



How to Enter Price Lists

DuoPrice List™

The Only Fully Compliant Cash Discount Software



How Your Products Look in Duo

Choosing Naming Conventions

Your Products and/or Services in Duo will look *different* from other systems you're used to - such as a **POS system** or **plan-nogram software**... so you want to keep your names **short and sweet**. Depending on your industry, you can utilize the fields of "Name", "Category" and "SKU" to differentiate your products from one another. You want your products to be easily recognized by customers who may be viewing your lists online.

Here's an example:



Image	Name	Category	Cash Price	Credit Price
	10 Tenders + Fries	tenders_fries	\$17.79	\$18.50
	6 Tenders + Fries	tenders_fries	\$12.49	\$12.99
	4 Tenders + Fries	tenders_fries	\$9.29	\$9.66

In the above example, we have used the **PRODUCT QUANTITY** and **ITEM NAME** to make each product easily distinguishable from the rest. In the example below, we can see that we've used the category (**SANDWICH**) along with the **NAME** of the sandwich together to differentiate.

Image	Name	Category	Cash Price	Credit Price
	Crystal Fire Chicken	sandwich	\$9.39	\$9.77
	Mimi's Southern BBQ	sandwich	\$9.49	\$9.87
	Naked Chicken	sandwich	\$9.49	\$9.87

Other Industries

Let's look at **Retail**. Take these two activewear brands from Target - "JoyLab" & "All in Motion". If your store carries items with *brand names*, the Duo best practice is to use the brand name as the CATEGORY.

So the data for this price list could look like:

Item #1a Name: Pink Women's Strappy Bra

Item #1a Category: JoyLab

Item #1b Name: Black Women's Strappy Bra

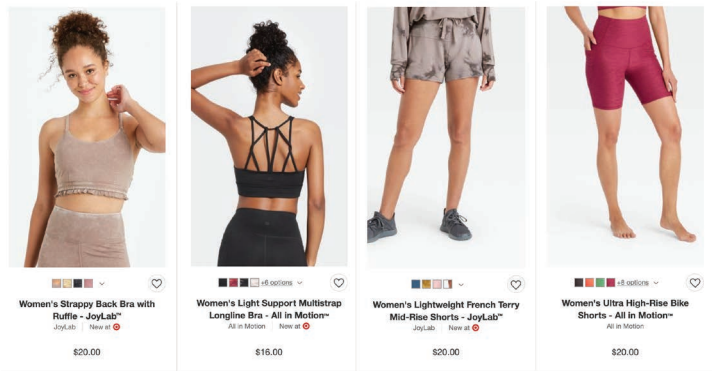
Item #1b Category: JoyLab - etc. with the other colors

Item #2a Name: Black Women's Multistrap Bra

Item #2a Category: All in Motion

Item #2b Name: Red Women's Multistrap Bra

Item #2b Category: All in Motion - etc. with the other colors



For these types of products, **COLOR** is the primary distinction between items with the same brand and type.

For other types of products, the distinction could be a *unit of measure* like **ounces** (12oz. Coke vs. 24oz. Coke), or **count** (10 pc. vs. 4pc), or **size** (M, LG, XL, XXL). In Duo, by putting the attribute that is **different first in the NAME field**, you will assure that your products will be easy to find for customers. Because the field is truncated and some of the information could be cut off on the price list if you have a very long name, using this best practice will create the best user experience.

Have lots of products to key in? Be sure to download and use our **Chicken Shack sample product list.csv** file to enter your data, then you will only need to upload photos for each product. **PRO TIP:** Save the .csv file as an Excel file as you are working on it, then convert back to .csv before uploading to DuoPriceList.

