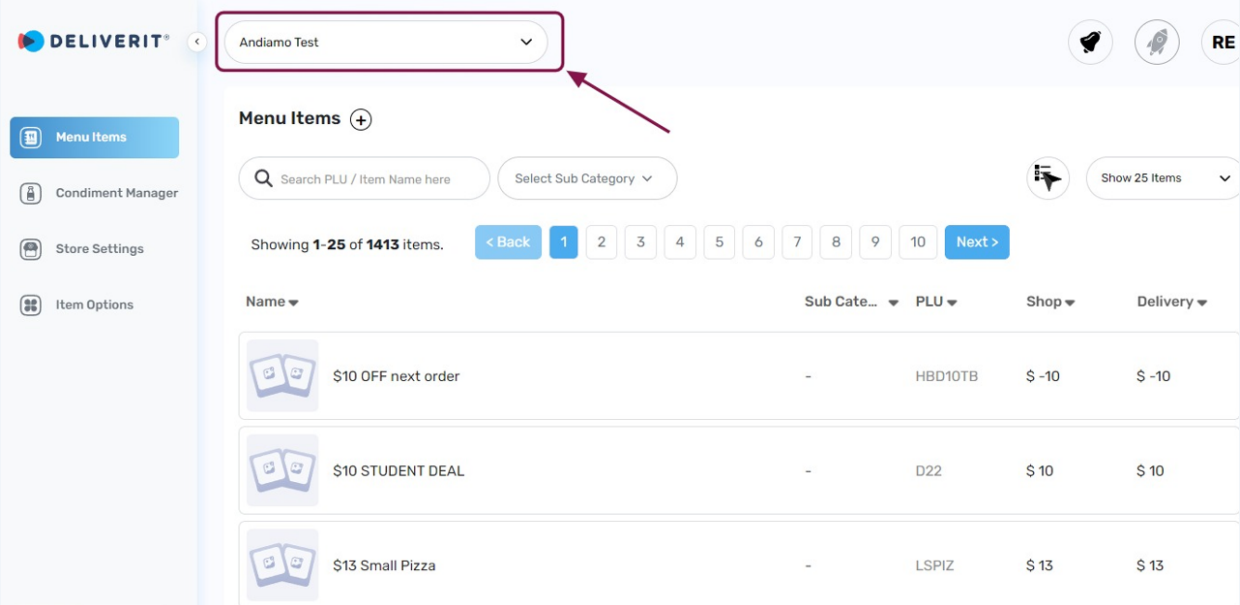


# How to Set Up a Public Holiday Surcharge

This guide provides step-by-step instructions on how to set up a public holiday surcharge for your store. By following these steps, you can easily apply a surcharge on select dates.

- 1 **Log-in** to <https://my.deliverit.com.au> with your DPOS Cloud account credentials.

- 2 Make sure your store is selected from the drop-down list.



The screenshot shows the Deliverit dashboard interface. At the top left, the Deliverit logo is visible. A dropdown menu is open, showing the store name 'Andiamo Test' with a downward arrow. A red box highlights this dropdown, and a red arrow points to it from the right. Below the dropdown, the 'Menu Items' section is visible, featuring a search bar, a sub-category selector, and a list of items. The list includes '\$10 OFF next order', '\$10 STUDENT DEAL', and '\$13 Small Pizza'. The table columns are 'Name', 'Sub Cate...', 'PLU', 'Shop', and 'Delivery'.

Name	Sub Cate...	PLU	Shop	Delivery
\$10 OFF next order	-	HBD10TB	\$ -10	\$ -10
\$10 STUDENT DEAL	-	D22	\$ 10	\$ 10
\$13 Small Pizza	-	LSPIZ	\$ 13	\$ 13

3 Go to the **Store Settings** tab on the left-hand navigation bar.

Store Settings

Trading Hours Shop Closed Dates Public Holiday Surcharge Dates

Online Ordering Pickup Delivery Lunch Hours

Days	Open Time	Close Time
Monday	11:00 AM	7:00 PM
Tuesday	11:00 AM	7:00 PM
Wednesday	11:00 AM	7:00 PM
Thursday	11:00 AM	7:00 PM
Friday	11:00 AM	7:00 PM
Saturday	11:00 AM	7:00 PM
Sunday	11:00 AM	7:00 PM

4 Once on the **Store Settings** page, select the **Public Holiday Surcharge Dates** tab.

DELIVERIT® Andiamo Test

Store Settings

Trading Hours Shop Closed Dates Public Holiday Surcharge Dates

Online Ordering Pickup Delivery Lunch Hours

Days	Open Time	Close Time
Monday	11:00 AM	7:00 PM
Tuesday	11:00 AM	7:00 PM
Wednesday	11:00 AM	7:00 PM
Thursday	11:00 AM	7:00 PM
Friday	11:00 AM	7:00 PM
Saturday	11:00 AM	7:00 PM
Sunday	11:00 AM	7:00 PM

5 From the calendar, select which **date/s** you would like to apply the surcharge.

The screenshot shows the 'Store Settings' interface with the 'Public Holiday Surcharge Dates' tab selected. The calendar for January 2024 is displayed. The date 24th is highlighted with a red arrow. A 'Public Holiday' label is visible on the 9th. The left sidebar contains navigation options: Menu Items, Condiment Manager, Store Settings (highlighted), and Item Options. At the bottom left, there is a 'JPos Version 12.20.40 (Need Upgrade)' notification with an 'Upgrade' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

6 Click the **Save button**. Once Saved, changes are automatically deployed.

The screenshot shows the same 'Public Holiday Surcharge Dates' calendar as in the previous step. A red arrow now points to the 'Save' button at the bottom right of the calendar area. The 'Save' button is highlighted with a red box. The 'Public Holiday' labels are now present on the 9th and 17th. The rest of the interface remains the same.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

7

**Refresh** your website to apply the changes.