8.4 Price Service

'Price Service' function helps you to create your own master list using information from the price book. Information stored in the **"Price Book"**, can be entered directly into the active Estimate from the display list. Items are entered into the Estimate mostly in units of 1, except where stated in the unit field.
 stated in the unit field. Items can be found via the three drop down lists, **"Manufactures"**, **"Index"** and **"Vendors",** or by using the **"Search Type"** function. The type of search can be specified in the drop down list.

By clicking on the Headed Lists (Catalogue No, Description, Price etc) you can sort in ascending or descending order in the various columns.

How it Works

In this window you are able to add new items to your **Master List A** and **B**. The source of your pricing data can be from three (3) different sources. (See Smart Price manual for a more detailed explanation).

The most frequently used way to add any information to your **Master List A** or **B** is to use the **Index** drop down list. Master List A is selected by default and the hardest part is to find the items that are required. The other way to add information is by using the **Vendors** and **Manufacturers** drop down lists.

By selecting a line in the three (3) drop down lists and double clicking on the line, the programme will install all of the contents of the associated line. The selection is usually in the order found in the data file. The order can be changed as the **Headed List** fields have active headers, this means by clicking on the words describing the columns contents, the sort order can be changed, for example, Catalogue Number or Description order.
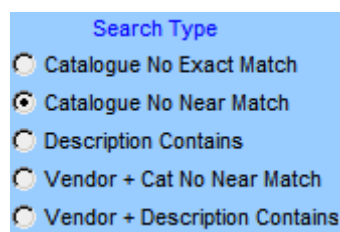
Vendors & Manufacturers

Some important things to remember are the concept of the data structure and the difference between a **"Vendor"** and a **"Manufacturer"**.

The Vendor supplies data to Copious Data for the inclusion in the Price List, they can have various Manufacturers that they act as representatives or agents for. There is the possibility that the same product contained in the database may be marketed by two different Vendors that have the same Manufacturer Code.

Search Types

To find by Catalogue Number click "**Search Type**", a dialogue box will appear, then select the search type. Enter the Catalogue Number into the field and **"OK"**.

Depending what search procedure was used the results are displayed in the main table. Further clarification of searches follows:-

"Catalogue No. Exact Match"

By pre-selecting a Manufacturer this will then put the prefix in automatically otherwise you will have to enter the entire prefix, you can use the table as a guide to do this.

"Catalogue No. Near Match"

The search procedure finds the closest match, for example, if you entered the value "1" as the search value, it would initiate the search by looking for all the catalogue numbers that contain 1. This would be an unsatisfactory search as it would take some time to produce and would display a multitude of unwanted records. It is best to refine the search criteria by entering as much of the catalogue number as possible.

"Description Contains"

The search procedure is similar to the "Catalogue No. Near Match", with exception that it works in the "Description" field instead of the catalogue number. For example, if you entered the word "GLASS"as the search value, it would initiate the search by looking for all the descriptions that contain the word "GLASS". All of these records would then be displayed. The search function is case sensitive so you could try "GLASS" or "Glass".

The Main List field is constructed using "Headed List Fields", this enables sorts to be initiated when some of the headers defining the columns are clicked upon.

"Vendor + Cat No. Near Match"

As above but refines the search to the selected Vendors items only.

"Vendor + Description Contains"

As above but refines the search to the selected Vendors items only.