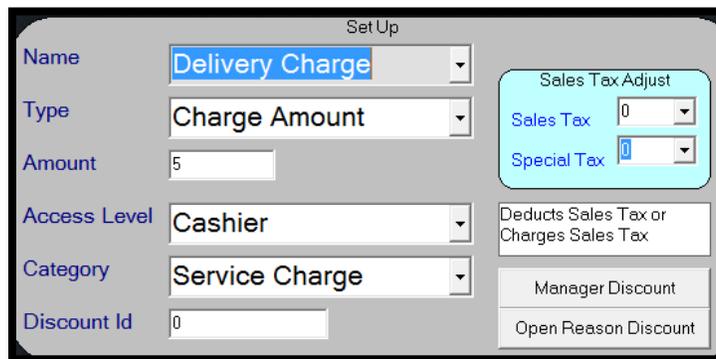


Delivery Charge Setup

In Version **8.0.870** and above the Delivery Charge function works slightly different than before. The charge will now be applied based on the customer's zip code. This change allows for restaurants and customers to both know if the delivery is possible before placing their entire order.

The following are directions for setup:

- 1) Log into the Managers Menu
- 2) Click the Delivery Gratuity Maintenance button
- 3) If you have a delivery charge already created then you may use that otherwise the following instructions will create a one:

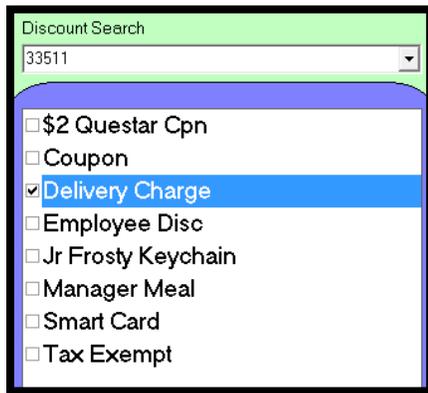


The screenshot shows a 'Set Up' form for a delivery charge. The form has the following fields and options:

- Name:** Delivery Charge (dropdown menu)
- Type:** Charge Amount (dropdown menu)
- Amount:** 5 (text input field)
- Access Level:** Cashier (dropdown menu)
- Category:** Service Charge (dropdown menu)
- Discount Id:** 0 (text input field)
- Sales Tax Adjust:** A light blue box containing:
 - Sales Tax:** 0 (dropdown menu)
 - Special Tax:** 0 (dropdown menu)
- Deducts Sales Tax or Charges Sales Tax:** A button with a dropdown arrow.
- Manager Discount:** A button.
- Open Reason Discount:** A button.

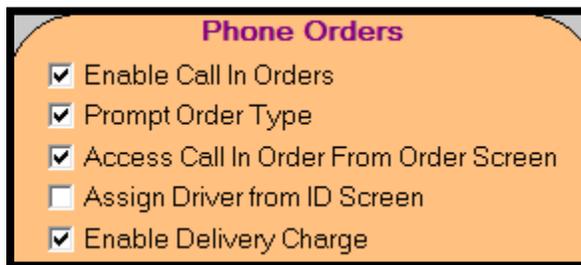
- a. Create a **name** for the delivery charge (i.e. Delivery Charge)
- b. Select the Type as **Charge Amount**
- c. Enter in an **amount** (i.e. 5)
- d. Select an **Access Level** (i.e. Cashier)
- e. Select the Category as **Service Charge**
- f. Change the Sales Tax to **0**
- g. **SAVE**

4) Click the Discount Events button



- a. Type a **zip code** that your store will deliver to within the Discount Search field.
- b. Select the **checkbox** next to your Delivery Charge discount
- c. **SAVE**

5) Go to Register Options by Terminal



- a. On the General tab select the checkbox for **Prompt Order Type** as well as **Enable Delivery Charge**
- b. **SAVE**