

How to Add Pricing Level

1. From Common Info module > click on **Company Locations menu**.
2. The Search screen for Company Locations will be shown. Select a company location you will want to add pricing levels to and click **View toolbar button**.
3. Go to **Pricing tab**.
4. In the **Name field** enter the Pricing Level name.
5. The **Level field** will be automatically filled in with a number as you add pricing level name. This number is incremented by 1 as pricing name is added.
6. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.

