

?♂ Adding Gratuity (Tips)

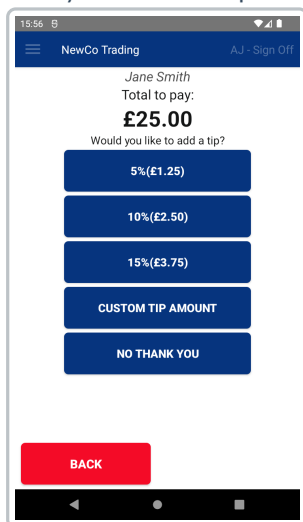
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After selecting a **payment method**, the system allows you to **add a tip**. You'll be presented with several options:

1. Choose a Percentage Tip

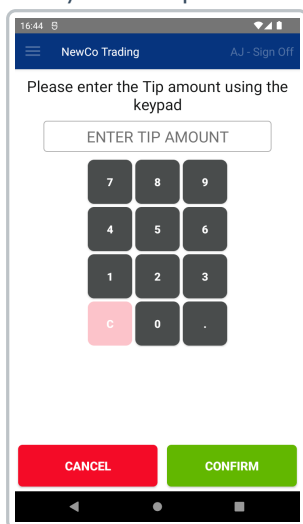
You'll see three pre-set tip buttons (e.g. **5%**, **10%**, **15%**).

- Tap one of these to automatically add that percentage to the total amount.
- The system will then proceed to the **selected payment method**.



2. Enter a Custom Tip Amount

- Tap **CUSTOM TIP AMOUNT** to open a keypad.
- Enter any amount in your local currency, then tap **CONTINUE**.
- The system will proceed to the selected payment method.



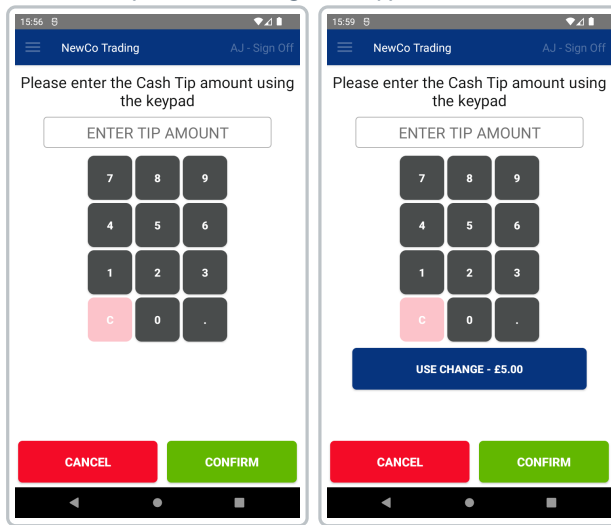
3. Skip Tipping

- Tap **NO THANK YOU** to skip gratuity.
- You'll continue to the selected payment method without adding a tip.

? Recording a Cash Tip

You can also record a **cash tip** at the end of the transaction:

- On the **Transaction Summary** screen, tap **ADD CASH TIP**.
- Enter the tip amount using the keypad, then confirm.



[?](#) Tip Tracking

- All recorded tips are attributed to the **logged-in staff member**.
- Tip totals appear in the **Staff Sales Report** and the **End of Day Report**.

[?](#) Learn more:

- [?](#) **How to configure gratuity options**
 - [?](#) **How to view the Staff Sales Report**
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