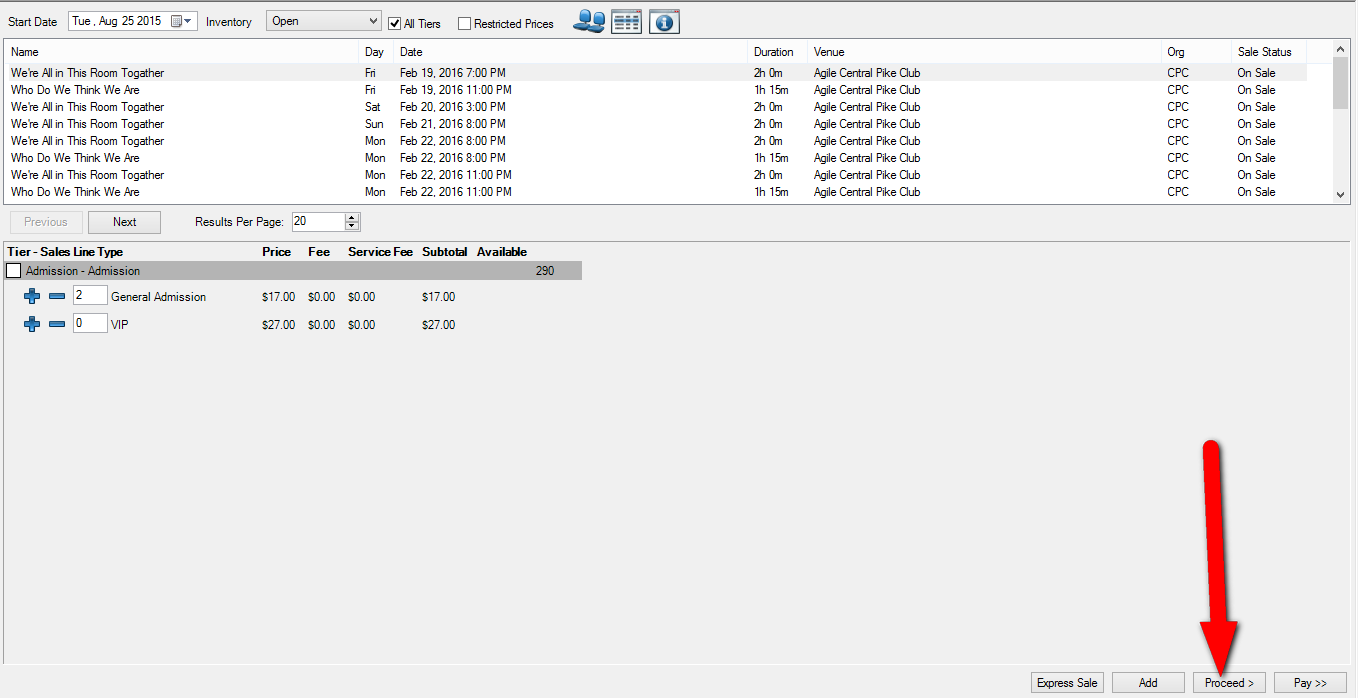
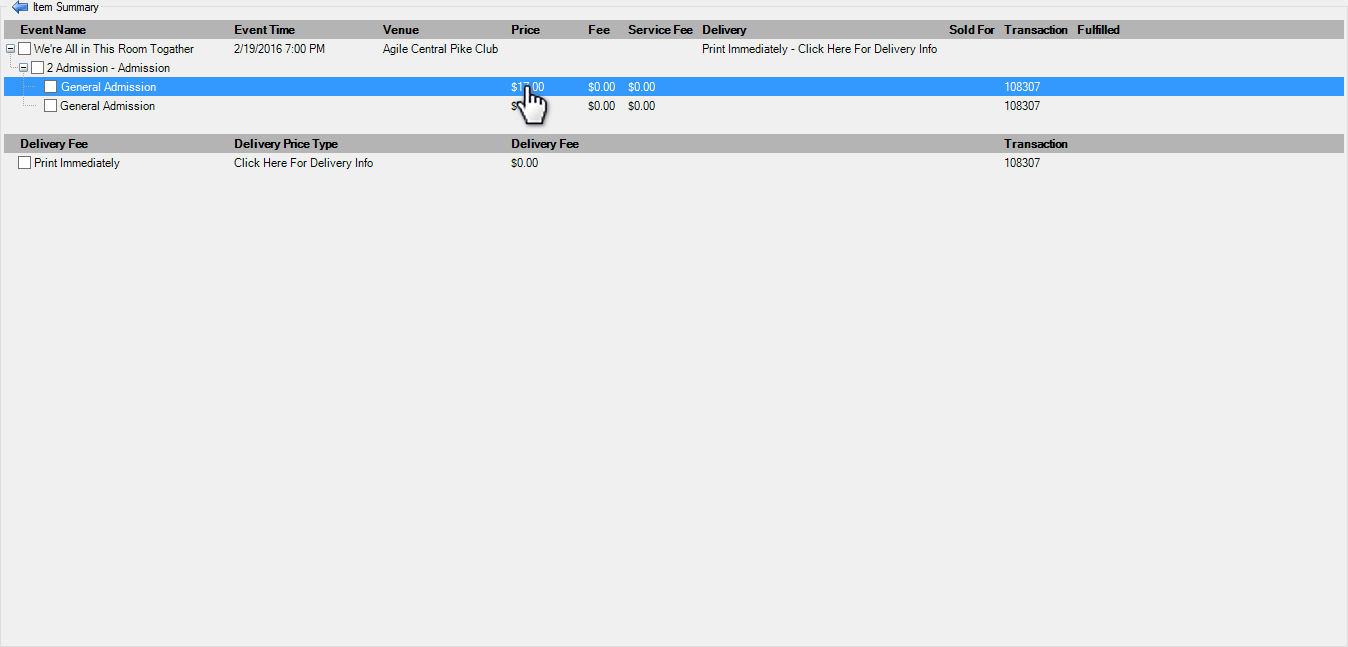
Change The Price Date On An Item

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to **Sales.**

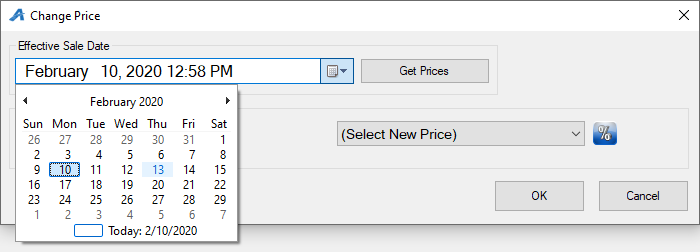
2. Add the item you want to sell to the order as per a regular transaction. Click **Proceed** when all items have been added.

[](https://support.agiletix.com/hc/en-us/article_attachments/202980530/Click_Proceed.png)

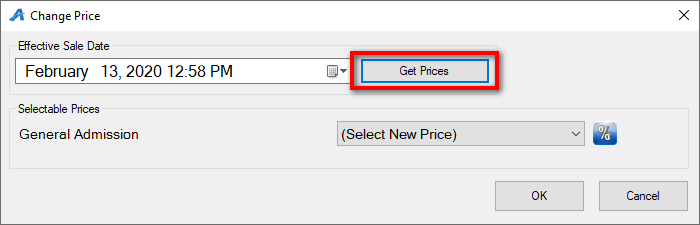
3. In the **Item Summary**, click the price of the item you want to change.

[](https://support.agiletix.com/hc/en-us/article_attachments/202920024/Click_on_the_Price.png)

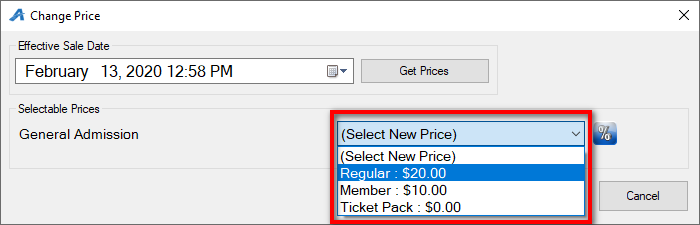
4. In the **Change Price** pop-up window, click the calendar to change the **Effective Sale Date** to when the desired price was effective.

[](https://support.agiletix.com/hc/article_attachments/360049433171/CPDIstep4.png)

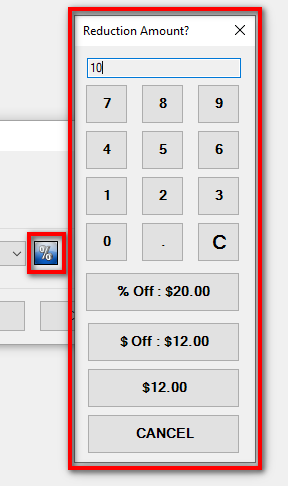
5. Click **Get Prices** to refresh the list.

[](https://support.agiletix.com/hc/article_attachments/360049302432/CPDIstep5.png)

6. Click the **Select New Price** drop-down menu and select the correct price.

[](https://support.agiletix.com/hc/article_attachments/360049302472/CPDIstep6.png)

7. If you need to discount the price, select the **Percentage**icon to create the desired discount.



8. Click **OK** after you’ve selected the correct price.

9. The item should now reflect the new price. Click **Proceed** to finish processing the order.