

## PRODUCT SALES PRICE UPLOAD GUIDE

### Product Sales Price Upload

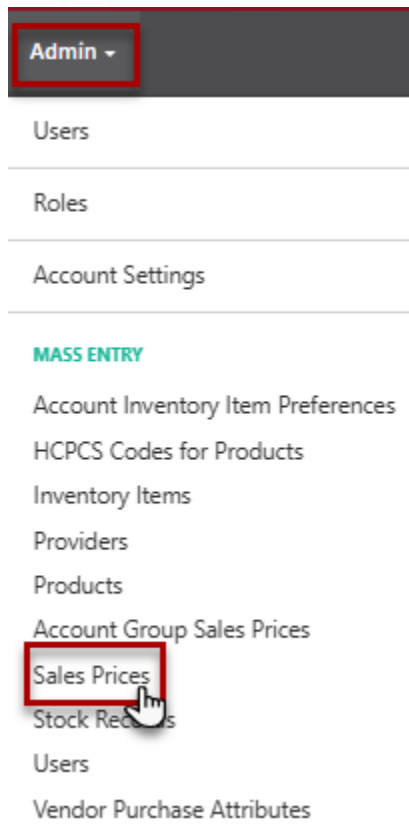
Instructions for uploading sales prices to products. This process can be used to add the initial sales prices or to adjust pricing if changes are needed.

**Note** the Product and Inventory Items must exist prior to the uploading process or the item will fail to upload. Only Users with the Admin role see the Upload options under the Admin tab.

In a spreadsheet enter the data in the following columns to ensure it is uploaded accurately:

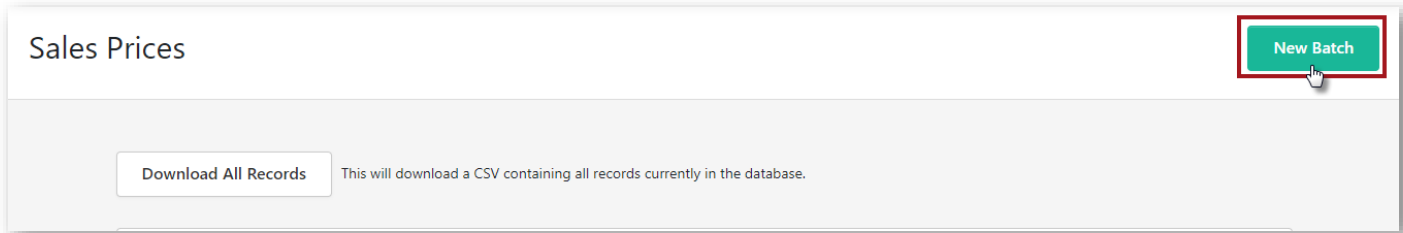
Manufacturer	Product Name	Inventory Value Cost	Billed Charge	Patient Price
DJO - ProCare	3-Panel Knee Splint	0	100	50
DJO - Aircast	AirSelect Standard	0	315	210
DJO - Exos	Boxer's Fracture Brace	200	450	215
DJO - Donjoy	Reaction Knee Brace	0	220	150

In MotionMD go to Admin tab > Sales Prices

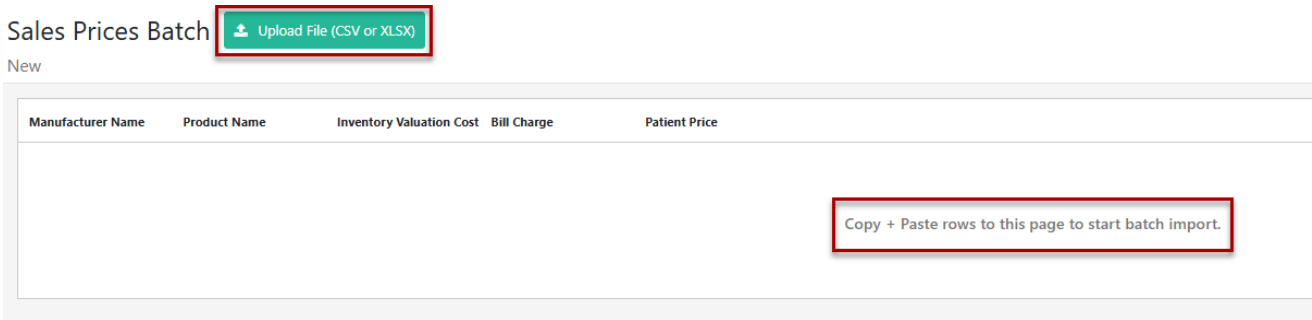


# Product Sales Price Upload Guide

Click New Batch button on Sales Prices upload page



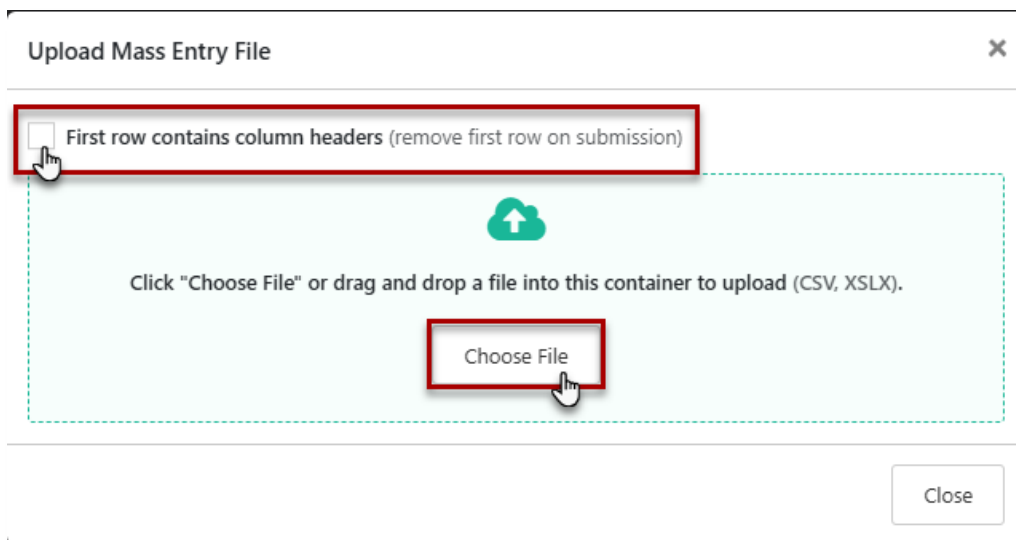
The New upload page opens where users have the option of copy/pasting the data or uploading via CSV or XLSX file



If copy/pasting data, users should not copy the headers from the spreadsheet. Click into the Copy + Paste section with mouse then Paste into the section below the headers on the New Batch page.

**Note:** Paste only works using Control/Command V to get data to paste onto page. Right click and paste on mouse does not work.

If uploading via CSV or XLSX file- Please check the box indicating if the first row contains column headers prior to uploading file.



# Product Sales Price Upload Guide

Click the Submit button to start the upload

Sales Prices Batches / New

Sales Prices Batch Upload File (CSV or XLSX)

New

Submit 4 Rows ready to import.

After pasting/uploading the data, it will appear on the page

A count of rows will show how many rows were pasted/uploaded (Validate with your spreadsheet)

Click Submit button to start the upload

Manufacturer Name	Product Name	Inventory Valuation			
DJO - ProCare	3- Panel Knee Splint	0			
DJO - Aircast	AirSelect Standard	0	315	210	⊖
DJO - EXOS	Boxer's Fracture Brac	0	450	215	⊖
DJO - Donjoy	Reaction Knee Brace	0	220	150	⊖

After Submitting, the sales prices will process. Once this is complete the successful rows will Show **Green** checks.

Clicking the Failed button will show just the Failed lines. They can be corrected on the page and resubmitted by clicking the **blue** refresh button.

Sales Prices Batches / Created on 04/15/2026 03:36 PM by Nicole Kolo

All Failed Resubmit Failed Download Failed Rows Download All Rows New Batch

4 of 4 Items have been processed.

Manufacturer Name	Product Name	Inventory Valuation Cost	Bill Charge	Patient Price	
DJO - ProCare	3- Panel Knee Splint Product not found	0	100	50	⊖
DJO - Aircast	AirSelect Standard	0	315	210	✓
DJO - EXOS	Boxer's Fracture Brac	0	450	215	✓
DJO - Donjoy	Reaction Knee Brace	0	220	150	✓

Failed Rows can be filtered by clicking on the failed button. Any failed rows can be corrected on the page and re-submitted. Failed rows can also be downloaded into a CSV by clicking the Downloaded Failed Rows button.

On failures, the error message will appear below the product that failed.

The Blue Refresh button allows the line to be resubmitted after corrected

The red button allows you to delete the line.

Rows successfully updated will appear with GREEN Check. Any failed Rows will show RED

Lines fail if the product is not found, manufacturer is not found or a line is blank