



Pricebook

Part Two:

Specialty Pricing

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Adding Open Pricing to an Item

Open pricing is used to get the POS to prompt the cashier for the retail price of the item. When entering an open price, a **minimum price** is specified as well as a **default price**. The default will be used if the cashier makes no changes when prompted at the POS, and the minimum price is the lowest the cashier is allowed to enter.

1. After logging into Director, choose the Pricebook module.



2. Within Item Details, use the Quick Find section in the top left to look up the item you wish to change

3. Look at the Pricing Information section, and click on the link that says Modify Specialty Pricing

Pro Tip: make sure you've selected the correct Pricebook Zone before continuing.

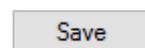
4. This will open the Specialty Pricing window. Use the Use Price Type dropdown menu to select Open Price.

The Use Price Type dropdown can be used to select Mix-Match pricing as well. Mix-Match pricing is a legacy feature, and it is recommended to use System Discounts instead.

5. Enter the following information.

- 1 **Default Price:** The price that will automatically appear when the cashier is prompted.
- 2 **Sell Qty:** The quantity to be sold at this price (usually 1).
- 3 **Minimum Price:** The lowest price the POS will allow the cashier to enter for this item.

6. When finished, click Save.





Adding Weighted Pricing to an Item

Weighted pricing is used to sell items such as produce that have a price-per-pound assigned to them. These items will prompt the cashier for a weight at the time of the sale. The weight will then be multiplied by the price entered here in order to give the final selling price of the item.

1. After logging into **Director**, choose the **Pricebook** module.



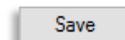
2. Within **Item Details**, use the **Quick Find** section in the top left to look up the item you wish to change.

3. Look at the **Pricing Information** section, and click on the link that says **Modify Specialty Pricing**

4. This will open the **Specialty Pricing** window. Use the **Use Price Type** dropdown menu to select **Weighted Price**.

5. Enter the following information:
 - 1 **Price Each**: the price per pound of the item
 - 2 **Tare**: the weight of the container the item will be weighed in.

6. When finished, click **Save**.





Adding Pik-A-Pak Pricing to an Item

Pik-A-Pak pricing is used to sell items that have different price points for different quantities. For instance, an item that costs \$3.50 for one, but only costs \$10.00 if the customer buys three. Pik-A-Pak pricing will cause the POS to present the cashier with a list of quantities to choose from when the item is scanned.

1. After logging into **Director**, choose the **Pricebook** module.



2. Within **Item Details**, use the **Quick Find** section in the top left to look up the item you wish to change.

3. Look at the **Pricing Information** section, and click on the link that says **Modify Specialty Pricing**

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4. This will open the **Specialty Pricing** window. Use the **Use Price Type** dropdown menu to select **Pik-A-Pak**.

5. For each quantity at which the item is to be sold, enter the price as follows:

1. Click **Add Price**
2. Enter the **Price**
3. Enter the **Sell Qty**
4. Enter the **Description** for this price point
5. Click **Save Price**

6. Once all prices and quantities have been entered correctly, click **Save**.

