

How to delete promotions in effectmanager

This guide shows you how to delete promotions in
effectmanager.

*This guide is only of relevance if you have the
promotion module in effectmanager.*



If you need to delete promotions in effectmanager, this can be done by deleting a single promotion or deleting multiple promotions.

⚠ OBS! It is important to double-check before deleting promotions. If you delete them, they will be deleted for all users of effectmanager.

Delete one promotion

Go to Promotion Scheduler and find the promotion you want to delete. The delete function is the same in all Promotion Scheduler Views. The below description is based on List View.

If you need a guide that describes the different Scheduler Views, please see our guide [How to use Promotion Scheduler views](#)

You can find specific promotions by using Promotion Filters on the right side.

If you want to know more about Promotion Filters, please see our guide [How to use filters in effectmanager](#)

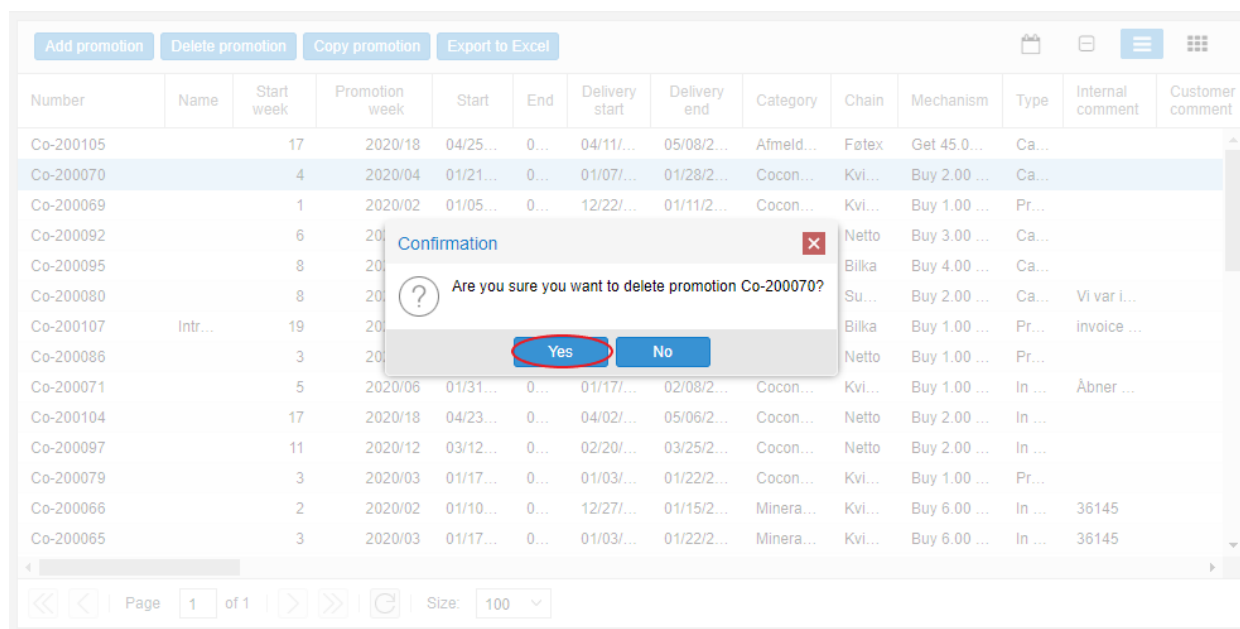
1. Select the promotion by pressing it, the promotion is selected, when it has a blue marking.

Number	Name	Start week	Promotion week	Start	End	Delivery start	Delivery end	Category	Chain	Mechanism	Type	Internal comment	Customer comment
Co-200105		17	2020/18	04/25...	0...	04/11/...	05/08/2...	Afmeld...	Føtex	Get 45.0...	Ca...		
Co-200070		4	2020/04	01/21...	0...	01/07/...	01/28/2...	Cocon...	Kvi...	Buy 2.00 ...	Ca...		
Co-200069		1	2020/02	01/05...	0...	12/22/...	01/11/2...	Cocon...	Kvi...	Buy 1.00 ...	Pr...		
Co-200092		6	2020/06	02/03...	0...	01/13/...	02/17/2...	Cocon...	Netto	Buy 3.00 ...	Ca...		
Co-200095		8	2020/09	02/18...	0...	02/04/...	03/01/2...	Afmeld...	Bilka	Buy 4.00 ...	Ca...		
Co-200080		8	2020/08	02/17...	0...	02/03/...	02/24/2...	Cocon...	Su...	Buy 2.00 ...	Ca...	Vi var i...	
Co-200107	Intr...	19	2020/19	05/04...	0...	04/20/...	05/10/2...	Minera...	Bilka	Buy 1.00 ...	Pr...	invoice ...	
Co-200086		3	2020/03	01/13...	0...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 ...	Pr...		
Co-200071		5	2020/06	01/31...	0...	01/17/...	02/08/2...	Cocon...	Kvi...	Buy 1.00 ...	In ...	Åbner ...	
Co-200104		17	2020/18	04/23...	0...	04/02/...	05/06/2...	Cocon...	Netto	Buy 2.00 ...	In ...		
Co-200097		11	2020/12	03/12...	0...	02/20/...	03/25/2...	Cocon...	Netto	Buy 2.00 ...	In ...		
Co-200079		3	2020/03	01/17...	0...	01/03/...	01/22/2...	Cocon...	Kvi...	Buy 1.00 ...	Pr...		
Co-200066		2	2020/02	01/10...	0...	12/27/...	01/15/2...	Minera...	Kvi...	Buy 6.00 ...	In ...	36145	
Co-200065		3	2020/03	01/17...	0...	01/03/...	01/22/2...	Minera...	Kvi...	Buy 6.00 ...	In ...	36145	

2. In the top left corner, press *Delete promotion*.

Number	Name	Start week	Promotion week	Start	End	Delivery start	Delivery end	Category	Chain	Mechanism	Type	Internal comment	Customer comment
Co-200105		17	2020/18	04/25...	0...	04/11/...	05/08/2...	Afmeld...	Føtex	Get 45.0...	Ca...		
Co-200070		4	2020/04	01/21...	0...	01/07/...	01/28/2...	Cocon...	Kvi...	Buy 2.00 ...	Ca...		
Co-200069		1	2020/02	01/05...	0...	12/22/...	01/11/2...	Cocon...	Kvi...	Buy 1.00 ...	Pr...		
Co-200092		6	2020/06	02/03...	0...	01/13/...	02/17/2...	Cocon...	Netto	Buy 3.00 ...	Ca...		
Co-200095		8	2020/09	02/18...	0...	02/04/...	03/01/2...	Afmeld...	Bilka	Buy 4.00 ...	Ca...		
Co-200080		8	2020/08	02/17...	0...	02/03/...	02/24/2...	Cocon...	Su...	Buy 2.00 ...	Ca...	Vi var i...	
Co-200107	Intr...	19	2020/19	05/04...	0...	04/20/...	05/10/2...	Minera...	Bilka	Buy 1.00 ...	Pr...	invoice ...	
Co-200086		3	2020/03	01/13...	0...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 ...	Pr...		
Co-200071		5	2020/06	01/31...	0...	01/17/...	02/08/2...	Cocon...	Kvi...	Buy 1.00 ...	In ...	Åbner ...	
Co-200104		17	2020/18	04/23...	0...	04/02/...	05/06/2...	Cocon...	Netto	Buy 2.00 ...	In ...		
Co-200097		11	2020/12	03/12...	0...	02/20/...	03/25/2...	Cocon...	Netto	Buy 2.00 ...	In ...		
Co-200079		3	2020/03	01/17...	0...	01/03/...	01/22/2...	Cocon...	Kvi...	Buy 1.00 ...	Pr...		
Co-200066		2	2020/02	01/10...	0...	12/27/...	01/15/2...	Minera...	Kvi...	Buy 6.00 ...	In ...	36145	
Co-200065		3	2020/03	01/17...	0...	01/03/...	01/22/2...	Minera...	Kvi...	Buy 6.00 ...	In ...	36145	

3. In the pop-up window, confirm that you want to delete the promotion. When you press yes, the promotion is deleted.



The screenshot shows a table of promotions with columns: Number, Name, Start week, Promotion week, Start, End, Delivery start, Delivery end, Category, Chain, Mechanism, Type, Internal comment, and Customer comment. A confirmation dialog is overlaid on the table, asking: "Are you sure you want to delete promotion Co-200070?". The dialog has a "Yes" button (circled in red) and a "No" button. The table contains several rows of promotion data, including Co-200105, Co-200070, Co-200069, Co-200092, Co-200095, Co-200080, Co-200107, Co-200086, Co-200071, Co-200104, Co-200097, Co-200079, Co-200066, and Co-200065.

⚠ OBS! It is important to double-check before deleting promotions. If you delete them, they will be deleted for all users of effectmanager.

Delete multiple promotions

Go to Promotion Scheduler and find the promotions you want to delete. The multiple delete function is ONLY available in Single View and List View. The below description is based on List View.

If you need a guide that describes the different Scheduler Views, please see our guide [How to use Promotion Scheduler views](#)

You can find specific promotions by using Promotion Filters on the right side.

If you want to know more about Promotion Filters, please see our guide [How to use filters in effectmanager](#)

1. Select the promotions for deletion by pressing CTRL on your keyboard and clicking your mouse to select the promotions. The promotions are selected when they have a red marking.

Number	Name	Start week	Promotion week ↑	Start	End	Delivery start	Delivery end	Category	Chain	Mechanism	Type	Internal comment	Customer comment
Co-200064		1	2020/01	01/03/2020	01...	12/20/...	01/08/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200083		1	2020/01	01/01/2020	01...	12/11/...	01/07/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet	Husk e...	Prio ka...
Co-200081		1	2020/01	12/30/2019	01...	12/16/...	01/06/2...	Cocon...	Fotex	Buy 1.00 f...	Promotion Leaflet		
Co-200082		1	2020/01	01/01/2020	01...	12/11/...	01/07/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet	Husk s...	iflg. afta...
Co-200084		1	2020/02	01/04/2020	01...	12/14/...	01/11/2...	Cocon...	Netto	Buy 6.00 f...	In store		
Co-200063		2	2020/02	01/10/2020	01...	12/27/...	01/15/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200074	xmas	2	2020/02	01/06/2020	01...	12/23/...	01/26/2...	Cocon...	Bilka	Buy 1.00 f...	In store		
Co-200085		2	2020/02	01/07/2020	01...	12/17/...	01/13/2...	Cocon...	Netto	Buy 1.00 f...	Cafébord	est	
Co-200062		3	2020/03	01/17/2020	01...	01/03/...	01/22/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200086		3	2020/03	01/13/2020	01...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200088		3	2020/03	01/14/2020	01...	12/31/...	01/19/2...	Minera...	Bilka	Buy 6.00 f...	In store	36145	
Co-200087		3	2020/03	01/13/2020	01...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200075	Angel	4	2020/04	01/22/2020	01...	01/08/...	01/31/2...	Energy...	Bilka	Buy 1.00 f...	Promotion Leaflet		
Co-200091		5	2020/05	01/28/2020	02...	01/07/...	02/03/2...	Cocon...	Netto	Buy 1.00 f...	Cafébord	est	
Co-200090		5	2020/05	01/27/2020	02...	01/06/...	02/02/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200089		4	2020/05	01/26/2020	02...	01/12/...	02/03/2...	Cocon...	Fotex	Buy 1.00 f...	In store		
Co-200092		6	2020/06	02/03/2020	02...	01/13/...	02/17/2...	Cocon...	Netto	Buy 3.00 f...	Cafébord		

2. In the top left corner, press *Delete Selected*. This will only be visible when you have selected multiple promotions.

Promotions will stay selected if you no longer press CTR - you can add more or deselect all selected promotions by pressing ESC on your keyboard.

Number	Name	Start week	Promotion week ↑	Start	End	Delivery start	Delivery end	Category	Chain	Mechanism	Type	Internal comment	Customer comment
Co-200064		1	2020/01	01/03/2020	01...	12/20/...	01/08/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200083		1	2020/01	01/01/2020	01...	12/11/...	01/07/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet	Husk e...	Prio ka...
Co-200081		1	2020/01	12/30/2019	01...	12/16/...	01/06/2...	Cocon...	Fotex	Buy 1.00 f...	Promotion Leaflet		
Co-200082		1	2020/01	01/01/2020	01...	12/11/...	01/07/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet	Husk s...	ifig afta...
Co-200084		1	2020/02	01/04/2020	01...	12/14/...	01/11/2...	Cocon...	Netto	Buy 6.00 f...	In store		
Co-200063		2	2020/02	01/10/2020	01...	12/27/...	01/15/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200074	xmas	2	2020/02	01/06/2020	01...	12/23/...	01/26/2...	Cocon...	Bilka	Buy 1.00 f...	In store		
Co-200085		2	2020/02	01/07/2020	01...	12/17/...	01/13/2...	Cocon...	Netto	Buy 1.00 f...	Cafébord	est	
Co-200062		3	2020/03	01/17/2020	01...	01/03/...	01/22/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200086		3	2020/03	01/13/2020	01...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200088		3	2020/03	01/14/2020	01...	12/31/...	01/19/2...	Minera...	Bilka	Buy 6.00 f...	In store	36145	
Co-200087		3	2020/03	01/13/2020	01...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200075	Angel	4	2020/04	01/22/2020	01...	01/08/...	01/31/2...	Energy...	Bilka	Buy 1.00 f...	Promotion Leaflet		
Co-200091		5	2020/05	01/28/2020	02...	01/07/...	02/03/2...	Cocon...	Netto	Buy 1.00 f...	Cafébord	est	
Co-200090		5	2020/05	01/27/2020	02...	01/06/...	02/02/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200089		4	2020/05	01/26/2020	02...	01/12/...	02/03/2...	Cocon...	Fotex	Buy 1.00 f...	In store		
Co-200092		6	2020/06	02/03/2020	02...	01/13/...	02/17/2...	Cocon...	Netto	Buy 3.00 f...	Cafébord		

Page 1 of 1 | Size: 100

3. In the pop-up window, confirm that you want to delete the promotions. When you press yes, the promotions are deleted.

⚠ OBS! It is important to double-check before deleting promotions. If you delete them, they will be deleted for all users of effectmanager.

Number	Name	Start week	Promotion week ↑	Start	End	Delivery start	Delivery end	Category	Chain	Mechanism	Type	Internal comment	Customer comment
Co-200064		1	2020/01	01/03/2020	01...	12/20/...	01/08/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200083		1	2020/01	01/01/2020	01...	12/11/...	01/07/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet	Husk e...	Prio ka...
Co-200081		1	2020/01	12/30/2019	01...	12/16/...	01/06/2...	Cocon...	Fotex	Buy 1.00 f...	Promotion Leaflet		
Co-200082		1	2020/01	01/01/2020	01...	12/11/...	01/07/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet	Husk e...	ifig afta...
Co-200084		1	2020/02	01/04/2020	01...	12/14/...	01/11/2...	Cocon...	Netto	Buy 6.00 f...	In store		
Co-200063		2	2020/02	01/10/2020	01...	12/27/...	01/15/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200074	xmas	2	2020/02	01/06/2020	01...	12/23/...	01/26/2...	Cocon...	Bilka	Buy 1.00 f...	In store		
Co-200085		2	2020/02	01/07/2020	01...	12/17/...	01/13/2...	Cocon...	Netto	Buy 1.00 f...	Cafébord	est	
Co-200062		3	2020/03	01/17/2020	01...	01/03/...	01/22/2...	Minera...	Fotex	Buy 6.00 f...	In store	36145	
Co-200086		3	2020/03	01/13/2020	01...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200088		3	2020/03	01/14/2020	01...	12/31/...	01/19/2...	Minera...	Bilka	Buy 6.00 f...	In store	36145	
Co-200087		3	2020/03	01/13/2020	01...	12/23/...	01/19/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200075	Angel	4	2020/04	01/22/2020	01...	01/08/...	01/31/2...	Energy...	Bilka	Buy 1.00 f...	Promotion Leaflet		
Co-200091		5	2020/05	01/28/2020	02...	01/07/...	02/03/2...	Cocon...	Netto	Buy 1.00 f...	Cafébord	est	
Co-200090		5	2020/05	01/27/2020	02...	01/06/...	02/02/2...	Cocon...	Netto	Buy 1.00 f...	Promotion Leaflet		
Co-200089		4	2020/05	01/26/2020	02...	01/12/...	02/03/2...	Cocon...	Fotex	Buy 1.00 f...	In store		
Co-200092		6	2020/06	02/03/2020	02...	01/13/...	02/17/2...	Cocon...	Netto	Buy 3.00 f...	Cafébord		

Confirmation

Are you sure you want to delete all selected promotions: Co-200081, Co-200082, Co-200084, Co-200063 ?

Page 1 of 1 | Size: 100