

How to Set Service Charges

From each till:

1. Log in to 'Back Office'
2. Select 'System Setup'
3. Select 'System Configuration'
4. Select 'Profiles'
5. Select 'New Record'
6. Select 'Keyboard on'
7. Type in **Service** and press the enter ← key
8. Click on the next field setting 1
9. Type in **Y** and press the enter ← key
10. Click on the next field setting 2
11. Type in **10** and press the enter ← key
12. Click on Data and then Save and then Record

To change a description that prints:

1. Log in to 'Back Office'
2. Select 'System Setup'
3. Select 'System Configuration'
4. Select 'Profiles'
5. Select 'New Record'
6. Select 'Keyboard on'
7. Type in **Service name** and press the enter ← key
8. Click on the next field setting 1
9. Type in **Y** and press the enter ← key
10. Click on the next field setting 2
11. Type in **Optional Service** and press the enter ← key
12. Click on Data and then Save and then Record

No tax on the service charge:

1. Log in to 'Back Office'
2. Select 'System Setup'
3. Select 'System Configuration'
4. Select 'Profiles'
5. Select 'New Record'
6. Select 'Keyboard on'
7. Type in **Service tax** and press the enter ← key
8. Click on the next field setting 1
9. Type in **Exempt** and press the enter ← key
10. Click on Data and then Save and then Record