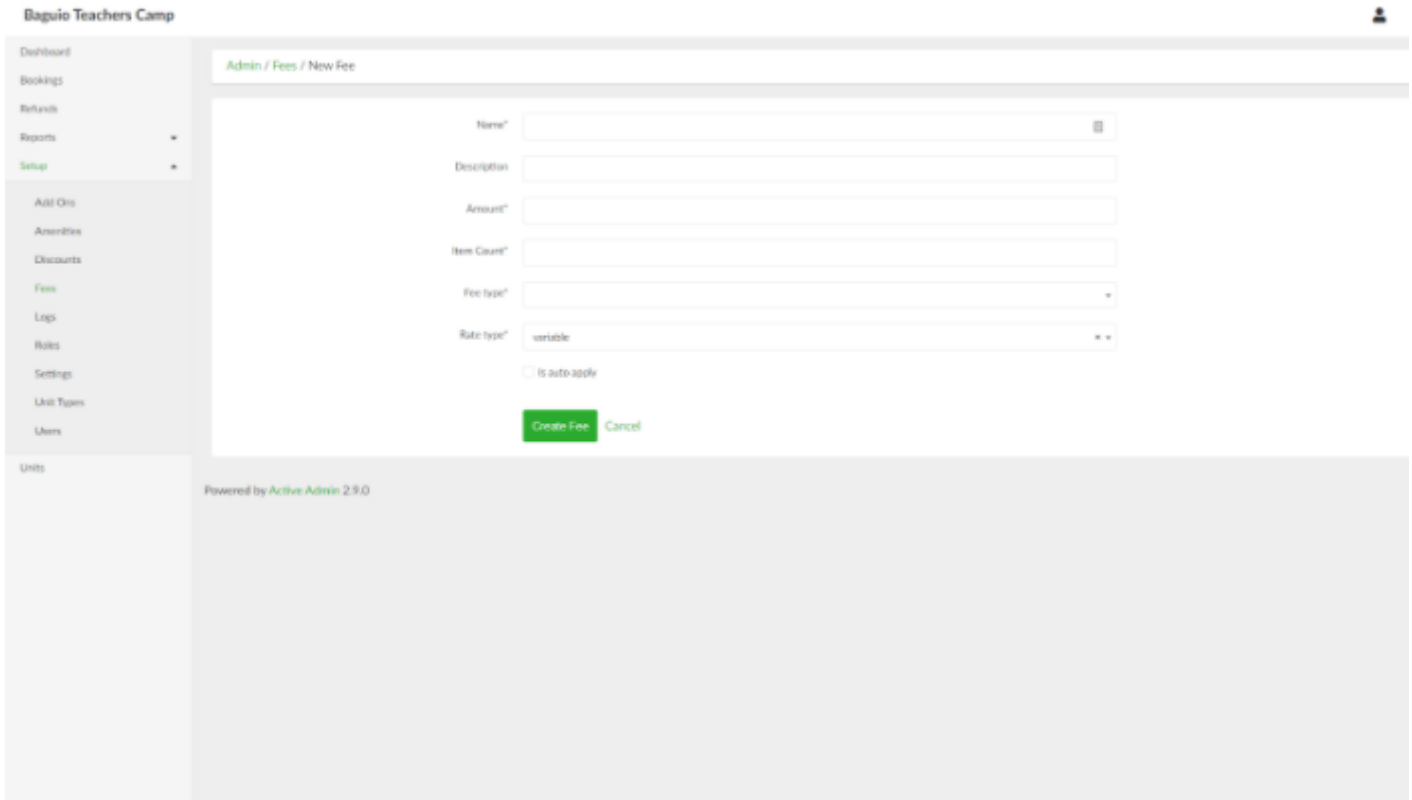


Adding a New Fee

To add a new fee, in the list of fees page, click the **New Fee** button. Provide the details of the fee in the respective fields. If the fee will be applied upon initial creation of booking entry, tick the *Is auto apply* check box.



The screenshot shows the 'New Fee' form in the Baguio Teachers Camp admin interface. The form is titled 'Admin / Fees / New Fee' and is located in the 'Fees' section of the sidebar. The form fields are:

- Name* (text input)
- Description (text input)
- Amount* (text input)
- Item Count* (text input)
- Fee type* (dropdown menu)
- Rate type* (dropdown menu, currently set to 'variable')
- Is auto apply (checkbox, currently unchecked)

At the bottom of the form, there are two buttons: 'Create Fee' (green) and 'Cancel' (grey). The footer of the page indicates 'Powered by Active Admin 2.9.0'.

When done, click the **Create Fee** button.

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