



Changing Subscription Prices

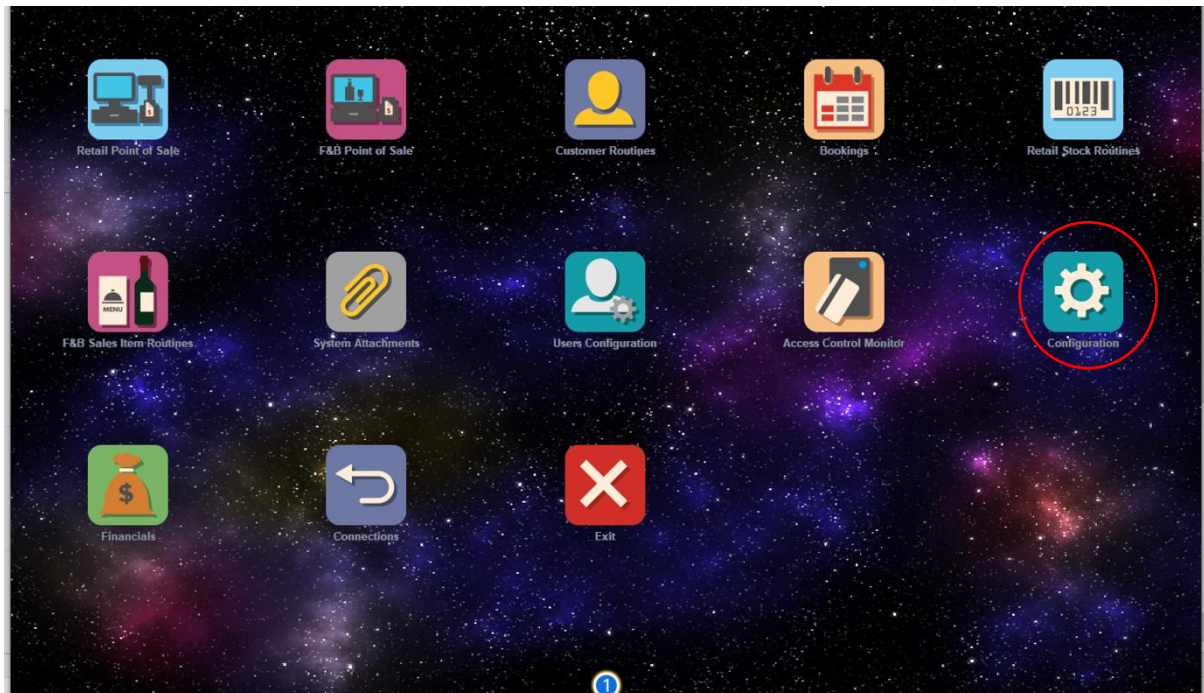
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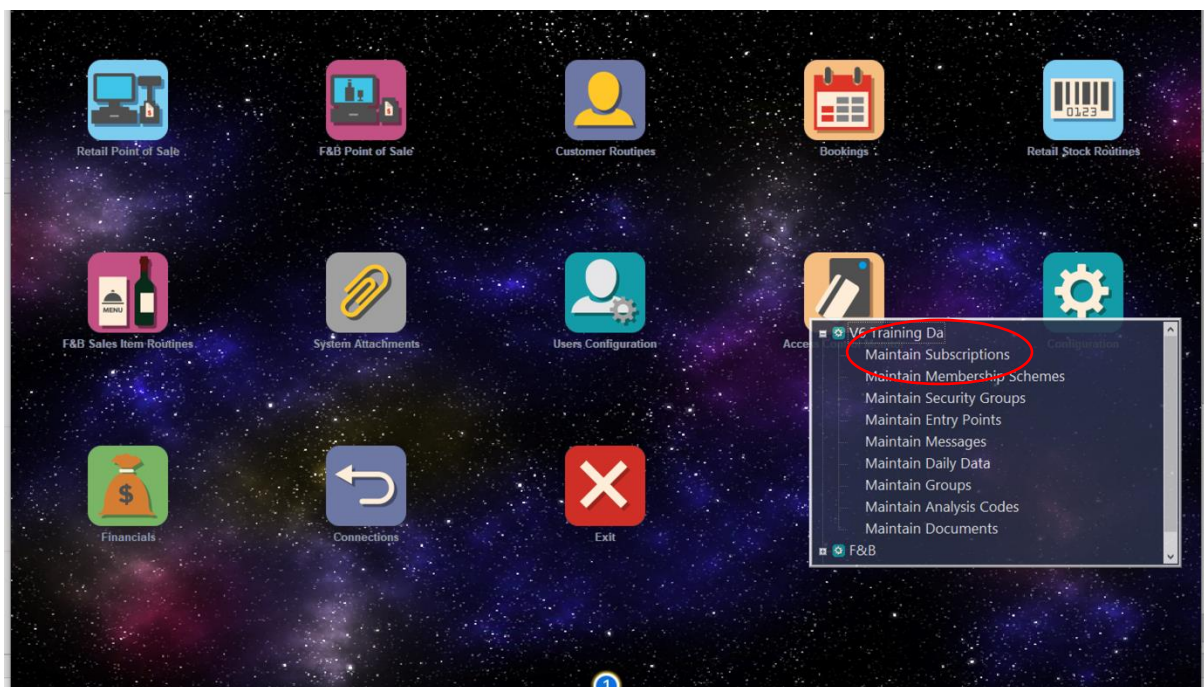


Changing the Price

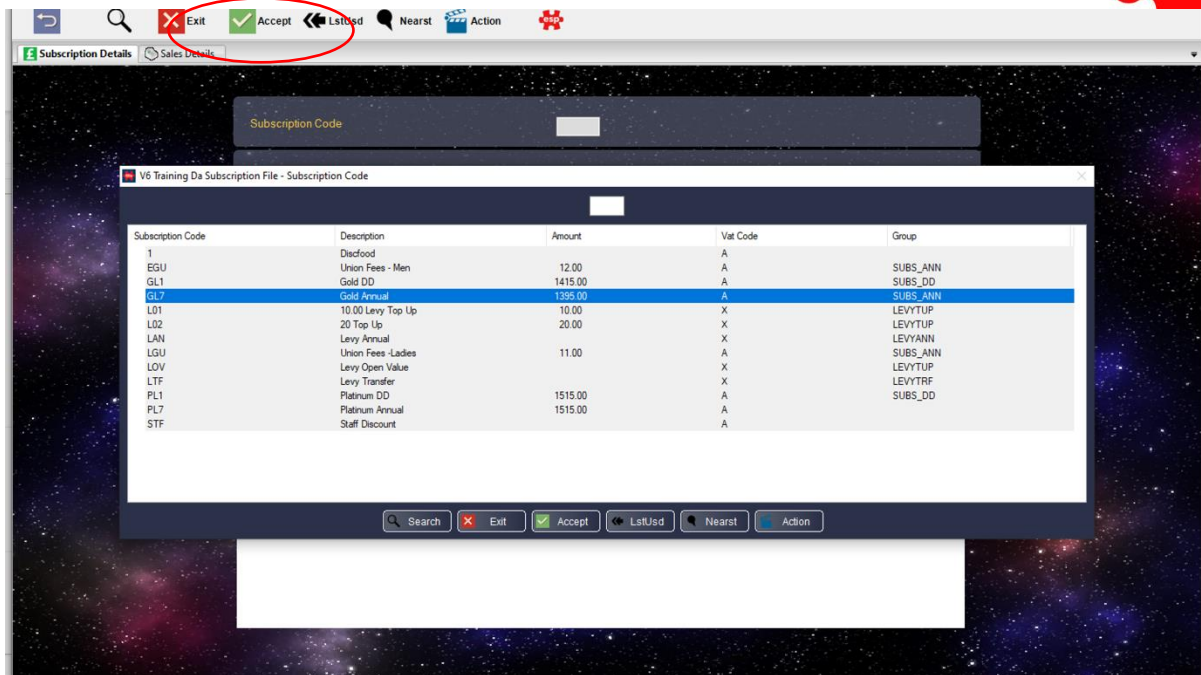
1. From the ESP desktop select the configuration icon.



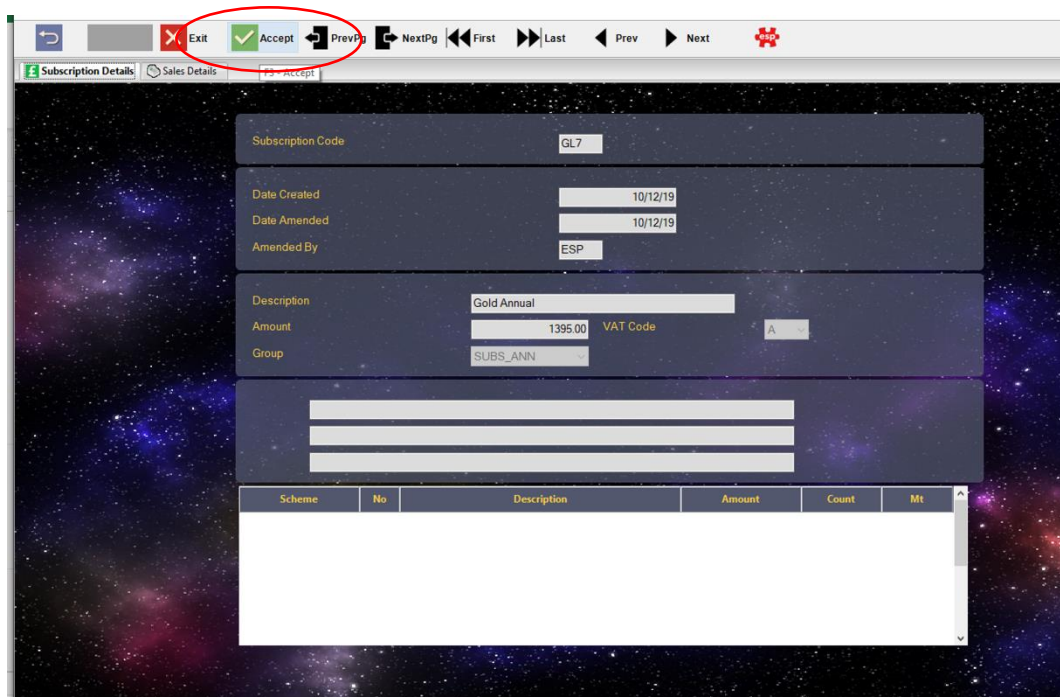
2. Then from the drop-down list, select 'Maintain Subscriptions'



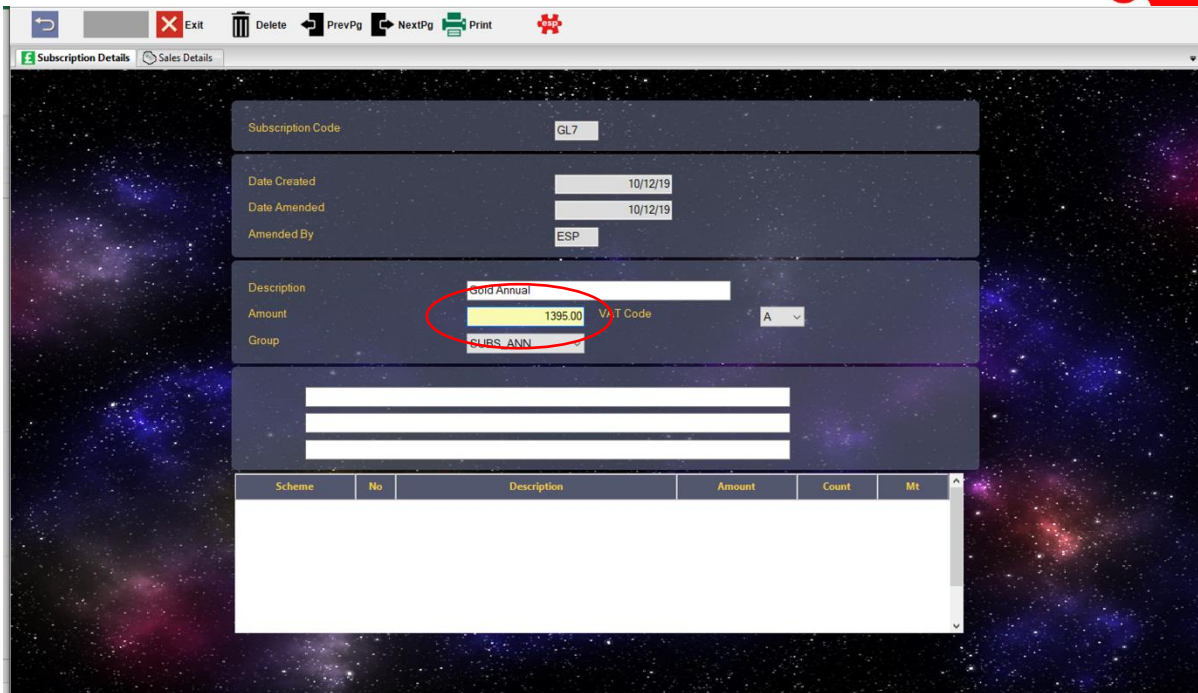
3. Select the Subscription you wish to change the price for
4. Double click or select and then 'Accept'.



5. Once the subscription file has loaded, select 'Accept' from the toolbar.



6. Click in the 'Amount' field, it will turn yellow.



Subscription Code: GL7

Date Created: 10/12/19

Date Amended: 10/12/19

Amended By: ESP

Description: Gold Annual

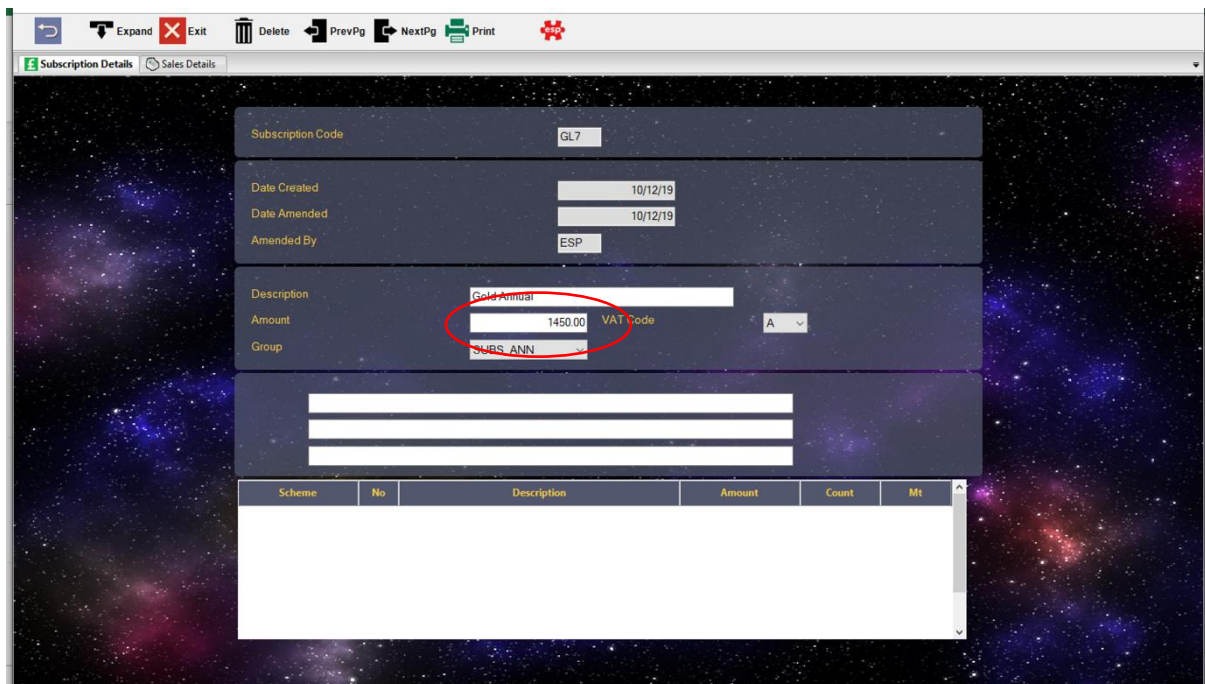
Amount: 1395.00

VAT Code: A

Group: SUBS_ANN

Scheme	No	Description	Amount	Count	Mt

7. Press Ctrl + F to clear the field. Now enter the new price for this subscription.
8. Once satisfied, select exit from the top menu.



Subscription Code: GL7

Date Created: 10/12/19

Date Amended: 10/12/19

Amended By: ESP

Description: Gold Annual

Amount: 1450.00

VAT Code: A

Group: SUBS_ANN

Scheme	No	Description	Amount	Count	Mt

9. You have now changed the subscription price for everyone assigned to this subscription code.

Note: If they have a price in their renewals grid, this change will not apply to that individual.