How to Create a Promotion in Tabit Order

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# Adding a Promotion in Tabit Order

## Requirement:

You need to have Manager access in Tabit Office to perform the following procedures.

## Steps on How to Create a Promotion in Tabit Order

1. Login to [Tabit Office](https://us-office.tabit.cloud/auth/login)
2. In Office, go to **Customer Order > Site Setup.** Select the**Promotions** tab and then select **New Promotion**

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1. Enter the required details and then select **Save**:

* **Name:** The title of the promotion
* **Status:** Determines whether the promotion is active or disabled
* **Type:** Select how the promotion is calculated
* **Reason:** Lists the predetermined options for how the comp will report
* **Value Type:** Whether the promotion is calculated based on a percent of the check total or a specific amount off
* **Value:** The numerical value for either the amount or the percentage amount for the promotion
* **Order Timing:** Determines when the promotion will be displayed based on Regular Orders and Future Orders
* **Order Methods:** Defines which Order Methods qualify for the promotion (ex. Eat-In, Takeaway)
* **Scheduling:** Refers to the menu timeframe the promotion will be available
* **Min. Order Price:** Sets a minimum amount the customer must spend to qualify for the promotion
* **Customer Facing Title:** The title of the promotion that the customer will see
* **Customer Facing Message:** The message for the promotion that the customer will see

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1. Now the promotion will appear in Office

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And in Tabit Order

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***If you need further assistance, please call Flyght Support at 419-724-3115 or send us an email:*** [***support@whatisflyght.com***](mailto:support@whatisflyght.com)