

# iCAFE - Manage Public Holidays

## Introduction

Public Holidays are special days of the year in which many stores wish to charge an special amount to take into account the extra labour charges involved with staff on these days. iPOS provides a simple system that allows you to manage this feature so that staff don't have to remember to add the surcharge during the rush of the day.

The iPOS Public Holiday feature does not contain a list of public holidays this is a set and unset feature that needs to be turned ON at the start of the day and turned OFF at the end of the day.

To maintain the greatest flexibility the Public Holiday Surcharge has separate controls for the Restaurant and the Fastbar. This will allow you to turn the feature on for dine in guests but keep it turned off for bar sales. You may also turn the surcharge on for both systems.

## How it works

**Restaurant** – A Public Holiday Surcharge line is added to each SEAT of the Table. This method ensures that the surcharge is equally shared amongst the guests, keeps the Seat Total correct and will work with the Split Bills feature. The value of the surcharge is constantly recalculated every time the order changes and is a percentage of the Seat Total. Public Holidays surcharges do not print to the Kitchen or Bar, they only appear on the Receipt.

**Fastbar** – A Public Holiday Surcharge line is added to the end of the order. The value of the surcharge is constantly recalculated every time the order changes and is a percentage of the Order Total.

## Procedure - Public Holiday Surcharging RESTAURANT

LOGIN to the system using your LOGIN and PASSWORD

Select Restaurant from the Configuration Menu

Tick the box next to Public Holiday Surcharge to turn it on. Clear the tick to turn it off.

Click Save

## Procedure - Public Holiday Surcharging FASTBAR

LOGIN to the system using your LOGIN and PASSWORD

Select Fastbar from the Configuration Menu

Tick the box next to Public Holiday Surcharge to turn it on. Clear the tick to turn it off.

Click Save

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