Procedures to Set-Up A Default Service

Default service charges can be set for each subcategory of custom application.

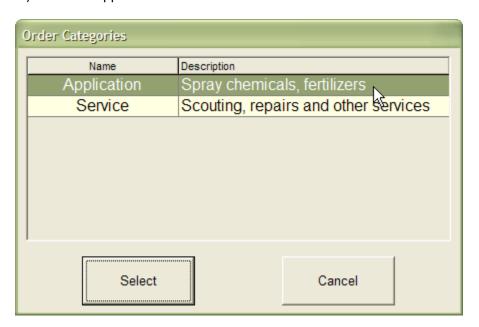
1.) Open DeliveryDoc



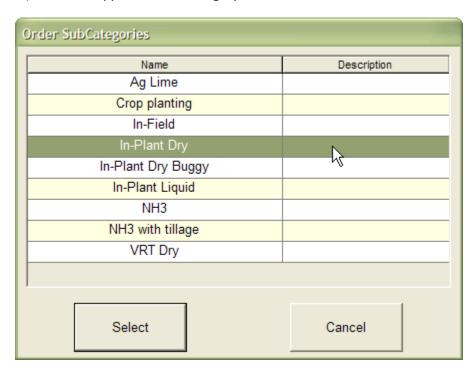
2.) Navigate to the following: TOOLS > EDIT ORDER SERVICE



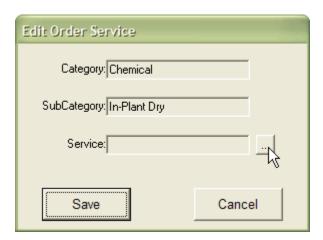
3.) Select an Application



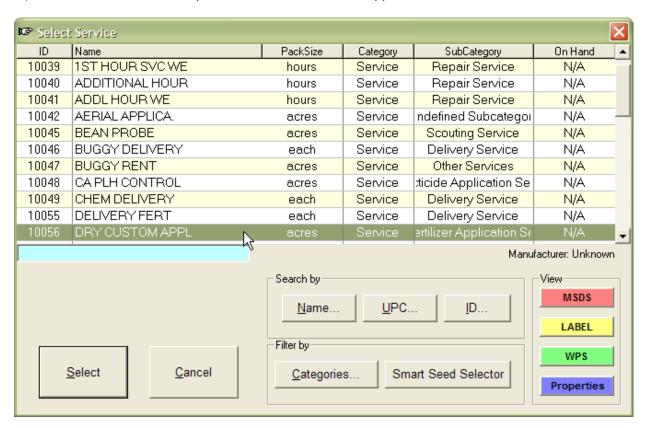
4.) Select an Application Subcategory



5.) This window will appear. Select the "..." button next to Service to proceed.



6.) Select default Service that you would like to add to the Application



7.) You will be returned to this screen. You can see where it has selected the appropriate Service. Press the SAVE Button to complete this task.

