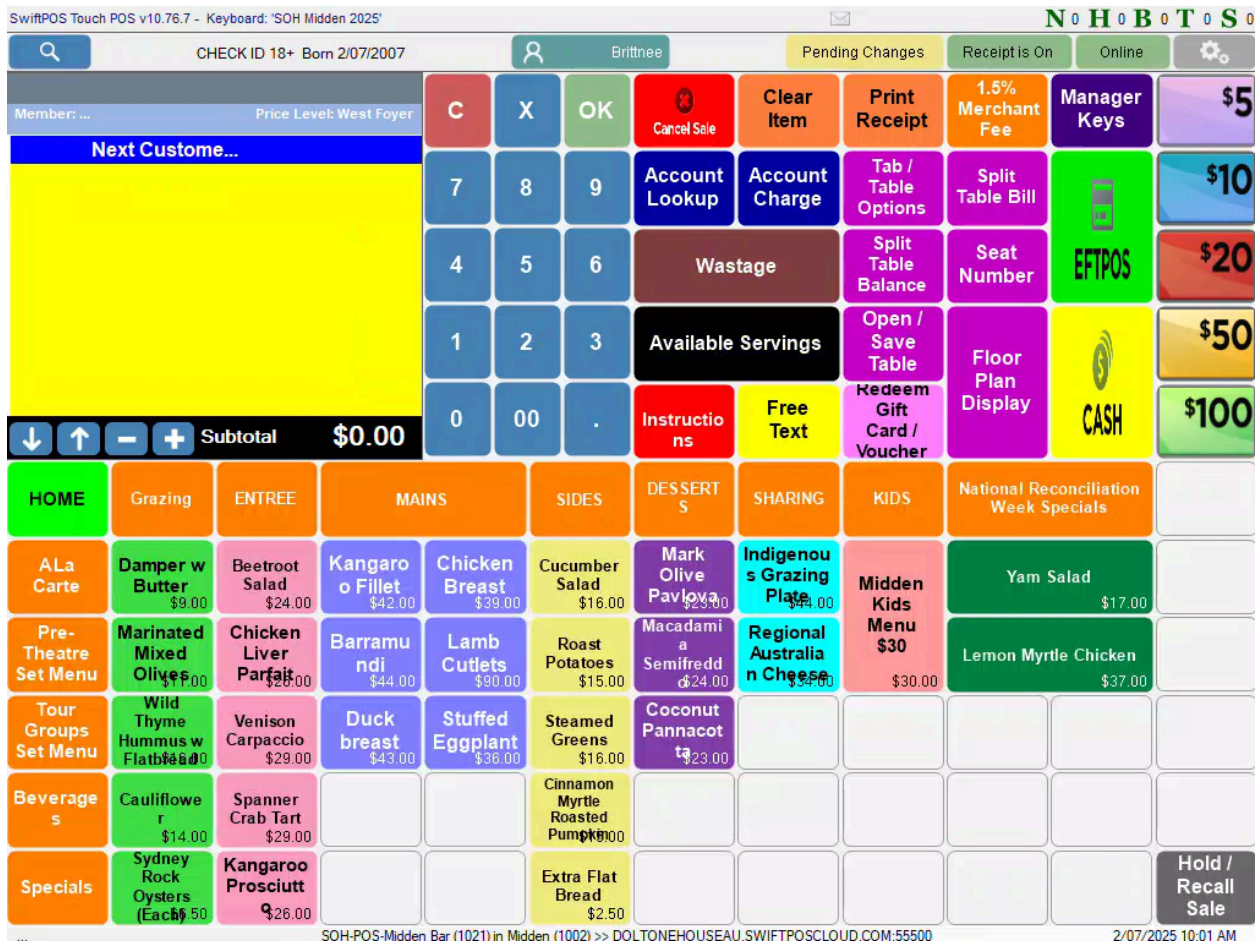


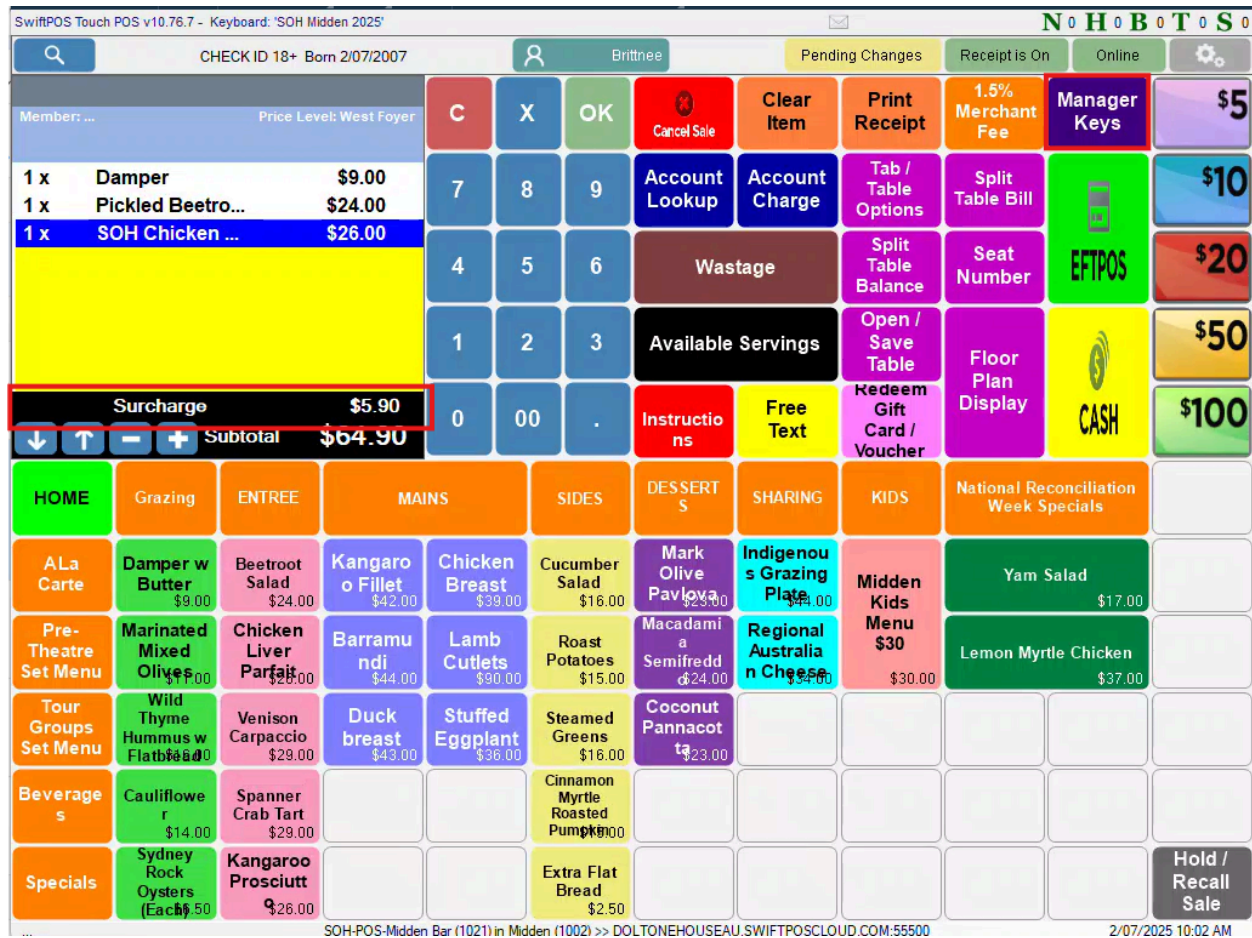
Training Doc for how to remove auto-surcharges from POS

1. On the till select the items for sale or to charge guest

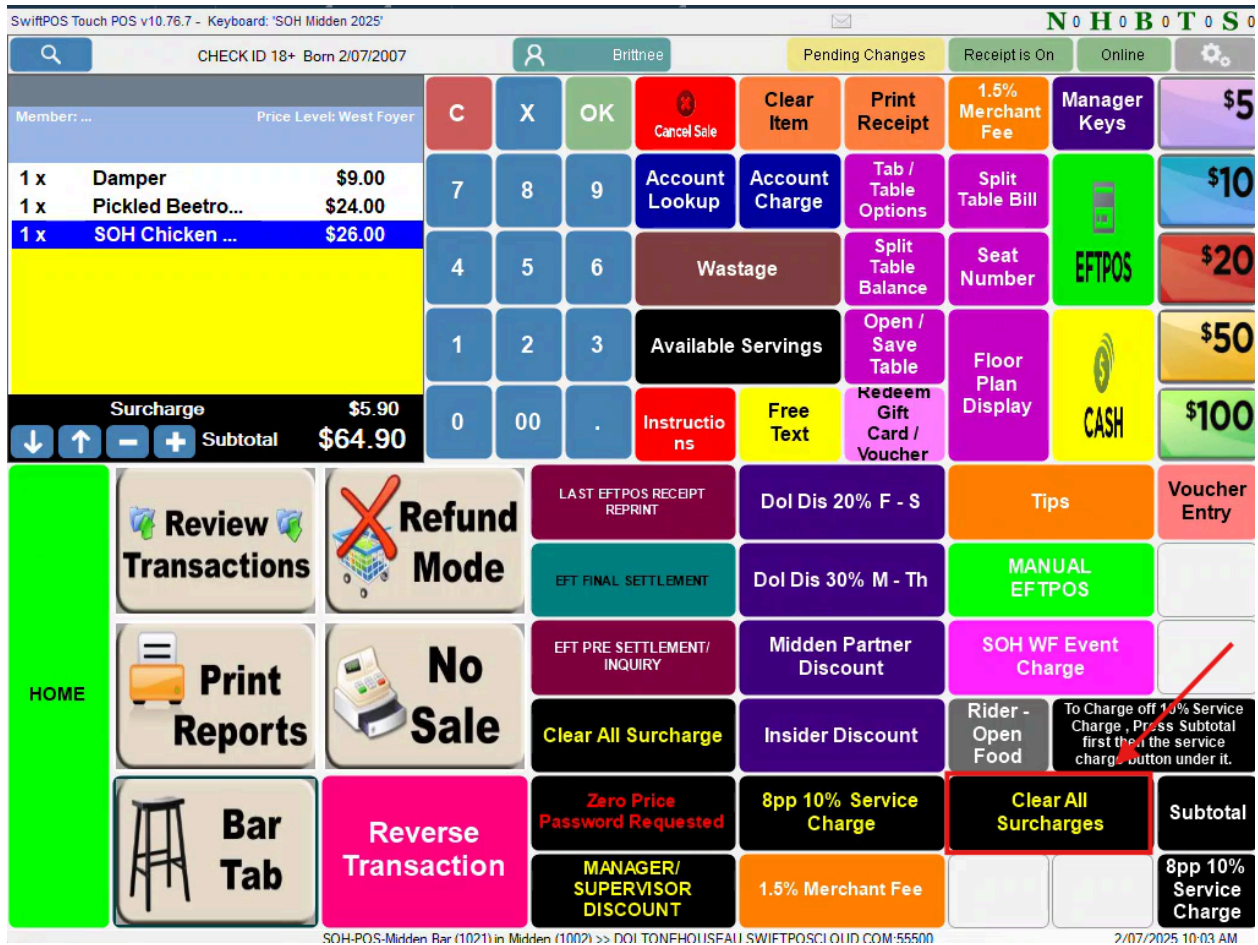


2. You will see the surcharge auto-apply (Sunday surcharge and / or Public Surcharge for example)

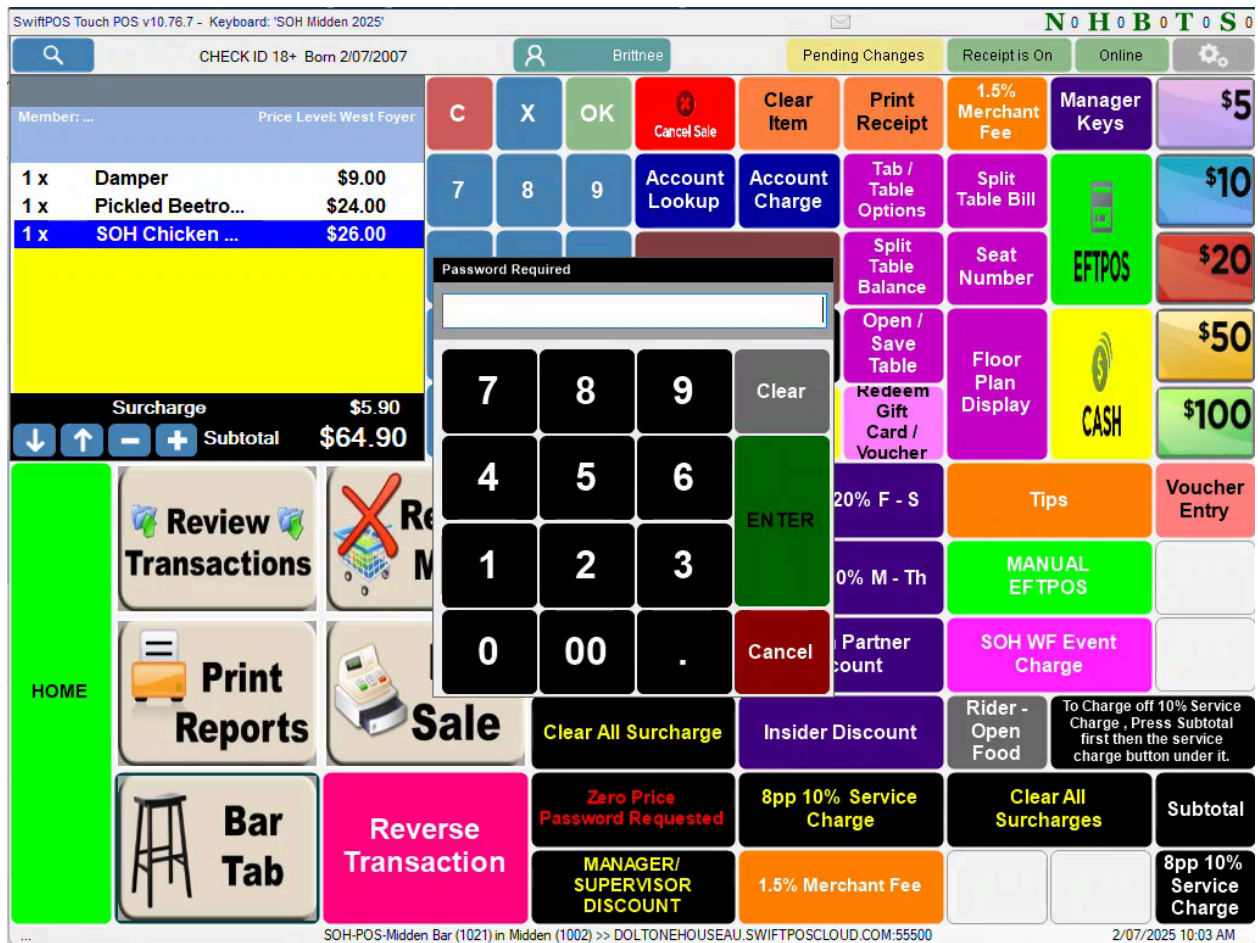
3. When ready to print bill or guest wanting to pay, select Manager Keys



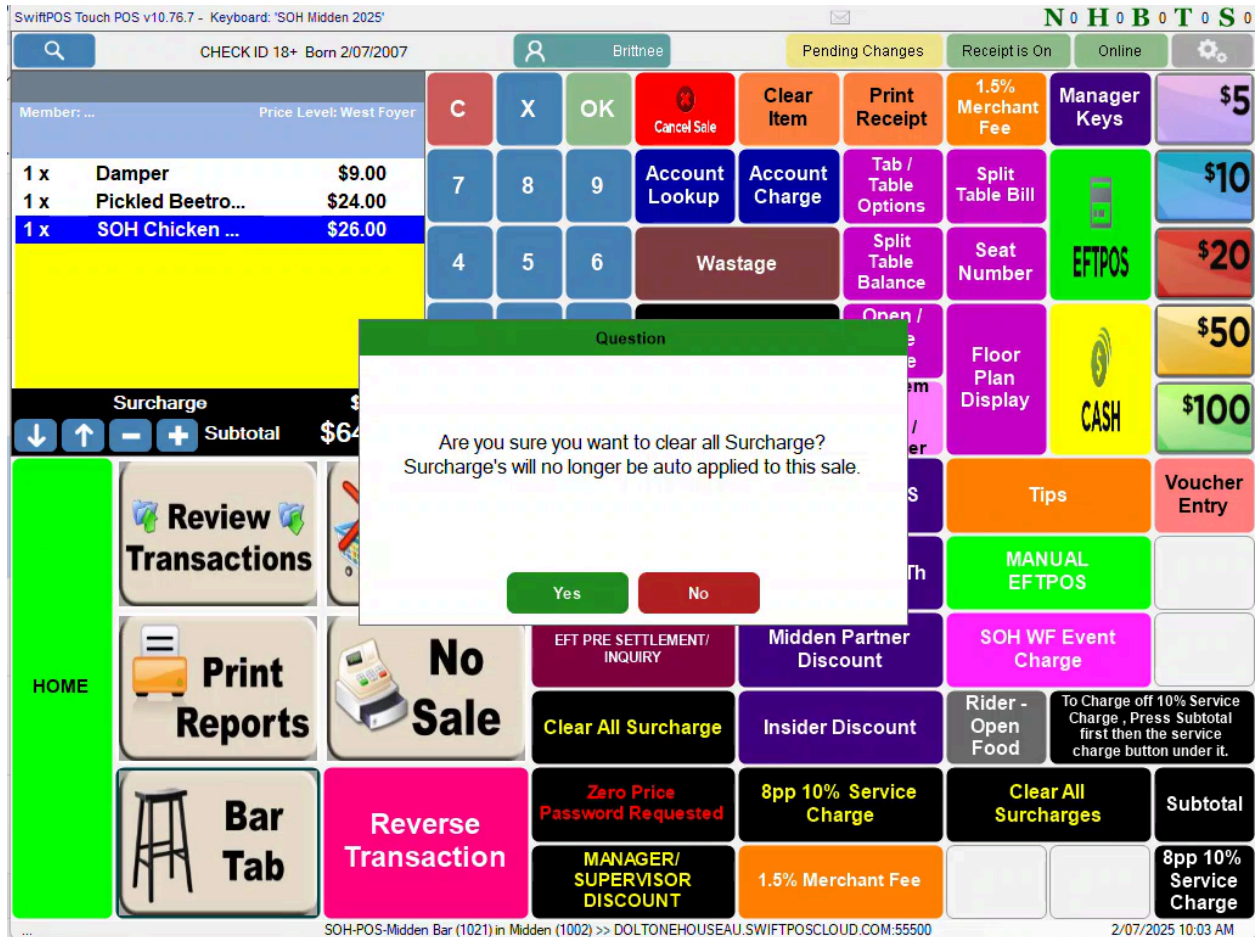
4. Select Clear All Surcharges



5. Enter the Manager Password



6. Select YES to remove the surcharge from sale



7. Update complete - you will no longer see surcharges on this order

- Note should only be applied for pre-paid and or packages that have been confirmed to not have surcharge applicable. Please confirm with the sevenrooms booking notes and/or your Managers on site before removing the surcharge.

