

# Changing Billing Increment

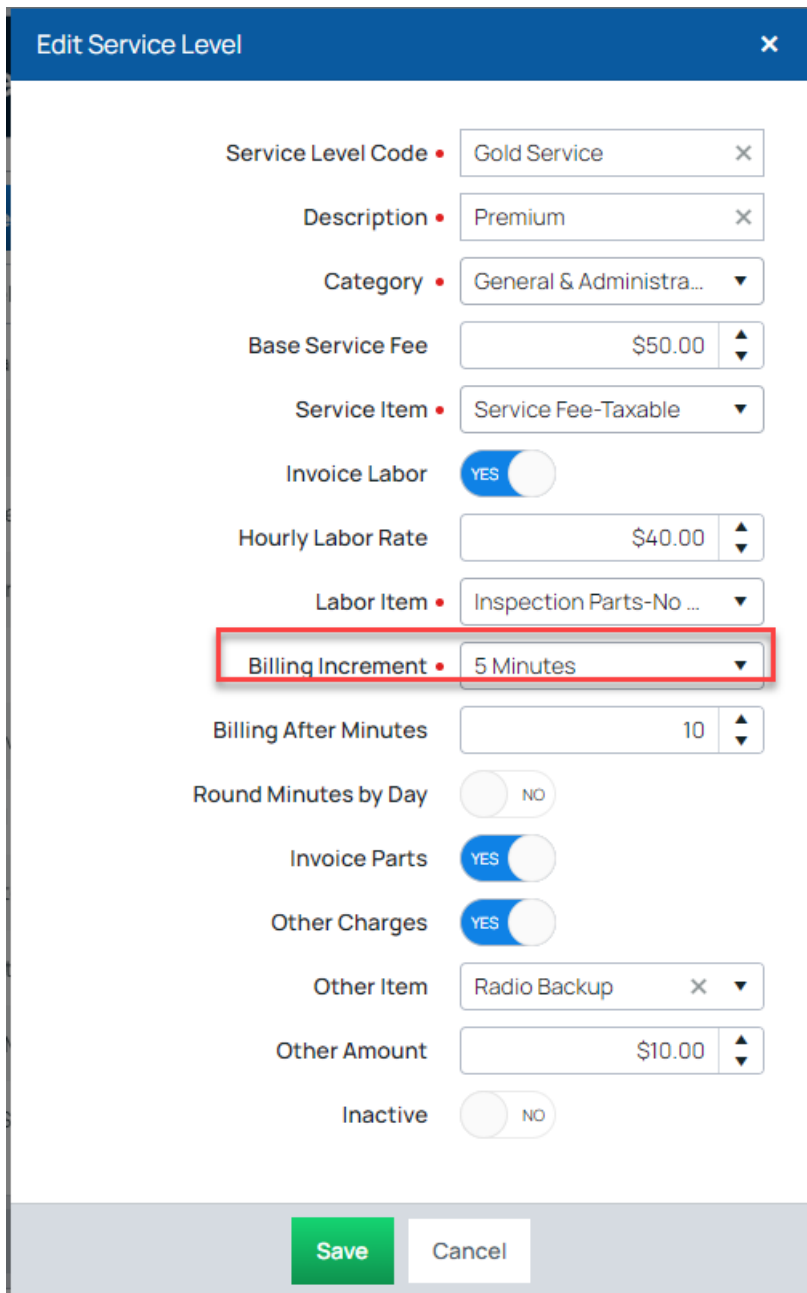
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To change the Billing Increment for a Service Level, follow the steps below.

1. Navigate to Setup > Operations > Service Levels
2. Locate the Service Level Code you wish to edit; click **Edit**



3. In the Edit Service Level screen, change the billing increment in the **Billing Increment** field.
4. Click **Save**.

The 'Edit Service Level' form contains the following fields:

- Service Level Code: Gold Service
- Description: Premium
- Category: General & Administra...
- Base Service Fee: \$50.00
- Service Item: Service Fee-Taxable
- Invoice Labor: YES (toggle)
- Hourly Labor Rate: \$40.00
- Labor Item: Inspection Parts-No ...
- Billing Increment: 5 Minutes** (highlighted with a red box)
- Billing After Minutes: 10
- Round Minutes by Day: NO (toggle)
- Invoice Parts: YES (toggle)
- Other Charges: YES (toggle)
- Other Item: Radio Backup
- Other Amount: \$10.00
- Inactive: NO (toggle)

At the bottom are 'Save' and 'Cancel' buttons.