

Setting the Was Price

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Quick Steps: Shop > Products > Products > Price & Stock Information > Previous Price

“Was Price” functionality allows you to display a previous price on a product without including it in the title.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Products** from the expanded left menu.
3. Click on **Edit** pertaining to the product you wish to update.
4. Click on the **Price & Stock Information** tab
5. Update the **Previous Price** field to set the former price of the product.
6. Click **Save**

The screenshot displays the management console for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar shows a menu with 'Products' selected, and the TG Shop logo. The main content area is titled 'Products' and has tabs for 'General', 'Summary', 'Detail', 'Price & Stock Information', 'Size Chart', 'Postage', 'Optional Fields', and 'Other Information'. The 'Price & Stock Information' tab is active, showing the following fields:

- Price: 20.00
- Member Price: 18.00
- Previous Price: 0.00
- Facebook: No Yes
- Tax Method: Not Applicable
- Tax Rate: 10.00%
- Units Grid: No Yes
- Units On Hand: 200
- Allow Product To Sell Into Negatives: No Yes
- Sold Out Display: No Yes
- Message: (empty text area)

At the top and bottom of the form are 'Save' and 'Cancel' buttons.

Note: Upon clicking **SAVE** a dynamic image will be added to the Product Page displaying the Before and After Price. Remember to remove the Previous Price when you are ready to set the price back to normal.

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