

# How to change prices in Intouch

**Go to 'Management'**

**image-1613146419137.png**

**Then 'Occasional Menu'**

**image-1613146980269.png**

**And click 'Menus' at the top**

**image-1613147152669.png**

**Click on the item you want to change the price of**

**image-1613147398062.png**

**You will then see 'Details' top right**

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**Once in details you will see 'Price'**

**image-1613148030336.png**

**Click in the 'Price' box and enter the new price**

**image-1613148079270.png**

**Once you have changed the price(s) click 'Finished'**

**image-1613148334165.png**

**And 'Finished' again**

**image-1613148336966.png**

**And 'Exit'**

**image-1613148262170.png**

**If you have Online Ordering with us it will ask you to 'Upload Menu to Website'**

**image-1613148605714.png**

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**If so click 'Yes' to upload**

**image-1613148727380.png**

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**Check the item in inTouch has the correct price**

**image-1613148912656.png**

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**Do the same for all the other price changes you may have.**

**Check the website regularly**

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