Edit Child Rate

To Edit a Child Rate, go to SETUP | RATES | DEFAULT RATES.

Locate the Child Rate in the Default Rate List. (Shown below)

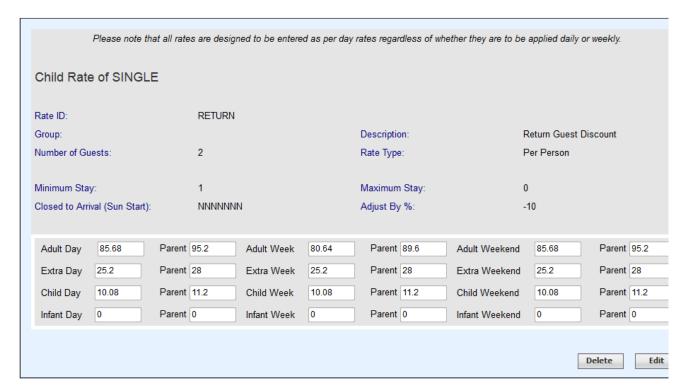
To edit the percentage adjustment or the description of the Child Rate, click on the Rate ID.

Add Single Parent Rate Add Child Rate Special Rates for Agents Edit Parent Rates Edit Parent Rates Edit Child Rate Add Rate Group Edit Rate Group Default Rate Plan - Included Items for Reporting

Click on the Rate ID to Edit the Child Rate.



When you click on the Rate I.D. the Child Rate screen will appear. Click on Edit in the bottom right of the screen.



Edit Child Rate Information

Only the fields shown white: Group, Description and Adjust By % and can edited.

The Group field allows you to add the Child Rate to a Rate Group.

- Group: Choose the Rate Group from the Drop-down list. See Add Rate Group
 - Description: Modify description of Rate
 - Adjust By %: Modify the % amount.

The Rates shown will automatically calculate after you enter a new Adjust By% amount. The Base Rate of the calculation is the Parent Rate that the Child Rate is attached to. They can not be edited manually.

