

# Updating onTrack Pricing for Local Search Online Quotes

## How do I set my own pricing?

1. Log into onTrack and go to the "Company" tab.

2. On the left hand side, click on the "Products & Services" link.

3. On the View: dropdown select "All."

4. In the Look for: box, type in "Web"

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Name	Type	Group	Description	Price	Active	Price List
WC1-Basic C...	Service	Carpet Cleaning	Basic Cleaning (per room)	\$0.00	True	Web
WC1-Protect...	Service	Carpet Cleaning	Carpet Protect Only	\$0.00	True	Web
WC1-PURT-P...	Service	Carpet Cleaning	Pet Urine Removal (estimate on s...	\$0.00	True	Web
WC1-Spot-R...	Service	Carpet Cleaning	Specialty Spot Removal (per hour)	\$0.00	True	Web
WC1-Sanitiz...	Service	Carpet Cleaning	Carpet Sanitizer Only	\$0.00	True	Web
WC1-Stair-L...	Service	Carpet Cleaning	Stair Landing	\$8.00	True	Web
WTILE-Tile...	Service	Tile & Stone	Tile & Stone Care	\$0.00	True	Web
WU3S1-Uph...	Service	Upholstery	Upholstery - Sofa (Seats 3; 7 line...	\$112.00	True	Web
WU4S1-Uph...	Service	Upholstery	Upholstery - Sofa (Seats 4; 9 line...	\$144.00	True	Web
WU5CH1-Uph...	Service	Upholstery	Upholstery - Chaise (6 linear feet)	\$96.00	True	Web
WU6CH1-Uph...	Service	Upholstery	Upholstery - Dining Chair (each)	\$15.00	True	Web
WU6CR1-Uph...	Service	Upholstery	Upholstery - Dining Chair (Seat & ...	\$30.00	True	Web

There will be **20 items**, that will need to have their pricing changed to your own pricing.

\*Average pricing will be set and it is up to the franchisee to change this pricing as soon as possible.

Items such as Area Rugs, Tile & Stone, Spot Removal, PURT, Protectant or Sanitizer should be left at \$0.00, as those can be **ONLY** quoted on-site.

5. Click on a line item name.
6. Change the price and quantity.  
\*Remember this is "Per Room" pricing, not by square foot. We base each room off of 200 sq. ft. or less
7. Once all information is filled out, click on the "Save" button.
8. Click back to "Products & Services" and move onto the next line item.

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**Remember that your pricing is set at average pricing. It is up to the you to change this before your Local Search launch date of your new directory listing and/or landing page.**

If you have any questions in regards to changing your pricing for the "Book Online" tool, please contact Roxanne Anderson at 435-890-1083.