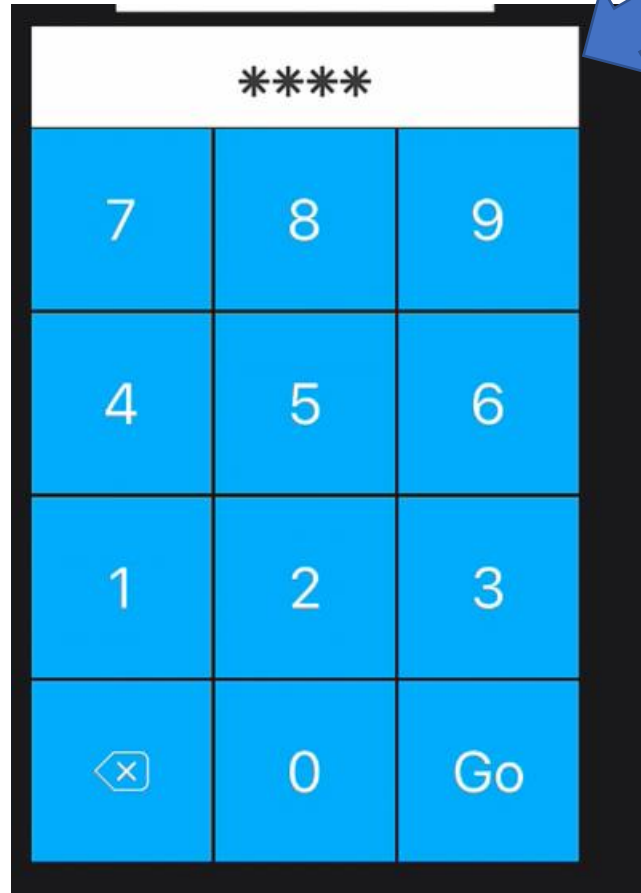


# How to Tip Out

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.

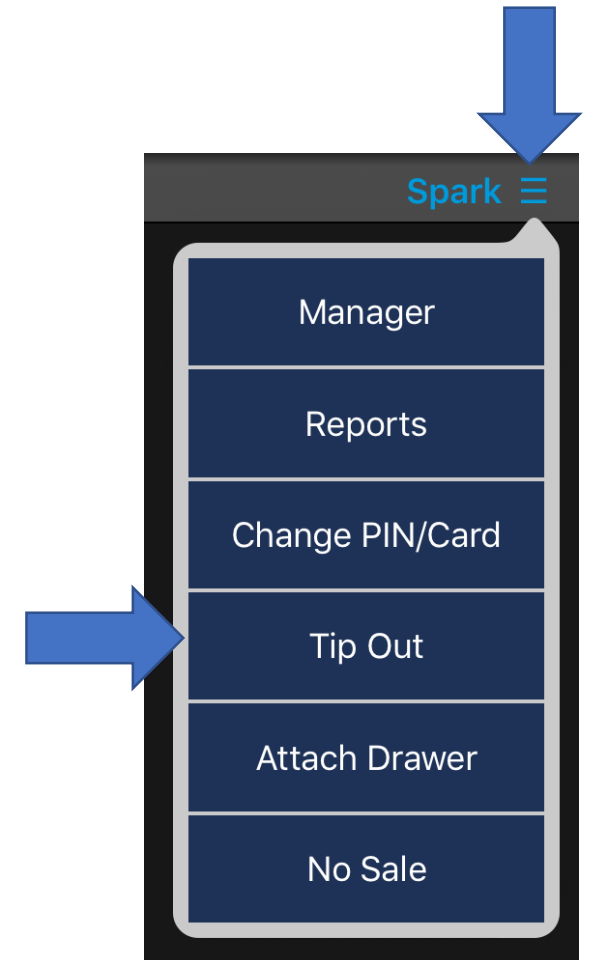
# How to Tip Out a “Job Type”

1. Enter your **Login PIN**

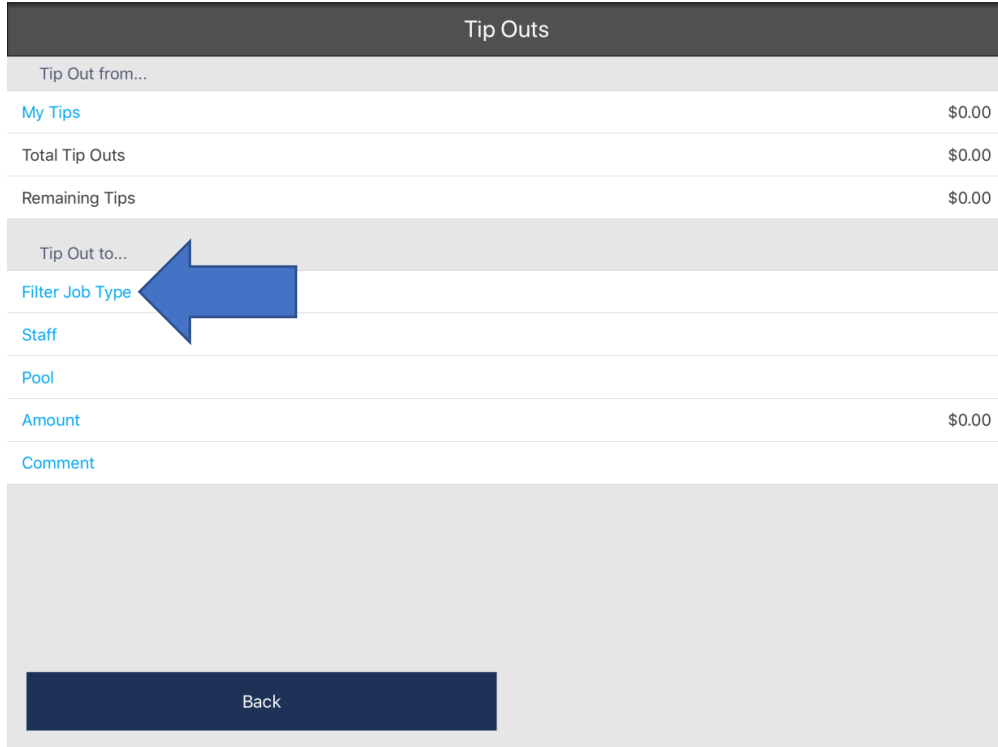


2. Tap your name at the top right

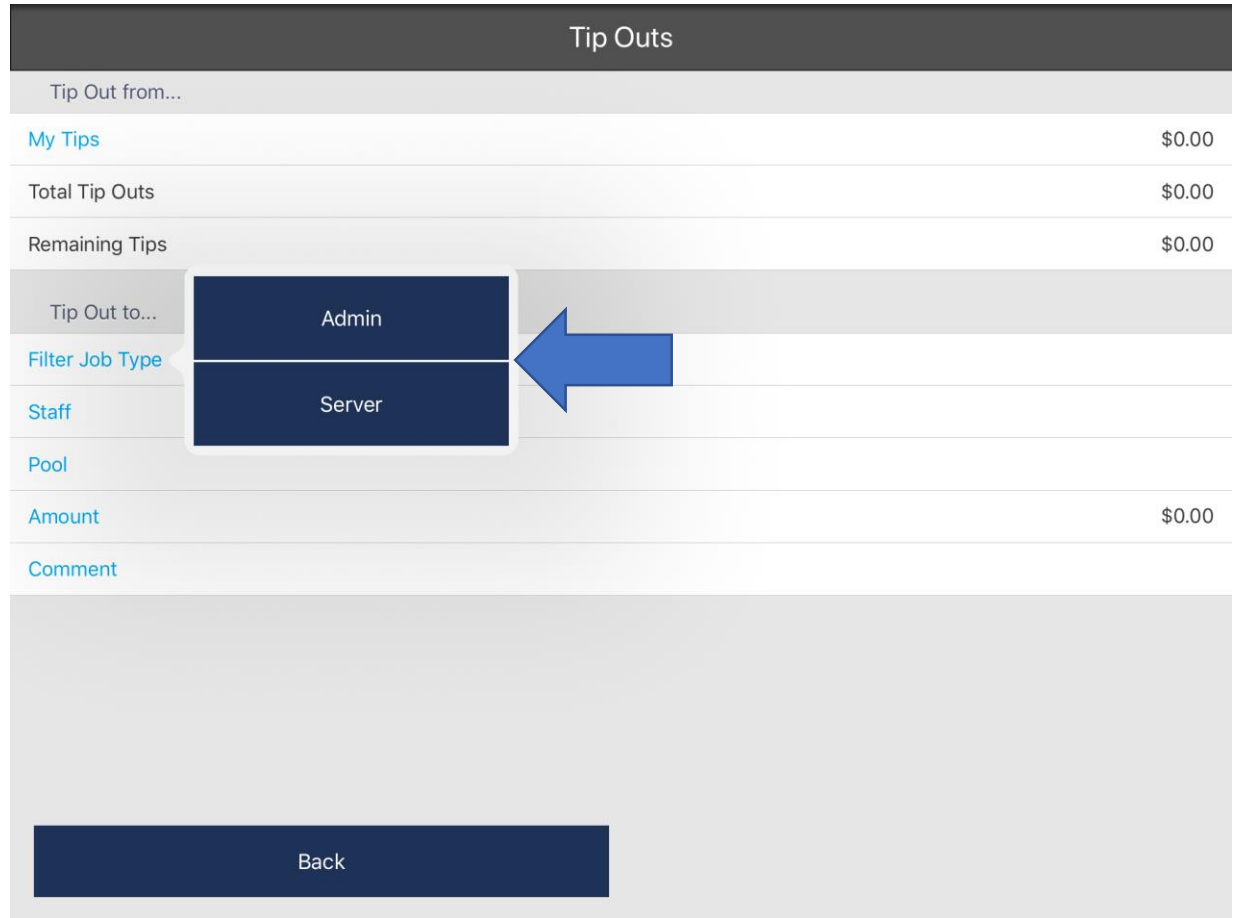
3. Tap on “**Tip Out**”



## 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.


The screenshot shows the 'Tip Outs' interface. At the top, a dark header contains the text 'Tip Outs'. Below it, a summary section shows 'Total Tip Outs' and 'Remaining Tips', both at '\$0.00'. A 'Tip Out to...' field is present. Below this are several filterable categories: 'Filter Job Type', 'Staff', 'Pool', and 'Amount'. The 'Amount' field is currently selected, and a numeric keypad is overlaid on the screen. A blue arrow points to the 'Amount' label. The keypad includes digits 0-9, a backspace key, a 'Done' key, and a keyboard icon.

7. Optionally you can add a “Comment”

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

The screenshot shows the 'Tip Outs' interface after the amount has been entered. The 'Amount' field now displays '\$2.00'. A new 'Comment' field has appeared, and a blue arrow points to it. A 'Tip Out' button is visible at the bottom right. At the bottom of the screen, there is a dark blue 'Back' button.

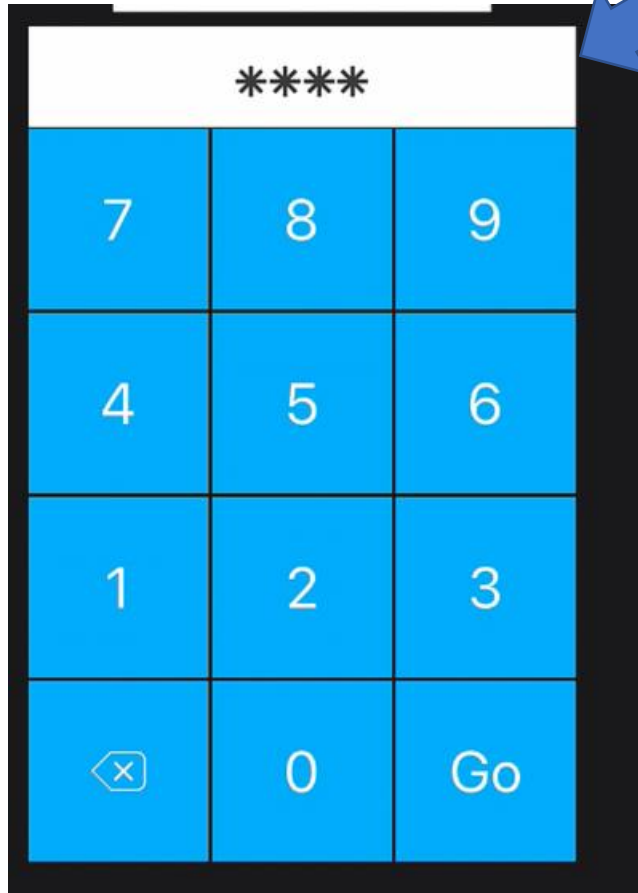
## 8. Tap the “Tip Out” button to complete the tip out.

Tip Outs	
Tip Out from...	
My Tips	\$0.00
Total Tip Outs	\$0.00
Remaining Tips	\$0.00
Tip Out to...	
Filter Job Type	
Staff	
Pool	Bartenders
Amount	\$2.00
Comment	Drinks made
	 <b>Tip Out</b>

**Back**

# How to Tip Out a “Pool”

1. Enter your **Login PIN**



2. Tap your name at the top right

3. Tap on “**Tip Out**”



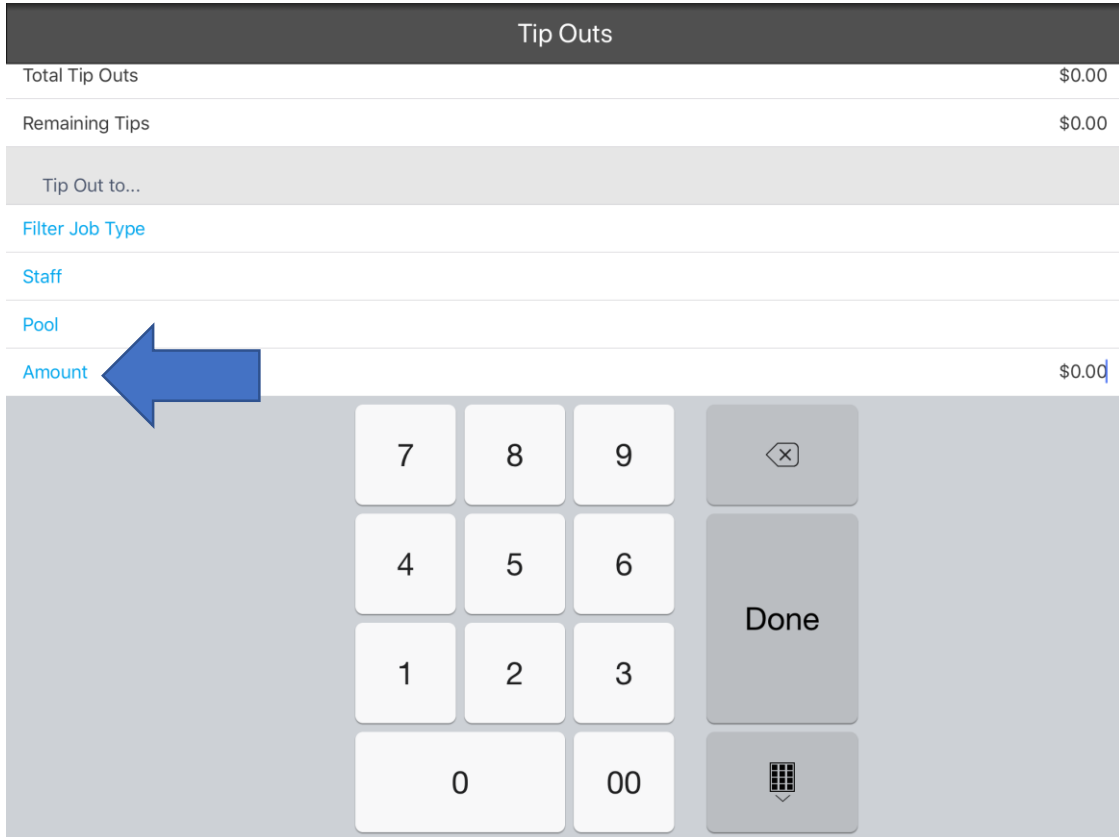
4 .In the “**Tip Outs**” to section Tap “**Pool**” and choose the desired tip out pool.

Tip Outs	
Tip Out from...	
My Tips	\$0.00
Total Tip Outs	\$0.00
Remaining Tips	\$0.00
Tip Out to...	
Filter Job Type	
Staff	
<b>Pool</b>	
Amount	\$0.00
Comment	
Back	

5. Tap the desired “**Tip Out Pool**”

Tip Outs	
Tip Out from...	
My Tips	\$0.00
Total Tip Outs	\$0.00
Remaining Tips	\$0.00
Tip Out to...	
Filter Job Type	
Staff	Bartenders
<b>Pool</b>	Up Bar Pool
Amount	\$0.00
Comment	
Back	

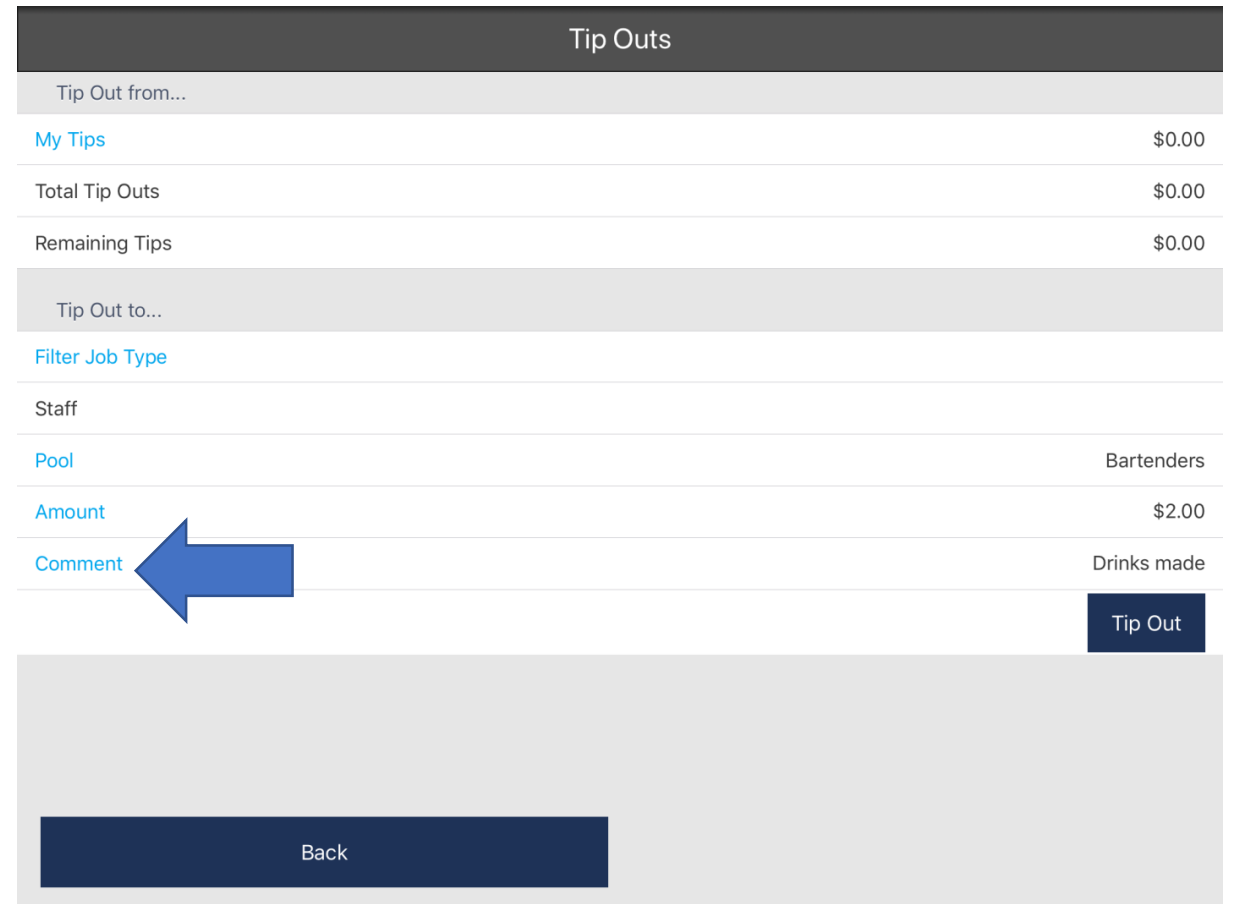
6. Tap the “**Amount**” and type in the dollar amount you would like to tip out.



The screenshot shows the 'Tip Outs' interface. At the top, a dark header contains the text 'Tip Outs'. Below the header, there are two rows of summary information: 'Total Tip Outs' with a value of '\$0.00' and 'Remaining Tips' with a value of '\$0.00'. A light gray bar contains the text 'Tip Out to...'. Below this are several menu items: 'Filter Job Type', 'Staff', 'Pool', and 'Amount'. The 'Amount' item is highlighted in blue, and a blue arrow points to it from the left. A numeric keypad is overlaid on the bottom half of the screen, featuring buttons for digits 0-9, a backspace key (X), a 'Done' key, and a keyboard icon. The 'Amount' field currently displays '\$0.00'.

7. Optionally you can add a “Comment”


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



The screenshot shows the 'Tip Outs' interface with a different configuration. The dark header 'Tip Outs' is at the top. Below it is a light gray bar with 'Tip Out from...'. The summary rows are 'My Tips' (\$0.00), 'Total Tip Outs' (\$0.00), and 'Remaining Tips' (\$0.00). The 'Tip Out to...' bar is present. The menu items are 'Filter Job Type', 'Staff', 'Pool', 'Amount', and 'Comment'. The 'Comment' item is highlighted in blue, and a blue arrow points to it from the left. The 'Pool' item has a value of 'Bartenders', and the 'Amount' item has a value of '\$2.00'. The 'Comment' field is currently empty. At the bottom right, there is a dark blue button labeled 'Tip Out'. At the bottom center, there is a dark blue button labeled 'Back'.

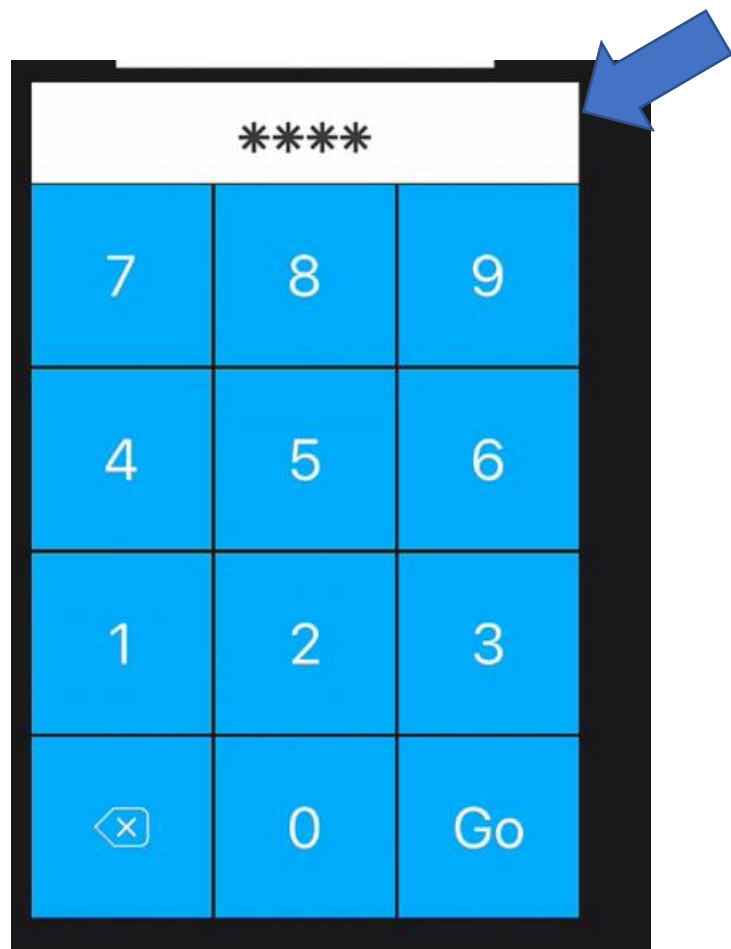


## 8. Tap the “Tip Out” button to complete the tip out.

Tip Outs	
Tip Out from...	
My Tips	\$0.00
Total Tip Outs	\$0.00
Remaining Tips	\$0.00
Tip Out to...	
Filter Job Type	
Staff	
Pool	Bartenders
Amount	\$2.00
Comment	Drinks made
	 <b>Tip Out</b>
<b>Back</b>	

# 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

Tip Outs	
Tip Out from...	
My Tips	\$0.00
Total Tip Outs	\$0.00
Remaining Tips	\$0.00
Tip Out to...	
Filter Job Type	
Staff	
Pool	
Amount	\$0.00
Comment	
Back	

## 5. Tap the desired Staff Member to tip out.

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

Tip Outs	
Tip C	
My Tips	\$0.00
Total Ti	\$0.00
Remain	\$0.00
Tip C	
Filter Jc	
Staff	
Pool	
Amoun	\$0.00
Comme	
Back	

Adrian Cervantes

Alex Botnari

Arturo Ruiz

Cailee Syrett

Cashier AM

Cashier PM

Cashier PM 2

Charlie Leon Prieto

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


The screenshot shows the 'Tip Outs' app interface. At the top, there's a dark header with the text 'Tip Outs'. Below it, there are two rows of text: 'Total Tip Outs' with '\$0.00' on the right, and 'Remaining Tips' with '\$0.00' on the right. Below these is a light gray bar with the text 'Tip Out to...'. Underneath are four blue links: 'Filter Job Type', 'Staff', 'Pool', and 'Amount'. A blue arrow points to the 'Amount' link. To the right of 'Amount' is the text '\$0.00'. Below the links is a numeric keypad with buttons for digits 0-9, a 'Done' button, and a keyboard icon. The keypad is overlaid on a light gray background.

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

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

The screenshot shows the 'Tip Outs' app interface. At the top, there's a dark header with the text 'Tip Outs'. Below it is a light gray bar with the text 'Tip Out to...'. Underneath are four blue links: 'Filter Job Type', 'Staff', 'Pool', and 'Amount'. A blue arrow points to the 'Comment' link. To the right of 'Amount' is the text '\$0.00'. Below the links is a text input field with a light gray background. Below the text input field is a standard QWERTY keyboard with a light gray background. The keyboard has buttons for letters, numbers, and symbols, including a 'return' button and a keyboard icon.

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

Tip Outs	
Tip Out from...	
<a href="#">My Tips</a>	\$0.00
Total Tip Outs	\$0.00
Remaining Tips	\$0.00
Tip Out to...	
<a href="#">Filter Job Type</a>	
<a href="#">Staff: Adrian Cervantes</a>	
Pool	
<a href="#">Amount</a>	\$2.00
<a href="#">Comment</a>	
	 <a href="#">Tip Out</a>
<a href="#">Back</a>	