Add Servers or Clerk IDs



Step 1



Select **Device Management** in the sidebar menu.

Step 2

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Select the **ellipsis (:)** on the right hand side of the device snapshot and select **Edit Parameters.**

Step 3

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	ADD SERVER/CLERK DETAILS	Ð		

Expand the **Tip, Tax & Fee** section, enable **Tip**, and you will see **Server/Clerk Setup**. Change toggle to **Yes**.

Step 4

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By selecting the + next to Add Server Clerk Details and a window will pop-up. First change the Server/Clerk Label to the desired title (*in example above, Clerk was used*). Under Clerk ID, create an ID number for each clerk; ID numbers must be 1 to 3 digits long. Under Clerk Name, enter the name of the clerk; each clerk name can be a max of 6 characters. Once each clerk's information has been entered, click the + to the right. * Please note that once the last server is entered, the + must be clicked. If you miss this step, the last server will not be registered.

Step 5

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Once all servers/clerks have been added scroll down and select **Save**.

Step 6



After making parameter changes, you must perform a download on the device by pressing \bigstar > 6 > OK button.

ISO | PORTAL

