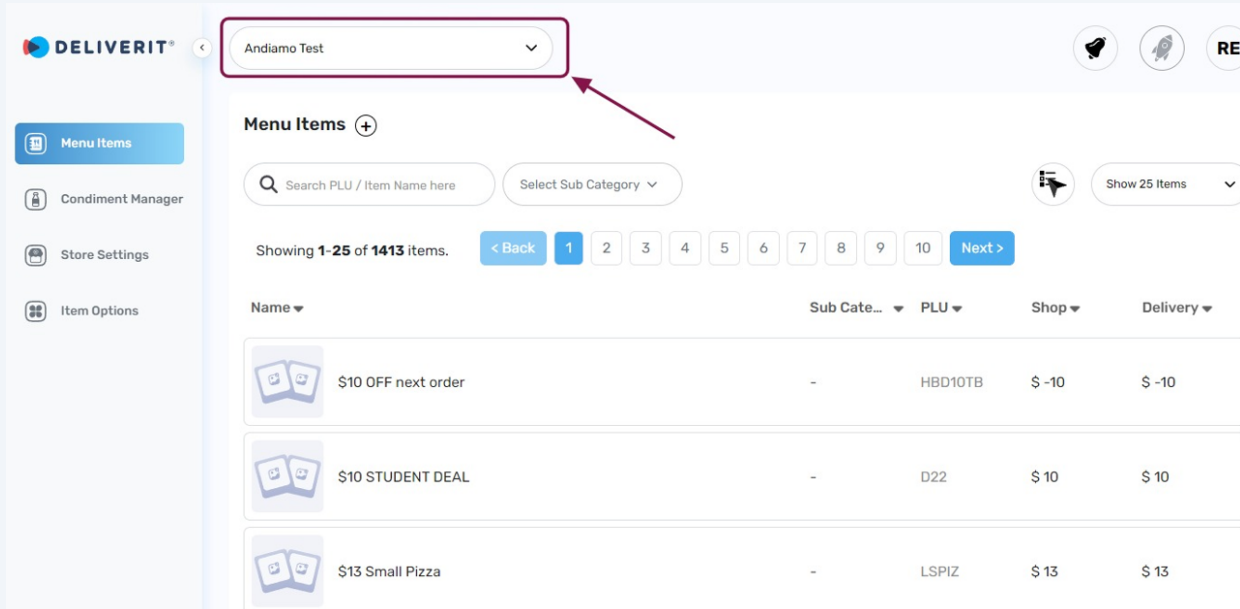


How to Update Item Prices

This guide provides step-by-step instructions on how to update the price of an item on your DPOS system, as well as Online and on any Integration partners you have activated.

1 Log-in to <https://my.deliverit.com.au> with your DPOS Cloud account credentials.

2 Make sure your store is selected from the drop-down list.



The screenshot shows the Deliverit web interface. At the top left, the Deliverit logo is visible. To its right is a dropdown menu currently displaying 'Andiamo Test'. A red box highlights this dropdown, and a red arrow points to it from the right. Below the logo is a sidebar with navigation options: 'Menu Items' (highlighted in blue), 'Condiment Manager', 'Store Settings', and 'Item Options'. The main content area is titled 'Menu Items' and includes a search bar, a 'Select Sub Category' dropdown, and a 'Show 25 Items' dropdown. Below this is a pagination bar showing 'Showing 1-25 of 1413 items' and a series of numbered buttons from 1 to 10, with '1' being the active page. The main content area displays a table of menu items with columns for Name, Sub Category, PLU, Shop, and Delivery.

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13

3 Go to **Menu Items** tab.

DELIVERIT® Andiamo Test

Menu Items +

Search PLU / Item Name here Select Sub Category

Showing 1-25 of 1413 items. < Back 1 2 3 4 5 6 7 8 9 10 Next >

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13

4 Search for the specific **Item** by Name or PLU that you wish to update.

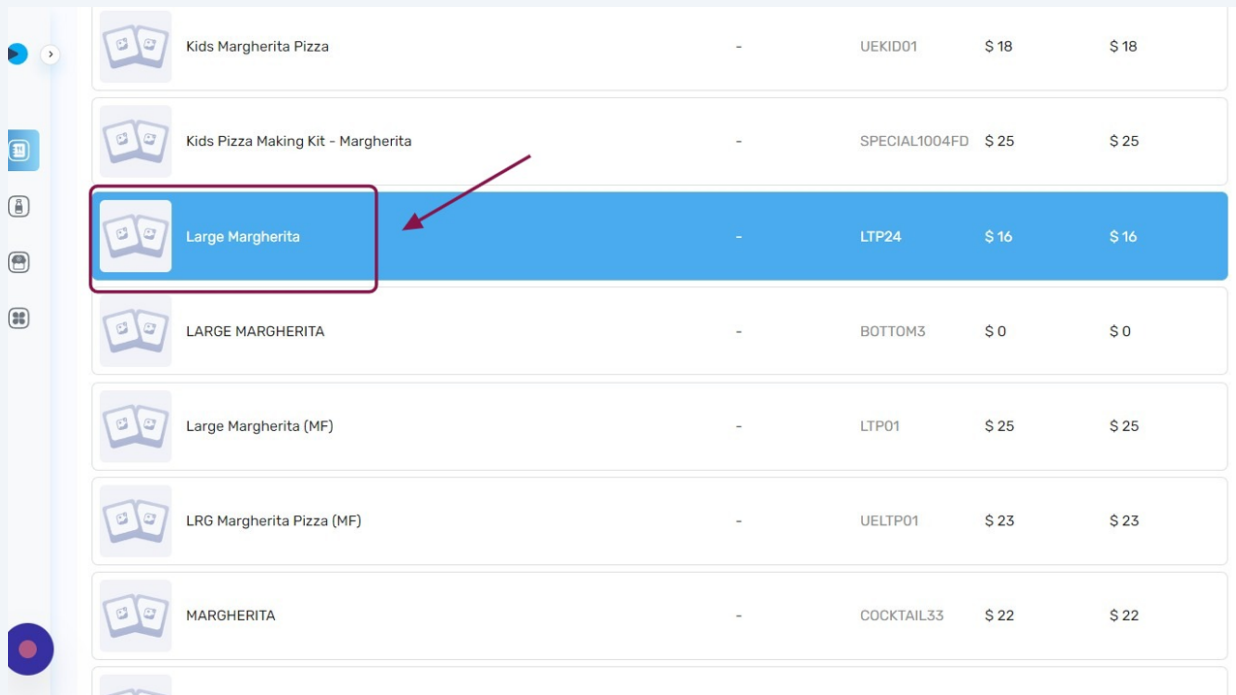
Menu Items +

Search PLU / Item Name here Select Sub Category

Showing 1-25 of 1413 items. < Back 1 2 3 4 5 6 7 8 9 10 Next >

Name	Sub Category	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13
\$2.50 GARLIC BREAD	-	SPECIAL98	\$ 2.5	\$ 2.5
\$20 House Wine	-	WINE30	\$ 29	\$ 29

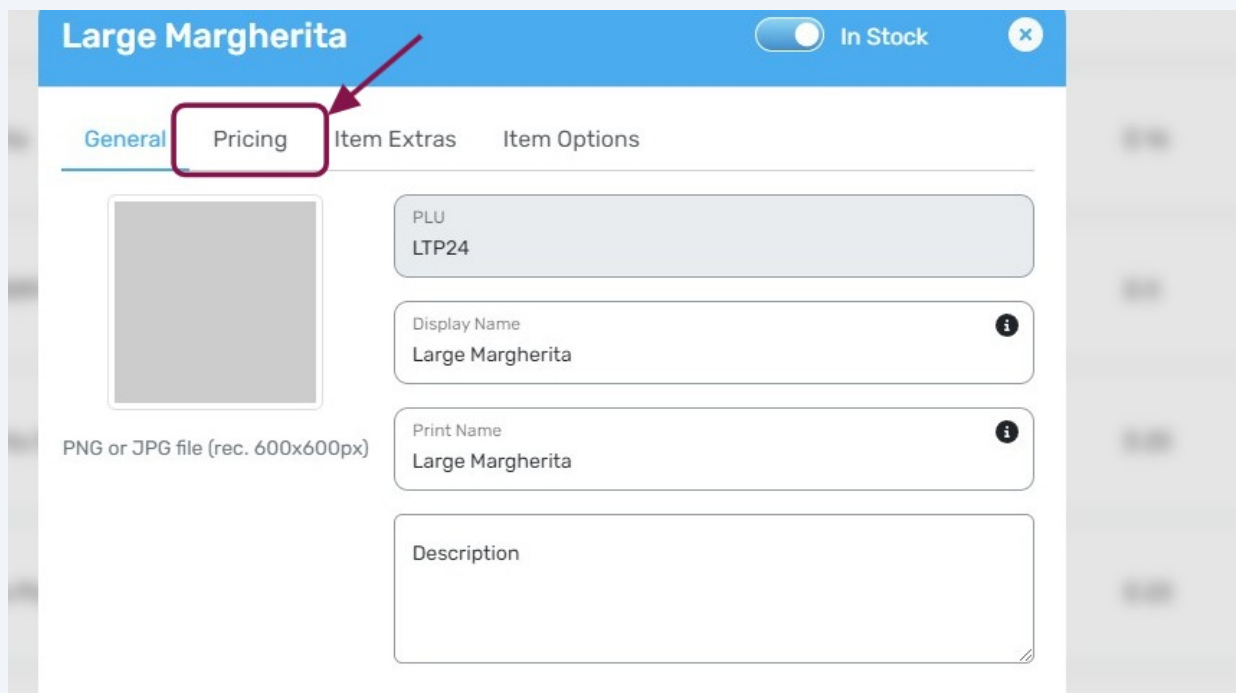
5 Click the **Item** that you want to update.



A screenshot of a menu management interface showing a list of items. The 'Large Margherita' item is highlighted in blue. A red box is drawn around the item name, and a red arrow points to it from the right. The table has columns for item name, status, ID, and price.

Kids Margherita Pizza	-	UEKID01	\$ 18	\$ 18
Kids Pizza Making Kit - Margherita	-	SPECIAL1004FD	\$ 25	\$ 25
Large Margherita	-	LTP24	\$ 16	\$ 16
LARGE MARGHERITA	-	BOTTOM3	\$ 0	\$ 0
Large Margherita (MF)	-	LTP01	\$ 25	\$ 25
LRG Margherita Pizza (MF)	-	UELTP01	\$ 23	\$ 23
MARGHERITA	-	COCKTAIL33	\$ 22	\$ 22

6 Click on the **Pricing Tab**.



A screenshot of the 'Large Margherita' item edit page. The 'Pricing' tab is selected and highlighted with a red box. A red arrow points to the 'Pricing' tab from the left. The page shows a header with the item name and 'In Stock' status, and a main content area with tabs for 'General', 'Pricing', 'Item Extras', and 'Item Options'. The 'Pricing' tab contains fields for PLU, Display Name, Print Name, and Description.

Large Margherita In Stock

General Pricing Item Extras Item Options

PLU
LTP24

Display Name
Large Margherita

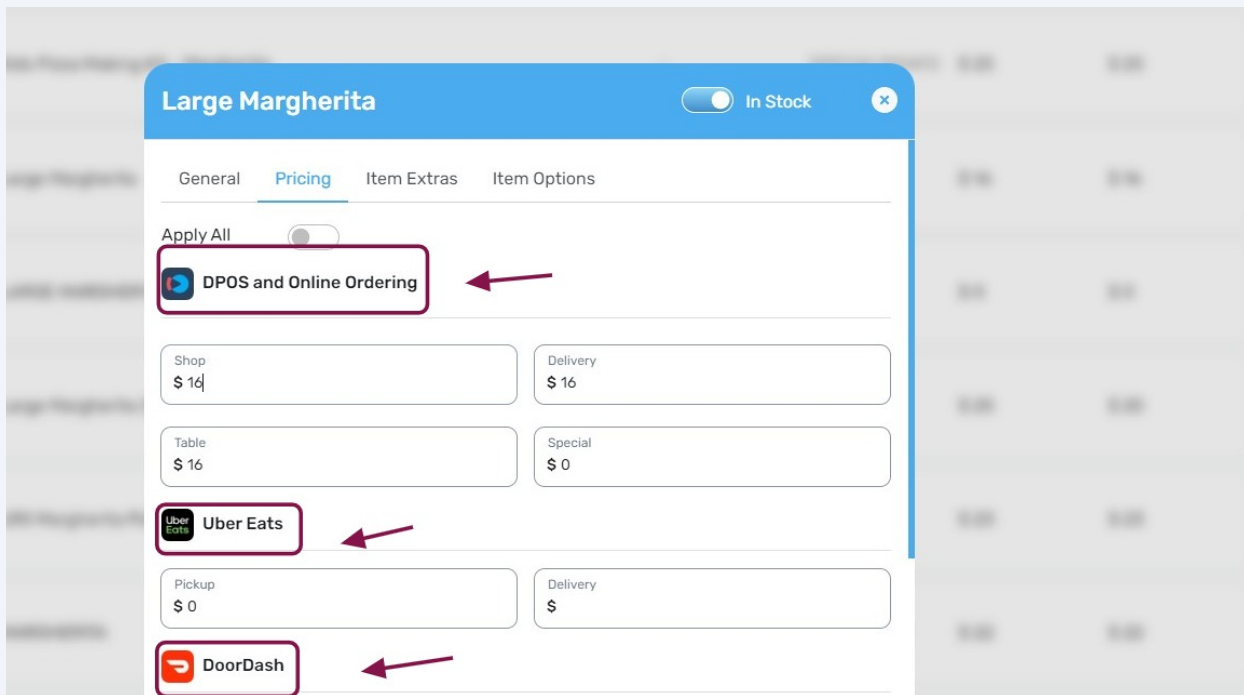
Print Name
Large Margherita

Description

PNG or JPG file (rec. 600x600px)

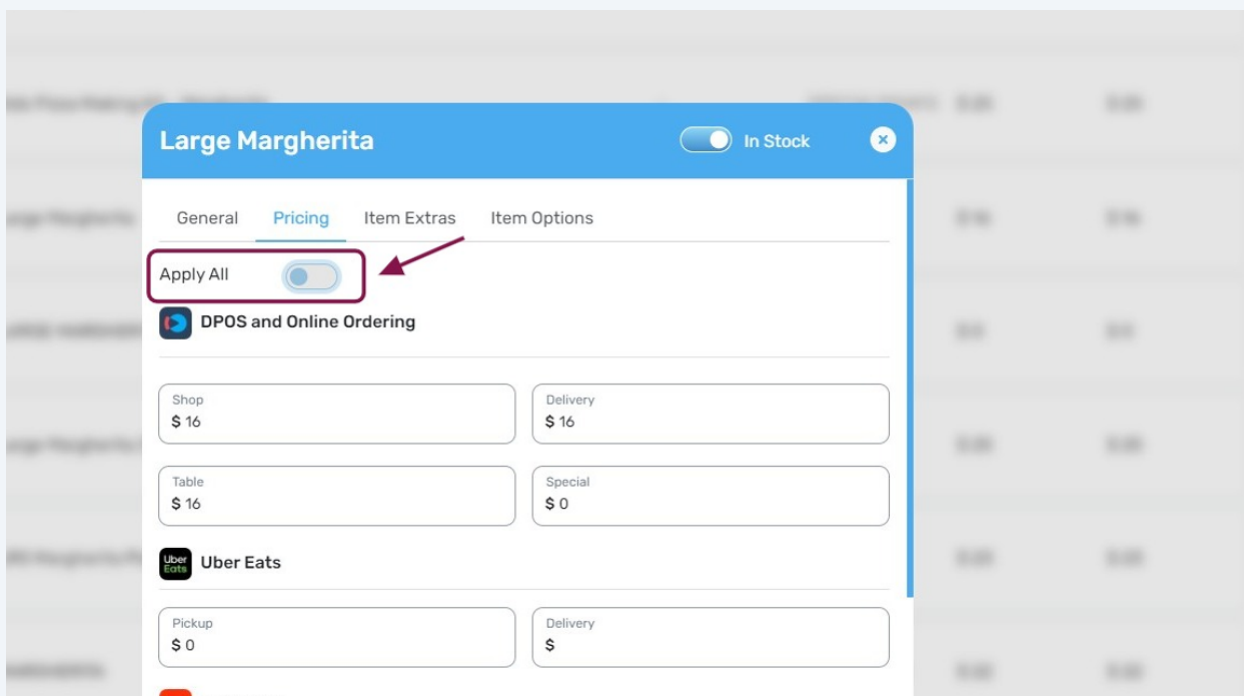
7

On this Tab, you can update the price of the Item on **DPOS, Online Ordering**, and any **Integration** partners you have connected.

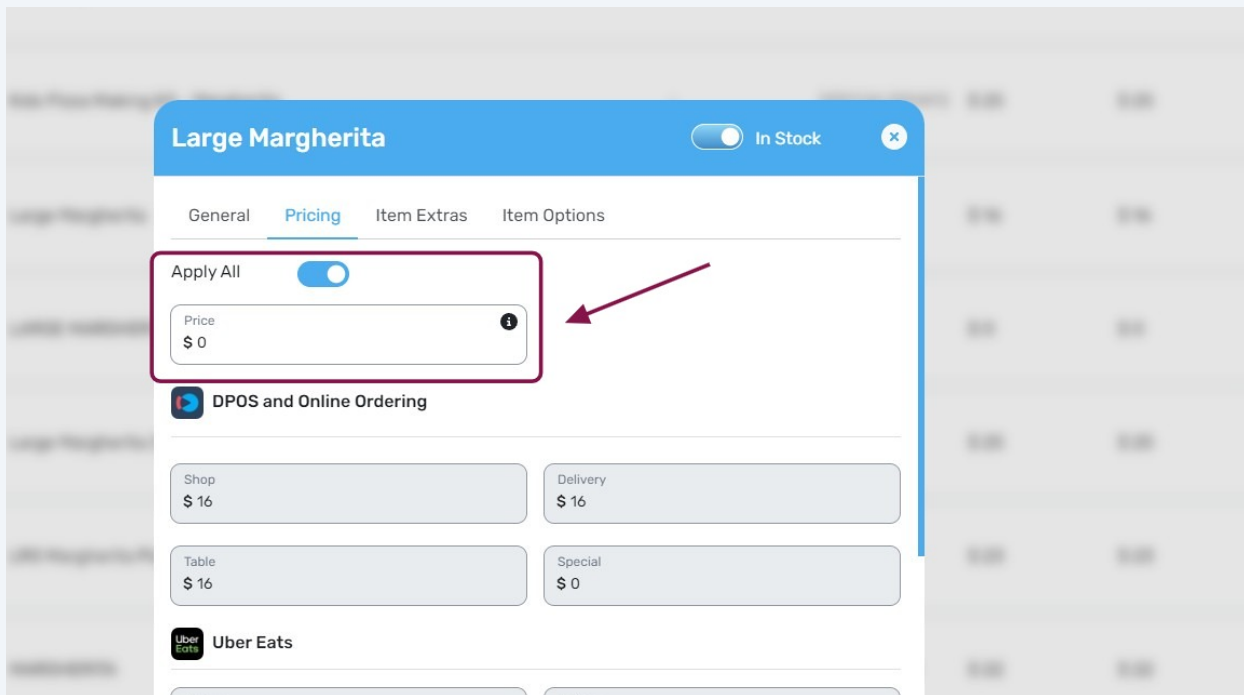


8

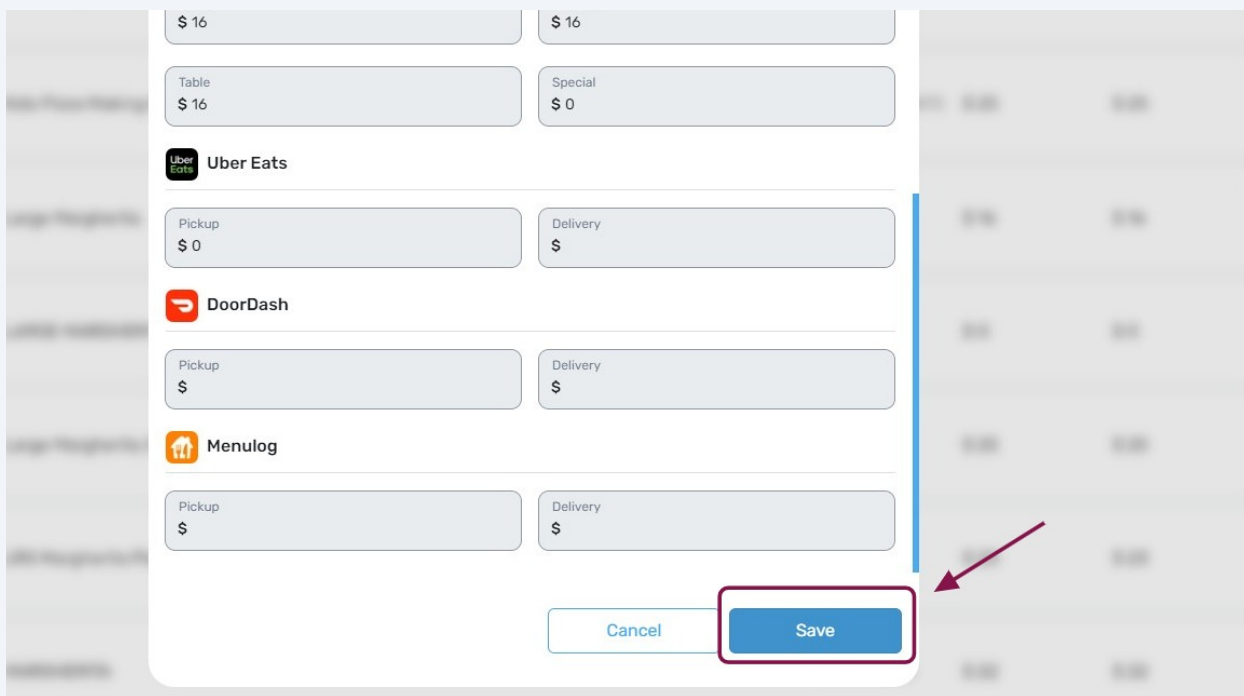
Toggle the **Apply All** button if you're looking to set the same price on your **Website** as well as on all **Integrations**.



9 Set the price.

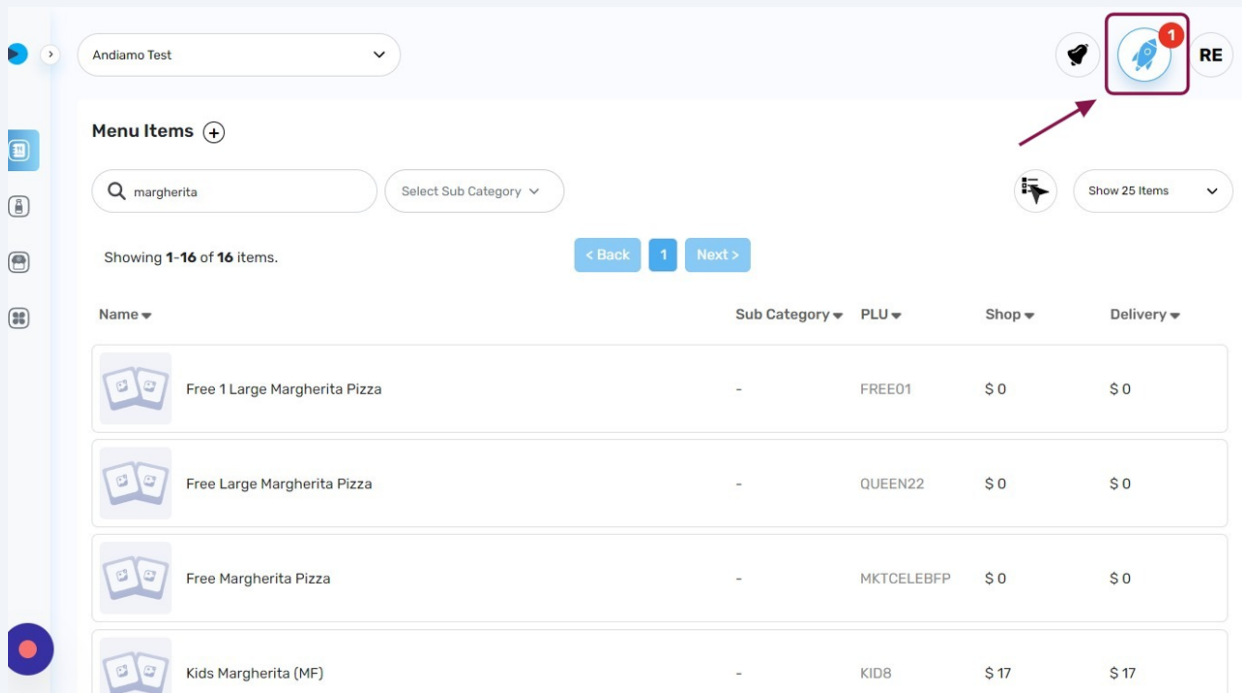


10 Once the price is set across all platforms, click the **Save** button.



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After saving, **Click the Rocket Icon** on the upper right corner to deploy this change.

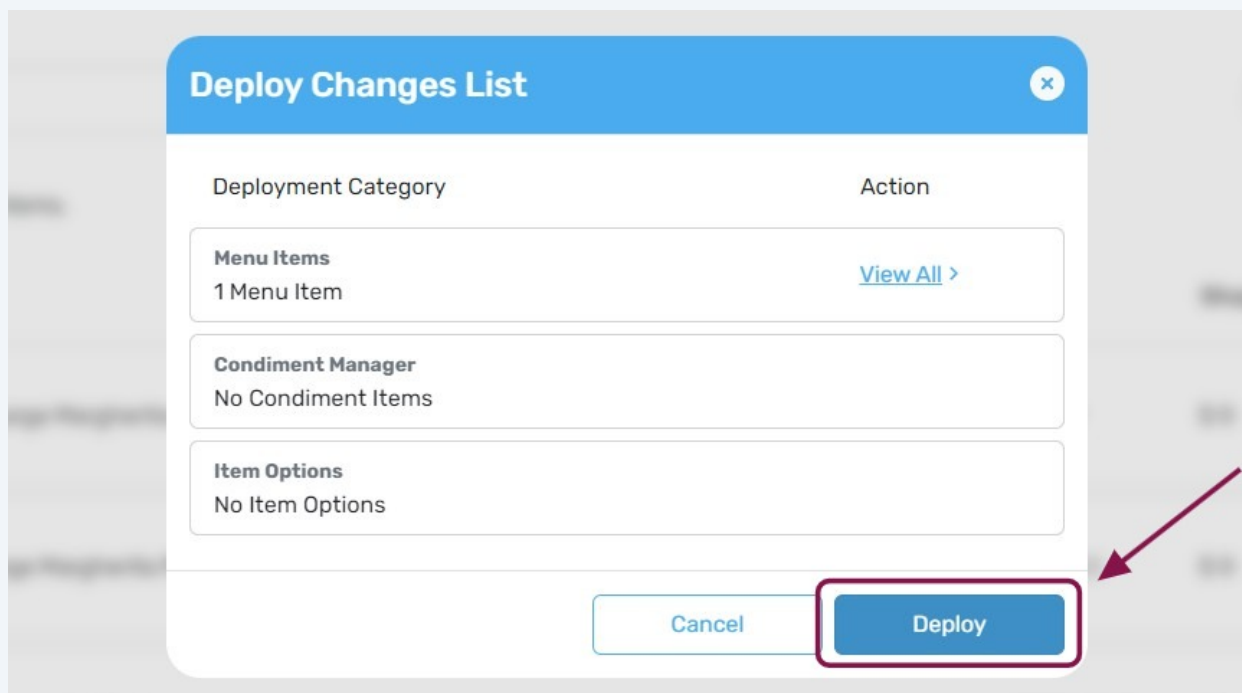


The screenshot shows a web interface for managing menu items. At the top right, there is a rocket icon with a red notification bubble containing the number '1'. A red arrow points to this icon. Below the header, there is a search bar with 'margherita' and a 'Select Sub Category' dropdown. The main content area displays a list of menu items with columns for Name, Sub Category, PLU, Shop, and Delivery. The items listed are:

Name	Sub Category	PLU	Shop	Delivery
Free 1 Large Margherita Pizza	-	FREE01	\$ 0	\$ 0
Free Large Margherita Pizza	-	QUEEN22	\$ 0	\$ 0
Free Margherita Pizza	-	MKTCELEBFP	\$ 0	\$ 0
Kids Margherita (MF)	-	KID8	\$ 17	\$ 17

12

After clicking the **Rocket Icon**, the list of changes for you to review will appear by clicking **View All**. Once satisfied, **Click the Deploy** button.



The screenshot shows a modal dialog box titled 'Deploy Changes List'. It contains a table with the following data:

Deployment Category	Action
Menu Items 1 Menu Item	View All >
Condiment Manager No Condiment Items	
Item Options No Item Options	

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Deploy'. A red arrow points to the 'Deploy' button.

13 Restart your **Dpos** to apply all the changes.