# Setting up your Services

*Creating a service is **not used for products** you sell; this section is used for reoccurring charges you make in your business. Use a descriptive title for the service name so a parent can understand it clearly. Each service is unique example monthly, quarterly, semester etc. Your price for the service makes a service unique as well. Discounts are set under the customer's profile, and transact automatically with a billing run. You do not need to make a specially priced service for a client with discount.*

## Quick Guide…

- ➢ Go to your AdminOnline dashboard
- ➢ Click on the "Services" button under Settings
- ➢ Click on the "Add Service" button
- ➢ A pop up box appears for you to complete
- ➢ Click save and the Service is now ready in your system
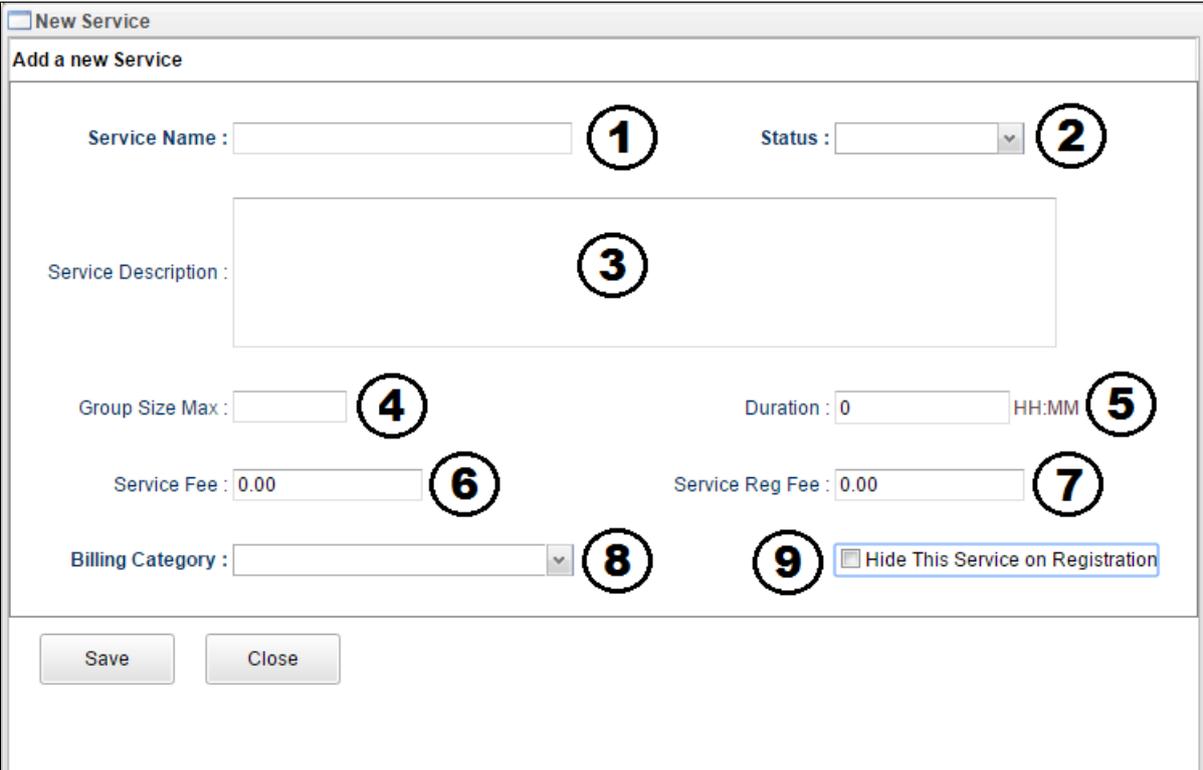
## Step by step in detail...

- ➢ Go to your AdminOnline Dashboard
- ➢ Click on your "Services" button in the Settings section
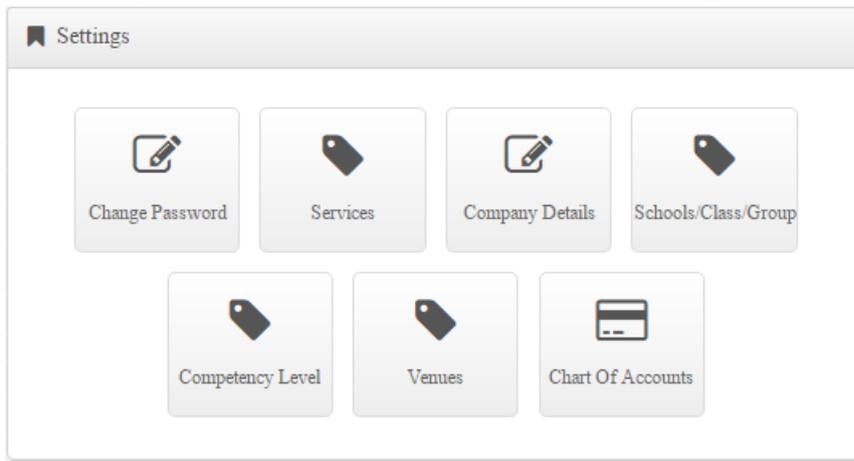


- ➢ To create a new service, click on the "New Service" button



- ➢ A box will pop up for you to create a service

1. Make the service name clear…example Swimming x1 a week per term or Full Day Care per month
2. Select the status to Active, selecting inactive will render the service inoperable
3. Service description is purely for office use and the parent will not see this anywhere
4. Group size max is an optional guideline for you to use. It will not prevent you exceeding the number of kids as per the number set
5. Duration will be the time spent in one class example 0:30 (30 minutes) or 1:00 (one hour)
6. Service fee is the fee you will charge for this service. Do not make a discounted price in here. There is a discount feature in the system for you to use per account or member.
7. Service registration fee is used if you want to charge your registration fee per service that is chosen for the child. Most businesses set a registration fee per child entering their business and that registration fee is not set here, but under you Company Details section (Explained in *Setting up your Company Details)* Registration fees are activated as a once off charge when an Account, Attendee or Service is selected.
8. Now you have described the service as for example Swimming monthly, you must set your Billing category to "Basic Billing Monthly"
9. Hiding the service from the registration can be because you want to continue giving the service to existing clients but do not wish for it to be sold and selected by new clients. Selecting this option will hide the service from your registration form.

Once all the data is in, add the service by clicking on "Save"

*Now that you have completed all your services, you can go to your registration form, and see the list of services under the "Add Children" tab*