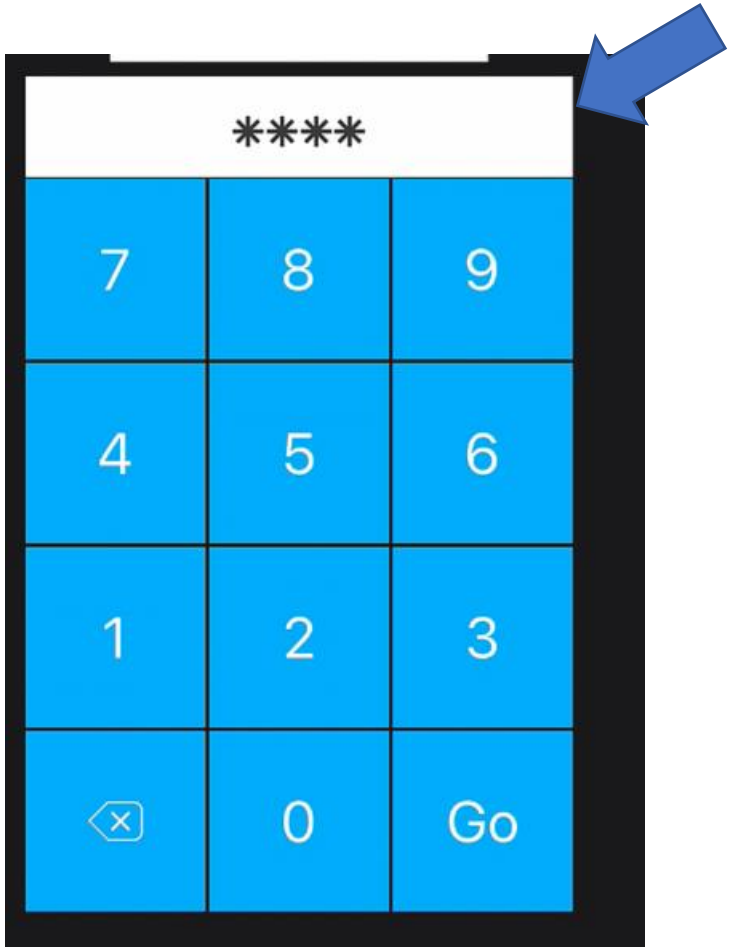
How to Tip Out

The Tip Out feature allows a percentage of a staff member's net sales, gross sales or tips to be allocated directly to another staff member or to a group pool. A tip out set as Automatic will automatically be allocated to a tip pool and will be available for redistribution on the POS. A tip out set as Suggested will need to be manually sent to a pool for redistribution or tipped out directly to an individual on the POS.

How to Tip Out a “Job Type”

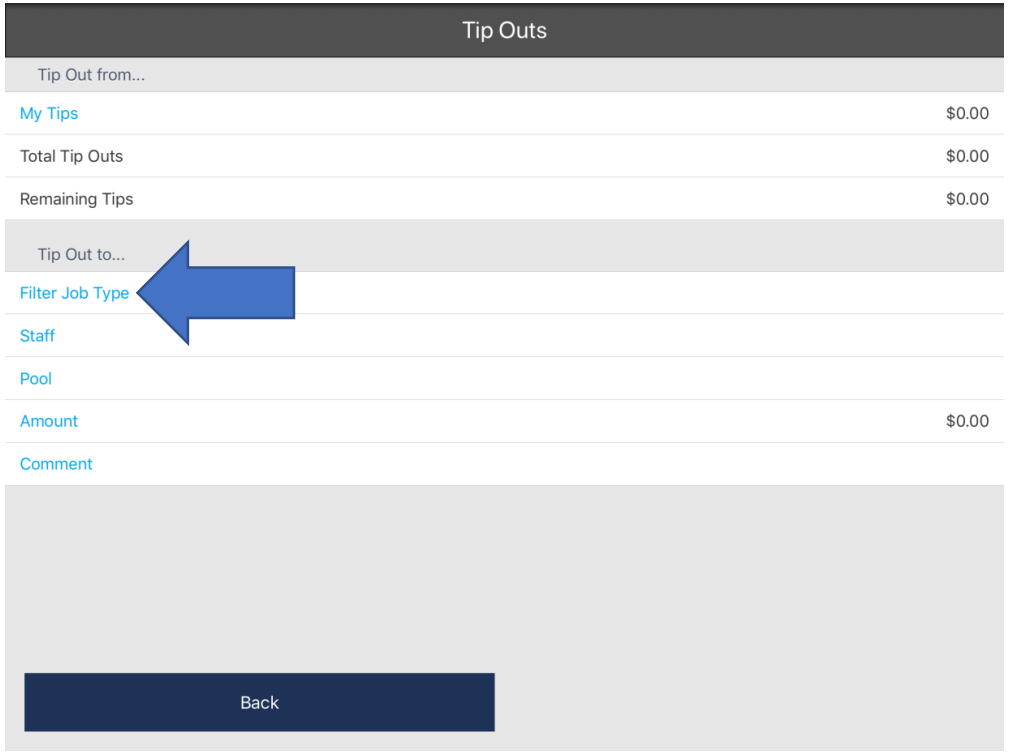


1. Enter your **Login PIN**

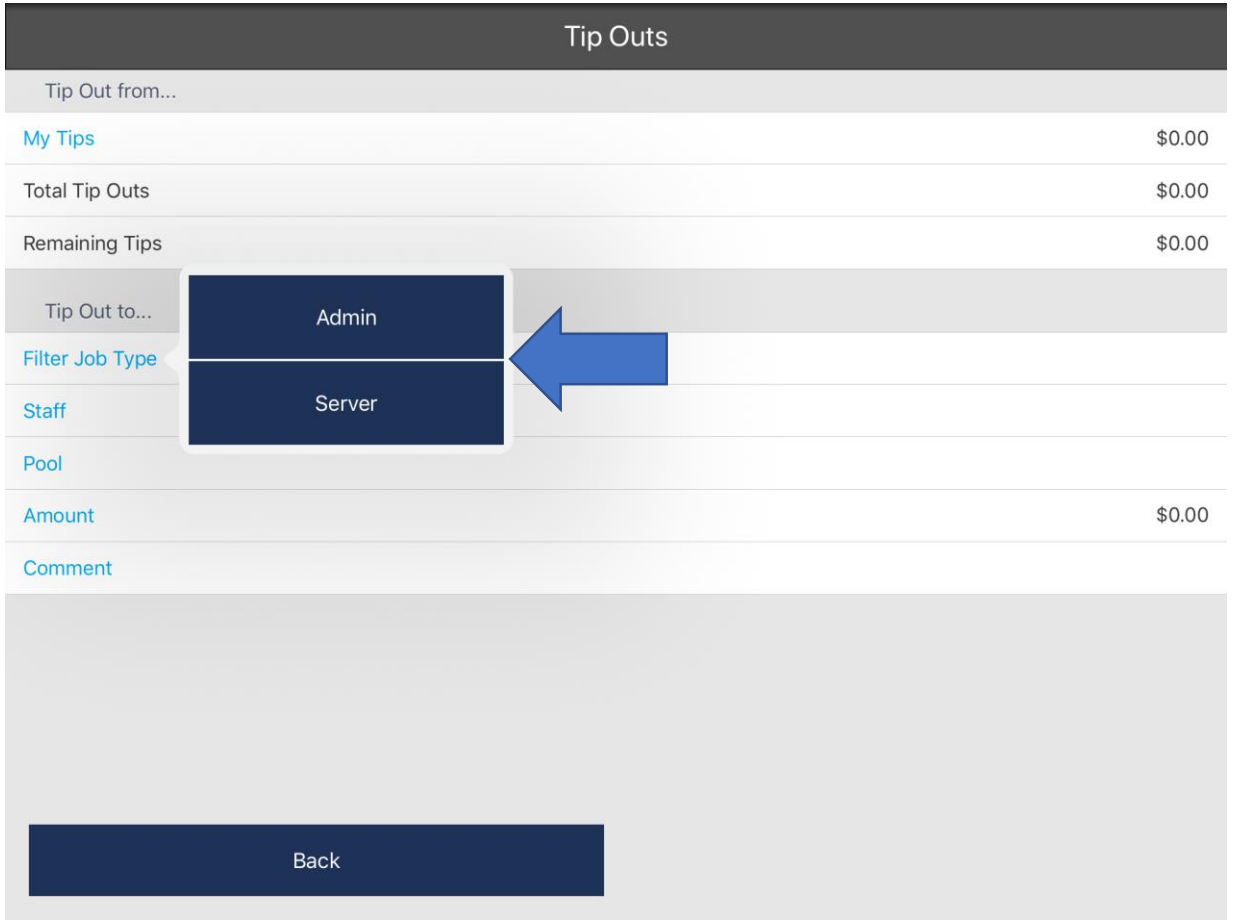
2. Tap your name at the top right

3. Tap on “**Tip Out**”

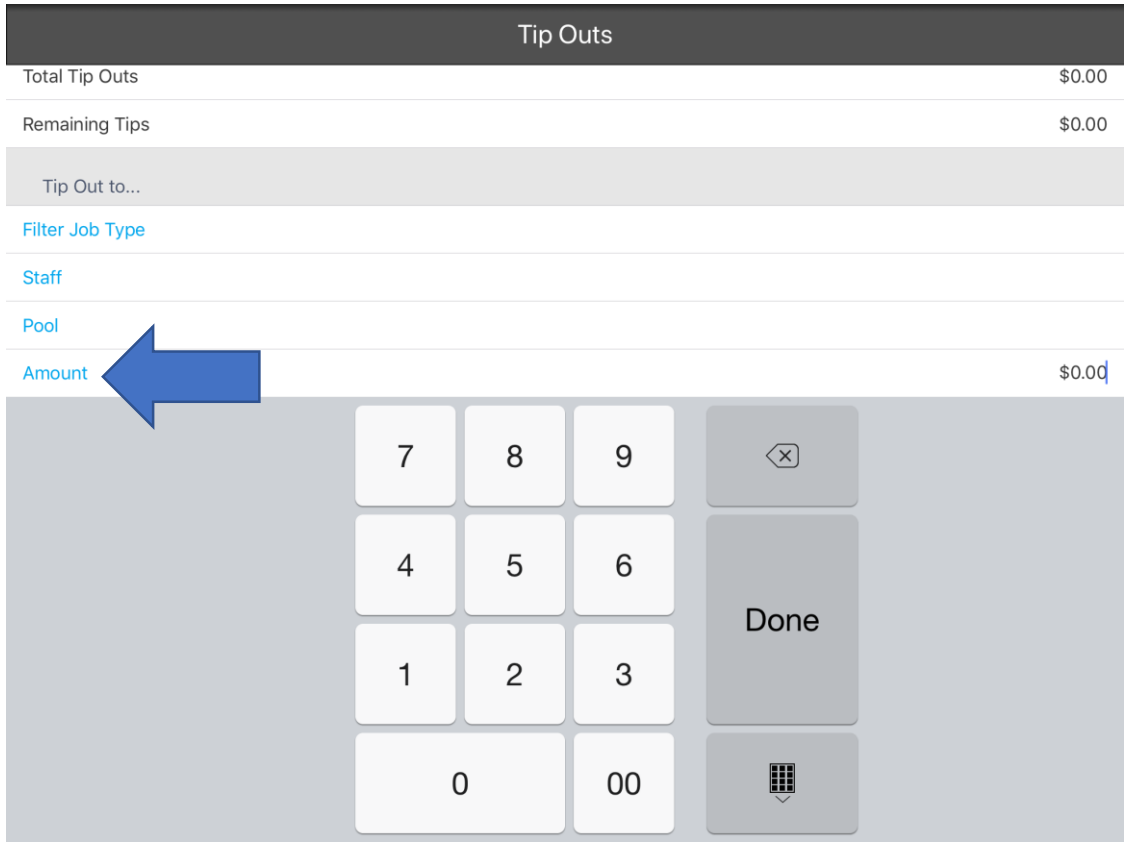
4. In the Tip Outs section tap “**Filter Job Type**”



5. Then choose the appropriate **“Job Type”** you would like to tip out.

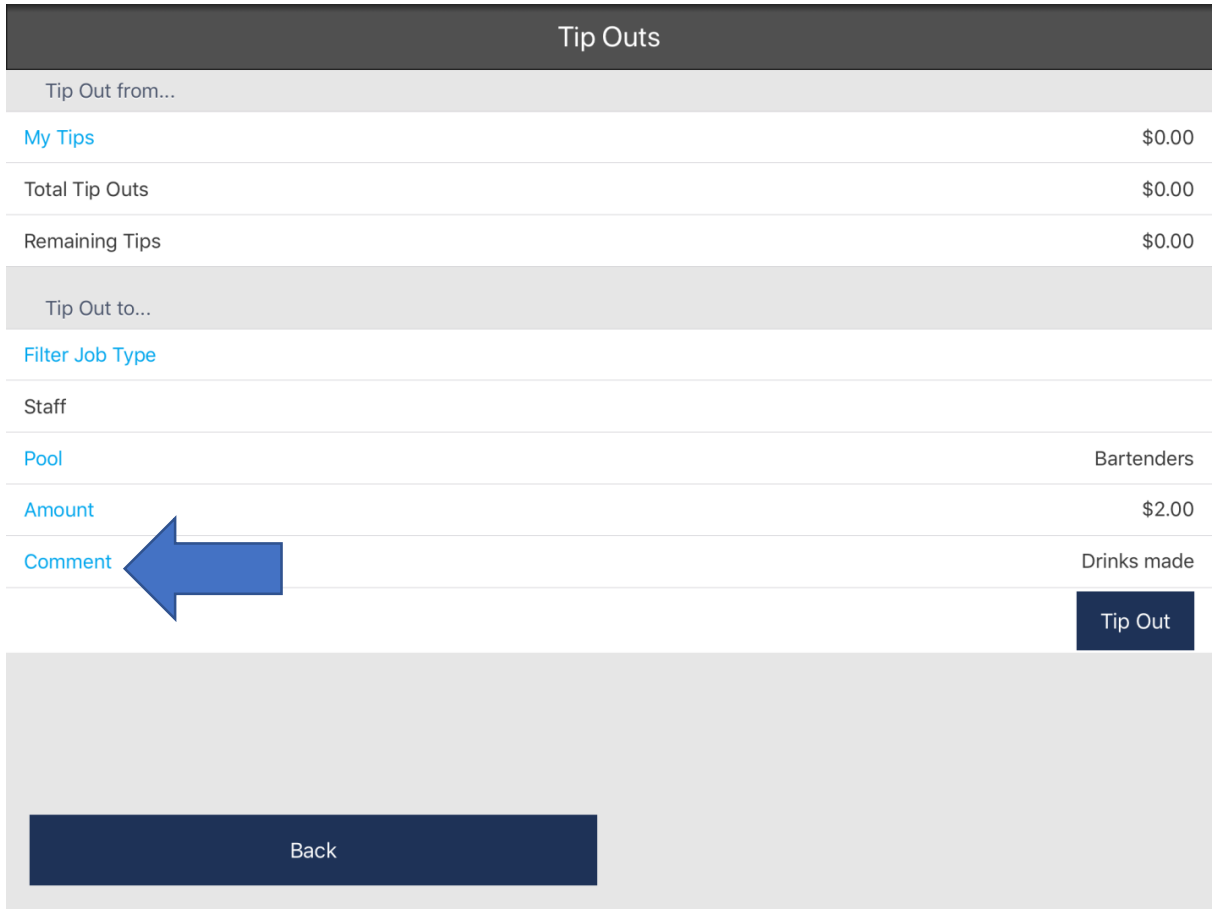


6. Tap the “**Amount**” and type in the dollar amount you would like to tip out.

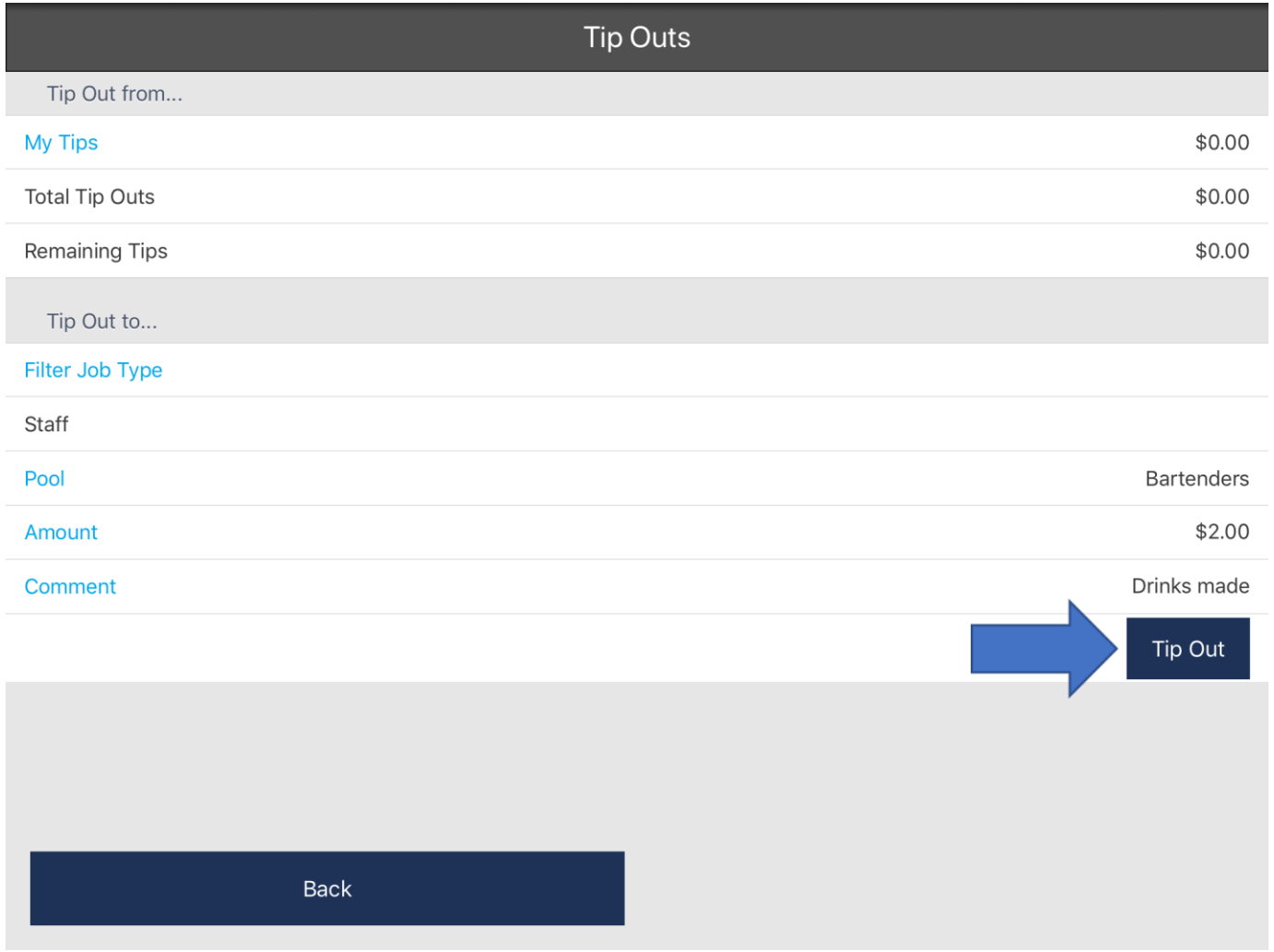


7. Optionally you can add a “Comment”

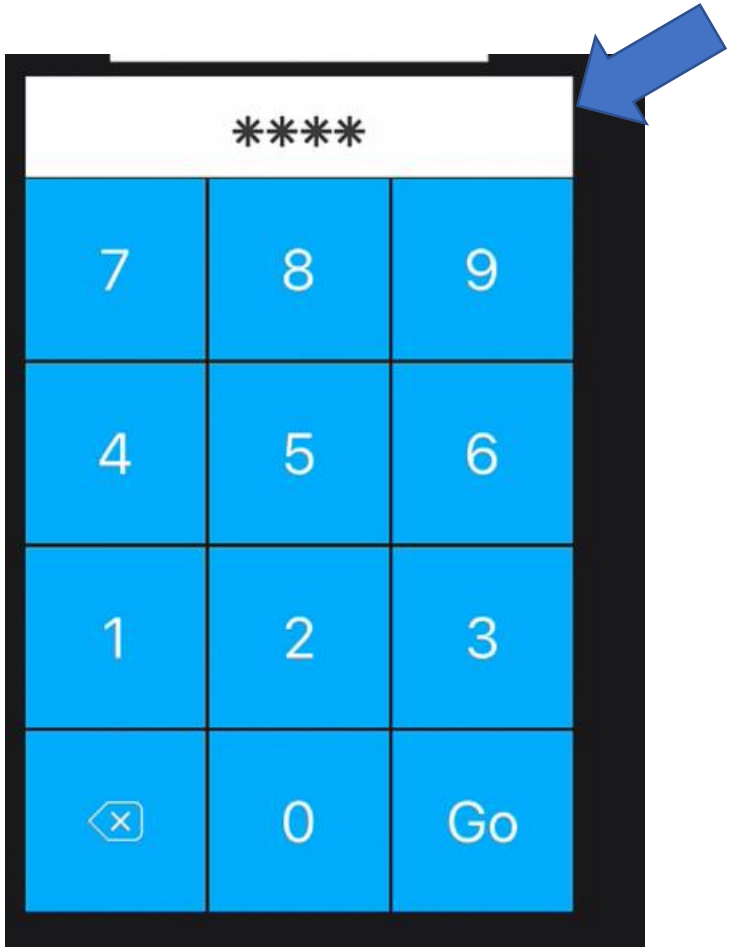
Note: This not a required step and can be skipped.



8. Tap the “**Tip Out**” button to complete the tip out.



How to Tip Out a “Pool”

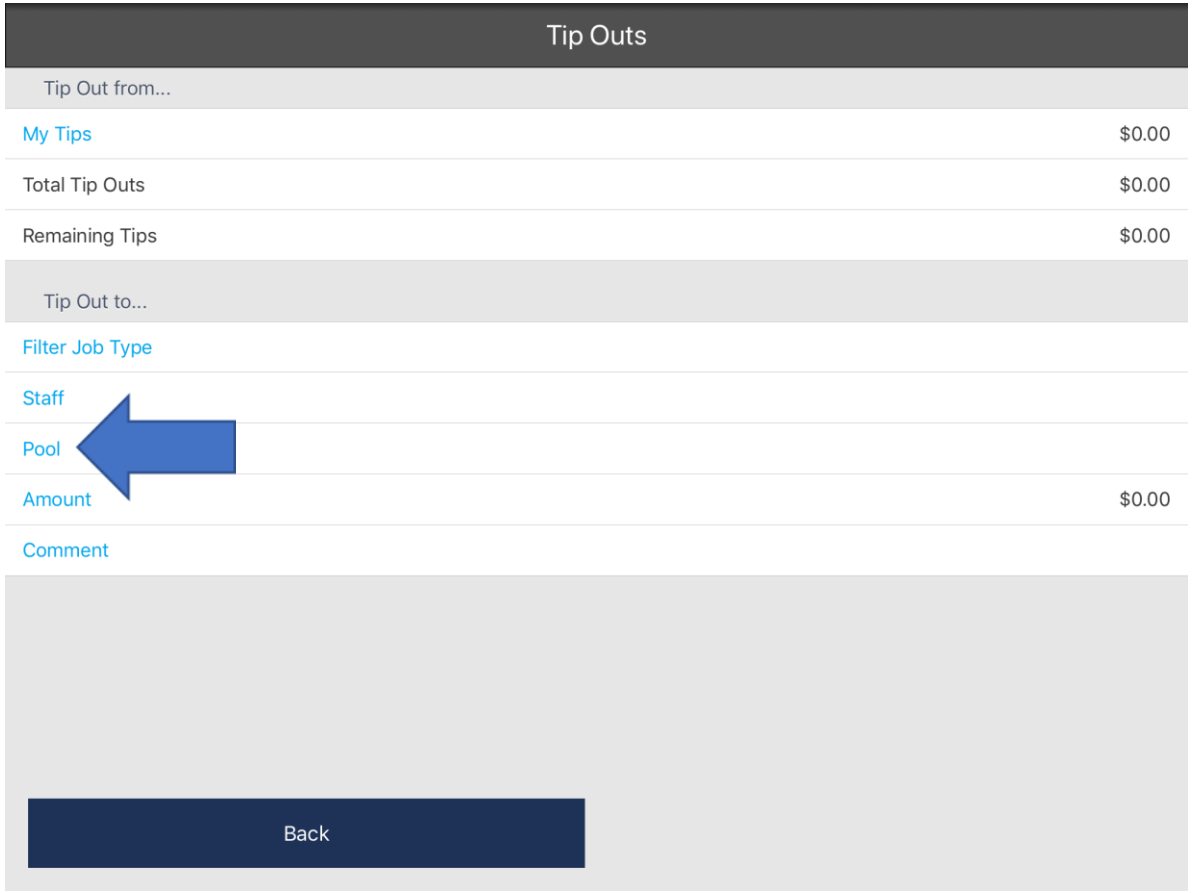


1. Enter your **Login PIN**

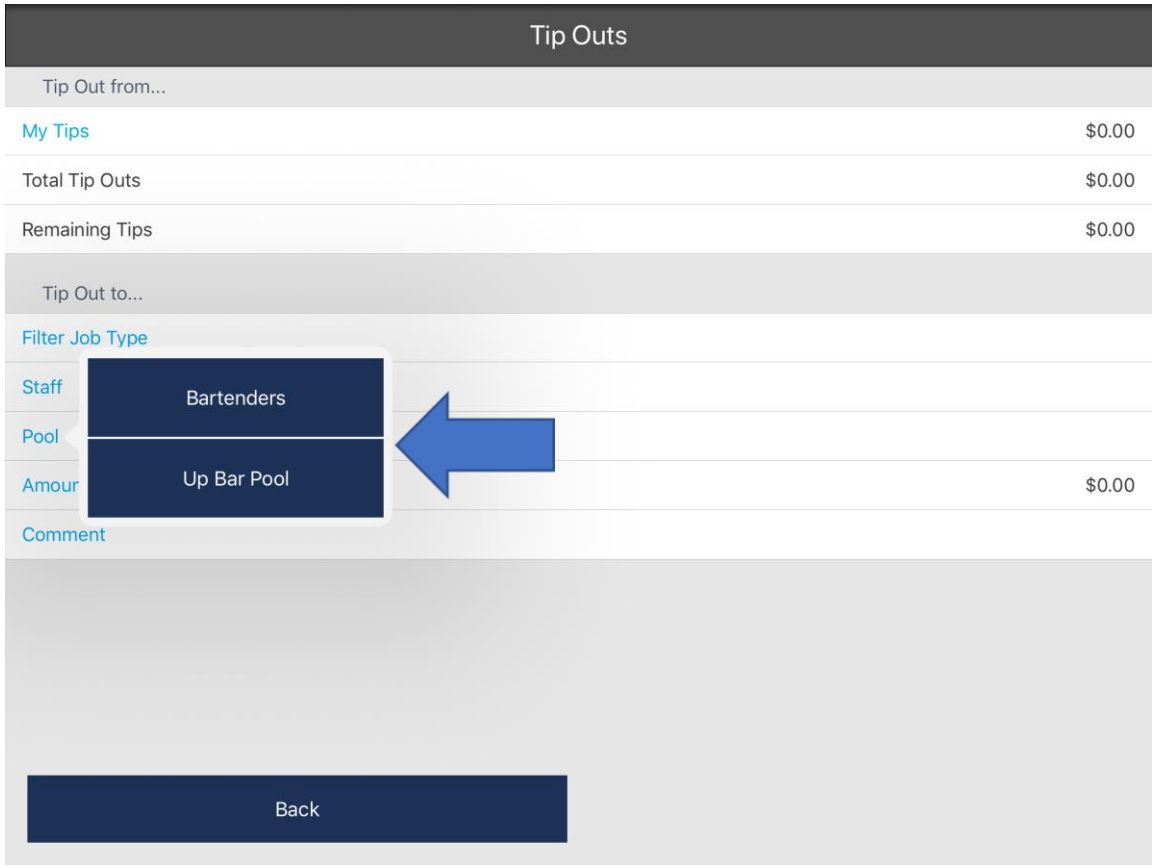
2. Tap your name at the top right

3. Tap on “**Tip Out**”

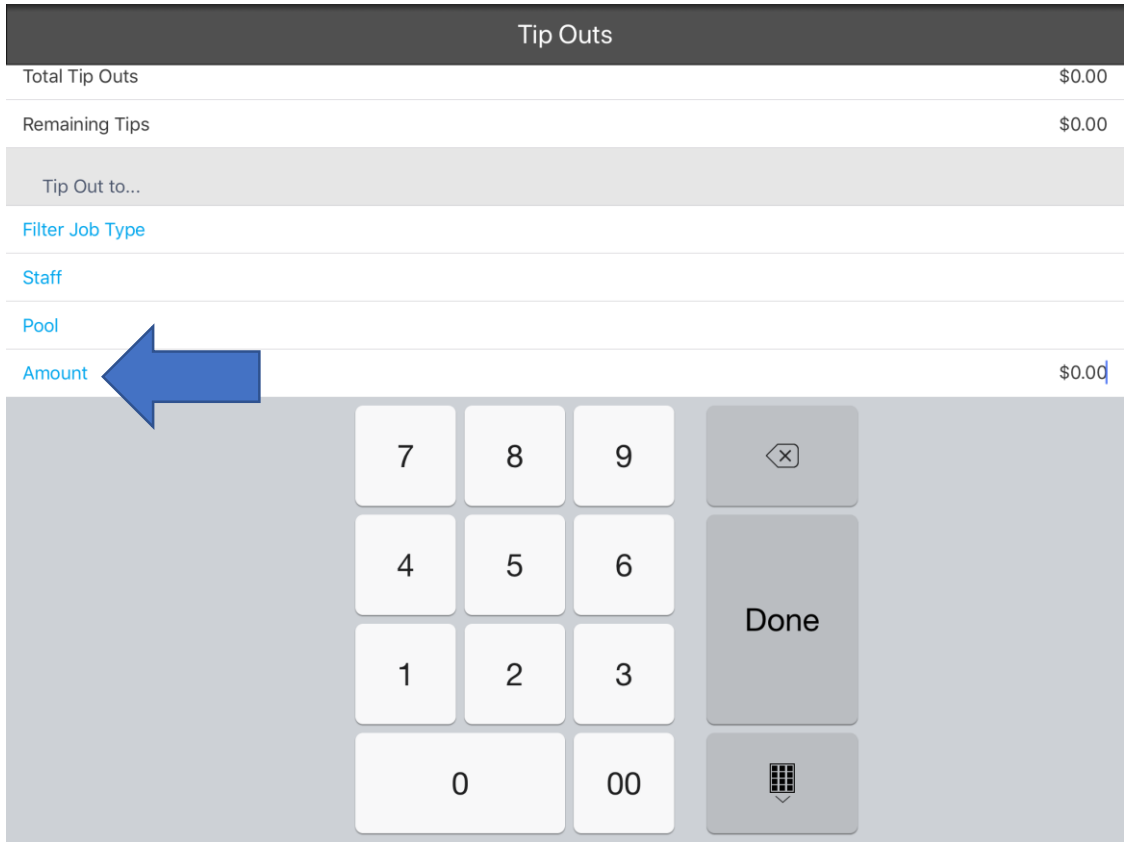
4 .In the “**Tip Outs**” to section Tap “**Pool**” and choose the desired tip out pool.



5. Tap the desired **“Tip Out Pool”**

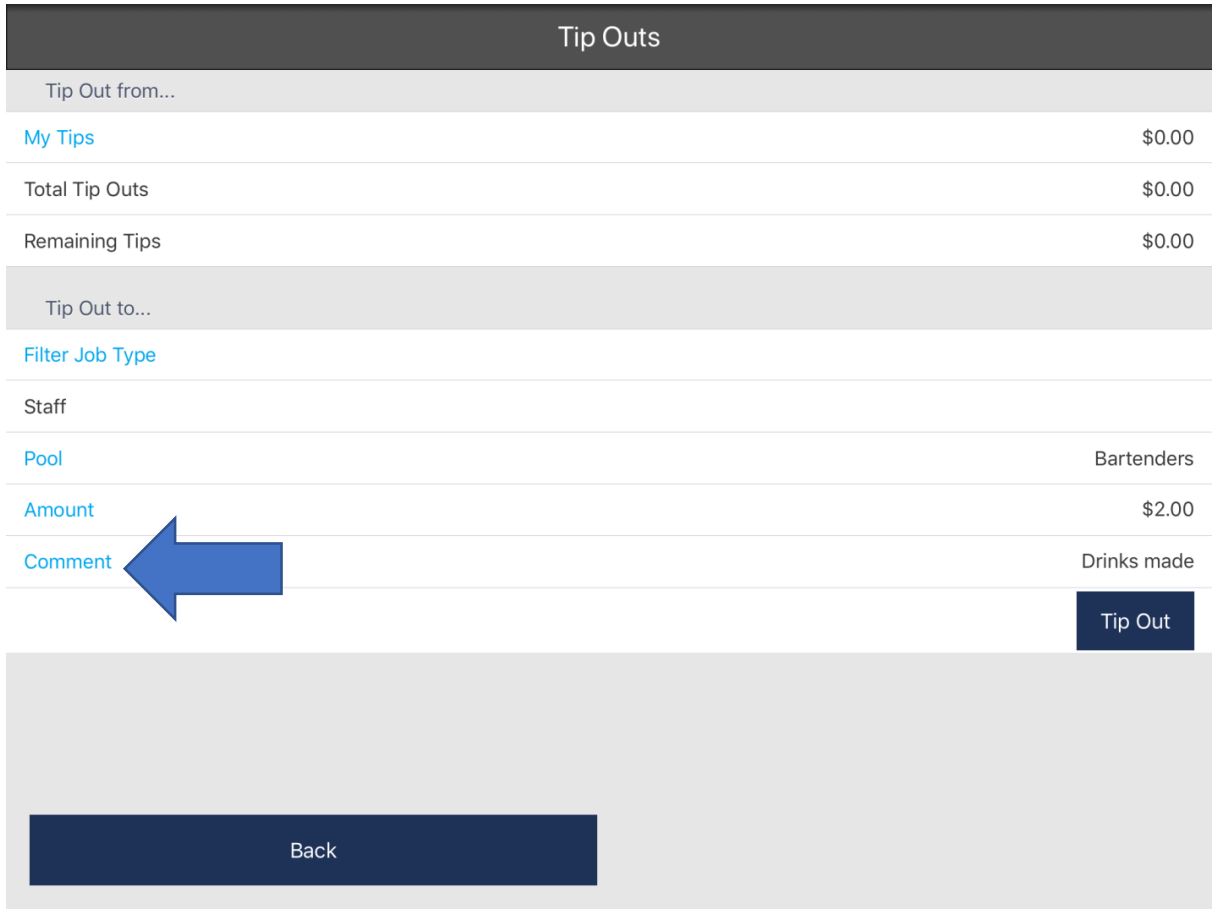


6. Tap the “**Amount**” and type in the dollar amount you would like to tip out.

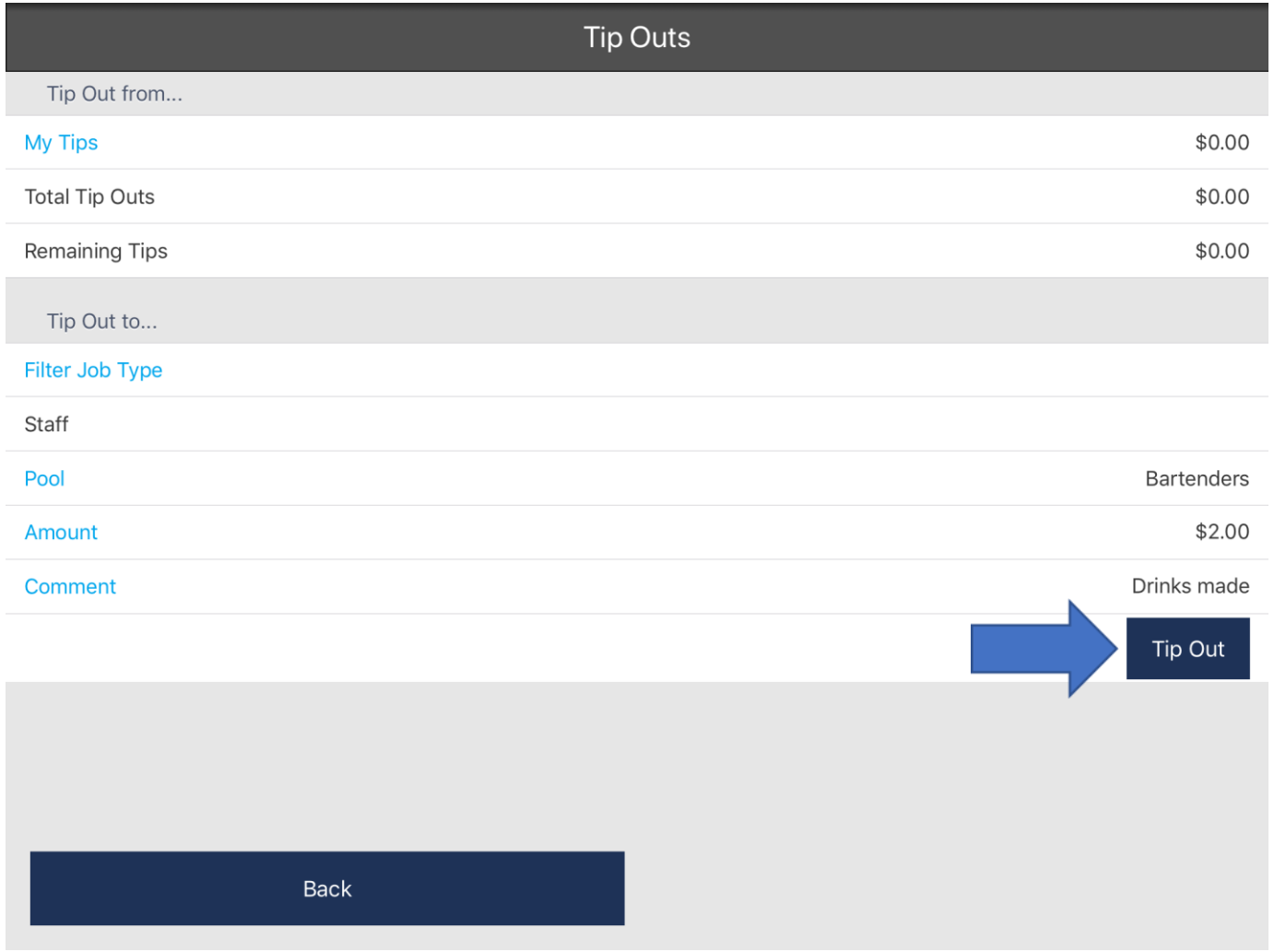


7. Optionally you can add a “Comment”

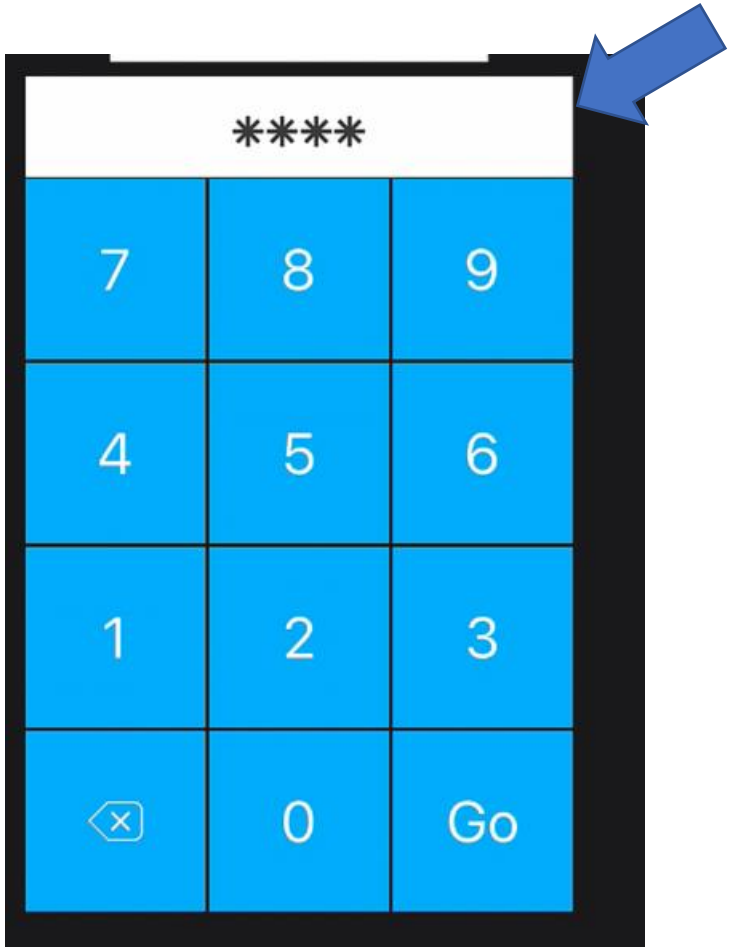
Note: This not a required step and can be skipped.



8. Tap the “**Tip Out**” button to complete the tip out.



How to Tip Out a “Individual Staff”

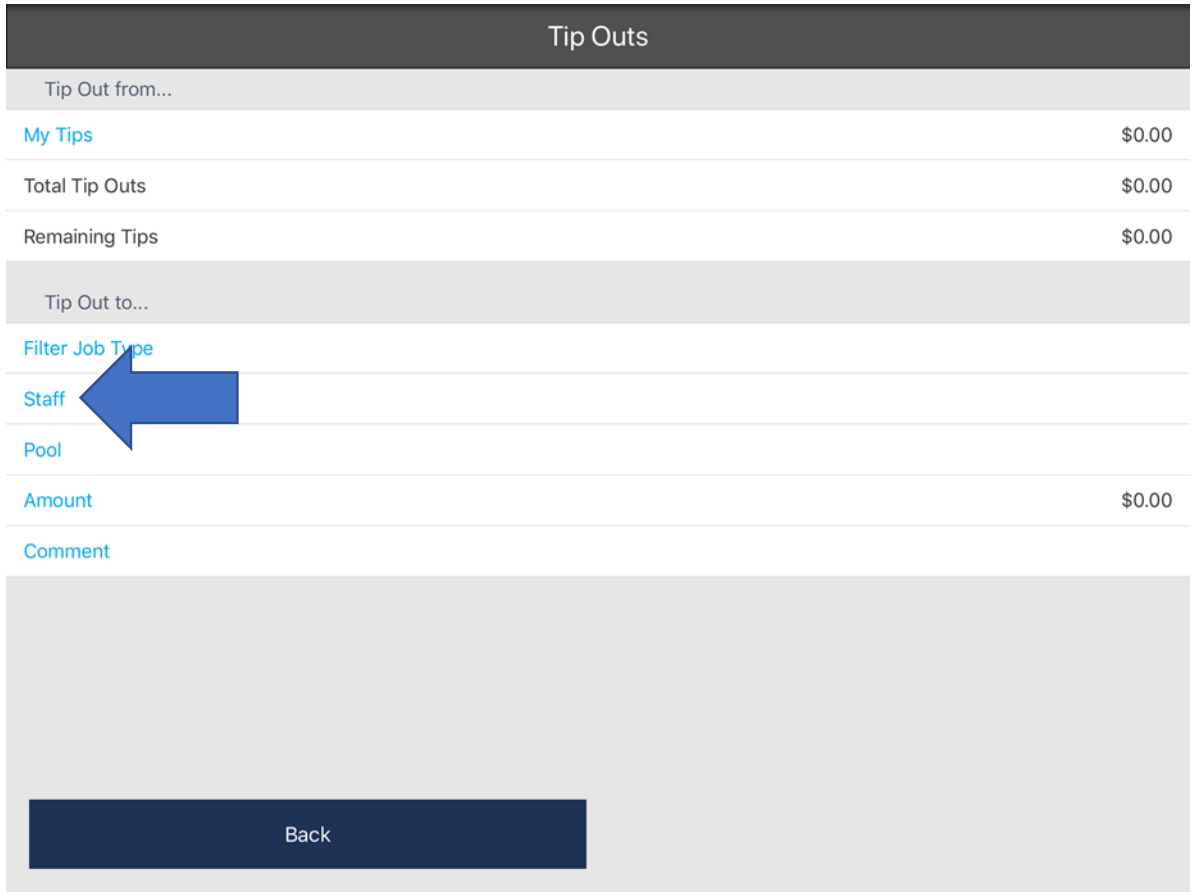


1. Enter your **Login PIN**

2. Tap your name at the top right

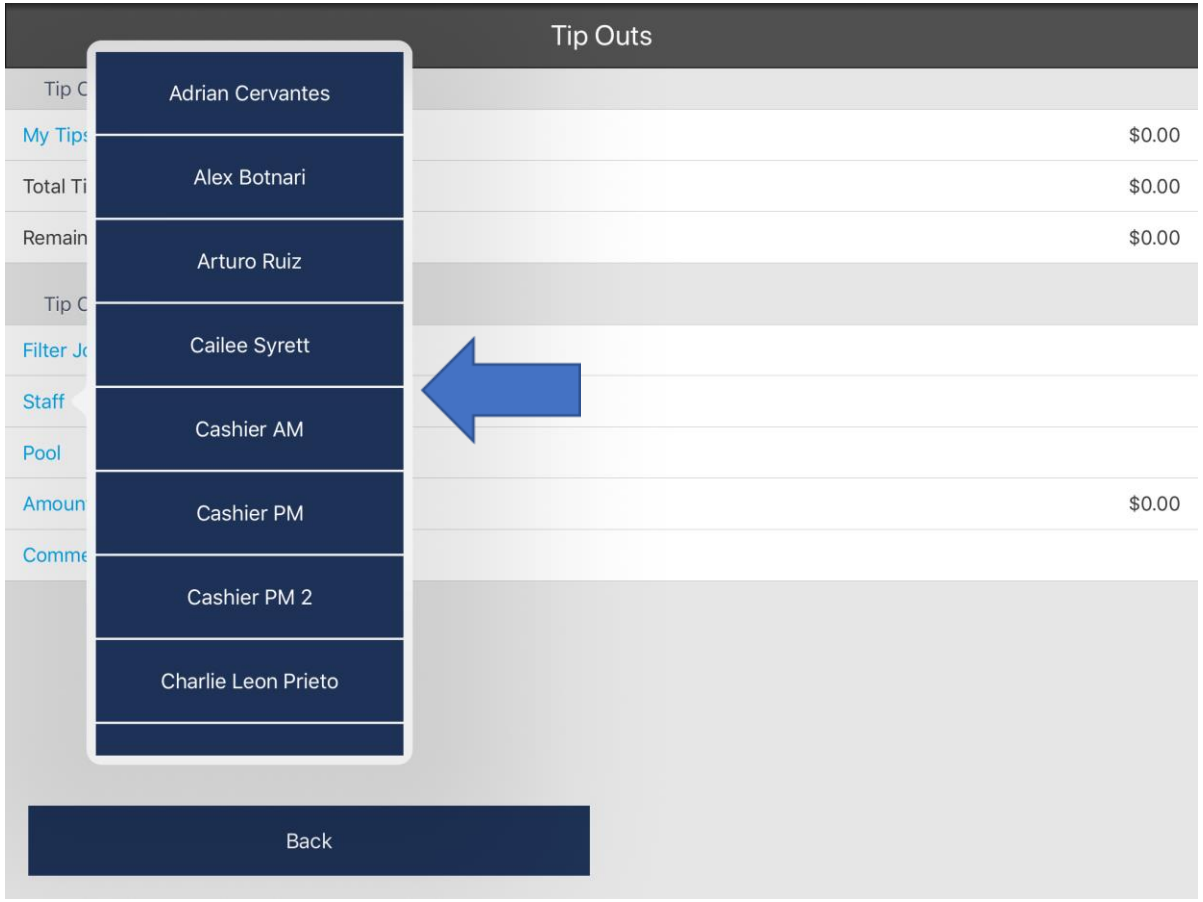
3. Tap on “**Tip Out**”

4. Tap the “**Staff**” option

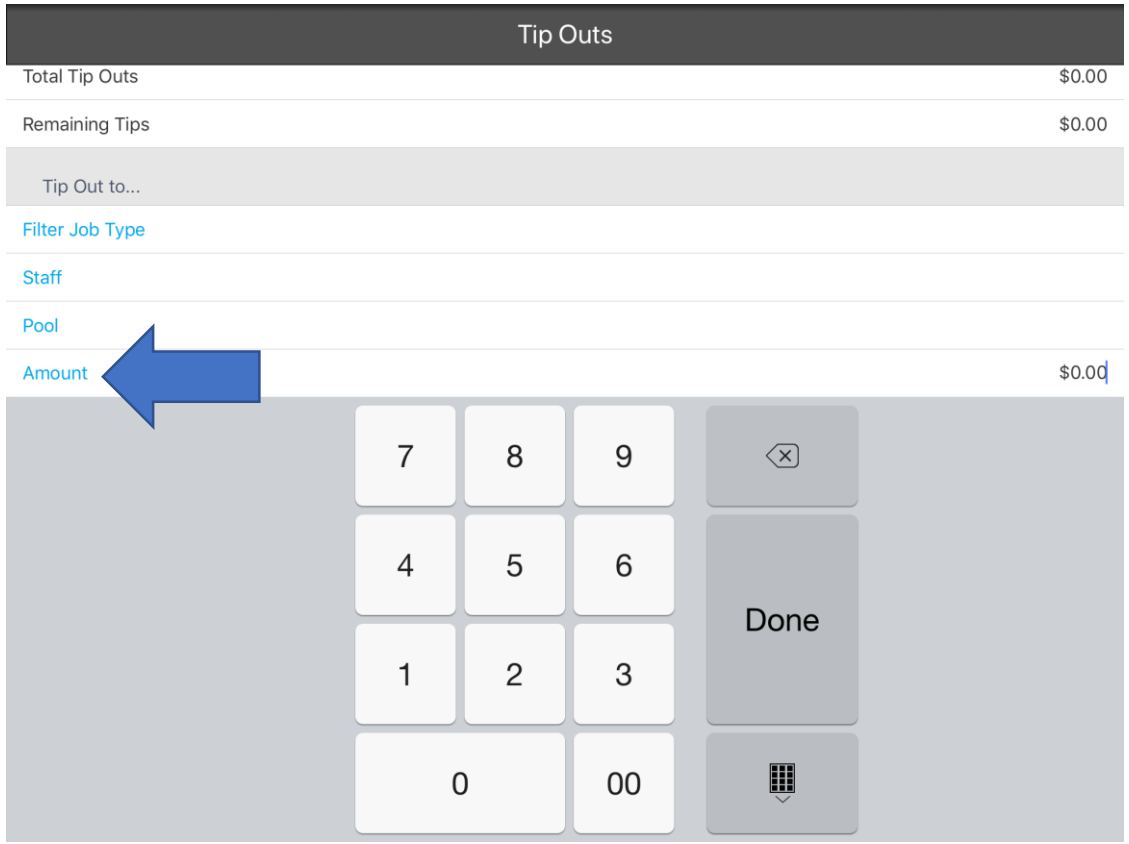


5. Tap the desired Staff Member to tip out.

Note: If Staff Member Not Listed They Are Not Clocked In.

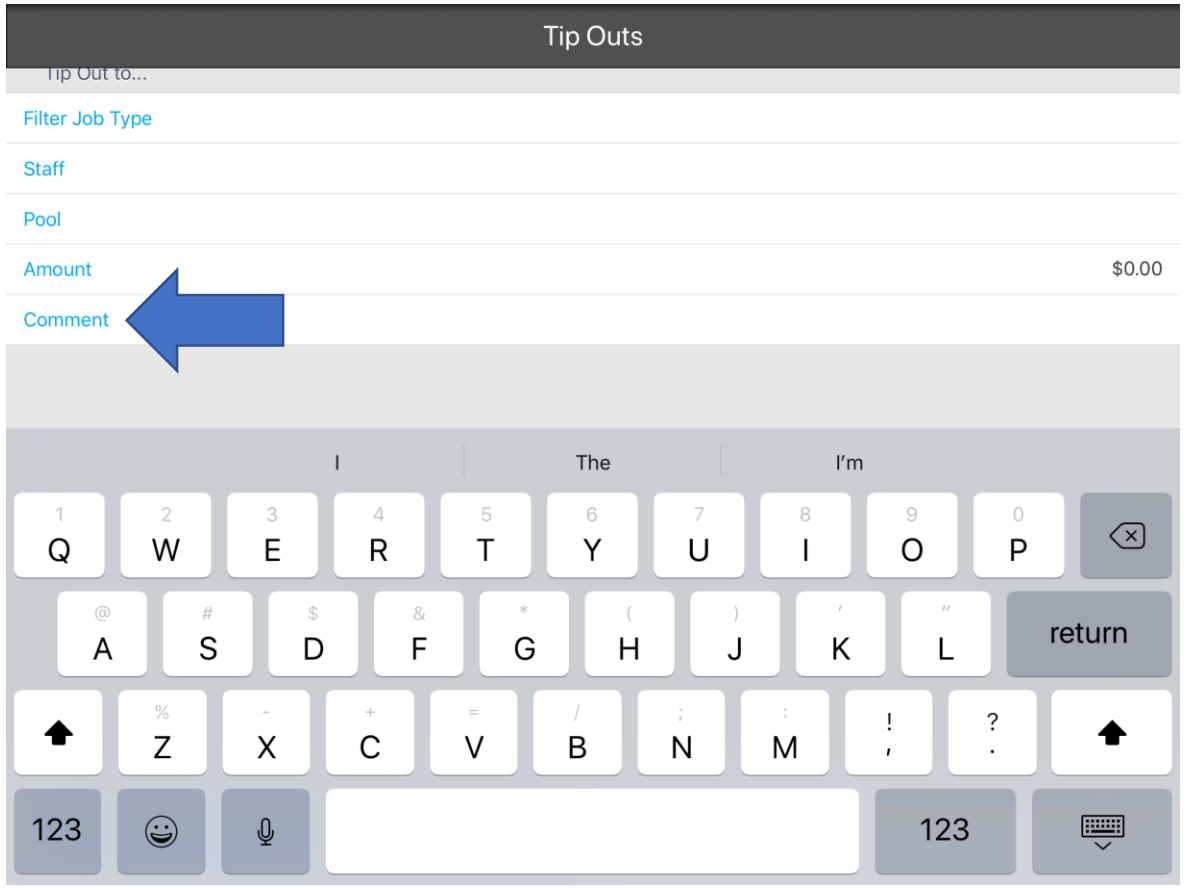
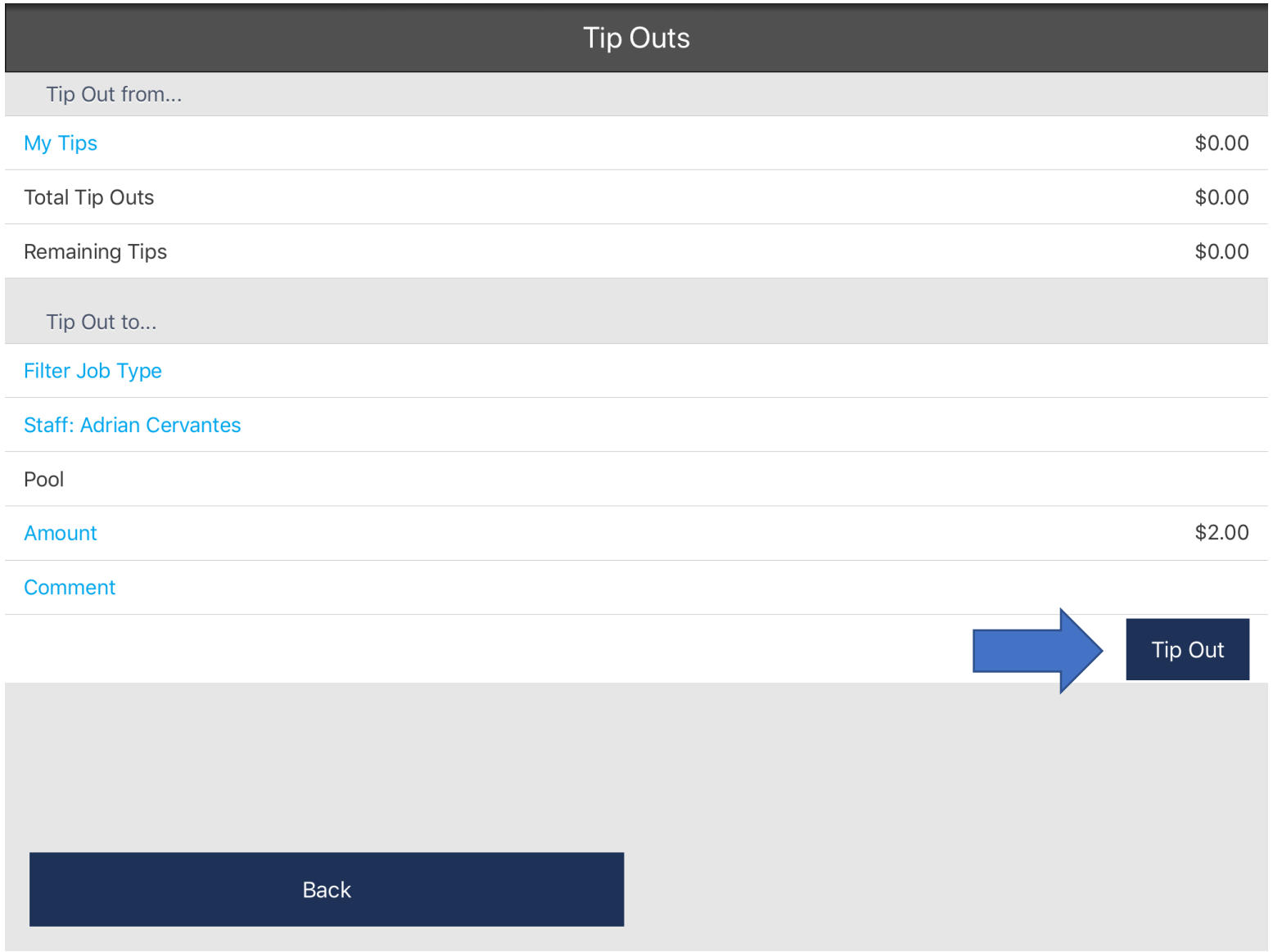


6. Tap the “**Amount**” and type in the dollar amount you would like to tip out.



7. Optionally you can add a “**Comment**”

Note: This not a required step and can be skipped.



8. Tap the “**Tip Out**” button to complete the tip out.