

Bulk Discounts/Surcharges

Applying Bulk Discounts/Surcharges

Bulk Discount Updates allow users to apply or remove discounts and surcharges across multiple bookings simultaneously, based on **Vendor / Media Owner** and **date range** criteria.

To perform a bulk update:

1. Select the schedule's **options** menu (ⓘ) on the right-hand side of the schedule
2. Choose **Update Discounts**

The **Bulk Update Discounts** pop-up allows the user to define:

1. Vendor / Media Owner
2. Discount or Surcharge start and end dates
3. Discount Type
4. Select the **Add Discount** check box
5. Discount value or percentage
6. Whether the discount should be passed on to the **Customer**

Once all required fields are completed, select **Update** to apply the changes.

⚠ Note: Bulk discounts can only be added or removed but not modified.

Deleting Bulk Discounts/Surcharges

The **Bulk Update Discounts** pop-up allows the user to define:

1. Vendor / Media Owner
2. Discount or Surcharge start and end dates
3. Discount Type
4. Select **Remove Discount**

Once all required fields are completed, select **Update** to apply the changes.