Contents for Workgroup Distribution Pricelist

Welcome to the Workgroup Distribution Electronic Pricelist.
Use this module to obtain a comprehensive list of all our products.

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Viewing the Pricelist

Select View|Pricelist from the menu.

A dialog box will appear, prompting for a <u>password</u> You may choose Dealer Net or Recommended Retail pricing. To select or deselect any of these options, just click on the check box with the mouse.

Once you have made your choice, Click on the Ok Button. The pricelist form will now appear. There are three drop-down lists on the top of the form. The first is vendor, then category, and finally sub-category.

When a vendor is chosen, the Category drop down list is filled with all corresponding categories.for that vendor Similarly, the category that is chosen determines the Sub-category list.

Click on the List button to list the pricelist based on your chosen criteria. Note that if a sub-category is chosen, the pricelist is automatically listed.

See also:

<u>Printing a Pricelist</u>
<u>Exporting a Pricelist</u>

Changing the Passwords

This Pricelist is password protected. A password is required to view the pricelist and to view/alter the discounts. To obtain your Dealer Code and Password, please phone Customer Service desk (011)233-1111.

Discounts Off Dealer Net

The Discounts are based on Category and Subcategories. For a list of the discounts that are applicable to you, please call Workgroup Distribution.

To enter the discounts, select View|Discounts from the menu. The Dialog Box will appear for the password to be entered.

The form will appear where these discount percentages can now be entered. The Category and Subcategory are the first two columns, the last column is for the discounts. Enter the correct discounts into this column. When you are done, click on the DONE button

Dialog Box

This is the form through which the system may retrieve certain information.

Printing a Pricelist

Once a pricelist has been listed, it can be printed to the default printer by clicking on the print button. The pricelist will be printed in the form of a spreadsheet.

Exporting a Pricelist to Disk

Once a pricelist has been listed, it can be saved on disk as a CSV file, which is a comma delimited file. This can be read by any popular spreadsheet application. Click the export button. A dialog box will appear to prompt for the Save As filename. Clicking the Ok button will save it to disk.