



AudaLite

Administration User Guide

Version 0.2



AudaLite, the new iPad App from Audatex



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Introduction

The AudaLite administrator's tool provides a simple way to manage prices for AudaLite.

This document is intended to provide you with a guide to the features within the administration tool and how to create and manage your price files for use in the AudaLite application.

AudaLite

AudaLite is a menu price application, designed to enable you to provide simple, quick and professional estimates for your retail customers.

Before you start using the application you will need to use the AudaLite Administrators Tool to set up your price lists.

The AudaLite Administrators tool offers you total control and flexibility over your price lists.

To get started you will need to think about what price lists you may wish to set up for example:

- Different Customer Types: trade, private, prestige.
- Which price lists will be assigned to all or some of your sites?
- What price you will set for each panel and operation?
- Is your price list valid for only a certain period of time?
- Who in your organisation should have permission to
- Set up and manage your price lists.
- You should consider M.E.T, Paint time, Paint and materials when calculating your prices for Blend and for Paint.
- For Repair & Paint a value for panel repairs should also be included.

Access

You can access AudaLite through [Audatex Global Claims Centre](#), direct via this link [AudaLiteAdministration](#) or within the application under the "settings" area.

You will be required to enter your company code, user name and password. This will be the same as your Audatex Enterprise Gold Login details.

AudaLite

Login

Company Code

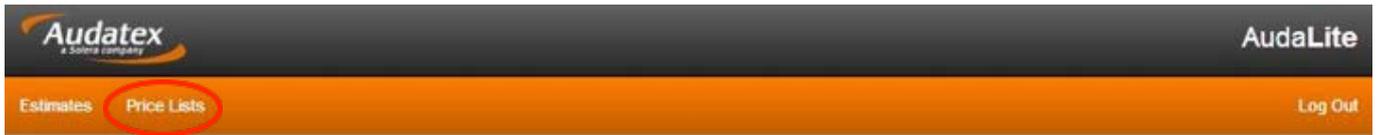
User Name

Password


 v1.0.13.4

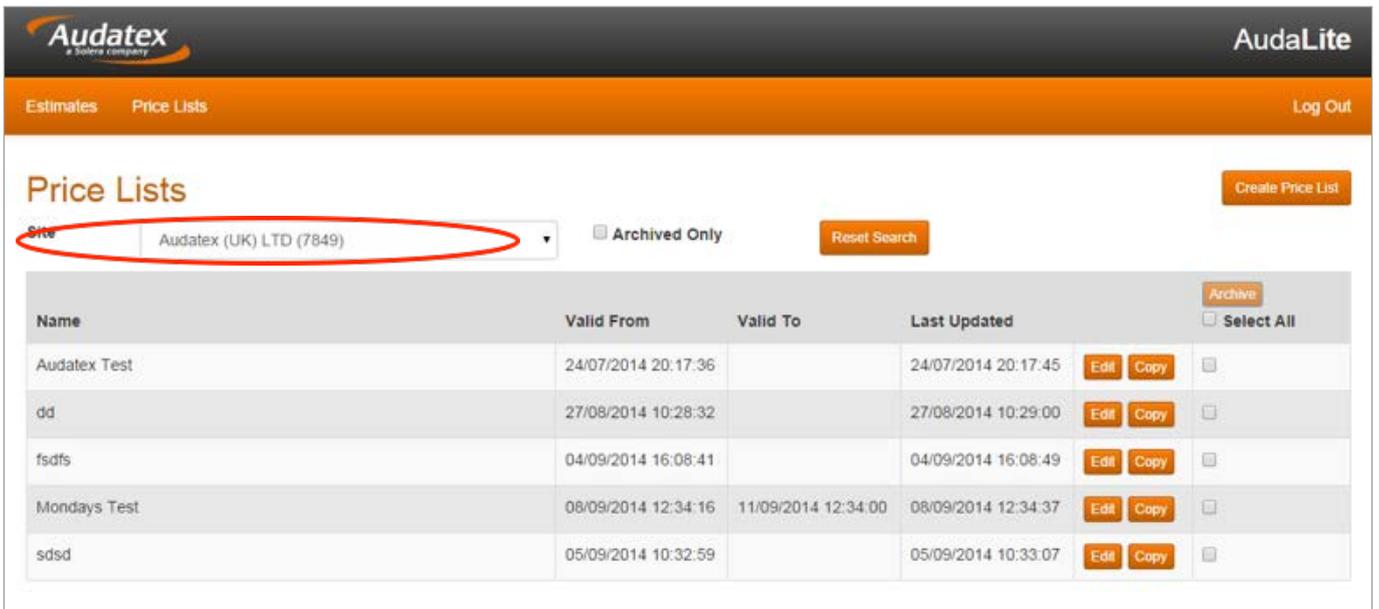
Managing Price lists

Price lists are available both on the iPad and via a desktop machine.



View Price List

Price lists are displayed based on the site that is selected in the drop down list. Use the drop down list to view price lists from another site that you are associated with.



Create a Price List

1. Go to price list area and select create price list

The screenshot shows the 'Price Lists' management page in AudaLite. At the top right, the 'Create Price List' button is circled in red. Below the header, there is a search area with a dropdown menu for 'Site' (set to 'Audatex (UK) LTD (7849)'), a checkbox for 'Archived Only', and a 'Reset Search' button. The main content is a table of price lists with columns for Name, Valid From, Valid To, Last Updated, and an 'Archive' checkbox. Each row has 'Edit' and 'Copy' buttons. A 'Select All' checkbox is located at the top right of the table.

Name	Valid From	Valid To	Last Updated	Archive
Audatex Test	24/07/2014 20:17:36		24/07/2014 20:17:45	<input type="checkbox"/>
dd	27/08/2014 10:28:32		27/08/2014 10:29:00	<input type="checkbox"/>
fsdfs	04/09/2014 16:08:41		04/09/2014 16:08:49	<input type="checkbox"/>
Mondays Test	08/09/2014 12:34:16	11/09/2014 12:34:00	08/09/2014 12:34:37	<input type="checkbox"/>
sdsd	05/09/2014 10:32:59		05/09/2014 10:33:07	<input type="checkbox"/>

2. Give your price list a name, a valid from, and if required, a valid to date. The valid from date will always be pre-populated with today's date and time. You can change this using the calendar function to set a date in the future. You can also amend the time the price list. Do this by clicking / pressing and amending the time within the field.

You may choose to set a valid to date. If you leave the valid to date blank, the price list will be valid until you decide to expire it. (For more about valid to dates refer to the section expire / delete price list).

The screenshot shows the 'Price List Summary' form. At the top right, the 'Create' button is circled in red. The form has three input fields: 'Name' (containing 'September 2014 Commercial'), 'Valid From' (containing '08/09/2014 18:56:50'), and 'Valid To' (containing '30/09/2014 18:56:00'). Below these is a 'Sites' section with a 'Select All' checkbox circled in red. The 'Sites' list includes 'Audatex (UK) LTD (7849)', 'Site ID - 990097 (990097)', and 'Site ID - 990098 (990098)'. At the bottom right, there are 'Create' and 'Cancel' buttons.

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1. Assign the site or sites that the price list is relevant for. You may select all sites. Or you may choose to only allow the price list to be available at certain sites
2. Populate the prices on your price list, by entering a price against each panel and each operation. Click / Press on Next.
Tip: using the tab key helps you to navigate quickly through these fields.

September 2014 Commercial - Panel Details

Price List Summary **Panel Details** Additional Items

Next

Bonnet

Blend	Paint	Repair & Paint
<input type="text" value="25.00"/>	<input type="text" value="20.00"/>	<input type="text" value="30.00"/>

Boot

Blend	Paint	Repair & Paint
<input type="text" value="35.00"/>	<input type="text" value="30.00"/>	<input type="text" value="40.00"/>

3. Add any additional items relevant to that price list then press / click on add (this feature will enable you to have a pick list of additional items in the application).

Audatex
AudaLite

Estimates Price Lists Log Out

Test Pricelist - Additional Items

Price List Summary Panel Details **Additional Items** Finish

Car care kit Add

Select rows below to edit existing additional items.

Description	Price	
Valet	10	

Finish

- If you need to amend a description or price of an additional item click or press on the relevant row and the item will appear in the edit box with the button enabled update.

September 2014 Commercial - Additional Items

Price List Summary Panel Details **Additional Items**

test 10 Update

Select rows below to edit existing additional items.

Description	Price	
test	10	

Finish

- Click / press Finish to complete your price list.
- Your price list has been created.

Price list **September 2014 Commercial** has been saved.

Price Lists

Site: Audatex (UK) LTD (7849) Archived Only

Name	Valid From	Valid To	Last Updated	Archive
Audatex Test	24/07/2014 20:17:36		24/07/2014 20:17:45	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>
dd	27/08/2014 10:28:32		27/08/2014 10:29:00	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>
fsdfs	04/09/2014 16:08:41		04/09/2014 16:08:49	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>
Mondays Test	08/09/2014 12:34:16	11/09/2014 12:34:00	08/09/2014 12:34:37	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>
sdsd	05/09/2014 10:32:59		05/09/2014 10:33:07	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>
September 2014 Commercial	08/09/2014 18:56:50	30/09/2014 18:56:00	08/09/2014 18:59:39	<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/>

Expire / Remove a price list

In order to remove or delete a price list from view in the application you will need to use the expire option.

1. Select edit next to the relevant price list
2. Edit the date using the calendar function, or by pressing / clicking inside the valid to box
3. Save the change
4. When the date has passed the price list will not appear in the drop down list within the application and therefore cannot be selected.

Audatex Test - Price List Summary

Price List Summary | Panel Details | Additional Items

Save Cancel

Name: Audatex Test

Valid From: 24/07/2014 20:17:36

Valid To: 18/09/2014 19:16:00

Sites

<input checked="" type="checkbox"/>	Select All
<input checked="" type="checkbox"/>	Audatex (UK) LTD (7849)
<input checked="" type="checkbox"/>	Site ID - 990097 (990097)
<input checked="" type="checkbox"/>	Site ID - 990096 (990096)

Save

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Save

Archive a price list

Use the archive and select all, or select an individual price list to archive the price list. Archiving a price list does not delete the price list.

Price Lists

Site: Audatex (UK) LTD (7849) | Archived Only | Reset Search | Create Price List

Name	Valid From	Valid To	Last Updated	Archive	Select All
dd	27/08/2014 10:28:32		27/08/2014 10:29:00	Edit Copy	<input checked="" type="checkbox"/>
fsdfs	04/09/2014 16:08:41		04/09/2014 16:08:49	Edit Copy	<input checked="" type="checkbox"/>
Mondays Test	08/09/2014 12:34:16	11/09/2014 12:34:00	08/09/2014 12:34:37	Edit Copy	<input checked="" type="checkbox"/>
sdsd	05/09/2014 10:32:59		05/09/2014 10:33:07	Edit Copy	<input checked="" type="checkbox"/>
September 2014 Commercial	08/09/2014 18:56:50	30/09/2014 18:56:00	08/09/2014 18:59:39	Edit Copy	<input checked="" type="checkbox"/>

Un-Archive a price list

First select the tick box archived only. Select the relevant price list. Click un-archive.

Price Lists

Site: Audatex (UK) LTD (7849) Archived Only

Name	Valid From	Valid To	Last Updated		
Audatex Test	24/07/2014 20:17:36		24/07/2014 20:17:45	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>
dd	27/08/2014 10:28:32		27/08/2014 10:29:00	<input type="button" value="Edit"/>	<input type="checkbox"/>
fsdfs	04/09/2014 16:08:41		04/09/2014 16:08:49	<input type="button" value="Edit"/>	<input type="checkbox"/>
Mondays Test	08/09/2014 12:34:16	11/09/2014 12:34:00	08/09/2014 12:34:37	<input type="button" value="Edit"/>	<input type="checkbox"/>
sdsd	05/09/2014 10:32:59		05/09/2014 10:33:07	<input type="button" value="Edit"/>	<input type="checkbox"/>
September 2014 Commercial	08/09/2014 18:56:50	30/09/2014 18:56:00	08/09/2014 18:59:39	<input type="button" value="Edit"/>	<input type="checkbox"/>

Price lists in the AudaLite Application

After you have set up and saved your price lists they will be available for selection within the AudaLite application.

This field is required

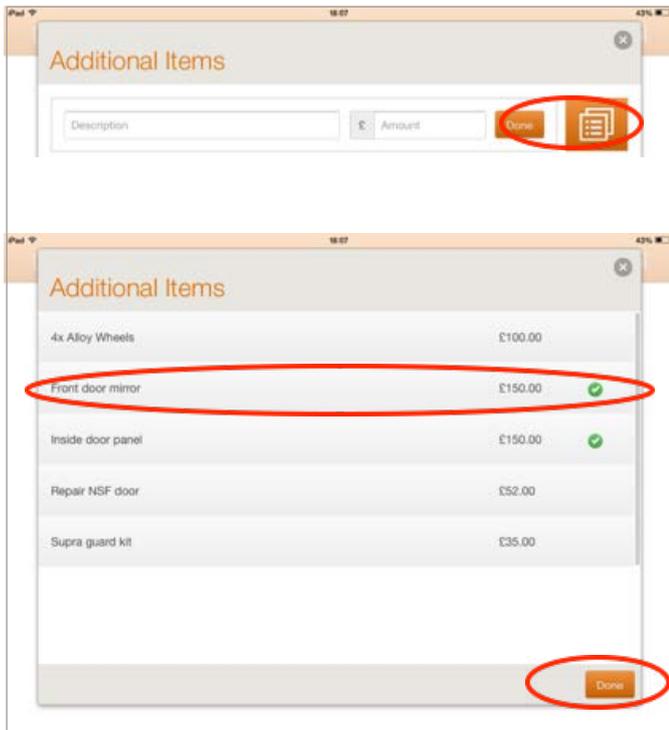
Select a Price List

- April Trade 2014
- Audatex 2
- Audatex Test

Audatex 2

Additional Items in the AudaLite Application

If you have set up additional items associated with a price list they will appear in the AudaLite application as an easily selectable pick list.



Estimate Screen

When you first enter the web admin you will be presented with the estimate list screen. This will show a list of all of your estimates in last updated order (most recent first). This list will also default to the estimates associated with your Site.

From this page you will be able to perform the following actions:

- Search for estimates
- Archive estimates
- View the estimate report
- Export the estimate ***Export is not available via the iPad – please refer to the export section for more details.**

The screenshot displays the AudaLite web interface for the 'Estimates' section. At the top, there are navigation links for 'Estimates' and 'Price Lists', and a 'Log Out' button. The main content area features a search form with the following fields:

- Site Name: Audatex (UK) LTD (7849)
- Customer Name: (empty)
- Estimator Name: (empty)
- Registration: (empty)
- Estimate Number: (empty)
- Archived Only:

Buttons for 'Reset Search' and 'Search' are located below the search fields. The 'Search' button is circled in red. Below the search form is a table of estimates:

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	Archive	Select All
AUDA00171	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:59:27	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00003	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:51:49	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00170	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 09:56:47	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00169	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 09:33:23	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00168	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:55:05	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00001	GV53RNU	Candice Daly	BMW	320d	05/09/2014 10:54:57	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00167	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:27	Prema Kanwar	Export Report	<input type="checkbox"/>
AUDA00166	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:21	Prema Kanwar	Export Report	<input type="checkbox"/>

The 'Archive' button in the top right of the table is circled in red. The 'Export' and 'Report' buttons for the second estimate (AUDA00003) are also circled in red.

Estimate Search

Estimates

Site Name: Registration:

Customer Name: Estimate Number:

Estimator Name: Archived Only

Use the filters to narrow down your view or search for a specific estimate or group of estimates. You can search for any of these terms on their own or together to filter the list.

For example:

Estimates

Site Name: Registration:

Customer Name: Estimate Number:

Estimator Name: Archived Only

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	Export	Report	Archive
AUDA00168	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:55:05	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00167	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:27	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00166	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:21	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00165	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:14	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00164	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:08	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00163	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:03	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00162	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:53:57	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00161	GV53RNU	Raymond Chesworth	BMW	320	05/09/2014 10:53:52	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>
AUDA00160	GV53RNU	Raymond Chesworth	BMW	320	05/09/2014 10:53:45	Prema Kanwar	<input type="button" value="Export"/>	<input type="button" value="Report"/>	<input type="checkbox"/>

Reset Search

Use the Reset Search Button to clear any of your search criteria.

Estimates

Site Name: Registration:

Customer Name: Estimate Number:

Estimator Name: Archived Only

Archive Estimate

Estimates can be archived by using either select all, or, by selecting individual estimates and using the archive button.

Estimates

Site Name: Audatex (UK) LTD (7849) | Registration: | Customer Name: | Estimate Number: | Estimator Name: | Archived Only | [Reset Search](#) | [Search](#)

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	Export	Report	Archive
AUDA00171	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:59:27	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/> Select All
AUDA00003	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:51:49	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/>
AUDA00170	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 09:56:47	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/>
AUDA00169	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 09:33:23	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/>

Estimates

Site Name: Audatex (UK) LTD (7849) | Registration: | Customer Name: | Estimate Number: | Estimator Name: | Archived Only | [Reset Search](#) | [Search](#)

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	Export	Report	Archive
AUDA00171	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:59:27	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/>
AUDA00003	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:51:49	Prerna Kanwar	Export	Report	<input type="checkbox"/>
AUDA00170	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 09:56:47	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/>
AUDA00169	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 09:33:23	Prerna Kanwar	Export	Report	<input type="checkbox"/>
AUDA00168	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:55:05	Prerna Kanwar	Export	Report	<input checked="" type="checkbox"/>

Un-Archive An Estimate

To un-archive an estimate use the tick box “archived only” and search to bring up a full list of archived estimates. You can use any of the search criteria to narrow down your search if required.

Estimates

Site Name: Audatex (UK) LTD (7849) | Registration: | Customer Name: | Estimate Number: | Estimator Name: | Archived Only | |

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	<input type="button" value="Un-Archive"/>	<input type="checkbox"/> Select All
AUDA00171	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:59:27	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input type="checkbox"/>

To un-archive an estimate select the estimate and press the button “un-archive”

Estimates

Site Name: Audatex (UK) LTD (7849) | Registration: | Customer Name: | Estimate Number: | Estimator Name: | Archived Only | |

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	<input type="button" value="Un-Archive"/>	<input type="checkbox"/> Select All
AUDA00171	AJ53NTG	Test	VOLKSWAGEN	GOLF MATCH	08/09/2014 10:59:27	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>

Use select all to quickly un-archive all of your estimates

Estimates

Site Name: Audatex (UK) LTD (7849) | Registration: | Customer Name: | Estimate Number: | Estimator Name: | Archived Only | |

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	<input type="button" value="Un-Archive"/>	<input checked="" type="checkbox"/> Select All
AUDA00183	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:58	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>
AUDA00182	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:14	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>
AUDA00181	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:08	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>
AUDA00180	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:01	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>
AUDA00179	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:10:54	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>
AUDA00178	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:10:48	Perna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/>	<input checked="" type="checkbox"/>

Reports

Use the report button to view the estimate report. This will bring up the PDF report.

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	<input type="button" value="Archive"/> <input type="checkbox"/> Select All
AUDA00168	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:55:05	Prerna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/> <input type="checkbox"/>
AUDA00167	GV53RNU	Raymond Chesworth	BMW	320 CD	05/09/2014 10:54:27	Prerna Kanwar	<input type="button" value="Export"/> <input type="button" value="Report"/> <input type="checkbox"/>

Audatex (UK) LTD (7849)

Estimate Number: AUDA00183

Estimate Date: 08/09/2014

Customer Details

Raymond Chesworth
Bobs House,
Bobs Street,
BobTown,
BOB123

0123456789
07123456789
bob@example.com

Vehicle Details

Registration: GV53RNU
Make: BMW
Model: 320 CD
VIN Number: WBABV52090JT27265
Additional Details: Colour: BLUE
 Body Style: Coupe
 Engine Size: 1995
 Fuel Type: Diesel
 Transmission: 6 Speed Manual Diesel
 Date of First Registration: 27/10/2003

Export Estimate

Estimates can also be exported. They use the same format as exporting an estimate from Audatex Enterprise Gold. This will enable an AudaLite estimate to be imported into a body shop management system and create a job card.

- Click on the export button
- The export report will appear as a download

Please note: Export estimate is only available from a desktop machine; it will not be available from the iPad. This is due to limitations on the iPad for handling files.

The screenshot shows the AudaLite web interface. At the top, there is a navigation bar with 'Estimates' and 'Price Lists' tabs, and a 'Log Out' button. The main content area is titled 'Estimates' and contains search filters. The filters include Site Name (Audatex (UK) LTD (7649)), Customer Name, Estimator Name, Registration, Estimate Number, and an 'Archived Only' checkbox. There are 'Reset Search' and 'Search' buttons. Below the filters is a table of estimates. The table has columns for Estimate Number, VRN, Customer, Manufacturer, Model, Last Updated, Created By, and Actions. The Actions column contains 'Export' and 'Report' buttons for each estimate. A red circle highlights the first row of the table, which has Estimate Number AUDA00183.

Estimate Number	VRN	Customer	Manufacturer	Model	Last Updated	Created By	Actions
AUDA00183	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:58	Prema Kanwar	Export Report
AUDA00001	GV53RNU	Candice Daly	BMW	320d	08/09/2014 16:11:51	Prema Kanwar	Export Report
AUDA00182	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:14	Prema Kanwar	Export Report
AUDA00181	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:08	Prema Kanwar	Export Report
AUDA00180	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:11:01	Prema Kanwar	Export Report
AUDA00179	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:10:54	Prema Kanwar	Export Report
AUDA00178	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:10:48	Prema Kanwar	Export Report
AUDA00177	GV53RNU	Raymond Chesworth	BMW	320 CD	08/09/2014 16:10:42	Prema Kanwar	Export Report
AUDA00176	GV53RNU	Raymond Chesworth	BMW	320	08/09/2014 16:10:36	Prema Kanwar	Export Report

Helpful Tips

- You may want to set up price lists in advance. If they are to replace an existing price list (for example a known price increase on a known date) you can use valid to feature to expire an existing price list at a specified time (e.g. 00:00:00). The valid from date for your new price list could then be set to start just after the expiry time (e.g. 00:00:01).
- Set a naming convention for your price lists. You may consider naming price lists according to the type of customer the prices are to be used for e.g. Trade, Commercial, Private etc. You could also include details relevant to perhaps the period that the price list is relevant to e.g. Trade Autumn or Commercial September
- If you are editing or creating a price list and do not know all of the prices for each of the panels, you can still save the price list as long as there is a £0.00 in the price of that panel.

For any further assistance please contact
the Audatex Service Desk on 0118 923 5666

www.audatex.co.uk

