



Version 1

# Admin Area – Creating A Time Based Rule

THE LOYALTY BOX is a combination of world-class technology, backed by a professional support team ensuring that your program is a success.

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## Time Based Rule: Lunchtime Special

I am going to show you how to create a time based rule. In this example I am going to run a lunchtime special to celebrate the start of summer, My customers will be able to earn an extra 5% if they come into my restaurant during lunch time.

1. Log into the admin area with your Email and Password [Click Here](#)

2. Click the "rule" tab



Rules

3. Click "Add New Rule"



Add New Rule

CLIENT	LOCATION	GROUP
Candice's Restaurant	Candice's Restaurant	

4. In Setting fill in the info as below:

Title: What is your rule called

Program which program will your rule be linked to

Rule Occurs: Per Transaction

Rule Priority: 1

Status: Enabled

Settings Occurrence Locations Group Schedule

### Settings

**Title:** Lunch Time Special  
Enter a rule title

**Program:** Candice's Restaurant  
Select a program

**Rule Occurs:**  Per Transaction  Based On Occurrence  
Select when the rule occurs

**Rule Priority:** 1  
Enter the Rule Priority

**Status:** Enabled  
Set the rule status

[Back](#) [Save](#)

5. Select which locations you would like your rule to run at > Click Add

Rule save successfull

Settings Occurrence Locations Group Schedule

### Locations

No locations have been added

**Clients:** Candice's Restaurant

**Location:**  Select All  
 Candice's Restaurant

[Add](#)

[Back](#) [Save](#)

6. Next go to Schedule > Click New Schedule

7. Select which month and how long you want this special to run for and which days and times you want it to run on > Click Save

### Schedule Details

**Start Date:**  
Date the rule starts

2013/09/01

**End Date:**  
Date the rule ends

2013/09/30

**Days / Times:**  
Days and times the rule should run

Day	Start	End
<input type="checkbox"/> Sunday	00:00	23:59
<input checked="" type="checkbox"/> Monday	12:00	14:00
<input checked="" type="checkbox"/> Tuesday	12:00	14:00
<input checked="" type="checkbox"/> Wednesday	12:00	14:00
<input checked="" type="checkbox"/> Thursday	12:00	14:00
<input checked="" type="checkbox"/> Friday	12:00	14:00
<input type="checkbox"/> Saturday	00:00	23:59

Save

Close

8. Next go to Card Sets and select the card set that you want to run your special with

Settings	Occurrence	Locations	Group	Schedule	Product Groups	Card Sets
<b>Card Details</b>						
<b>Card Sets:</b>						
<input type="checkbox"/> Candice's standard						
<input type="checkbox"/> Test Cards						

Back

Save

9. Next go to the transactions tab and select the tick boxes as below

#### Transaction Details

**Tender Type:**  
Select the type of tender

Promo  Gift  Loyalty  Credit  Debit  Cash

**Transaction Types:**  
Select the transaction type

Update Client       Void       Renew       Enrollment       Promotion Redemption (Committed)       Loyalty Issuance  
 Update Card Details       Transfer       Quick Transaction       Employee Report       Promotion Issuance       Gift Redemption  
 Promotion Redemption (Uncommitted)       Tip       Multiple Issuance       Account History       Loyalty Redemption       Gift Issuance  
 Line Item Redemption       Terminal Report       Merchandise Return       Balance Inquiry

10. Go to Actions > Select New Action

### Actions

No actions have been added

11. Fill in as below

Priority: 1

Select Action: Add Percentage

Percentage of: Amount Entered

Balance of: Points

Amount: 5%

Rounding: Select None

Value Type Effected: Points

Multiply By Qty: No

Click Save

**Priority:**

**Select Action:**

**Percentage Of:**

- Amount Entered
- Balance
- Balance Difference
- Code Quantity
- Remainder

**Balance Of:**

- Currency
- Points
- Custom

**Amount:**   
Enter amount / percentage

**Rounding:**  Up  Down  None

**Value Type Effected:**

**Multiply By Qty:**

## Support

If you have any questions, please contact The Loyalty Box.

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