

Additional Price Group User Guide

Additional Price Group Actions

Add Additional Price Group

To start this action, click the **Add Additional Price Group** button above the Additional Price Group listing.

Creates a new Additional Price Group.

When this action starts a form is displayed to enter the details of the Additional Price Group.

Each field customises or controls some aspect of the Additional Price Group display or behaviour.

Some fields are required and must be entered before the Additional Price Group can be added, the required fields are Price Display.

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View

To start this action, select the Additional Price Group you need to work on, and click the  **View** button in the  More Menu on that row.

Display the selected Additional Price Group.

This action displays the Additional Price Group similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Additional Price Group you need to work on, and click the  button on that row.

Edits an existing Additional Price Group.

When this action starts a form is displayed with the existing Additional Price Group and any previous information entered.

Each field customises or controls some aspect of the Additional Price Group display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

Copy

To start this action, select the Additional Price Group you need to work on, and click the  **Copy** button in the  More Menu on that row.

Copies an existing Additional Price Group.

The selected Additional Price Group is copied and the word (Copy) will be added to the name of the new Copy

Delete

To start this action, either select the Additional Price Group to work on and click the  button on that row. Or CTRL+click to select multiple Additional Price Groups and click the  button above the Additional Price Group listing.

Deletes an existing Additional Price Group.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Additional Price Group.

Search

To start this action, click the  button above the Additional Price Group listing.

Allows a Search of Additional Price Groups.

This allows a simple text search across all Additional Price Groups.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the  **Adv. Search** button above the Additional Price Group listing in the  More Menu.

Allows an Advanced Search of Additional Price Groups.

The Advanced Search opens a new section at the bottom of the Additional Price Groups and allows several distinct features:

- Multiple Search Lines : allows Additional Price Group matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter
- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the  **Refresh** button above the Additional Price Group listing in the  More Menu.

Refresh the list of Additional Price Groups.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the  **Export to List** button above the Additional Price Group listing in the  More Menu.

Export the Additional Price Group results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Additional Price Groups shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Additional Price Groups will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

Export All

To start this action, click the  **Export All** button above the Additional Price Group listing in the  More Menu.

Export all the Additional Price Groups to a List.

Exactly as for "Export to List" except rather than just Exporting the Additional Price Group results shown, all Additional Price Groups will be expored.

Export Item

To start this action, select the Additional Price Group you need to work on, and click the  **Export Item** button in the  More Menu on that row.

Export only the selected Additional Price Group to a List.

Exactly as for "Export to List" except rather than just Exporting the Additional Price Group results shown, only the selected Additional Price Group is exported.

Choose Columns

To start this action, click the  **Choose Columns** button above the Additional Price Group listing in the  More Menu.

Changes the Columns shown in the Additional Price Group Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Additional Price Group Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Additional Price Group Listing.

Manage Filters

To start this action, click the  **Manage Filters** button above the Additional Price Group listing in the  More Menu.

Creates custom Filters for Additional Price Groups.

A Filter is a saved Advanced Search. Multiple Filters can be created for Additional Price Groups.

These Filters appear at the top of the Additional Price Group listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Additional Price Groups where these can be managed.

Additional Price Group Field Reference

Price Display

This field is mandatory.

Select how prices are displayed. Default will use global setting defined in Product Preferences