pcAmerica
Retail and Restaurant Solutions

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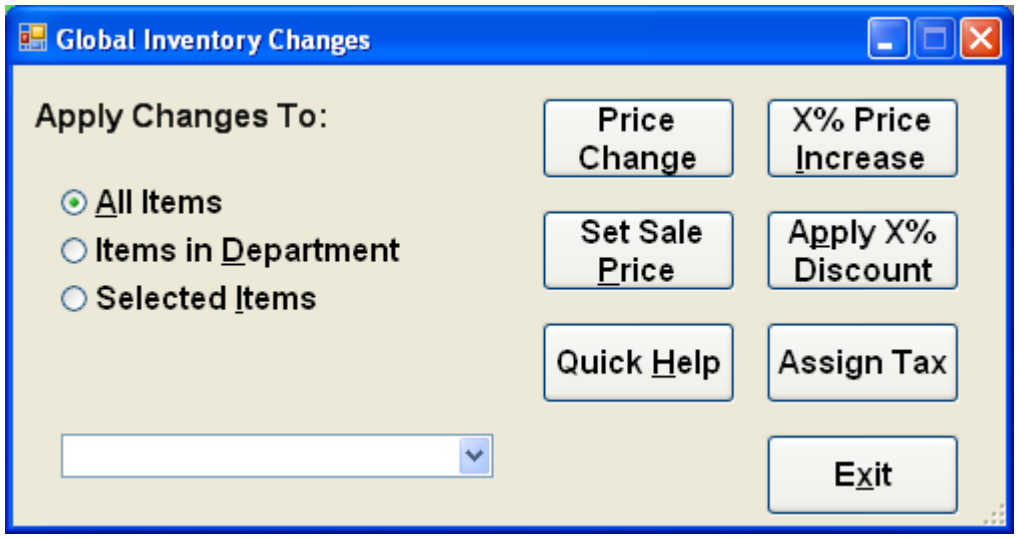
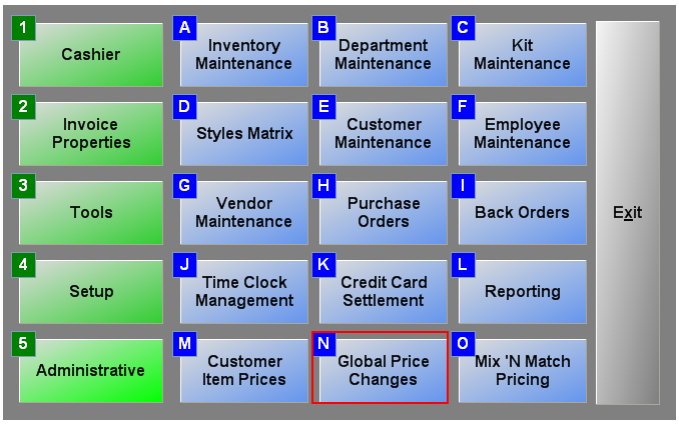
Global Inventory Changes



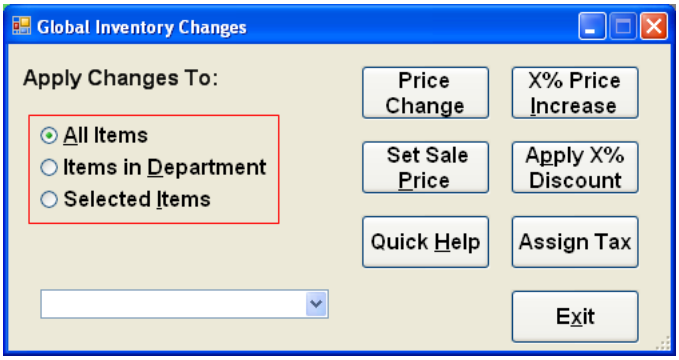
The **Global Inventory Changes** screen enables you to make changes to the pricing of all items, items in a specific department, or selected items. Some changes are permanent, whereas others expire outside a provided date range.

Using the Global Inventory Changes screen

To use the **Global Inventory Changes** screen, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Administrative**.
2. Select **Global Price Changes**.



3. Select either **All Items**, **Items in Department**, or **Selected Items**.

4. If **All Items** was selected in step 3, skip this step.

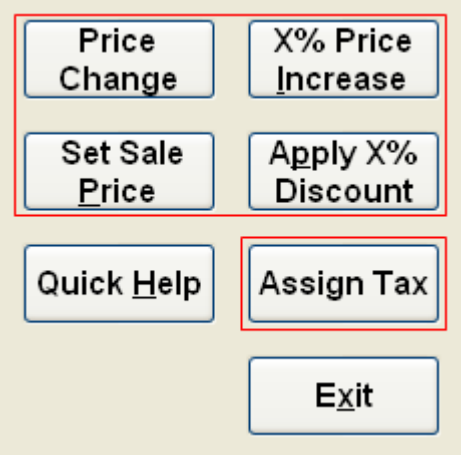
   If **Items In Department** was selected, select a department from the dropdown.

   - You can prevent individual items in the selected department from being modified by highlighting them and pressing **Delete** on your keyboard.

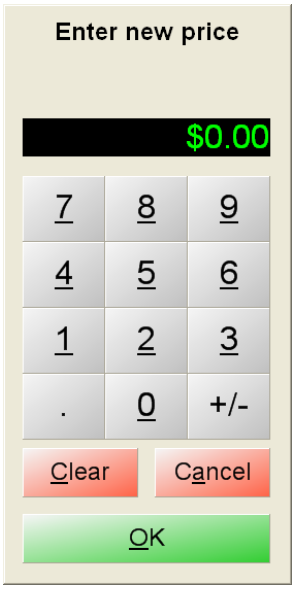
   If **Selected Items** was selected, select items from the dropdown in order to add them to the list of items that will be affected by the changes.

Global Inventory Changes

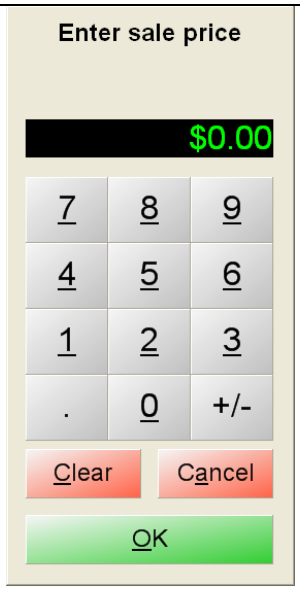
Below you will find a description of each global inventory change.



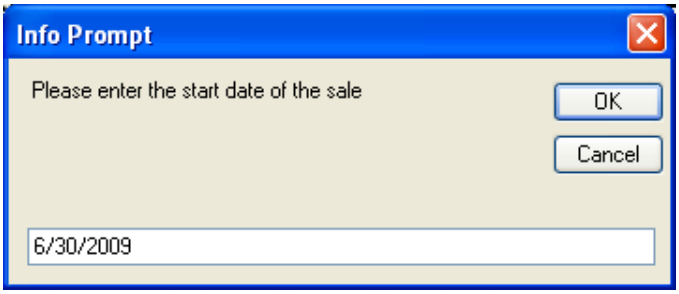
- Select the change which you would like to make to the items.

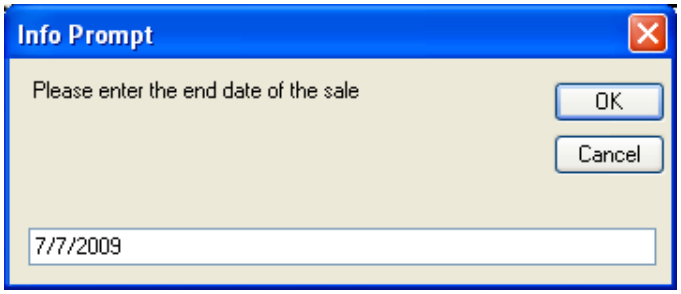


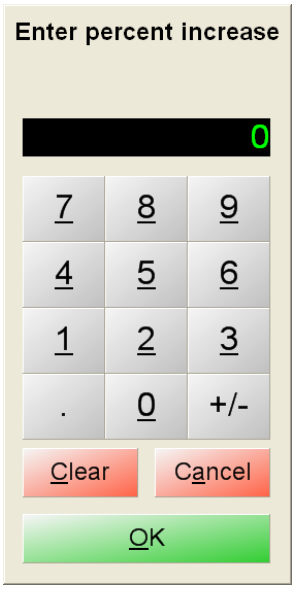
- If you selected **Price Change**, you will be asked for a new price for all selected items.



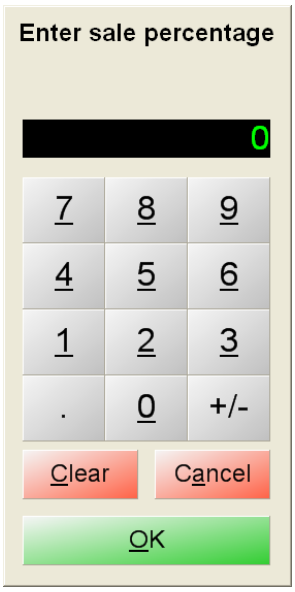
- If you selected **Set Sale Price**, you will be asked for a sale price, the start date of the sale, and the end date of the sale. All selected items will be changed to reflect the new price while the sale is in effect.



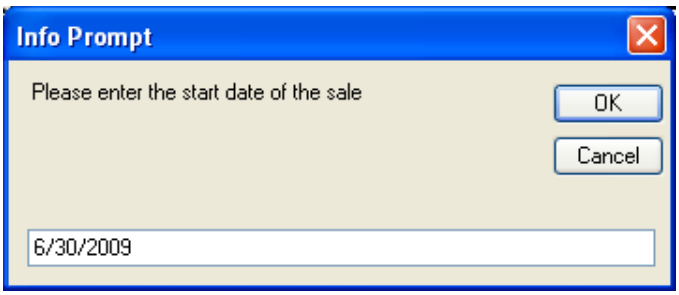


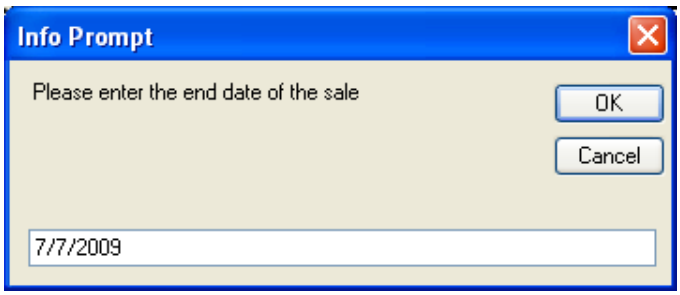


- If you selected **% Price Increase**, you will be asked for the percentage by which to increase the price of the selected items.



- If you selected **Apply % Discount**, you will be asked for the percentage by which to decrease the price of the selected items, the start date of the sale, and the end date of the sale. The discount will be applied to all selected items while the sale is in effect.





All changes to inventory items can be confirmed or reversed in the appropriate area of the **Inventory Maintenance** screen.