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Category	Product
Course	Pricing
Version	1.0
Client	Generic
Software	2.15.8.0

Bulk-Edit Price Changes

Use the Bulk Product Maintenance utility to:


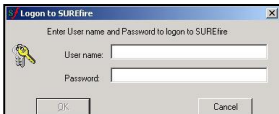
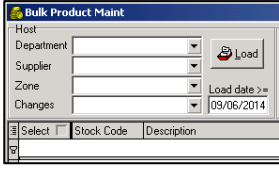
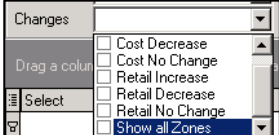

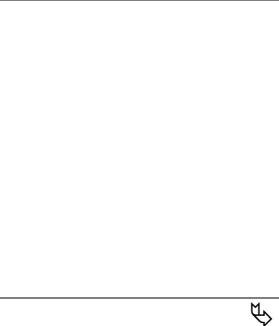
- selectively accept, change, or reject hosted price changes; it's like a 'live' alternations report
- manage the pricing of multiple direct lines at once.

Hints and Tips

- ✓ **Editing a HOST file on a HOS:**
 - The load retrieves all hosted records that have a current or future effective date.
 - Use the **Load date >=** field to specify the date the import was done, if multiple imports have occurred during the week and you don't want to review the old data again.
- ✓ **Editing a HOST file at a Store:**
 - Only available to stores that aren't Head Office managed.
 - The load retrieves all records with a future effective date.
- ✓ **Changes filter options:**
 - Selecting a **cost** and a **retail** filter only returns products that have **all** these changes;
 - Selecting multiple **cost** filters returns products that match any of the conditions; e.g. cost increase OR a cost decrease; multiple **retail** filters works the same way.
 - To review products with **margin shrinkage**, select cost increase, cost no change, and retail decrease.
 - Select **Show all Zones** to load all zones, usually so you can update the retail in any zones that haven't changed.
- ✓ Your system may import TUN barcodes included in the host:
 - The TUN is given the same data as the main EAN (unless it matches an existing 13-EAN with a [0] in front), or as the EAN that has a UPP equal to the CQ.
 - If no match is found, the TUN will be set to UPP = CQ, and other fields set to [0].

Procedure to Bulk-Edit a HOST File

Refer to page 4 to bulk-edit the price of non-hosted products.

1.	<p>If editing a host: then:</p> <hr/> <p>at Head Office (HOS) pick up and process the HOST file/s as normal. Run DealPromoCalc for all zones.</p> <hr/> <p>at a store (BOS) only pick up the host file. <i>*Don't run DealPromoCalc until after you've edited the file, in case changed are configured to be effective immediately.*</i></p>	
2.	<p>From the HOS/BOS computer Windows desktop:</p> <ol style="list-style-type: none"> double-click the SUREfire HOS (BOS) folder. Double-click BulkProductMaint.exe. Type your HOS/BOS User name & Password, and then click OK. <p><i>*The application opens.*</i></p>	 
3.	<p>In the Host section, select the Department/s, Supplier/s, and/or Zone/s to filter the hosted data that will be loaded.</p> <p><i>*You can select multiple criteria and/or use the Load date >= field; this is useful if you've imported several host files but only want to work on one host at a time in the grid.*</i></p> <p><i>*OR leave all fields blank to load all pending host files in your system; see Hints and Tips.*</i></p>	
4.	<p>In the HOST Selection section, select what type of price Changes to load into the grid.</p> <p><i>*See Hints and Tips.*</i></p> <p><i>*OR leave blank to load all changes.*</i></p>	
5.	<p>Click .</p> <p><i>*The products that match your criteria are displayed in the grid; one EAN for each UPP is listed (duplicated if you retrieve multiple zones; only zones with a change will be loaded, unless you selected the Changes filter: Show all Zones).*</i></p> <p><i>*The bottom left of the screen indicates how many records were retrieved.*</i></p>	

Hints and Tips

- ✓ **Colour-coding key:**
 - **White** fields are editable.
 - **Grey** fields are read-only.
 - **Green** reflects an increase.
 - **Red** reflects a decrease [-].

- ✓ **Important info about edits:**
 - A new retail for the non-default supplier will NOT change the products retail.
 - Cost applies to all zones, not just the edited ones.
 - When you change a cost, retail will also change if your business is margin driven (margin/retail always update when the other is changed)
 - If the product belongs to a **sub-range**, a retail or cost change will auto-populate against all other product/s in the sub-range that are shown in the grid.

✓ **Function Buttons**

	A Maintenance action is only applied to selected rows. Select the header check box to select all rows.
	Click the row/s to delete (press Shift or Ctrl to select multiple), then click Remove Products ; it won't delete it from the host.
	Save the data to open and/or print in Excel.
	Clear values entered in the grid (one per click).
	When you press Tab or Enter , the cursor moves to the row directly below (or the next UPP). Don't sort by an editable field if you use this feature.
	If the cursor is on the last row visible & you press Enter or the down arrow , the screen will scroll down a full page and position the cursor at the top of the page.
	Select to search for a product; click the cursor in a grid column (e.g. Stock Code), as you type the cursor jumps to the match.

<p>6. Use the sort, filter, and Remove options to display the data as you prefer. *A recommended sort is by Margin Diff, to focus on the products with the most margin shrinkage.*</p>	
<p>7. To: edit the new retail, cost, and/or margin then: in the applicable field, type the new value. Press Tab or Enter. cancel a new retail hosted select the Select check box against the products. Click . *The Prev retail is displayed.* maintain existing margin for products with a new cost or new retail select the Select check box against the products. Click . * New Retail is adjusted to keep the same margin.*</p>	
<p>*Refer to Hints and Tips.* *Rollback and editing retail price applies to EANs with the same UPP (even if not displayed).* *Retail, Cost, and Margin are GST inclusive.* *If a product hasn't changed, the New Cost and/or Retail displays the current 'Prev' price.*</p>	
<p>8. If required, complete the following steps to apply rounding to the retail changes: a. Click the Select check box against the applicable rows. b. Select the rounding rule to use. c. Click Apply. *The New Retail is updated.* *Refer to Hints and Tips on page 5.*</p>	
<p>9. If required, complete the following steps to change the effective date of changes: a. Select the Select check box against the applicable products. b. Select a new Default Effective Date. c. Click Set. *The grid is updated for the selected products.* *The utility may be configured to automatically apply the selected date when you edit a record.*</p>	

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Hints and Tips

- ✓ Once you change a host file:
 - the **Alternations report** and tickets are the final version; if you edit a file on multiple days after tickets have been printed for an effective date, select **Only generate labels for items with imported changes since last print run** when re-printing the tickets.
 - if you reload the host file, it returns the edited version.

10.	Click Save All . *Saved rows are cleared from the grid; if an error displays, refer to the Save Error column to fix it.*									
11.	<table border="0"> <tr> <td>To:</td> <td>then:</td> </tr> <tr> <td>edit another group of products</td> <td>click Clear Grid .</td> </tr> <tr> <td>finish</td> <td>Return to step 3.</td> </tr> <tr> <td></td> <td>click Close .</td> </tr> </table>	To:	then:	edit another group of products	click Clear Grid .	finish	Return to step 3.		click Close .	
To:	then:									
edit another group of products	click Clear Grid .									
finish	Return to step 3.									
	click Close .									
12.	<table border="0"> <tr> <td>If you're:</td> <td>then:</td> </tr> <tr> <td>a Head-Office user</td> <td>export the modified host file to the stores as normal.</td> </tr> <tr> <td>a store-user (BOS)</td> <td>Print tickets and apply the changes as normal.</td> </tr> <tr> <td></td> <td>*Refer to the PRO-4a Process HOST fact sheet.*</td> </tr> </table>	If you're:	then:	a Head-Office user	export the modified host file to the stores as normal.	a store-user (BOS)	Print tickets and apply the changes as normal.		*Refer to the PRO-4a Process HOST fact sheet .*	
If you're:	then:									
a Head-Office user	export the modified host file to the stores as normal.									
a store-user (BOS)	Print tickets and apply the changes as normal.									
	Refer to the PRO-4a Process HOST fact sheet .									

Procedure to Bulk-Edit non-Hosted Products (Directs)

Hints and Tips

✓ **Grid functions:**

- **Sort (Δ):** click a column header to sort the products by this column (a 2nd click reverses the sort order). Hold down the **Shift** key to sort by a 2nd/3rd... column. If you sort by an editable field, when you edit a value the cursor moves with the product to its new position.

Stock Code	Def	Supplier	Prev Retail	New Retail	FF
002743		DAVOLD	2.00	1.95	
102743		DAVOLD	2.00	1.95	

- **Column order:** click and drag/drop a column header to move a column left or right; a freeze pane exists for any columns to the left of the bold vertical line. This is saved as the new default.

- **Column Show/Hide:** click the bullet list icon to select the columns to show/hide; this is saved as the new default for your login.

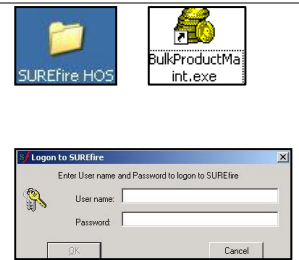
Select	Description	Eff	Dat	New
<input checked="" type="checkbox"/>	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Stock Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	EAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Filter:** hover the mouse cursor over the column header; click ▼ to show the filter options. Actions will only be applied to the filtered rows that are still visible. Click [x] to clear all the filters, or clear one filter at a time by deleting the filter text displayed in the top row of the grid.

Select	Description	Stock Code	Supplier
<input checked="" type="checkbox"/>	ZUCCHINI GOLD	FVG4086	3/C
<input checked="" type="checkbox"/>	ZUCCHINI	FVEG299	4VQ
<input checked="" type="checkbox"/>	ZUCCHINI	FVEG299	5CVF
<input checked="" type="checkbox"/>	YUMMY SALTED NUT	YUMMY44	DAVNSW

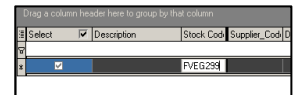
- From the HOS/BOS computer Windows desktop:
 - double-click the **SUREfire HOS (BOS)** folder.
 - Double-click BulkProductMaint.exe.
 - Type your HOS/BOS **User name & Password**, and then click **OK**.

The application opens.

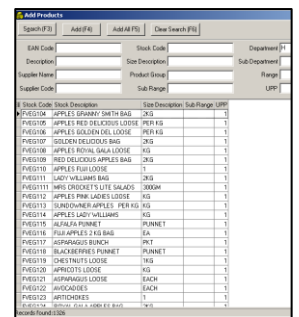


- To bulk-edit:** then:

specific products on a list	click the blank Stock Code field in the top of the grid.
	Type the stock code.
	Press Tab or Enter .



- | | |
|---|---|
| search for a product or group of products or subrange | click . |
| | Type criteria in the applicable field/s; the search starts automatically. |



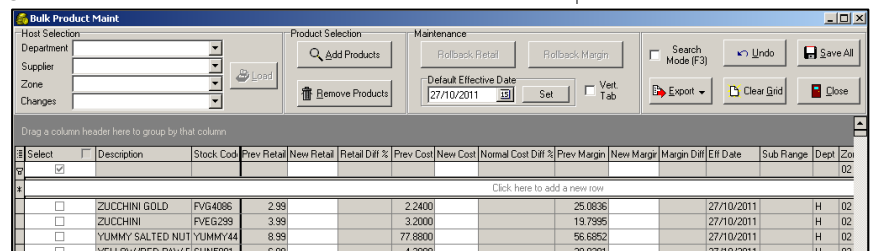
- | | |
|---|---|
| Either select the required product/s and then click , OR click . | *To add several products at once, press Ctrl or Shift while you click the required rows.* |
| | Perform another search as required. |
| | *Press to remove all products from the grid. * |
| | Click to return. |

If the product belongs to a **sub-range, you must add EVERY product in the sub-range that you want the cost/retail change to apply to (the change only applies to products displayed in the grid).**

All the added products are listed in the grid; only one EAN for each UPP is listed (duplicated if you retrieve multiple zones).


Note: in the current version you can only see/add stock code/costs for the default supplier.

A product isn't added if it's already listed in the grid.



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Hints and Tips

- ✓ Refer to **Important info about edits** on page 2.
- ✓ Click  to add a new **rounding rule**.
 - You can add a new rule to the existing rounding group or add a new group.
 - Always select **Department: Non Department Rule**.
 - Remember to tick 'in **rounding group**' to add the rule to the group.
- ✓ The **Date** in the grid defaults to the current date (BOS), or the default date in HOS pricing (HOS).
- ✓ The changes are only effective on the nominated date/time after scheduled tasks have run at the store:
 - **Deal Promo Calc** updates the stock records.
 - **Price Update** sends the price changes to the registers.

13. In the applicable field, type the **New Retail**, **New Cost**, and/or **New Margin**.

See Hints and Tips.

Select	Description	Stock Cod	Supplier_Cod	Def	Prev Retail	New Retail	Retail Diff %	Prev Cost	New Cost	Normal Cost Diff %	Prev Margin	New Margin	Margin Diff	Eff Date
Click here to add a new row														
<input checked="" type="checkbox"/>	ZUCCHINI	FVEG299	1FVEG	<input checked="" type="checkbox"/>	3.99	3.74	-6.2657	3.2000	3.0000	-6.250	19.7995	19.7995	0.0000	27/10/2011
<input checked="" type="checkbox"/>	YUMMY SALTED NUT	YUMMY44	1FVEG	<input checked="" type="checkbox"/>	8.99	8.98	-0.1112	77.8800	77.8000	-0.103	56.6852	56.6852	0.0000	27/10/2011
<input checked="" type="checkbox"/>	WHITLOF	FVEG297	1FVEG	<input checked="" type="checkbox"/>	9.99			7.4900			25.0250			27/10/2011
<input checked="" type="checkbox"/>	WHITE SEEDLESS GR	FVEG175	1FVEG	<input checked="" type="checkbox"/>	5.99			3.1000			48.2471			27/10/2011

14. Press **Tab** or **Enter** to move to the next field.


Select the **Vert Tab check box to move down the grid when you press **Tab**.**

15. If required, complete the following steps to apply rounding to the retail changes:

- a. Click the **Select** check box against the applicable rows.
- b. Select the rounding rule to use.
- c. Click **Apply**.

The New Retail is updated.

16. If required, complete the following steps to change the effective date of the changes:

- a. Select the **Select** check box against the applicable products.
- b. Select a new **Default Effective Date**.
- c. Click .

The grid is updated for the selected products.


17. Click .

A Scheduled Change is added to the Stock record.

Saved rows are cleared from the grid; refer to the **Save Error column if an error is displayed (usually because you didn't enter a new price; remove the row if you don't want to edit the product).**

W UPP	New CQ	Invalid	Save Error
1	12	1	Cost not specified
1	12	1	Cost not specified
1	12	1	Cost not specified

18. **To:** _____ **then:** _____

edit more products click .
Return to step 3.

finish click .

19. **If you're:** _____ **then:** _____

a Head-Office user export the host file to the stores as normal.

a store-user (BOS) print tickets for any retail price changes made.
These are queued in **Labels Wizard -> **EANS about to change**; refer to [PRO-5g Print Scheduled Changed Tickets Fact Sheet](#).**

If the changes are effective today, run **Deal Promo Calc** and **Price update** from the BOS folder on the desktop.

