Hiding Prices in ProSelect

Introduction

This video explains how to hide prices in ProSelect when showing images to clients. You'll learn how Presentation Mode and the "Show Prices" option work to keep clients focused on their images while you manage order details behind the scenes.

Understanding Presentation Mode

ProSelect is designed with two main interfaces:

- **Main Screen:** Used for controlling the presentation, entering notes, and adding order information.
- **Client Presentation Screen:** Used for client-facing viewing. It hides tools, input windows, and pricing details, helping clients focus solely on their images.

Presentation Mode requires a second monitor such as a projector, TV, or additional display. If your setup doesn't support a second screen, you can still conduct a client session by hiding prices manually.

Where Prices Appear in ProSelect

Prices can appear in several areas within ProSelect, including:
- The Info Bar when working with rooms
- The Order Menu
- The Review Order Invoice

Steps to Hide Prices

1. On the top menu, click **View**.

2. Select Show Prices.
   - This option is checked by default.
   - Clicking it will uncheck the item and automatically close the menu.

3. Once unchecked, all visible pricing will be turned off throughout ProSelect.
   - Prices will disappear from the Info Bar in Working with Rooms.
   - They will also be hidden in the Order Menu and Review Order window.

4. In the **Review Order** window, individual item prices are hidden, but the subtotal remains visible.
   - To hide the subtotal, click the **drop-down arrow** next to "Subtotal."

5. To show prices again, repeat the same steps and turn **Show Prices** back on.

Additional Resources

For more detailed instructions and tips consult the "Hide/Show Prices" and "Presentation Mode" sections in the ProSelect online manual, accessible via the "Help" menu under "Open Online Help Guide."