

# LinkPoint Nashville Tip Edit

## Quick Reference Guide

Application: CONFIG 690 01.07.00

### TIP REPORT, REVIEW AND EDITING

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TIP	1. SWIPE CARD FOR SALE	1. Press <b>[REVIEW]</b> key.
REVIEW/CLOSE	2. TOTALS TRAN DETAIL	2. Press right <b>[▲]</b> key.
	3. BATCH EMP CARD	3. Press middle <b>[▲]</b> key.
Unadjusted tips by employee ID.	4. CARD CHECK	4. Press left <b>[▲]</b> key.
	5. ALL TAB UNADJ	5. Press right <b>[▲]</b> key.
	6. DETAIL/UNADJ REVIEW ENTER EMPLOYEE ID #	6. Key in the employee ID and press <b>[ENTER]</b> or press <b>[ENTER]</b> to review all employee ID's.
	7. XXX: INV XXXXXXXXXX SALE \$XX.XX	7. If the correct transaction is displayed, press the <b>[+]</b> (ADJUST) key to adjust. If correct transaction is not displayed, press <b>[BACK SPACE]</b> to return to previous prompt, press <b>[ENTER]</b> to review the next transaction or press <b>[CLEAR]</b> to exit.
	8. XXX: INV XXXXXXXXXX XXXXXXXXXXXXXXX OK?	8. Press <b>[ENTER]</b> to adjust displayed item.
	9. BASE: \$XX.XX ENTER AMT TO CHANGE	9. Key in the new base amount and press <b>[ENTER]</b> or simply press <b>[ENTER]</b> if displayed amount is correct.
	10. TIP: \$XX.XX ENTER AMT TO CHANGE	10. Key in new tip amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.
	11. TAX: \$XX.XX ENTER AMT TO CHANGE	11. Key in new tax amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.
	12. EDIT TRANSACTION ACCEPTED	12. Please wait...
	13. XXX: INV XXXXXXXXXX SALE \$XX.XX	13. Press <b>[+]</b> key to adjust displayed item.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
ADDING TIP	1. SWIPE CARD FOR SALE	1. Press <b>[+]</b> (ADJUST) key.
Add tips to unadjusted items without closing the open batch.	2. EDIT TAB TIP	2. Press right <b>[▲]</b> key.
	3. INV SEQ EMP	3. Press left <b>[▲]</b> key to choose item by invoice number, middle <b>[▲]</b> key to choose by sequence number or right <b>[▲]</b> key to choose by employee ID.
	4. ADD TIP ENTER...	4. Key in either the invoice number, sequence number or employee ID, press <b>[ENTER]</b> .
	5. XX XXXXXX \$XX.XX ENTER TIP AMOUNT	5. Key in the tip amount, press <b>[ENTER]</b> .
	6. XX XXXXXX \$XX.XX TRANSACTION ACCEPTED	6. Please wait...
	7. XX XXXXXX \$XX.XX ENTER TIP AMOUNT	7. When the next transaction appears, key in the tip amount, press <b>[ENTER]</b> .
	6. INV SEQ EMP	6. Press left <b>[▲]</b> key to choose transaction by invoice number, middle <b>[▲]</b> key to choose by sequence number or right <b>[▲]</b> key to choose by employee ID. Press <b>[CLEAR]</b> to exit.

FUNCTION	DISPLAY MESSAGE	OPERATOR ACTION
TIP ADJUSTMENT	1. SWIPE CARD FOR SALE	1. Press <b>[CLOSE]</b> .
Add tips to unadjusted items while closing the batch.	2. CLOSE ADJ PRINT	2. Press left <b>[▲]</b> key.
	3. UNADJUSTED TIPS! ADJUST BEFORE CLOSE?	3. Press <b>[ENTER]</b> key to edit unadjusted items or press <b>[BACK SPACE]</b> key to zero out all unadjusted items.
	4. XXX: INV XXXXXXXXXX SALE \$XX.XX	4. Press <b>[+]</b> key to adjust displayed item.
	5. XXX: INV XXXXXXXXXX XXXXXXXXXXXXXXX OK?	5. Press <b>[ENTER]</b> to adjust displayed item.
	6. BASE: \$XX.XX ENTER AMT TO CHANGE	6. Key in the new base amount and press <b>[ENTER]</b> or simply press <b>[ENTER]</b> if displayed amount is correct.
	7. TIP: \$XX.XX ENTER AMT TO CHANGE	7. Key in new tip amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.
	8. TAX: \$XX.XX ENTER AMT TO CHANGE	8. Key in new tax amount and press <b>[ENTER]</b> or press <b>[ENTER]</b> if displayed amount is correct.
	9. EDIT TRANSACTION ACCEPTED	9. Please wait...
	10. XXX: INV XXXXXXXXXX SALE \$XX.XX	10. Press <b>[+]</b> key to adjust displayed item.