Individual Server Reports
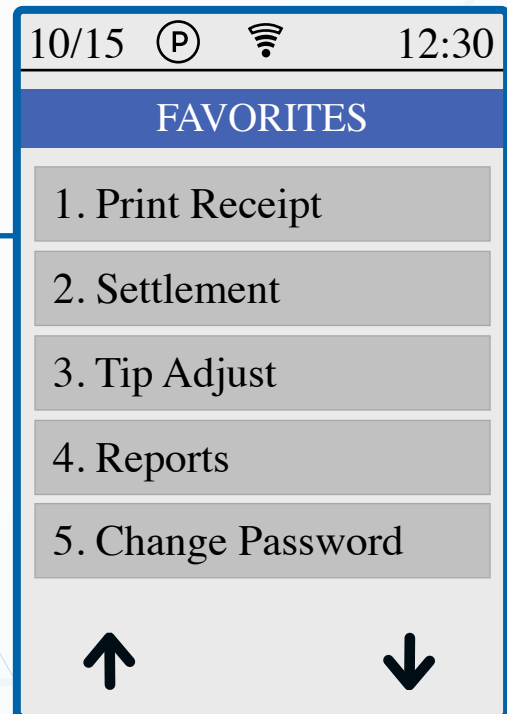
STEP 1

Tap the **Favorites** icon (★) on the bottom left of the home screen.

```
10/15   Ⓟ   📶        12:30


CREDIT  ⋮ |   SALE   ⋮



         $ 0.00



  ★        ☰         👤
```
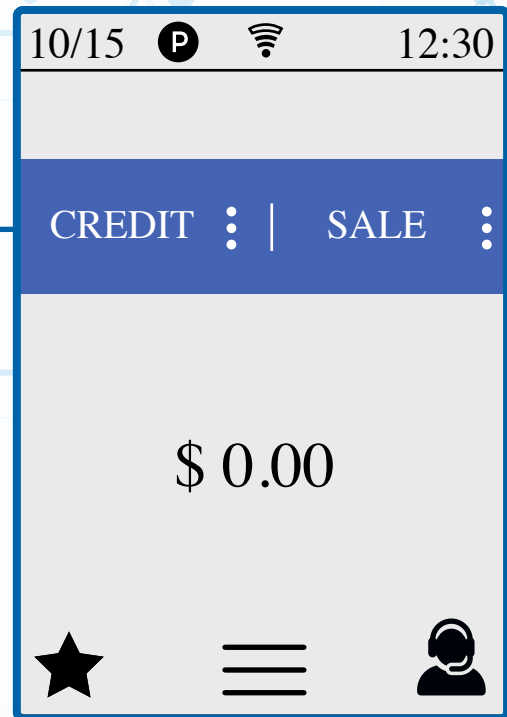
STEP 2

Tap **Reports** or press the number 4 on the keypad.

```
10/15   Ⓟ   📶        12:30
          FAVORITES

  1. Print Receipt

  2. Settlement

  3. Tip Adjust

  4. Reports

  5. Change Password


  ↑                  ↓
```

STEP 3

Tap **Tip Report** or press the number 4 on the keypad.

10/15	12:30
TIP ADJ	

1. Open Summary

2. Closed Summary

3. Detailed Report
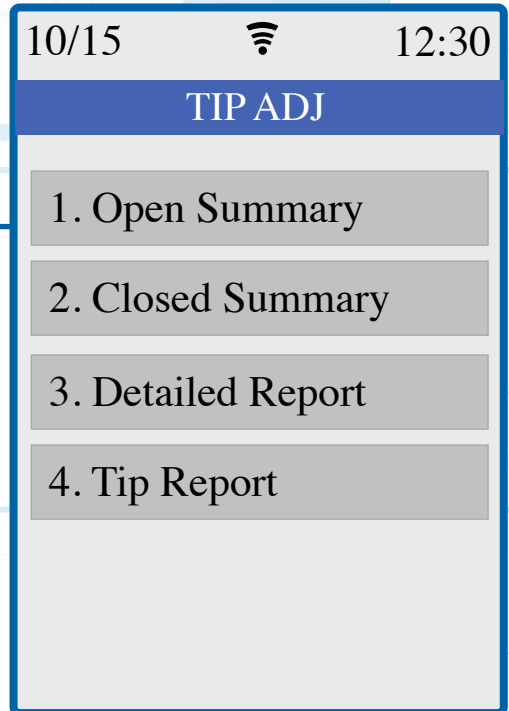
4. Tip Report

STEP 4

You will be shown your most recent batches. If there is a Tip Report belonging to a specific batch that you want to view, select that batch. If you want to see the most recent Tip Report, select the batch displayed on the top.

10/15	12:30
TIP REPORT	

BATCH 41 : $ 0.00

BATCH 40 : $ 49.14

BATCH 39 : $ 44.68

BATCH 38 : $ 64.75

BATCH 37 : $ 1.08
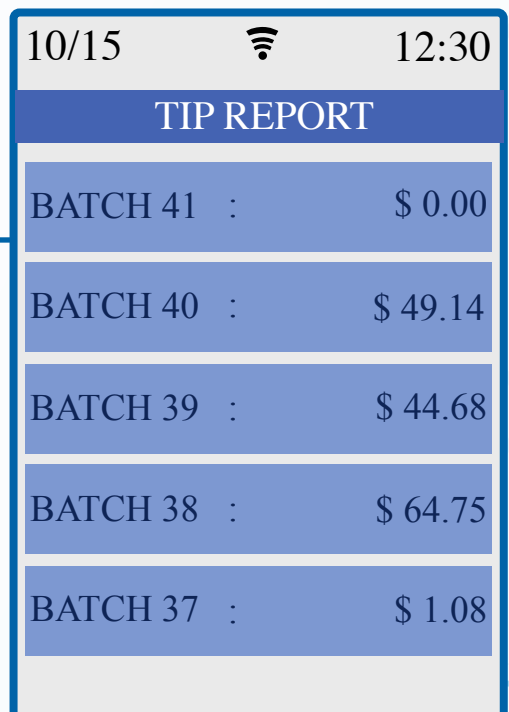
STEP 5

Choose the server whose tip report you would like to see.

10/15   🛜   12:30
CLERK
1. kei Jay (1)
2. Randall (2)
3. Eric (5)
4. Mike (9)
5. W/o Clerk
↑   ↓