Choose the applicable panel where the buttons will be placed and choose **EDIT**, then choose a blank button on where you'd like the button to be and choose **Edit Button**



3. Use the highlighted button types and parameters; non highlighted parameters are up to you

settings | BUTTON DETAILS

button type:

button size:

caption:

caption size:

background: >

glyph: >

Manager Override Required

register display:

go to panel:

tender type:

Module: >

Button Information

launch module
Working Orders Module - View / Edit working orders

Time Clock Module - Allows an employee to quickly clock in / out without having the current cashier log completely off the system.

Choose Salesman Module - Allows You To Choose A Salesman For The Sale

Print House Invoice - Prints the receipt in house account invoice format

button preview





settings | BUTTON DETAILS 

button type:

button size:

caption:

caption size:

background: >

glyph: >

Manager Override Required

register display:

go to panel:

tender type:

Module: >

Button Information

launch module
Working Orders Module - View / Edit working orders

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Print House Invoice - Prints the receipt in house account invoice format

button preview



cancel update

4. Choose **Update** to save the button parameters and **Save Panel** to save the changes made to the panel

update

Save Panel

5. Next, open the POS Settings by choosing **Actions** and then **Settings** and then **Settings** again



SETTINGS



6. Finally, navigate to the **Misc Register Settings** tab and choose the checkbox **Prompt For Salesman**

pos | SETTINGS

Receipt Settings | Scanner Settings | Display Settings | **Register Settings** | Other Settings | Custom Actions

Credit Cards | Loyalty Settings | Recon Settings | Integrations | Remote Settings

Register Settings
Register #: 1 Store #: 1 [Change](#) Cash Next Caption: CASH NEXT

Safe Drop Settings
Min In Drawer: 0 Safe Drop Prompt
Max In Drawer: 0 Disable Pop Drawer On Drops
Prompt Interval: 0 (Minutes)

Misc POS Settings

<input checked="" type="checkbox"/> Disable Weighted Barcodes	<input type="checkbox"/> Prompt For Price On Returns	<input checked="" type="checkbox"/> Pricecheck Show Qty On Hand
<input type="checkbox"/> Logoff Cashier After Sale	<input checked="" type="checkbox"/> Prompt For Salesman	<input type="checkbox"/> Pricecheck Show Cost
<input type="checkbox"/> Logoff After 0 Minutes Of Inactivity	<input checked="" type="checkbox"/> Prompt For Name When Suspending Sales	<input checked="" type="checkbox"/> Subtract Percent Disc After System Disc
<input checked="" type="checkbox"/> Allow Visual Age Verify Age Visually Verified Text	<input checked="" type="checkbox"/> Prompt For Item On Manuf Coupon	<input type="checkbox"/> Use Legacy System Discounts
<input checked="" type="checkbox"/> Return To Main Screen After A Sale	<input checked="" type="checkbox"/> Tax Manufacturer Coupons	<input type="checkbox"/> Discount Child When Parent Qty
<input type="checkbox"/> Disable Buydowns/Promotions In Pricecheck	<input checked="" type="checkbox"/> Tax Store Coupons	<input type="checkbox"/> Returns Use Current Discounts
<input type="checkbox"/> Do Not Pop Drawer For \$0 Sales	<input type="checkbox"/> Tax Buydowns	<input type="checkbox"/> Do Not Allow System Discount with House Accounts
<input type="checkbox"/> Show Only Active Items When Searching	<input type="checkbox"/> Allow Over Tender Store Coupon	<input type="checkbox"/> Do Not Allow System Discount with Temp Price Change
<input type="checkbox"/> Force DL Scan For Age Verify	<input type="checkbox"/> Restrict Sales Tenders Setup	<input checked="" type="checkbox"/> Show Min Date/Age Setup
<input type="checkbox"/> Auto Load Panels from DB	<input type="checkbox"/> Do Not Keep Age For Suspended Sales	<input type="checkbox"/> Use Return Forms
<input type="checkbox"/> Enable Large Panel Sets	<input type="checkbox"/> Do Not Show Zero Dollar Kit Items	
<input checked="" type="checkbox"/> Use 16 x 9 Layout	<input type="checkbox"/> Prompt For Notes On No Sale	
<input type="checkbox"/> Force 1024x768 Resolution		

POS Widgets
 Show Carton Count Widget
 Show Messages Widget
 Show Customers Widget
 Show To Do Widget

Pay In Default Texts [Edit](#)
Pay Out Default Texts [Edit](#)

POS Panels

7. Choose **Save** and the POS will close to save the changes made

