Mini Guide



DISCOUNTS

SuperFox can automatically apply two types of discount to your bookings:

Sibling Discounts

You can apply sibling discounts to nominated services. You can also choose which siblings to discount (cheapest, eldest, all equally).

Managers Discounts

You can apply simple percentage discounts to nominated account holders (e.g. staff) for nominated services.

Edit Service Details	Nor	inating Services For F	Discounts
Service name: Nursery Morning	NOI	Infatting Services I of L	13000113
Service Details Unit price: £ 12 Alternate price: £ 12 Usual start time (Optional): 09:00 Duration (Where applicable): 3 hrs Maximum Participants (Optional): 0 (set to 0 if not used) Charging options (instead of Alternate Price) Free entitlement	You m mini-bu If the s discour In Sup service	ay not wish to discount all of your us fees or lunches. service is not a Free Entitlement ht (it's free). perFox we choose which discou e we create.	you cannot choose a nots to apply to each
Service Visibility	-	Charging options (instead of Alterna	ate Price)
		Free entitlement	
OK Cancel Help		 Use 	Sibling discounts:
			Manager's discounts:
	_		
To make the service eligible for sibling discounts		Character antices (instead of Altern	ata Daian)
tick the Sibling discounts box.		Charging options (instead of Alterna	ate Price)
		🔘 Free entitlement	
To make a service eligible to Manager's discounts tick the Manager's discounts box.		 Use 	Sibling discounts:
(You will also need to choose the account holders who will receive the Manager's discount.)			Manager's discounts:
3			
To make the service eligible for both discounts —	_	Charging options (instead of Alterna	ate Price)
tick both boxes.		Free entitlement	
Services are set up in Go > Home > Setting Details > Services Provide	ed >	 Use 	Sibling discounts:



Setting Up A Sibling Discount Scheme

To set up the Sibling Discount scheme: Go > Home > Setting Details > Discounts >



All you need to do is:

- 1. Enter the percentage discount to use
- 2. Choose which siblings will receive the discount
- 3. Choose when the discount applies
- 4. Save your work.

Sit	oling Discount		_				
M	ain discount of:	10.00	%	Apply to:	Cheapest siblings		Discount applies: 3
		1			2	- 0	Only for overlapping times
							Any particular day together
							4 Save

The sibling discounting options provided simply reflect schemes that are commonly in use.

Who Receives The Sibling Discount?

Apply to:	Cheapest siblings 🔹 👻
	Cheapest siblings Eldest siblings All siblings equally

You can choose to give the sibling discounts to:

- Cheapest siblings (the most expensive sibling is full price.)
- Eldest siblings (the
 - (the youngest sibling is full price)
- All siblings equally (all of the siblings are discounted)

What Times Of Day Is The Sibling Discount Used?

Discount applies:

- Only for overlapping times
- O Any particular day together
- You can choose to apply the discount throughout the day as follows:
 - Give the discount only at the exact times when the children are in the setting together.
 - Give it to the children for the entire day of they are in at any time together on the day.

Calculating The Discount

The discount will become active as soon as you save it and it will automatically apply the discount to the uninvoiced bookings. A progress bar will display as this can take a while.

Discounts are automatically calculated at booking time and the booking is marked as discounted so it won't be discounted twice.

The discounting calculation will slow the bookings down slightly.

Calculating Discounts (possible delays)					
Days to calculate: 16 (8 days to go)					
Re-calculating for: 11 December 2012					

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Forcing A Discount Recalculation

Recalculate Discounts

If you change either your sibling or manager's discounts you can force a re-calculation of the un-invoiced bookings by clicking the 'Recalculate Discounts' button.

Turning Off Sibling Discounts

To turn off sibling discounts simply reset the discount percentage to 0.00%. The discounts will be recalculated at zero percent and the automatic calculation will be skipped at booking time.

Setting Up Manager's Discounts



To set up Manager's Discount schemes: Go > Home > Setting Details > Discounts >

A manager's discount is a flat percentage discount that you can give to selected people. You can set up as many different manager's discount schemes as you like.

This is done at the bottom of the discounts forms and is a 2 stage process.

Step 1: Add A Manger's Discount

To add a new Manager's Discount click the Add button.

Nume.	Edit Manager's Discount	
	Discount Details	
	Title: Ofsted Inspector's Discount	
	Discount of: 10.00 %	
	Notes:	
Delete	For local Ofsted inspectors only.	Add Edit
	OK Cancel Help	

Just give the discount and title, a percentage to subtract from the bookings and a description for your own use. Click the OK button to add the discount to the Manager's Discounts list.

1	Manager's Discounts						
	Name	Percentage	In Use By	Description			
	Ofsted Inspector's Discount	10.00	0	For local Ofsted inspectors only.			

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Step 2: Manage The Discount Members

You now need to choose who will participate in the new manager's discount scheme. Click on the 'Manage Discount Members' button.

ſ	Manager's Discounts									
	Name	Percentage	In Use By	Description						
	Ofsted Inspector's Discount	10.00	0	For local Ofsted inspec	tors only.					
	μ L	0								
	Delete Recalculate Disc	counts	Manag	e Discount Members		Add Edit				
							2			

For your convenience there are two different ways to add or manage discount holders.

A) Discount View	Manager's Discounts Overview			
This allows you to see who holds and does not hold the discount	Discount View Account Holder View Manager's Discounts			
	Title Percentage Notes			
Choose the discount of interest at the top.	Ofsted Inspector's Discount 10.00 For local Ofsted inspectors only.			
There are two lists below:				
People who already have the discount	Account Holders available to add Account Holders already added			
People who do not have the discount	Name 🔺 📃 Name 🔺			
Move the account holders between the two lists be selecting them and using the arrow buttons.	Ant, Miss, Melissa - 1 The Hill Bear, Mrs, Susan - 15 River Dale Beetle, Mrs, Alice - 8 Woodside Bison, Mrs, Felicity - 7 Prarie Lane Chipmunk, Mr, Dale - 22 Prarie Driv Cod, Mrs, Tracey - 109 Main Stree Coral, Dr, Sandra - Rocky Bottom			
The discount are recalculated for the account holder as they change lists.	Close Help			

Click the close button when you are finished and the main list of Manager's Discounts will be updated.

ſ	Manager's Discounts			
	Name	Percentage	In Use By	Description
	Ofsted Inspector's Discount	10.00	3	For local Ofsted inspectors only.
			\square	

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B) Account Holder View	Manager's Discounts Overview	
This allows you to see which discounts are and are not held by a particular person.	Discount View O Account Holder View Account Holders Name	
Choose the person of interest at the top.	Ant, Miss, Melissa - 1 The Hill Anteater, Mr, Peter - 4 Hillside Drive	
There are two lists below:	Bauger, Mrs, Roxy - 1 River Dale Barracuda, Mrs, Louise - 54 Deep Blue Drive Bear, Mrs, Susan - 15 River Dale Beetle, Mrs, Alice - 8 Woodside	
Discounts already held by the person	Bison, Mrs, Felicity - 7 Prarie Lane Chipmunk, Mr, Dale - 22 Prarie Drive	
Discounts not held by the person	Discounts available to add Discounts In Use	e
	Title Percentage Title Ofsted Inspec	tor' 10.00
Move the discounts between the two lists be selecting them and using the arrow buttons.		
The discount are recalculated for the account holder as they change lists.		
		Close Help

Click the close button when you are finished and the main list of Manager's Discounts will be updated.

Alternate Price Discounts

The initial purpose of the alternate service price was for use as a manual discounting method. This is now obsolete, but it is still used by some people.

Rules Used To Apply Multiple Discounts

If multiple discounts are applied they will be applied in the following order:

- Any Alternate Price will be applied first.
- Sibling Discounts will be applied next.
- Managers discounts will be applied next.

Percentage discounts are multiplied rather than added, this is the lower cost option, i.e.

For two discounts of a% and b% the total discount is:

Total managers discount = $(100\% - a) \times (100\% - b)$, rather than (100% - a - b)

