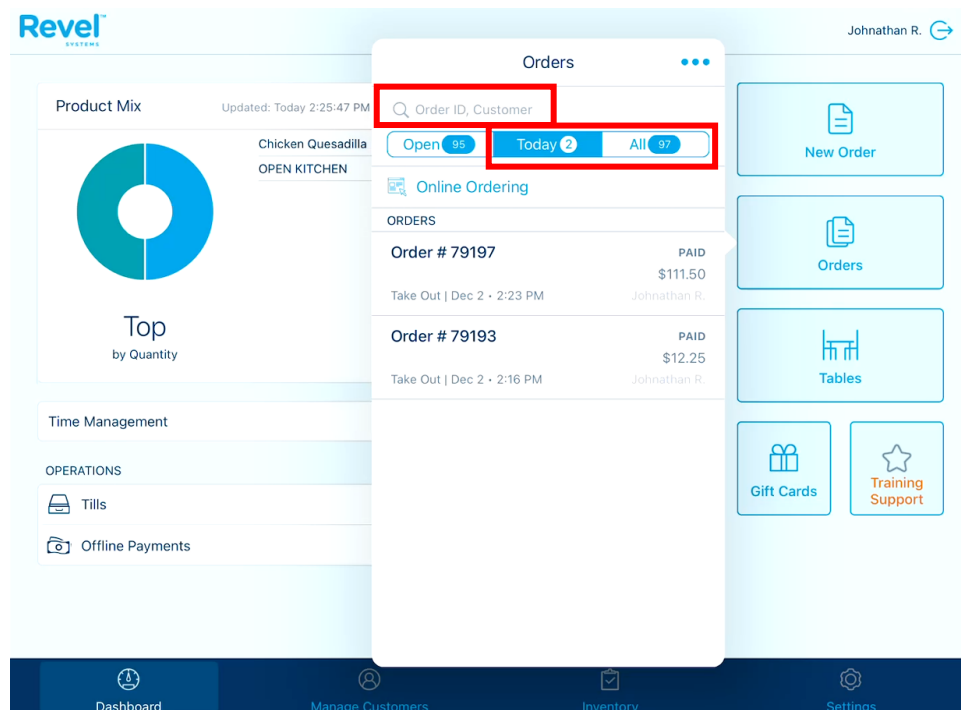


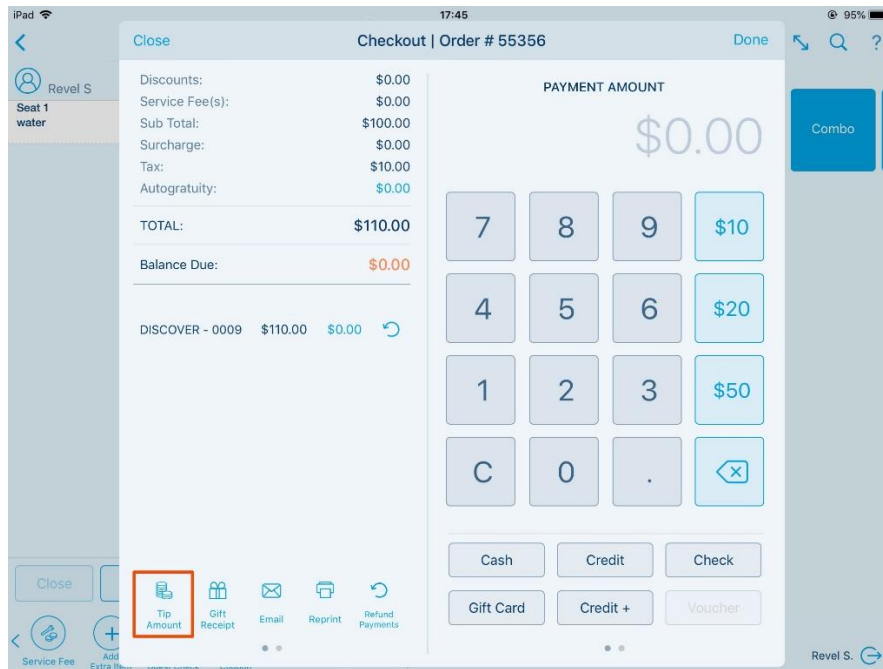
THERE ARE 2 DIFFERENT WAYS TO RECORD TIPS ON CREDIT CARD TRANSACTIONS. THIS WALKTHROUGH WILL SHOW YOU BOTH. NOTE – NEVER RECORD CASH TIPS IN POS 1.

OPTION A:

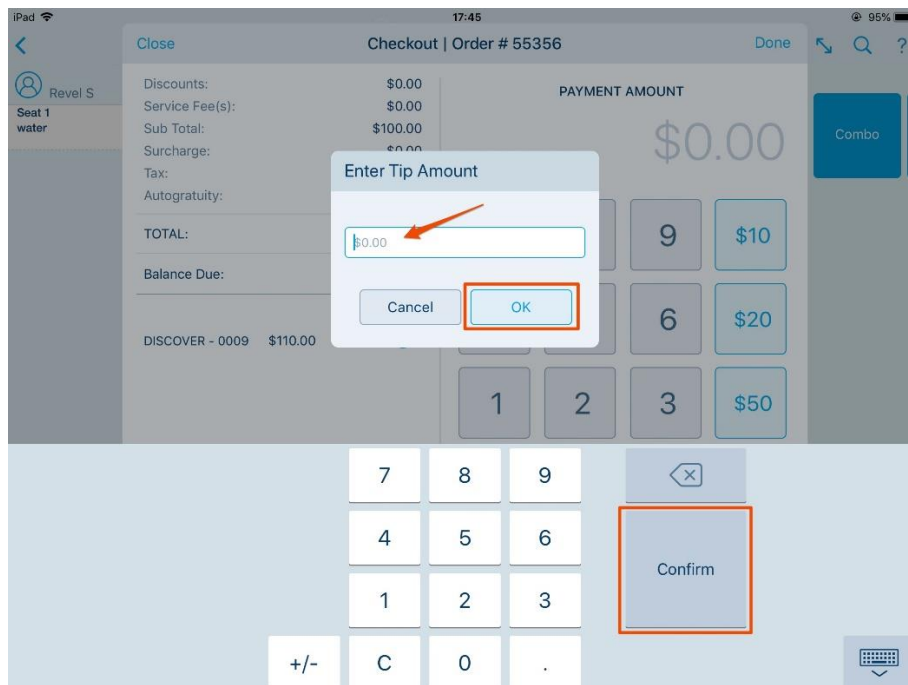
- 1. FROM THE DASHBOARD, TAP ORDERS.**
- 2. SEARCH BY ORDER ID, CUSTOMER, OR MANUALLY LOOK FOR THE ORDER UNDER THE TODAY OR ALL TABS.**



- 3. WHEN YOU'VE LOCATED THE ORDER, TAP IT TO REOPEN.**
- 4. TAP PAY. ONCE THE PAYMENT SCREEN OPENS, TAP THE TIP AMOUNT BUTTON. (NOTE: IF THE ORDER IS NOT CLOSED YET, IT IS REQUIRED TO TAKE PAYMENT FIRST BEFORE BEING ABLE TO ADD TIP AMOUNT. SO, YOU'LL NEED TO PROCESS ANY CREDIT TRANSACTIONS FIRST AND THEN ADD THE TIP AMOUNT AFTER.)**



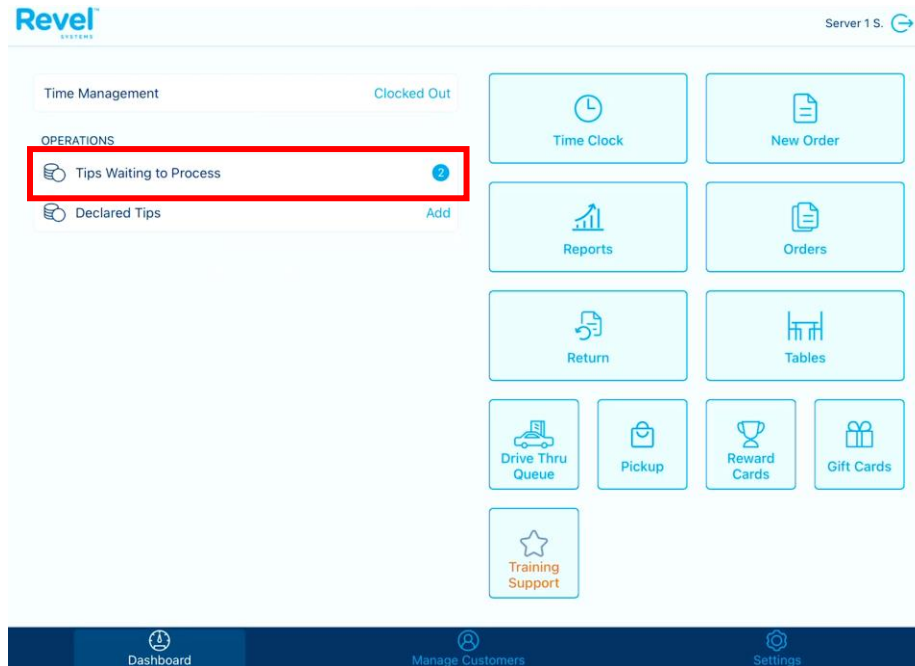
5. ENTER THE TIP AMOUNT AND CONFIRM. TAP DONE.



6. THE TIP AMOUNT WILL BE SAVED IN THE SYSTEM AND WILL BE BATCHED AT THE END OF THE DAY. ONCE THE TRANSACTIONS ARE BATCHED (CAPTURED), YOU WILL THEN BE ABLE TO VIEW THE ORDER AMOUNTS, PLUS TIPS, IN ANY REPORTS WHERE TIPS ARE TRACKED.

OPTION B:

1. ON THE DASHBOARD, TAP TIPS WAITING TO PROCESS.



2. LOCATE THE ORDER THAT NEEDS TO BE ADJUST. YOU CAN USE THE SEARCH ICON TO SEARCH BY ORDER ID, TRANSACTION #, LAST 4 CREDIT CARD DIGITS, CARD HOLDER LAST NAME, OR CARD HOLDER FIRST NAME.

Done Credit Card Tips
by Date & Time ↓

		AMOUNT	TIP
2 Credit Card Transactions		\$32.63	\$0.00
Order #79211 12/2/22, 2:36 PM	TestCard21 UATUSA MASTERCARD - 0329	18.15	0.00
Order #79208 12/2/22, 2:35 PM	TestCard21 UATUSA MASTERCARD - 0329	14.48	0.00

3. TAP THE TIP AMOUNT AND ENTER THE TIP AMOUNT THAT NEEDS ADJUSTED FOR EACH ORDER IN THE TIP FIELD. THEN HIT CONFIRM.

Done Credit Card Tips
by Date & Time ↓

	AMOUNT	TIP
2 Credit Card Transactions	\$32.63	\$0.00
Order #79211 12/2/22, 2:36 PM TestCard21 UATUSA MASTERCARD - 0329	18.15	6.00
Order #79208 12/2/22, 2:35 PM TestCard21 UATUSA MASTERCARD - 0329	14.48	0.00



4. THE TIP AMOUNT WILL BE SAVED IN THE SYSTEM AND WILL BE BATCHED AT THE END OF THE DAY. ONCE THE TRANSACTIONS ARE BATCHED (CAPTURED), YOU WILL THEN BE ABLE TO VIEW THE ORDER AMOUNTS, PLUS TIPS, IN ANY REPORTS WHERE TIPS ARE TRACKED.