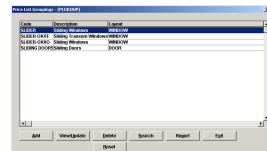
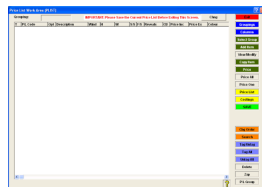


PRICE LISTS

1. PRICE LIST

The Price List function enables you to set up a variety of price lists with the ability to nominate whatever markup is required for a particular price list. Price Lists can be set up separately for individual configurations or as a group.

To set up a price list proceed as follows:



(1) Groupings

The groupings function is like a folder where all of the individual price lists are stored. This is like a filing cabinet drawer with various files. It is suggested you have a separate grouping for each configuration type you wish to create a price list for.

To nominate a grouping:

- Select add
- Nominate a code e.g. Slider – OX
- Nominate a description – e.g. Sliding Window
- Select a layout from the preset list by using the lookup arrow – **SAVE**

(2) Columns

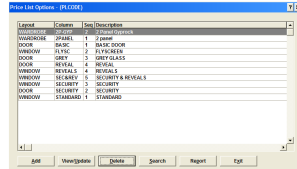
Columns are set up in the layout applicable for the various price list options you will require on your price list – e.g. if you are setting up a window you may wish to have options to add Flyscreens, safety screens, tinted glass, etc. Once you set up options for a specific layout, these options become the standard per layout.

Each column code will use the description as the heading for the columns on your price list in the order of the sequence you nominate.

To set up the columns you wish to display on your price list, select the Columns button.

- Select your layout from the look up list
- Add a column reference code
- Select your sequence number – this is the order you wish the columns to appear

PRICE LISTS



Note – you have seven columns available and sequence 1 will be the first column, etc

Field explanations are as follows.

- Layout – this should relate to the configuration you are pricing (e.g. Window, Door, Shower, Wardrobe)
- Column – this code is used purely to nominate the configuration to be used for a particular column Description – this is used as the heading on the price list.
- Sequence – this is the order the columns will appear from left to right.
- SAVE

When you add your item to create a template for a price list, you can complete the column heading field from the look up list of column reference codes you have created.



NOTE: Each option is set up with a column code and the sequence for the columns to display on the report – e.g. a window price will display first and then your options may be Flyscreens in the next column etc.

To add your column codes:

- Select add
- Choose the layout from the look up arrow
- Nominate a code (you will need a different code for each option you set up). This code can be simply a number, letter or an abbreviation of the column heading description.
- Nominate a description
- Nominate a sequence (your initial layout type will be 1)

1.2 Preparing your Price List

Select Group

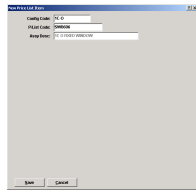
To set up a price list you will need to select from the groupings previously set up.

- Choose Select Group
- Use ENTER in the blank field of the selection box
- Choose a group from your look up list (preset in groupings)

Add

Add a template/s for the configuration you wish to prepare a price list for sets up a price list - the main template item is added at this selection:

PRICE LISTS



- Enter to select a configuration code from the look up list to create your template - the assembly description will automatically display.
- Enter a price list code – e.g. SW0606 (sliding window 600 x 610). It is suggested a prefix is used to identify the type of configuration. Normally the smallest height and width parameter is used to initiate the pricelist so that the copy wizard can generate further options from the smallest to the largest parameter. **SAVE**
- Continue by using the copy function (see below) or add function for a new configuration

Copy

This function is used to copy the template and set up other options:

Select copy

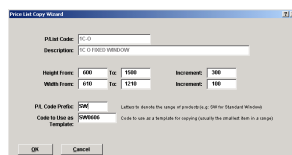
- Change the column option code – e.g. Flyscreens
- Change selection to suit – e.g. Y for Flyscreens
- Save

Repeat the process making necessary changes to suit your options.

Copy Wizard

This function will allow you to prepare a price list based on the preset template/s set up in (4) and (5):

- Select Copy Wizard and complete the details for your price list



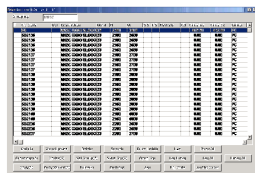
- Height from will be the lowest from your template
- Height to will be the highest you wish to add to your price list and which will conform to the Australian Standards
- Increment will default to 100 – you can nominate whatever increment you wish to use
- Width from will be the lowest from your template
- Width to will be the widest you wish to add to your price list and which will conform to the Australian Standards
- Increment will default to 100 – you can nominate an increment
- Price list code prefix will be the prefix you have decided to use – e.g. SW for Sliding Window, or AW for Awning Window etc ..

PRICE LISTS

- Code to use as template will default to the first item you set up as a template.
- Select OK – the price list work area will produce all sizes within the range requested.



Please note – The copy wizard allows you to create a range of sizes. You can also continue to create other ranges within the same group by repeating the process with the copy wizard and changing the height and width parameters.



Please note – if you have any unwanted sizes – use the delete selection on your work area screen.

Price

Use the price or Price All selection to price your price list. This may take a long time and you should do this when you do not need to use your computer (possibly overnight).

The Price All function – will price all groupings you have set up as price lists and will require the work area to be empty in order to proceed. You will need to save all groupings prior to doing a complete pricing of all groups.

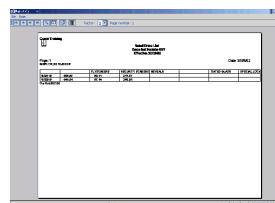
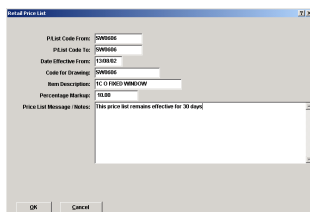


Please note – The pricing function will initially price at Price Band 1 – when you print the price list you can choose whatever markup you require. However it is worth using your price band markups so that any quotes will correspond with your program setup. ALWAYS CHECK YOUR PRICING TO ENSURE IT CORRESPONDS WITH YOUR EXPECTATIONS.

Price List

This function allows you to print a price list with whatever percentage markup you select. It is recommended you use the markup percentages to be consistent with the pricing in your program.

- Select Price List - the Price List screen will default to the information you require
- Insert your markup AND choose either with or without GST
- Add any notes you wish to print on the price list - Select OK



Please note - The price list options will only show the additional cost to include the optional extra you have set up.

PRICE LISTS

- *For example, if you have set up a 2 panel sliding door as your template, the price in this column will be the price of your basic window.*
- *If you have then set up an options for Flyscreens, security screens, reveals etc, the price will only be the additional cost to include the particularly option and therefore you would need to manually add together the basic cost and the optional cost to establish a total cost including any option.*

Save Grp

This function will save the group you have prepared.

- Select Save Grp
- Enter to activate a lookup list of available groupings
- Select OK

The work area will revert to a blank screen. To open a saved group you should select Open Group.

1.3 Other Price List functions

Select Group – this function allows you to open a previously saved group or a new group for setting up a price list.

Costings – this function will allow you to print a cost analysis of your price list. The costs will include total costs for metal, parts etc and each option will be the total price.

Zap – this function will zap information from the work area.

- Previously saved information will be stored.
- Information not saved will be deleted from the work area

Change Order – this function allows you to change the order of your price list.

P/L Code – this function allows you to change the previously selected code

Tag all / Untag all – allows you to tag all and delete, or untag any items rate.

NOTE: *To use the <Copy Glass> and <Copy Colour> buttons, you will need to create a new group and then save. You will then open the group you wish to copy and highlight the first item, view modify the glass or colour and then select the Copy Glass or Copy Colour button. You will then save to the previously created group, check an entry and SAVE*