

Updating Prices

1. Log into ADMIN.
2. Click on CATALOG.

This will bring up a list of your products and/or any categories you may have.

3. Find the product that needs updating.

There are three main ways to find a product:

- A) Use the Search box
- B) Use the Go To drop down list
- C) Click on category icons

- A) The easiest way is to use the Search box at the top right of your screen. Just type the product name into the box and press the ENTER key on your keyboard.



This shows you all the products that match the name you typed.

Categories / Products	Status	Action
Microsoft IntelliMouse Explorer	● ●	
Microsoft IntelliMouse Pro	● ●	

Categories: 0
Products: 2

Attitude's Simple osCommerce Guides

updating_prices.pdf

Download from:
www.oscommerce.co.nz/docs/

For osCommerce installation, customization and support, contact Attitude.

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Introduction

As you build up your product range, you might want to alter the pricing on some items.

This guide tells you how to update a product's price.

Quick Guide

1. Log into ADMIN.
2. Click CATALOG.
3. Find the product that needs updating.
4. Select product.
5. Click EDIT.
6. Change the price in the PRODUCTS PRICE fields.
7. Click PREVIEW.
8. Click UPDATE.

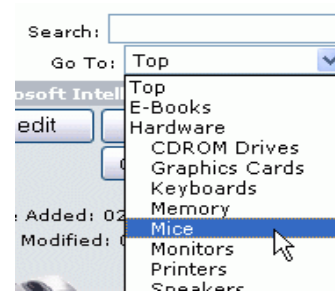


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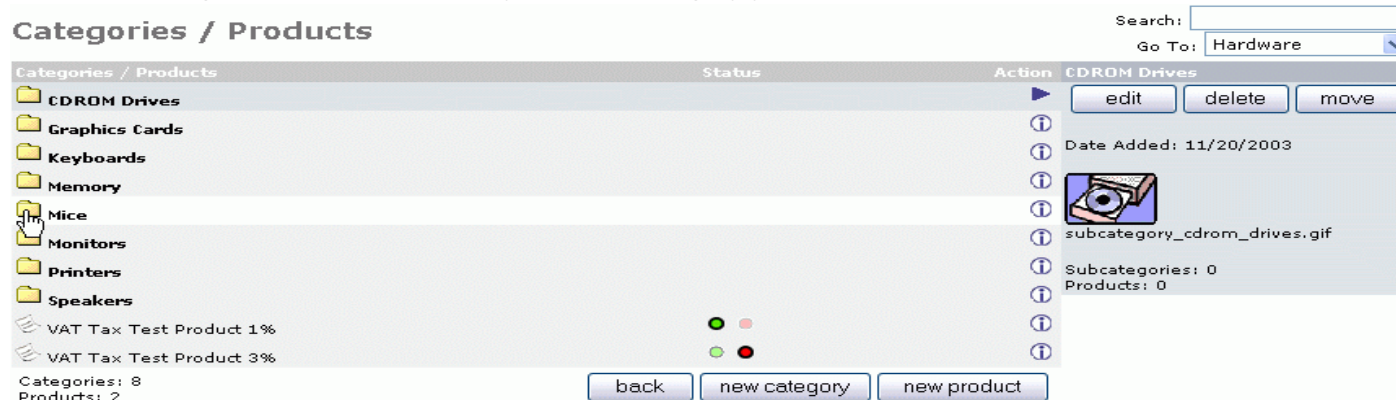
- B) You can also find products by clicking on the Go To drop down list at the top right of your screen. This gives you a list of available categories. Click on the category that looks most relevant to the product you are looking for.



- C) The third way to find a product is to click on category icons. Clicking the icon to the left of a category name will take you "into" the category.



When you are inside a category, you can select a product or go into any sub-categories. (Notice that the Go To box at the top right of the screen shows you which category you are inside.)







4. Click on the name of the product you wish to update.

Categories / Products	Status	Action
 Microsoft IntelliMouse Explorer	● ●	
 Microsoft IntelliMouse Pro	● ●	


Categories: 0
Products: 2

5. Now click on the EDIT button on the right hand side of the screen.

Categories / Products	Status	Action	Microsoft IntelliMouse Pro
 Microsoft IntelliMouse Explorer	● ●		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="move"/>
 Microsoft IntelliMouse Pro	● ●		<input type="button" value="copy to"/>

Categories: 0
Products: 2

Date Added: 02/28/2005
Last Modified: 02/28/2005



microsoft/msimpro.gif

Price: \$49.99
Quantity: -11
Average Rating: 0.00%

6. Change the price in the PRODUCTS PRICE fields.

Administration

Configuration

Catalog

Categories/Products
Products Attributes
Easy Populate
Manufacturers
Reviews
Specials
Products Expected

Modules

Customers

Locations / Taxes

Localization

Reports

Tools

New Product in "Mice > Hardware"

Products Status: In Stock Out of Stock

Date Available: (YYYY-MM-DD) 0000-00-00

Products Manufacturer: Warner

Products Name: Microsoft IntelliMouse F

Tax Class: Taxable Goods

Products Price (Net): 49.9900

Products Price (Gross): 53.4893

If you are not using tax, or if it is a non taxable good, then you may enter the price in either field.

If you are using tax you can either set the pre-tax price of the goods in PRODUCTS PRICE (GROSS) and it will calculate the with-tax price, or set the price in PRODUCTS PRICE (NET) and it will calculate the pre-tax price.

7. Scroll to the bottom of the page and click PREVIEW.

This lets you decide whether to keep the changes you just made.

Warning: No file uploaded.

osCommerce

Support Site | Online Catalog | Administration

Microsoft IntelliMouse Pro \$60.00

Every element of IntelliMouse Pro - from its unique arched shape to the texture of the rubber grip around its base - is the product of extensive customer and ergonomic research. Microsoft's popular wheel control, which now allows zooming and universal scrolling functions, gives IntelliMouse Pro outstanding comfort and efficiency.

For more information, please visit this products [webpage](#).

This product was added to our catalog on Monday 28 February, 2005.

back update cancel

A reminder message in red may appear at the top of the screen, telling you that no file was uploaded - ignore it. The message is just a reminder about image files; this isn't relevant if you only want to change a price.


8. Scroll to the bottom of the page and click UPDATE.

The change you made has been applied to the product and is viewable on the screen.

Categories / Products	Status	Action	Microsoft IntelliMouse Pro
Microsoft IntelliMouse Explorer	● ●		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="move"/>
Microsoft IntelliMouse Pro	● ●		<input type="button" value="copy to"/>

Categories: 0
Products: 2

Date Added: 02/28/2005
Last Modified: 06/29/2005



microsoft/msimpro.gif

Price: \$60.00
Quantity: -11

Average Rating: 0.00%

