

# Managing Price Lists

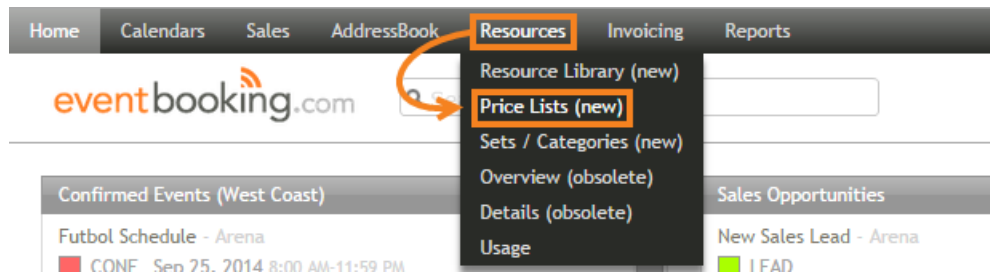
Updated: September 29, 2014

This document will walk you through:

Navigating to the Price Lists Page.....	2
Adding a Blank Price List.....	3
Copying an Existing Price List.....	4
Editing a Price List.....	5
Deleting a Price List.....	6
Updating Prices.....	7

## Navigating to the Price Lists Page

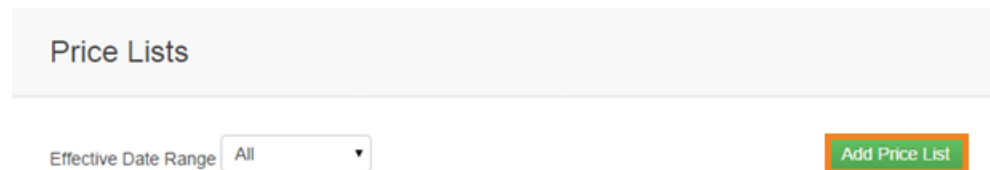
1. Hover over **Resources**.
2. Click **Price Lists (new)**.



## Adding a Blank Price List

A blank price list does not have any costs or prices listed for any of your resource items.

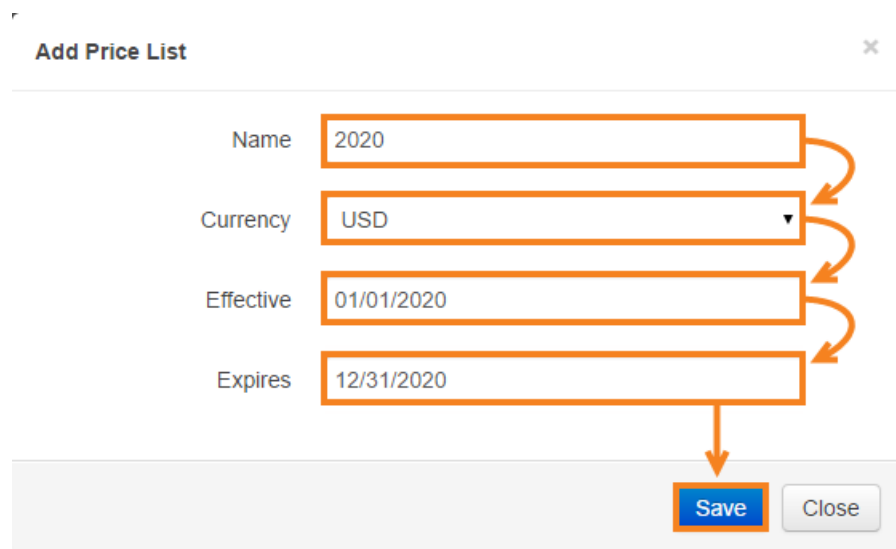
1. Click **Add Price List**.



Price Lists

Effective Date Range

2. Type a name for your price list.
3. Select the currency for this price list from the drop-down.
4. Enter the first valid date for the price list.
5. Enter the last valid date for the price list.
6. Click **Save**.



Add Price List

Name

Currency

Effective

Expires

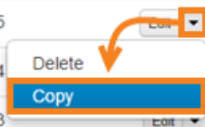
## Copying an Existing Price List

Copying a price list will allow you to create a new price list with costs and prices carried over from the original.

1. Click the down arrow next to *Edit*.
2. Click **Copy**.

Price Lists

Effective Date Range  Add Price List

NAME	CURRENCY	EFFECTIVE	EXPIRES	
2015	USD	01/01/2015	12/31/2015	
2014	USD	01/01/2014	12/31/2014	
2013	USD	12/31/2012	12/31/2013	

3. Type a name for your price list.
4. Select the currency for this price list from the drop-down.
5. Enter the first valid date for the price list.
6. Enter the last valid date for the price list.
7. Click **Save**.

Copy Price List ×

Name

Currency

Effective

Expires

Save
Close

## Editing a Price List

1. Click **Edit**.

Price Lists

Effective Date Range  Add Price List

NAME	CURRENCY	EFFECTIVE	EXPIRES	
2015	USD	01/01/2015	12/31/2015	<span style="border: 1px solid orange; padding: 2px;">Edit</span> ▼
2014	USD	01/01/2014	12/31/2014	<span style="border: 1px solid gray; padding: 2px;">Edit</span> ▼

2. Type a name for your price list.
3. Select the currency for this price list from the drop-down.
4. Enter the first valid date for the price list.
5. Enter the last valid date for the price list.
6. Click **Save**.

**Edit Price List** ✕

---

Name

Currency  ▼

Effective

Expires


Save
Close

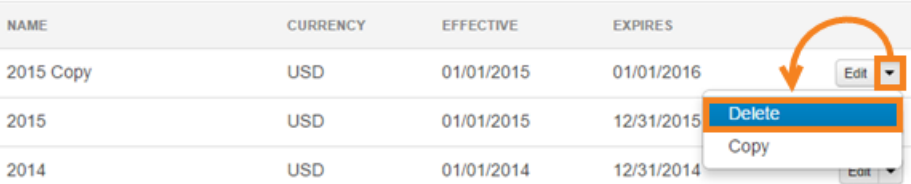
## Deleting a Price List

1. Click the down arrow next to *Edit*.
2. Click **Delete**.

Price Lists

Effective Date Range  Add Price List

NAME	CURRENCY	EFFECTIVE	EXPIRES	
2015 Copy	USD	01/01/2015	01/01/2016	<span>Edit</span> 
2015	USD	01/01/2015	12/31/2015	<span>Delete</span>
2014	USD	01/01/2014	12/31/2014	<span>Copy</span>

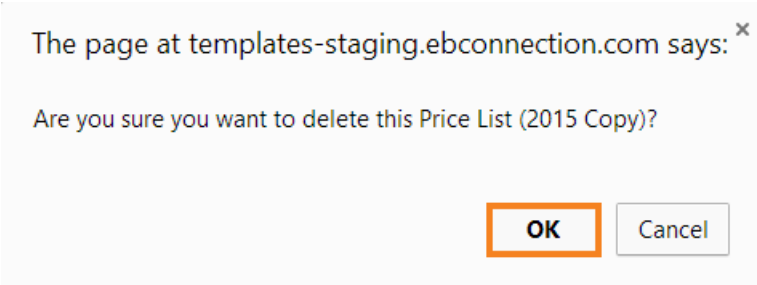


3. Click **OK** to confirm that the price list should be deleted.

The page at templates-staging.ebconnection.com says: ×

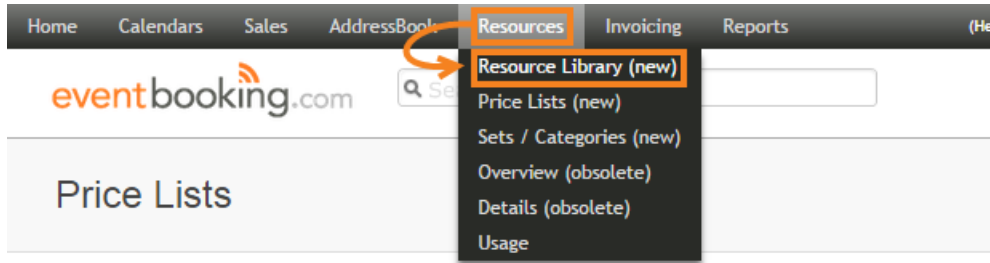
Are you sure you want to delete this Price List (2015 Copy)?

OK Cancel

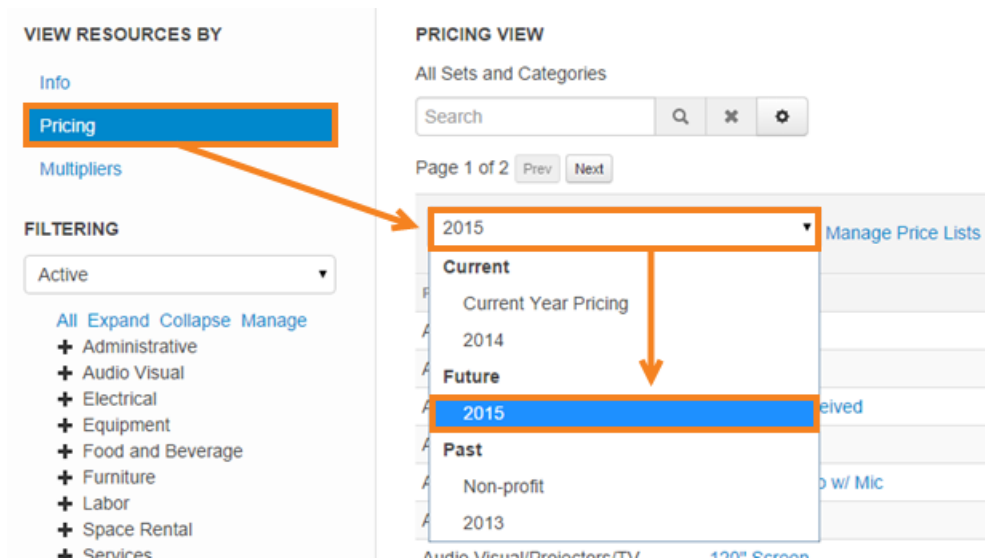


## Updating Prices

1. Hover over **Resources**.
2. Click **Resource Library (new)**.



3. Click **Pricing**.
4. Select the price list you would like to update from the drop-down.



- 5. Click **Edit**.

ITEM	UNIT	COST	PRICE
<a href="#">Deposit</a>	ea	\$0.00	\$0.00
<a href="#">Insurance</a>	ea	\$0.00	\$0.00
<a href="#">Payment Received</a>	ea	\$0.00	\$0.00
<a href="#">Shipping</a>	ea	\$0.00	\$0.00
<a href="#">1000W Stereo w/ Mic</a>	dy	\$0.00	\$200.00

- 6. Use **Tab** or the arrow keys to navigate between the fields, typing the correct cost and/or price of your resources.
- 7. Click **Save**.

Edit Pricing - 2015

PATH	ITEM	UNIT	COST	PRICE
Administrative/Deposits	Deposit	ea	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Administrative/Insurance	Insurance	ea	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Adminis.../Payments Received	Payment Received	ea	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Administrative/Shipping	Shipping	ea	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>