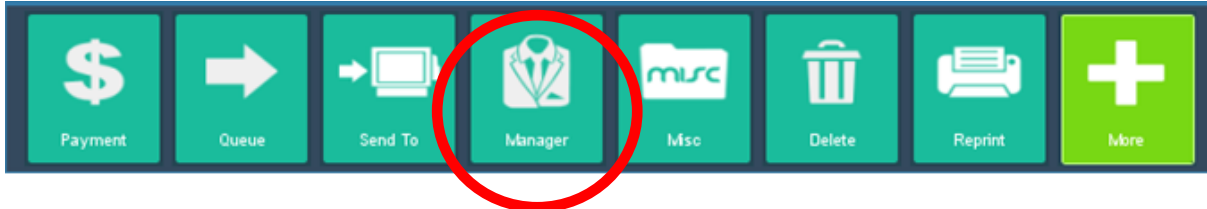


## Setting the promotion expiry date on ActivPOS

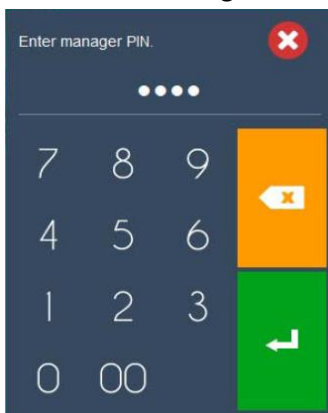
To ensure a promotion is running correctly, please follow these steps to extend the promo expiry date.

If you encounter difficulties at any stages please contact our Customer Care on 0800 960 000 for assistance.

1. Click on 'Manager' at the bottom of the ActivPOS screen.



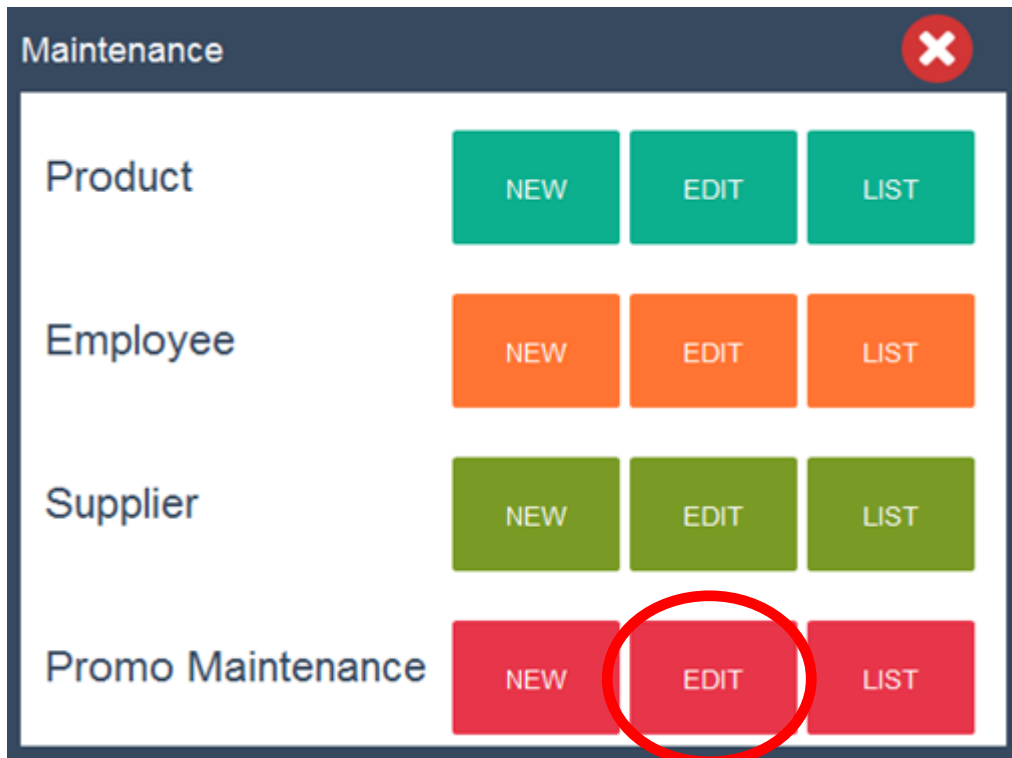
2. Enter Manager Password.



3. Click on Maintenance.



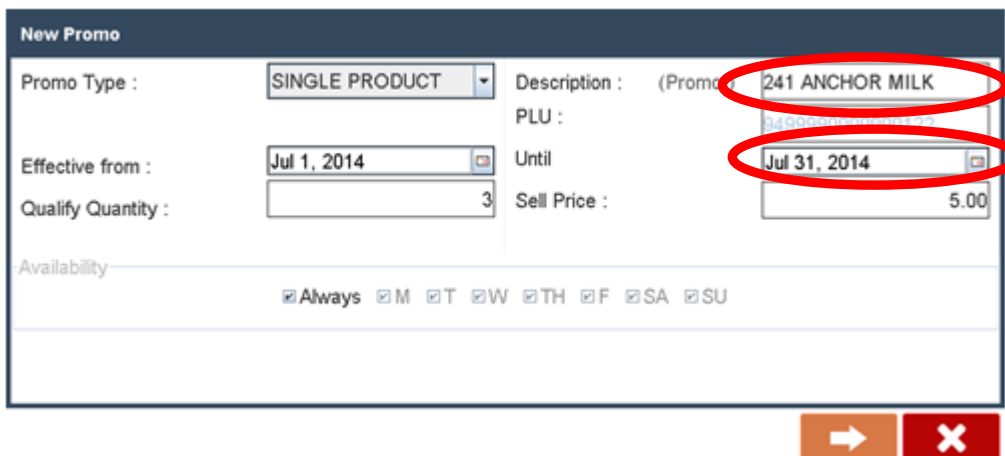
4. Click on 'EDIT' under Promo Maintenance.



5. Select each PROMO.

Click on the calendar icon next to Date to select when you would like the Promo ends. Then click on the arrow button.

NOTE: Select year 2020 to extend Promo for another 5 years



6. Click on Save Button to save.

