Etail Systems Tip Sheet

Objective: To understand the options available when creating flash sales.

There are two ways which you can create flash sales – via a voucher or via a SKU. Both of these options will be described below:
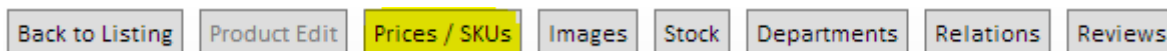
Via a SKU

Search for the item you want to put on sale in Products > Search.

Depending on what page appears next, you can either click the number of SKUs, or the Prices & SKU button.

	CHL	Product	Reference / Description / Price / Stock	Skus	Depts	Info	Relations	Status	Image	Edit
1			FS70621N 21st Birthday Gift Photo Album - Personalised 4.1248 - 4.1251 / In stock	4	6		Associated: 2 Recommended: 1 Related: 2	Live	Image	Edit Product

OR

Back to Listing	Product Edit	Prices / SKUs	Images	Stock	Departments	Relations	Reviews

Click the edit button on the SKU you wish to put on sale.

FS70621Q		0.0000	4.1251	0.0000	2	1	Live		1 ▼	

Scroll down to the "Offer date range" section. Here, you can see the Start & end date, plus the times. The times are in around 15 minute increments: 00, 15, 30, 45 & 59.

Offer date range: Start date: _____ 📅 00 ▼ 00 ▼

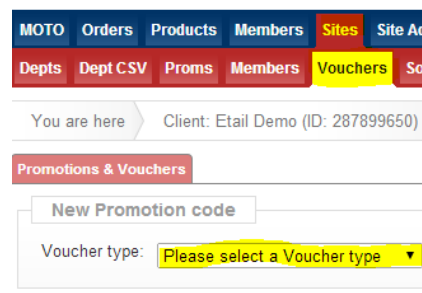End date: _____ 📅 23 ▼ 59 ▼

Status: Live ▼

Update SKU

Scroll to ¾ of the bottom of the page & click "Update SKU" to save your changes.

If you want to switch to the next SKU, scroll to the top of the page & select which SKU you want, & repeat the process.

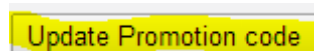Select SKU: FS70621Q ▼

Via a Voucher

Go to the Sites > Voucher page, & select the type of voucher of you want (usually it'll be a Multi use Promotional Code).

Fill in all the usual information needed (please ask for the 'Creating a Voucher' walkthrough if needed), & add your time & dates here also.

Once you're done, click "Update Promotion Code".

If you need more information on flash sales, please call 0844 482 0908 or email support@etailsystems.com