

## TIP ADJUST INSTRUCTIONS

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The SoftPay application is designed for consecutive tip adjusting which allows multiple transactions to be adjusted with one password entry. The most efficient way to adjust tips on the V<sup>x</sup> 570 is to adjust all transactions at one time using the scrolling feature provided in the tip adjustment mode.

If Clerks/Servers are adjusting their own tips, each Clerk/Server should have an individual password set up for their Clerk/Server number so that they only have access to transactions related to their Clerk/Server number.

This limits fraud or keying errors and increases efficiency. Directions on how to set Clerk/Server numbers and passwords can be found in the "Setting Up Clerks & Servers" section above.

If an owner or manager is adjusting all transactions in a batch, a supervisor or manager level password is required. Transactions will always appear in sequential order by invoice number.

- 1** Press Tip Adjust Key
- 2** Enter a valid Clerk/Server, supervisor, or manager password
- 3** Make the selection for the retrieval method to use:
  - Clerk [F1]
  - Amount [F2]
  - Account [F3]
  - Invoice # [F4]
- 4** Enter appropriate value (clerk, amount, account #, invoice #) based on selected retrieval method
- 5** Press [F1] to adjust transaction
- 6** Enter the new tip amount with implied decimal and press the ENTER key
- 7** Screen displays the "New Tip Amount" and "Approved"
- 8** Press ENTER
- 9** Transaction overview (card type, transaction type, card #, and newly adjusted total) displays on the screen
- 10** Press [F2] and/or [F3] to view and adjust other transactions in the batch
- 11** To exit, press [F4]