

How To Guide - Implementing Special Prices

The system has two different selling prices for menu items by default. If you require additional selling prices to support families in need or to offer staff a discount, then you will need to implement "**Special Prices**".

1. Go to the "**ADMINISTRATION**" tab => view "**Edit Application Profile**".
2. Locate the field "**Implement Special Menu Item Prices**" and set it to '**Yes**', then click "**Update Profile**".
3. Go to "**ORDERS**" tab => click "**Suppliers**" => go to the third icon to edit the supplier products. 
4. Scroll to the bottom of the list of products and click the "**Edit Special Prices**" button.
5. This screen will allow you to edit the three **Special Price** values for each product. You will need to set the special price field for all products if you wish to use the special prices. This means that if you wish to offer staff a discount price as "**SPECIAL 1**" then every product must have a "**SPECIAL 1**" price.

You do not have to update all three Special Prices if you are not using all three.

If there is an item that is not being discounted then it still requires a "**SPECIAL 1**" price but the price will be the same as the regular price. If you do not enter a price, then the item will be free for anyone who is eligible for the "**SPECIAL 1**" price. This is very important!

6. When you have finished updating the Special Prices you will need to post the information to the menus. See the How To Guide "**Posting Supplier Products to Menus**".
7. To specify that Staff have access to a Special Price go to "**ADMINISTRATION**" tab => click "**Teachers and Staff**" and scroll to the bottom of the staff list. There will be a box where you can set the "**Menu Price Category**", select one of the categories and click "**Update**" to set all Staff to use that price category.
8. If you wish to setup a price category for some students you will need to find the student in the system, edit their record and set their "**Menu Price Category**".

"**ADMINISTRATION**" => "**Students**" => lookup and edit the student to set their price category or for a whole class you can set the price category by clicking the button at the bottom of the class list by viewing the classes and then viewing the "**Class Students**".

Once a person, Staff or Student, has been assigned to a special price category they will always be presented with the order form showing those prices. It is thus important to **always assign special price values if you choose to use special pricing.**

It is also possible to preset a class to use special pricing. This would allow you to specify that some classes are "**Special 1**" for example so that when parents add their children to those classes the child is immediately set to use the "**Special 1**" prices.

This is done by editing the "**Class**" record and setting the "**Default Price Category**" for the class.

9. At the bottom of the "**Supplier Products**" screen are buttons that will allow you to quickly "**Edit Prices**", "**Edit Special Prices**" or "**Edit Description**".
10. When changes are made to supplier products you may wish to "**Post Products to Menu**". Posting changes will update menu items which are linked to the products. If changes to products are not posted to the menus you will not see your changes on the order forms.