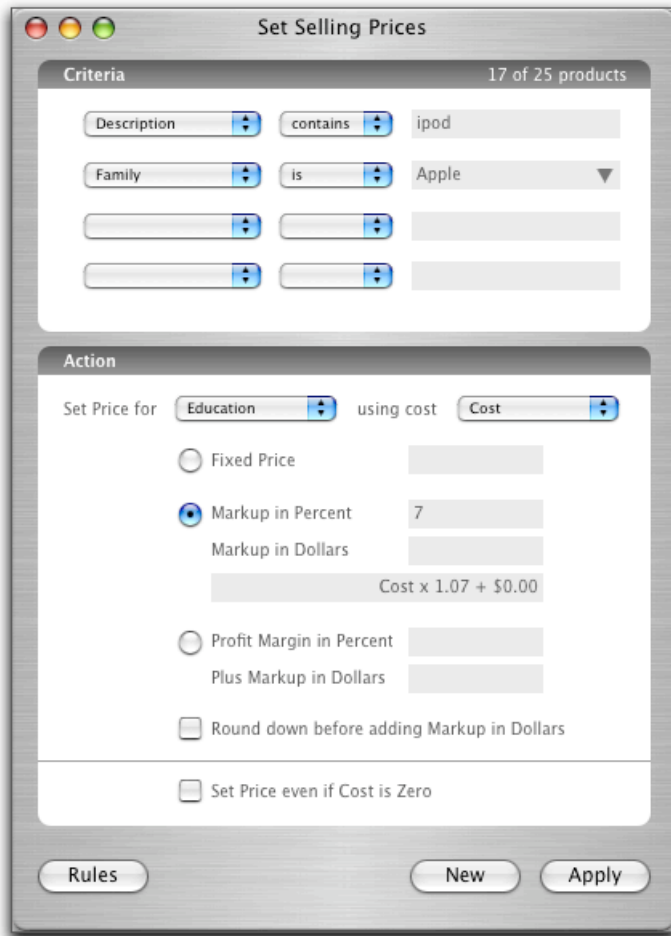


**Set Selling Prices**

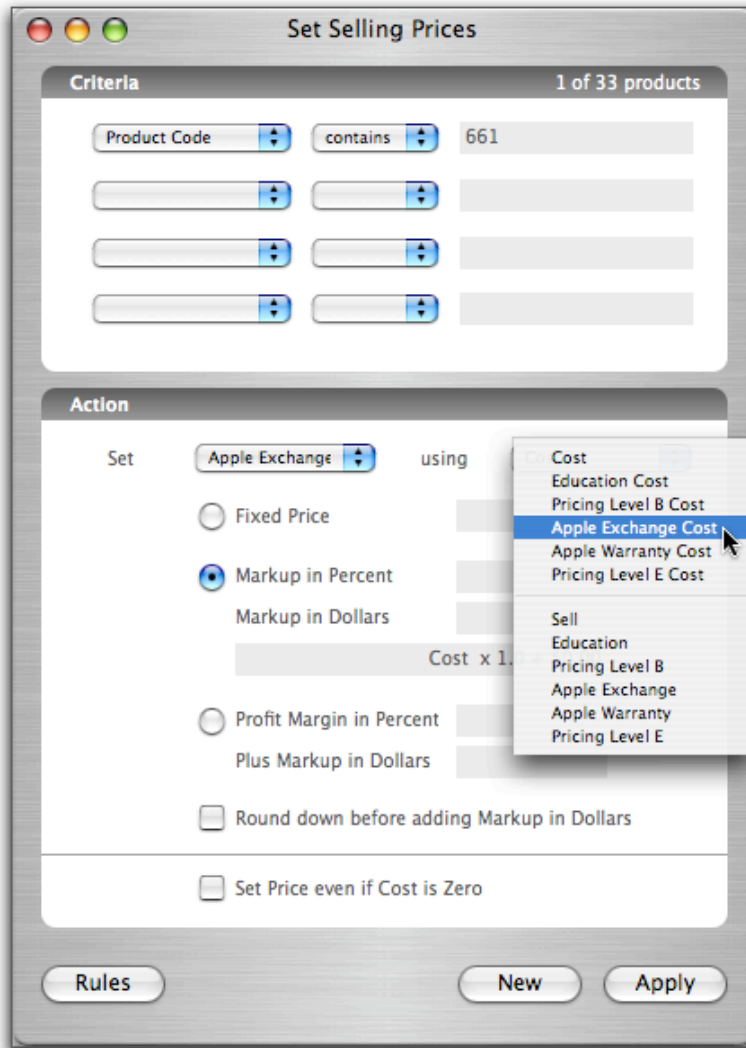
When your Products are entered in the Products database, you may wish to set their selling prices to a fixed price or one calculated from either the default Cost or an alternate Cost associated with a particular Pricing Level. This can be done according to their Family, Class, or other category by batch rather than individually, in the interest of saving time. To do this, you can choose the Set Selling Prices option of the Tools menu. There, you will be able to select subsets of your Products using a series of filters that will allow changes to be applied to only those Products that meet your chosen criteria.



Once you have the subset you wish to change, you are able to decide if you want to simply set the Fixed Price, or to calculate a markup using a percentage, a dollar value, or a combination of the two.

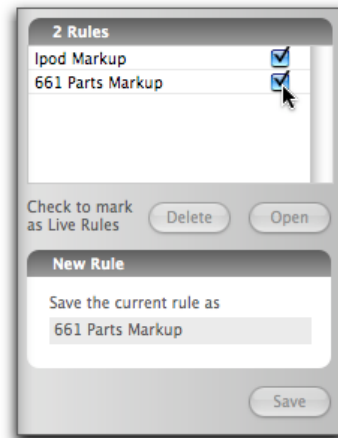
In addition, you can set the Sell Price for the alternate Pricing Levels you've created (in the Pricing Level Setup option in the Tools menu), allowing you to customize pricing for different categories of your Customers. You may also specify which Cost on which to base this calculation; the standard Cost or a Cost associated with a certain Pricing Level. To do this, use the pull-down menu that allows you to "Set Price for" to select the Pricing Level, and using the adjacent pull-down menu, select the particular Cost you wish to use. Click Apply to apply this action to the affected Products.

**Example:** You have a repair shop that can order service parts from with an exchange cost or a stock cost, depending on whether or not you're sending back a dead part for credit. You would create an alternate Pricing Level to reflect an exchange, and then indicate that the Pricing Level sets the Cost particular to that level. (ie. A hard drive would cost \$100 if a defective one were sent back, but \$200 if not) You then use Set Selling Prices to mark up the Selling Price for that alternate Pricing Level using the special Cost you have when you send a defective part back.



**LIVE RULES**

You may create a Live Rule to save any of these criterion/action combinations and have them applied automatically when new Products are created or existing ones modified. After having set the Criteria for your Action, click the Rules button. A drawer appears which allows you to name and save the current criteria. When you click Save, the Rule will appear in the upper section along with a checkbox; checking this box will make the rule “live”, and it will be automatically applied when you click the Save button of any Product which meets the criteria. **Note:** You will be asked to agree with a dialog box before any Live Rules are applied.



**SET PRODUCT INFO**

In addition to setting the Selling Prices or Costs for your Products, you may also need to make batch changes to one or more fields in your Product profiles. Set Product Info allows you to sequester subsets of your Products in a similar way as the Set Selling Prices feature. By selecting the options from the pop-up menus in the Criteria section, you can specify the Products you wish to change. Then, set the Action in the section below to change the appropriate field in the selected Products.

