

Change The Price Date On An Item

1. [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.

Start Date: Tue, Aug 25 2015 | Inventory: Open | All Tiers | Restricted Prices

Name	Day	Date	Duration	Venue	Org	Sale Status
We're All in This Room Together	Fri	Feb 19, 2016 7:00 PM	2h 0m	Agile Central Pike Club	CPC	On Sale
Who Do We Think We Are	Fri	Feb 19, 2016 11:00 PM	1h 15m	Agile Central Pike Club	CPC	On Sale
We're All in This Room Together	Sat	Feb 20, 2016 3:00 PM	2h 0m	Agile Central Pike Club	CPC	On Sale
We're All in This Room Together	Mon	Feb 22, 2016 8:00 PM	2h 0m	Agile Central Pike Club	CPC	On Sale
Who Do We Think We Are	Mon	Feb 22, 2016 8:00 PM	1h 15m	Agile Central Pike Club	CPC	On Sale
We're All in This Room Together	Mon	Feb 22, 2016 11:00 PM	2h 0m	Agile Central Pike Club	CPC	On Sale
Who Do We Think We Are	Mon	Feb 22, 2016 11:00 PM	1h 15m	Agile Central Pike Club	CPC	On Sale

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Tier - Sales Line Type	Price	Fee	Service Fee	Subtotal	Available
Admission - Admission					290
<input checked="" type="checkbox"/> 2 General Admission	\$17.00	\$0.00	\$0.00	\$17.00	
<input checked="" type="checkbox"/> 0 VIP	\$27.00	\$0.00	\$0.00	\$27.00	

Express Sale | Add | **Proceed >** | Pay >>



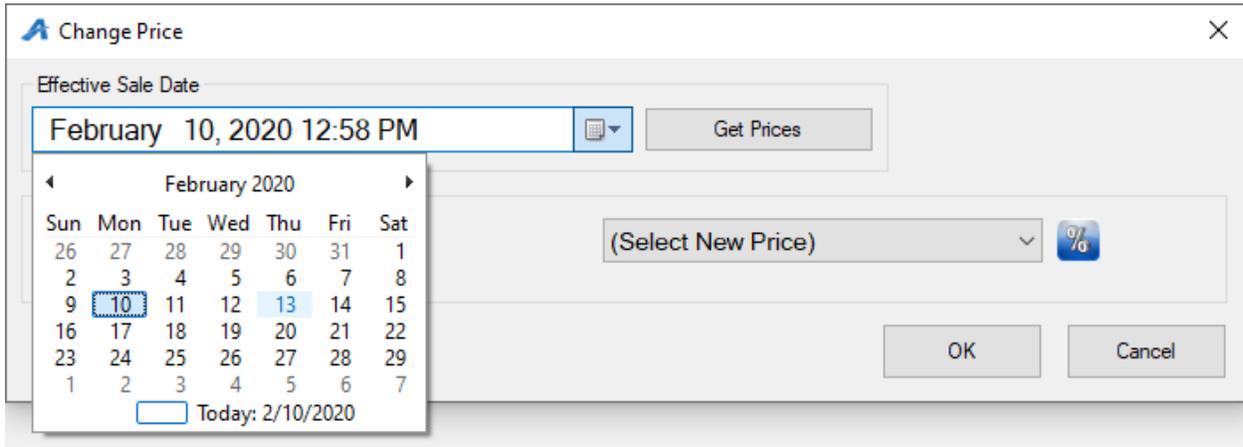
3. In the **Item Summary**, click the price of the item you want to change.

Item Summary

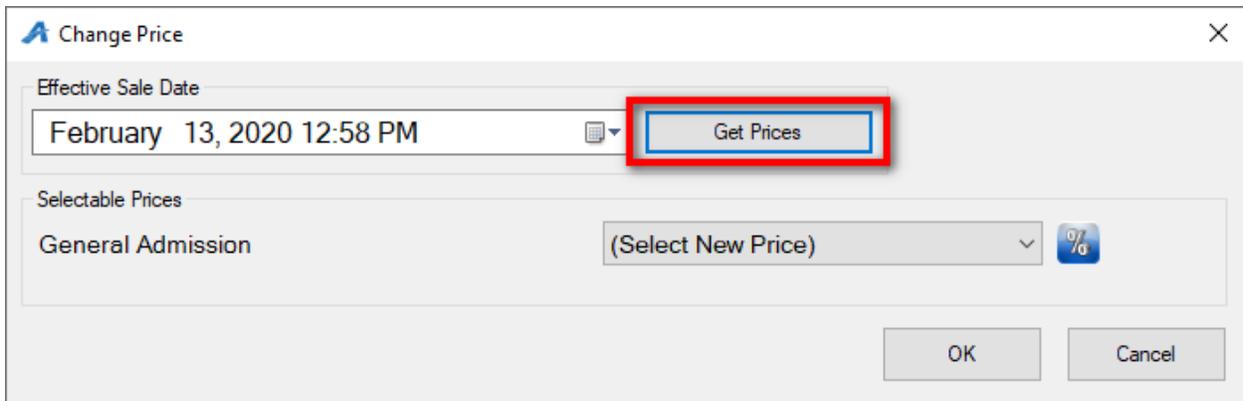
Event Name	Event Time	Venue	Price	Fee	Service Fee	Delivery	Sold For	Transaction	Fulfilled
<input type="checkbox"/> We're All in This Room Together	2/19/2016 7:00 PM	Agile Central Pike Club				Print Immediately - Click Here For Delivery Info			
<input type="checkbox"/> 2 Admission - Admission									
<input checked="" type="checkbox"/> General Admission			\$17.00	\$0.00	\$0.00			108307	
<input type="checkbox"/> General Admission			\$0.00	\$0.00	\$0.00			108307	

Delivery Fee	Delivery Price Type	Delivery Fee	Transaction
<input type="checkbox"/> Print Immediately	Click Here For Delivery Info	\$0.00	108307

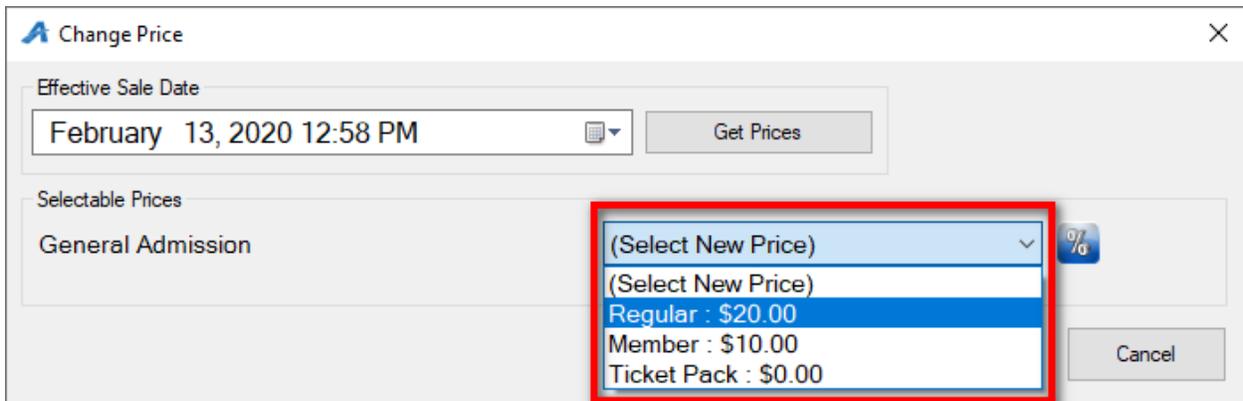
4. In the **Change Price** pop-up window, click the calendar to change the **Effective Sale Date** to when the desired price was effective.



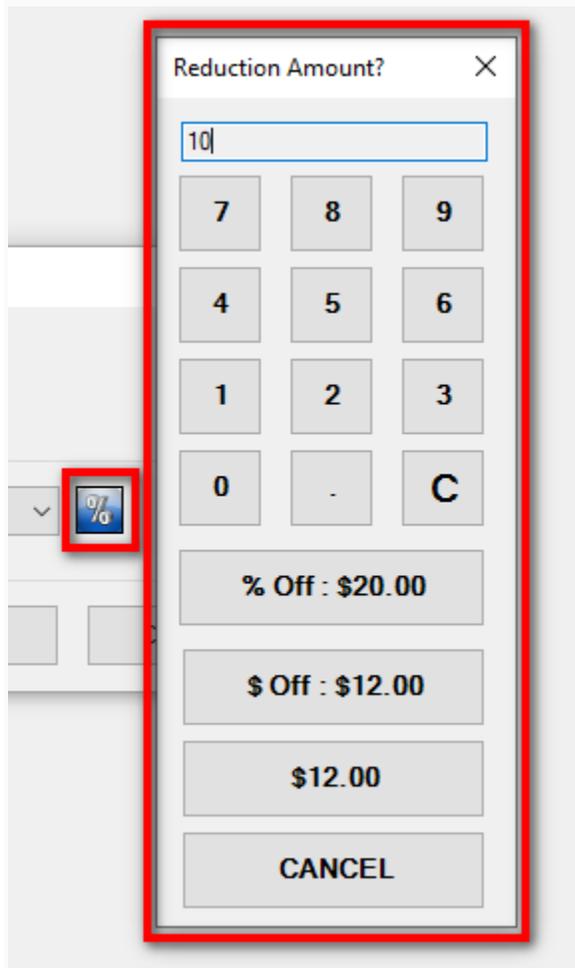
5. Click **Get Prices** to refresh the list.



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



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.