

How to Change product prices with category actions

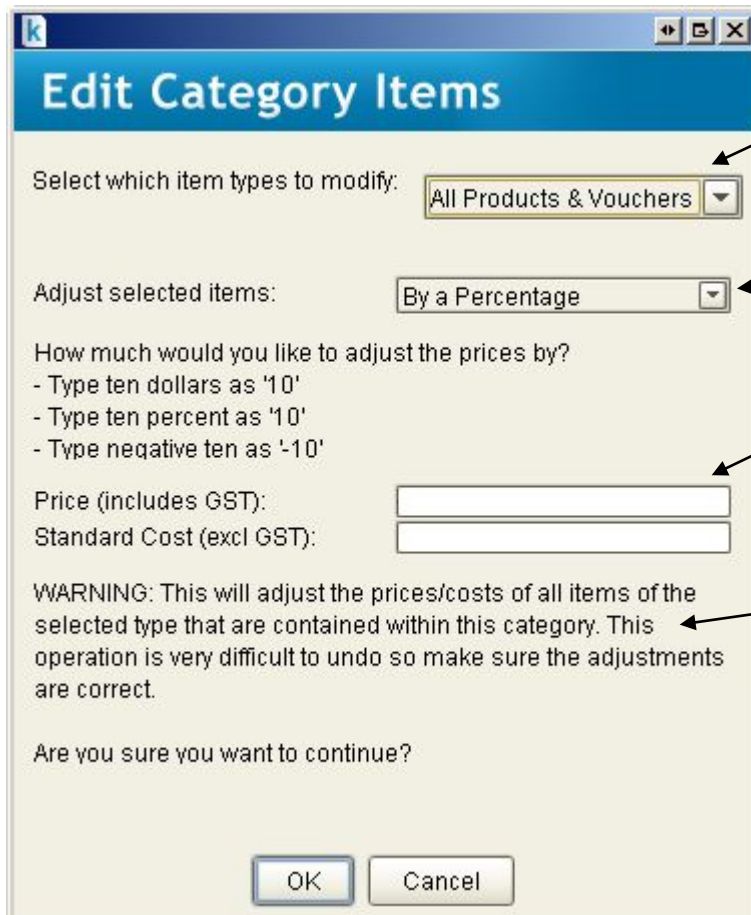
- 1) Click on the **Cards** tab.
- 2) Select work with **Products**.



- 3) In the search results panel open your services folder & click on the category of the products you wish to edit.
- 4) In **category actions** click here:



- 5) Next this window will display:



Select the item type you wish to modify.

Select how to adjust selected items.

Enter either a percentage, dollar amount or 'to the same price' amount.

Please heed this warning. This operation is very difficult to 'undo'.

- 6) Click on **OK** to complete the operation.