

How to create Promotion Types

This guide shows you how to create Promotion Types
in Settings in effectmanager.

*This guide is only of relevance if you have the
Promotion Module in effectmanager.*



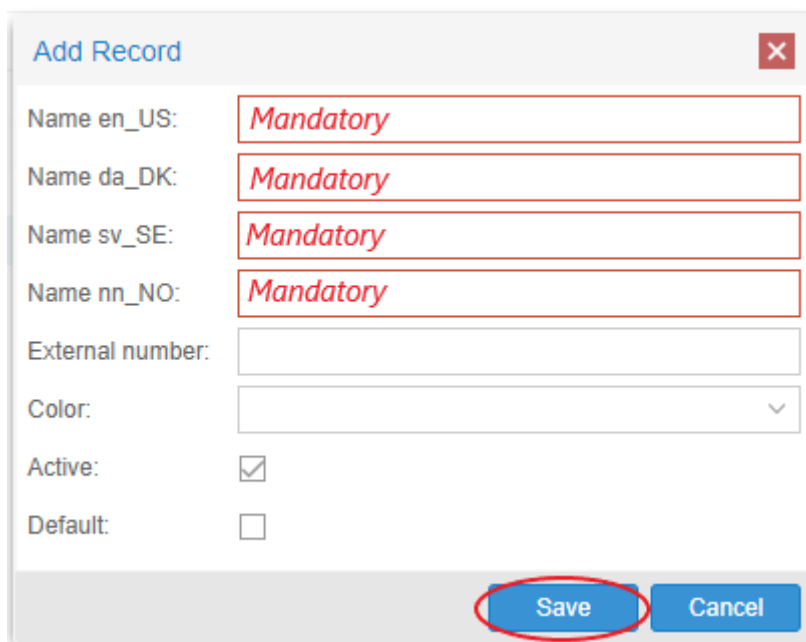
To create promotions in effectmanager, you need to select a Promotion Type. If you need to create, edit, or remove Promotions Types you go to *Settings* and in the left-side menu select *Promotion Properties*.

In the top menu in Promotion Properties, navigate to *Promotion Types*.

Creating Promotion Types

1. To create Promotion Types press *Add* and fill out the mandatory fields and finish by pressing *Save*.

NB! If you want this Promotion Type to be the default when creating promotions - check the Default box.



The screenshot shows a dialog box titled "Add Record" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

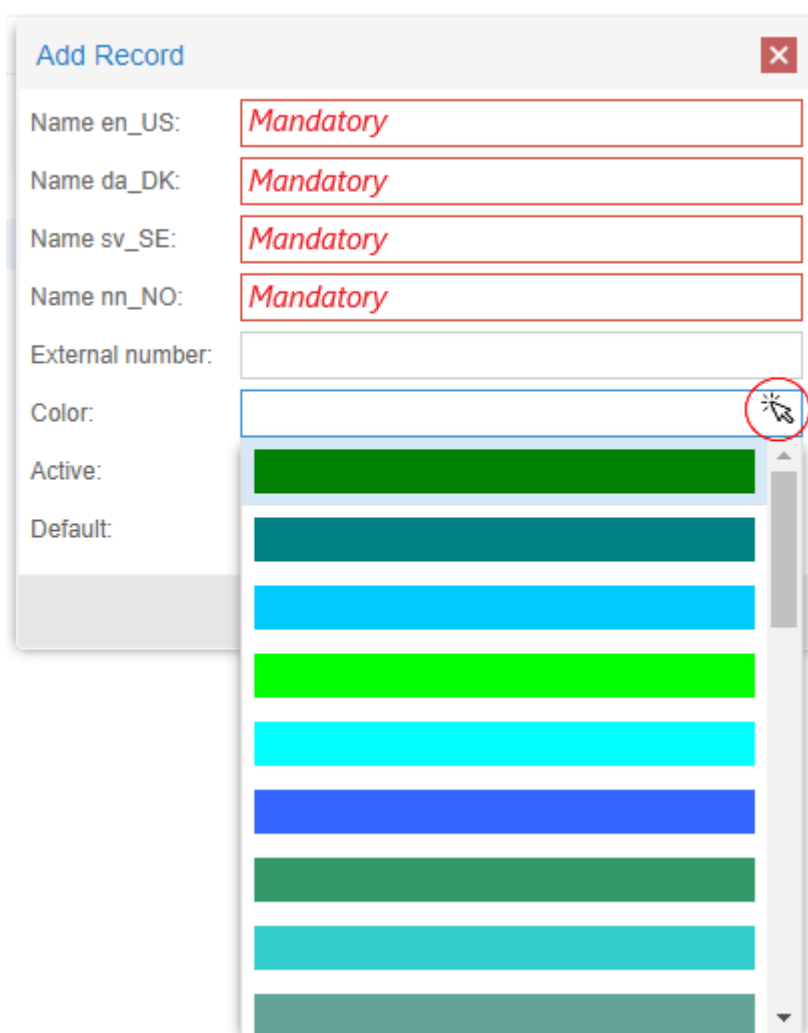
- Name en_US:** Text input field containing "Mandatory" (text is red, border is red)
- Name da_DK:** Text input field containing "Mandatory" (text is red, border is red)
- Name sv_SE:** Text input field containing "Mandatory" (text is red, border is red)
- Name nn_NO:** Text input field containing "Mandatory" (text is red, border is red)
- External number:** Empty text input field
- Color:** Dropdown menu (empty)
- Active:** Checked checkbox
- Default:** Unchecked checkbox
- Buttons:** "Save" and "Cancel" buttons at the bottom right. The "Save" button is circled in red.

Editing Promotion Types

1. To edit your Promotion Types press *Edit* and make your corrections. Finish by pressing *Save*.

If you want to add color to an already existing Promotion Type. Select the Promotion Type and press *Edit*, then the color can be added to the Promotion Type.

👍 Pro tip: If you use the [Promotion Overview report](#), set a Color for each Promotion Type to get a better overview of the reports.



Deleting Promotion Types

1. To delete Promotion Types press *Remove* and confirm by pressing *Yes* in the pop-up.

