

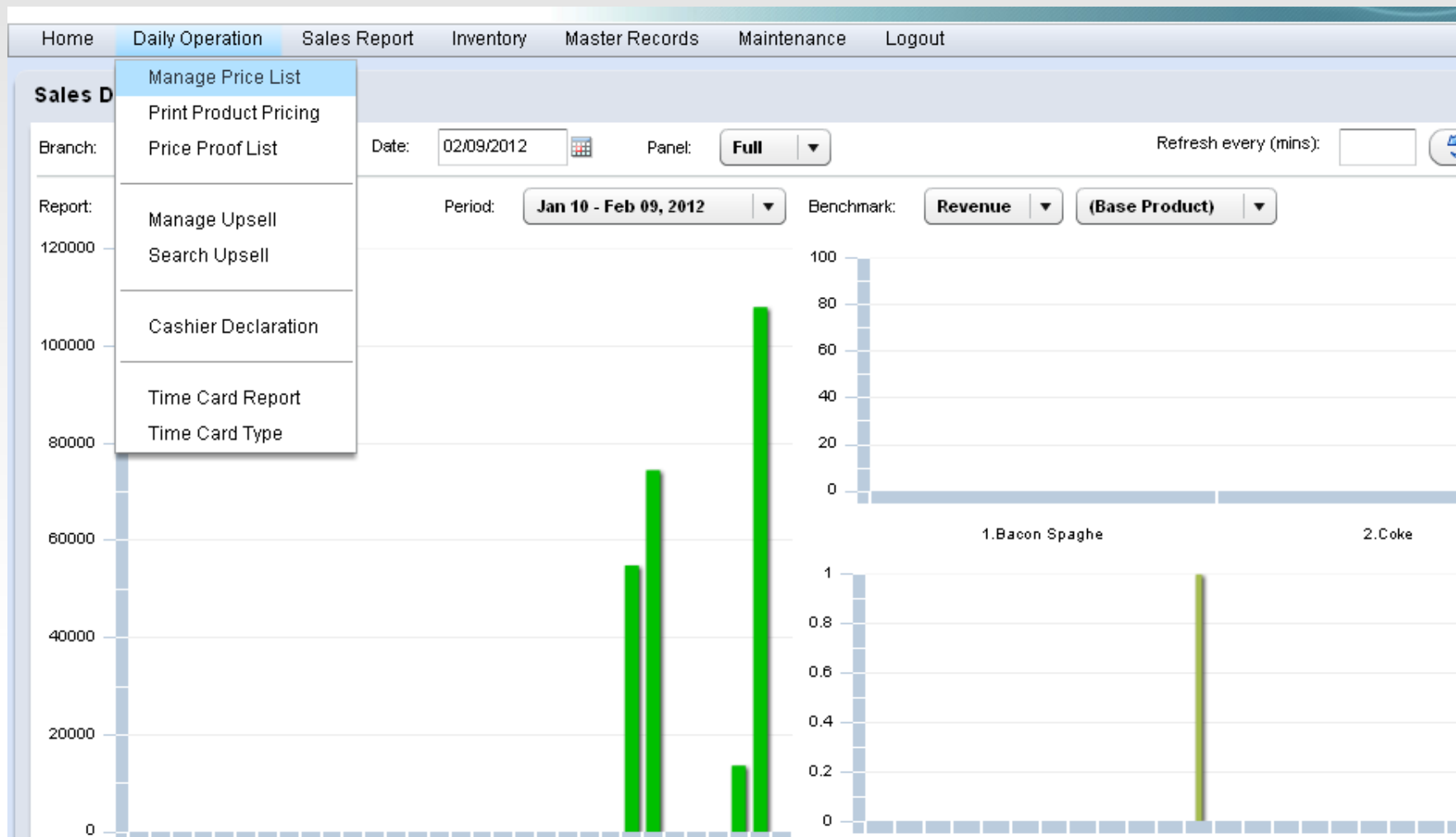
# MANAGE PRICE LIST

WALKTHROUGH

Access the WebPOS home page (URL <http://www.alliancepos.net>) and click on Headquarter System.



Go to Daily Operation > Manage Price List then click New



Create a **Name** for the sale and tick the Active checkbox when used in operation.

**Memo** field is optional.

Tick the checkbox for **Limited Period Only** to set the inclusive sale period.

Tick the checkbox for **Limited Days Only** if you want to make the sale promo available only during certain days of the week (In this case, only on weekends). Otherwise, untick the checkbox so the promo applies in all days as set in the period.

Tick the checkbox for **Limited Time Only** if you want the sale promo available only during certain parts of the day (In this case, only from 1PM-4PM). Otherwise, untick the checkbox so the promo applies the entire day.

**Price List Detail**

CREATED: KLEB@ASHEBS.COM 02/09/2012

Name: \*   Active

Memo:

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Limited Period Only:   -

Limited Days Only:   Sun  Mon  Tue  Wed  Thu  Fri  Sat

Limited Time Only:   -

You may also set the sale to some of your branches only. Tick the checkbox for **Limited to Branches** and click on Branch List to select the applicable branches.

Tick the checkbox for **Limited to Price Level** if you want the promo available only to certain price groups such as customers enjoying Regular Price Level and VIP Price Level. Click on Price Level List to select applicable levels.

Limited Time Only:  13:00 - 17:00

Limited to Branches:  Branch List...  
Boutique, Resto

Limited to Price Level:  Price Level List...  
Regular, VIP

To choose the products included in the sale, click on Product Price List then click Add to go to Product Setting Detail.

The screenshot shows a software window with a white background and a blue border. At the top, there is a label "Reuse Product Definition:" followed by a dropdown menu. Below the dropdown are two buttons: "Product Price List" and "Category Group Discount". At the bottom of the window, there is a blue bar containing two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red 'X' icon).

## Product Setting Detail

Product ID: \* BCASI

F12

Blackberry 9300 Case

Unit: PCS

From Qty: \* 0

To Qty: \* 99999

List Price/Unit: \* 780.00

Discount: \* 78.00

Discount in %: \* 0.00|

**From Qty** and **To Qty** refers to the quantity of the product the customer has to purchase before he/she can qualify for the discount.

If it is set From Qty 3 and To Qty 99999, the customer can only qualify for the discount if he/she purchases 3pcs of that product.

**Discount** refers to actual amount deducted from the List Price.

**Discount in %** refers to the amount in % such as 10% off to 90% off.

Choose only one from these two fields. If you choose to make an amount Discount, enter 0.00 in Discount in %.



Save



Cancel



Remove

You can add as many products you want to be included in your sale.  
Once done, you can review your sale items before clicking OK to save.

If you want make a change in more than one item at one time, tick the checkboxes of those items and click on Batch Assign.

**Product Price List**

Batch Select
 Select/Unselect All
 Add
 Remove
2 records

	Product ID	Product Name	Qty	To Qty	Unit	Unit Price	Discount	Disc %
<input type="checkbox"/>	BCASI	<a href="#">Blackberry 9300 Case</a>	0	99999	PCS	780.00	78.00	0.00
<input type="checkbox"/>	LPBAG	<a href="#">Laptop Bag</a>	2	99999	PCS	300.00	30.00	0.00

Filter:

OK
 Cancel
 Batch Assign



For Batch Assignment, select from Change Modes:

- Assign Absolute Value - value will follow what you have inputted
- Increase By - value to increase by this much
- Decrease By - value to decrease by this much

**Batch Assignment**

Change Mode: **Assign Absolute Value** ▼

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List Price/Unit:

Discount:

Discount in %:

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NOTE: Do not enter anything to leave column unchanged

 Assign  Cancel

You may change the List Price/Unit, Discount and/or Discount in %. For fields that you want to remain unchanged, do not input anything.

Click Assign to save.

To choose product categories that are included in the sale, click on Category Group Discount then click Add.

The screenshot shows a dialog box titled 'Reuse Product Definition:'. It contains a dropdown menu with a downward arrow. Below the dropdown are two buttons: 'Product Price List' and 'Category Group Discount'. The 'Category Group Discount' button is circled in red. At the bottom of the dialog box, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red 'X' icon).

Choose the Product Category you want to apply the discount to. Choose whether you want to apply a Discount in amount (amount is deducted from the List Price) or Discount in % (amount depends on % off).

**Category Group Discount**

Hierarchy: \* Service Line ▼

Category: \* Body Treatment ▼

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Discount: \* 100.00

Discount in %: \* 0.00

Save Cancel

In this case, all services falling under Body Treatment will have a discount of P100.00 from the List Price.

You can also perform a Batch Assign in Category Group Discount.

### Price List Detail

CREATED: KLEE@ASH-EBS.COM 02/16/2012

Price ID: PL000001

Name: \* Back to School Sale  Active

Memo:

Limited Period Only:  05/27/2012 - 06/08/2012

Limited Days Only:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Limited Time Only:  13:00 - 17:00

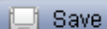
Limited to Branches:

Boutique, Resto

Limited to Price Level:

Regular, VIP

Reuse Product Definition:



Save



Cancel

Click on Save once done.

You can review your prices and margins in Price Proof List (see How To Review Pricing of Items Including Margins)