

## HOW TO SCHEDULE A \$35 SPECIAL

1. Go to the customer's record in CLIP.
2. Click on the "Programs" tab.
3. If the customer does not have the \$35 special program added click the + button.  
If the customer does have the \$35 special program go to part B below.
4. From the drop down menu select SPECL.
5. Enter default crew number as 100.
6. Make sure that the "Part of Contract" box is NOT checked.

**Add a Program**

**Step 1 - Choose Program to add**

SPECL \$35 Special

**Step 2 - Check the Defaults for the new Program and Rounds**

Area (Size) 0

Routing Sequence 0

Default Crew Number: 100

Part of Contract

Default Tax Code:

Default Map Location:

Default Job Difficulty:

**Step 3 - Add the Program to the Customer**

+

Return

7. Click the + button.
8. Done.

Part B – If the program is already added.

1. Click on the Round (1 \$35 special.)
2. Make sure the charge per job is set to \$35.
3. Change the Do? Code to A01 Active.
4. Save.