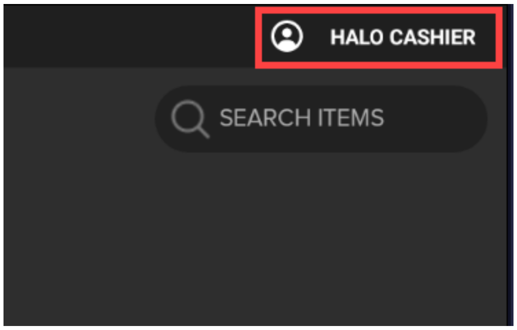
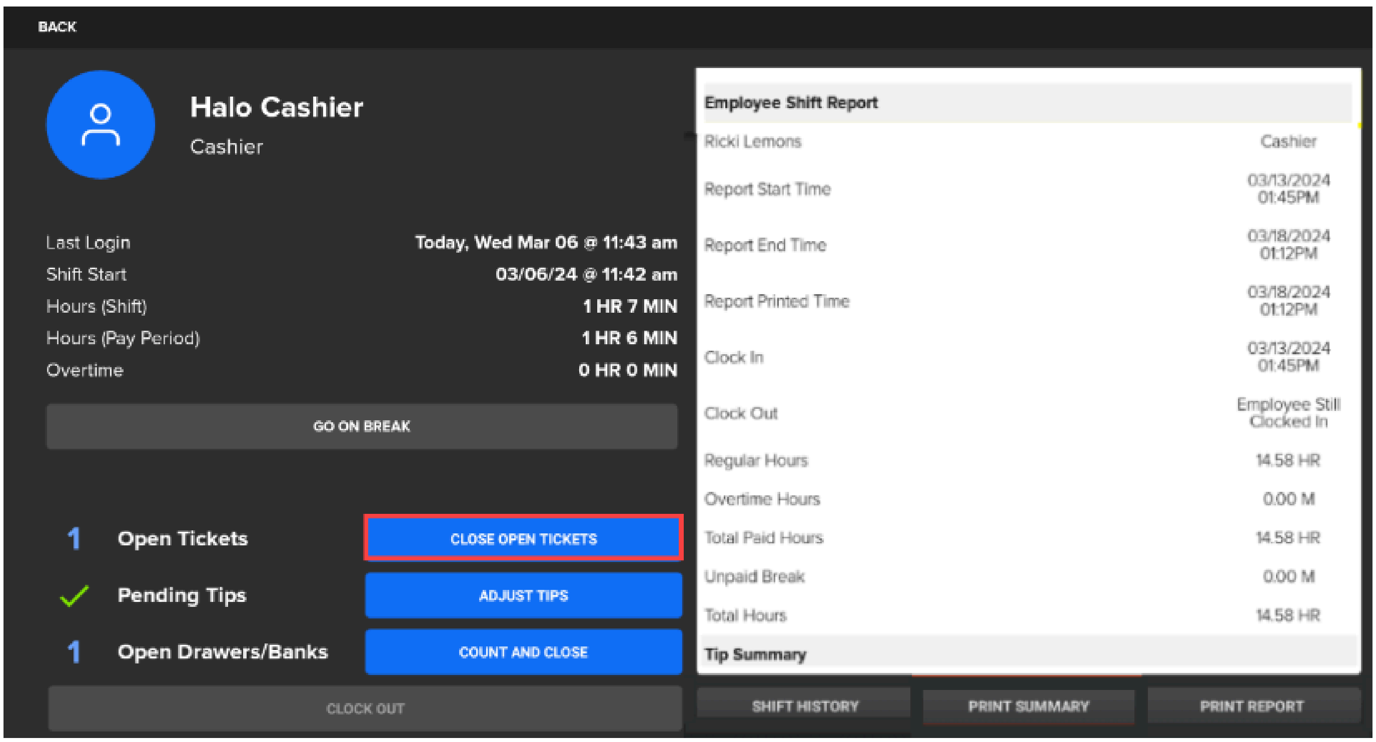
Employee Process Close Tickets

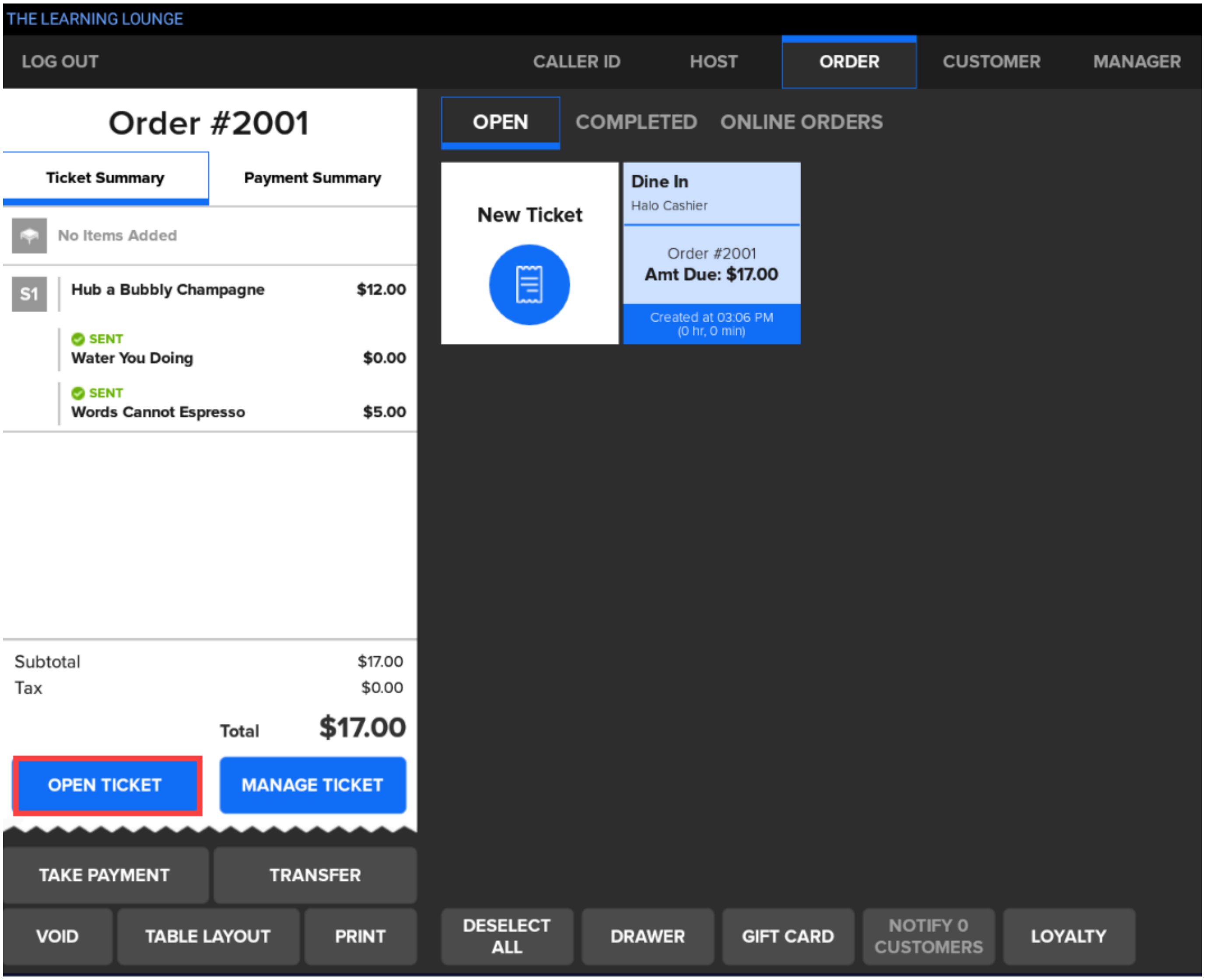
1. Open your dashboard by tapping on your name in the upper right corner of the screen.



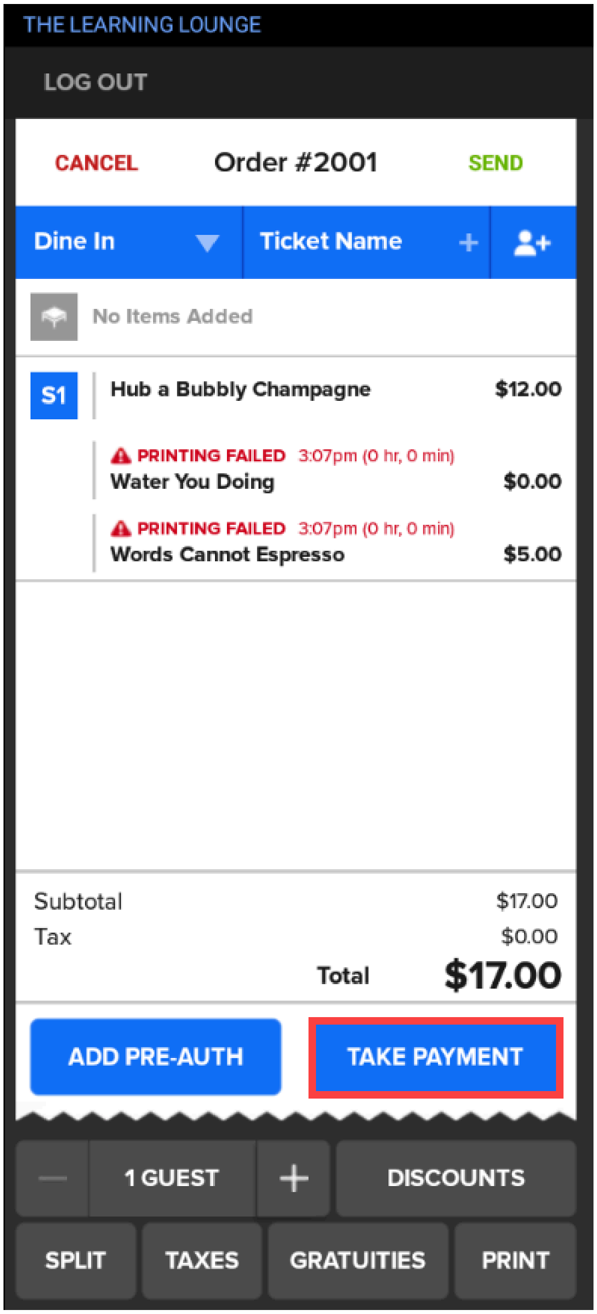
2. Tap the **Close Open Tickets** button to go to the Open Tickets screen.



3. Tap on the ticket displayed and then tap **Open Ticket.**



4. Here, you can transfer your ticket to another user, void the ticket, or tap **Take Payment.** Refer to Manage Tickets on SkyTab POS for additional information. Follow this process for additional open tickets.

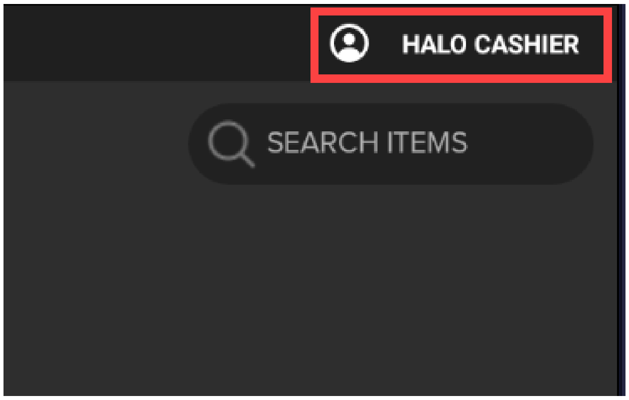


5. Once all tickets are closed, return to your employee dashboard.

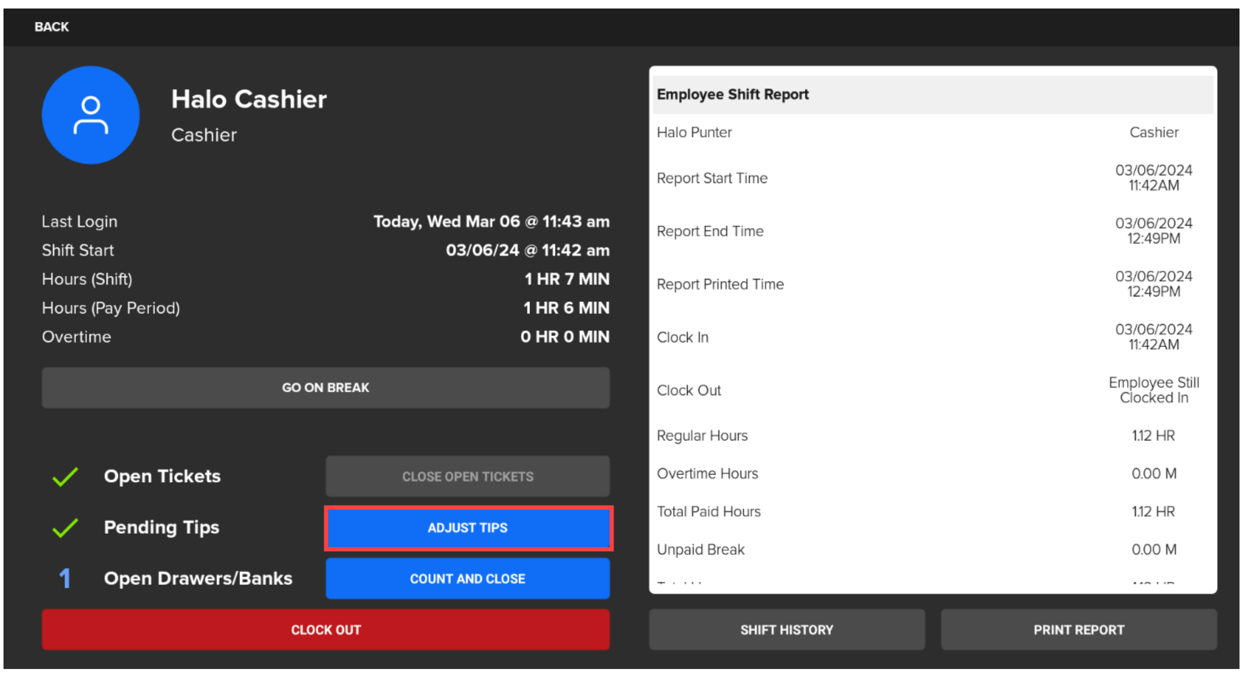
Employee Process Adjust Tips

An employee can adjust their own tips throughout their shift if they choose, but if this is required for clocking out at the end of the day, you'll need to make final adjustments at this time.

1. Open your dashboard by tapping on your name in the upper right corner of the screen.



2. From the employee dashboard, select **Adjust Tips**. This takes you to the Pending Tips grid.

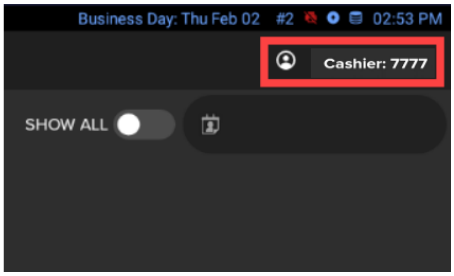


3. Tap which payment you want to adjust and add the tip on the right. Refer to Adjust Tips on SkyTab POS for additional information.

4. Once your tips have been adjusted, tap the **Back** button to return to your employee dashboard.

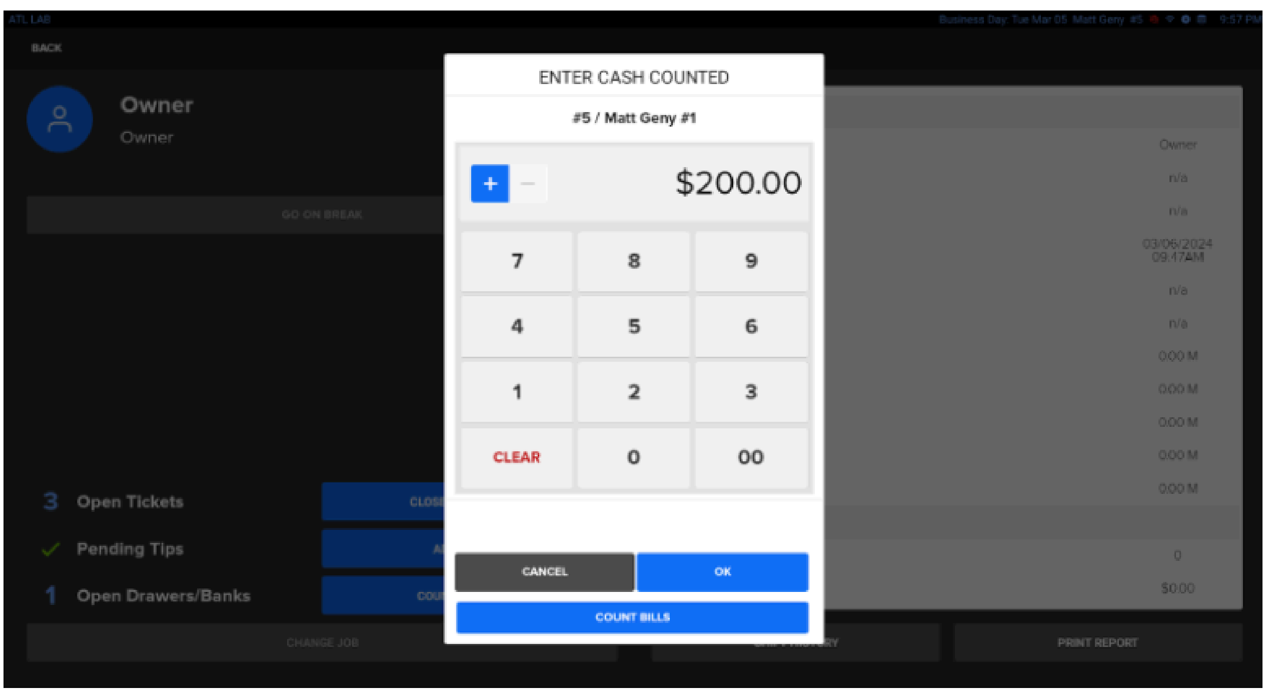
Employee Process Count and Close Drawers/Banks

1. Open your dashboard by tapping on your name in the upper right corner of the screen.



2. Tap **Count and Close** to close your employee drawers/banks.

3. When the number pad displays, enter the amount of money you counted for each drawer/bank you have. If you only have one drawer/bank, enter that one drawer's value. If you have multiple drawers/banks, enter the cash counted for each drawer/bank one after the other, using the arrows to switch drawers/banks.
   Note: The system will display the expected cash already in the field.

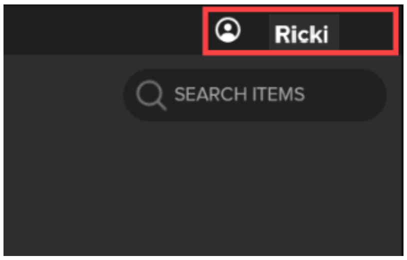


   If your actual cash count is different than the expected amount, use the on-screen keypad to enter the correct amount.
4. Tap **Ok** when you have finished.

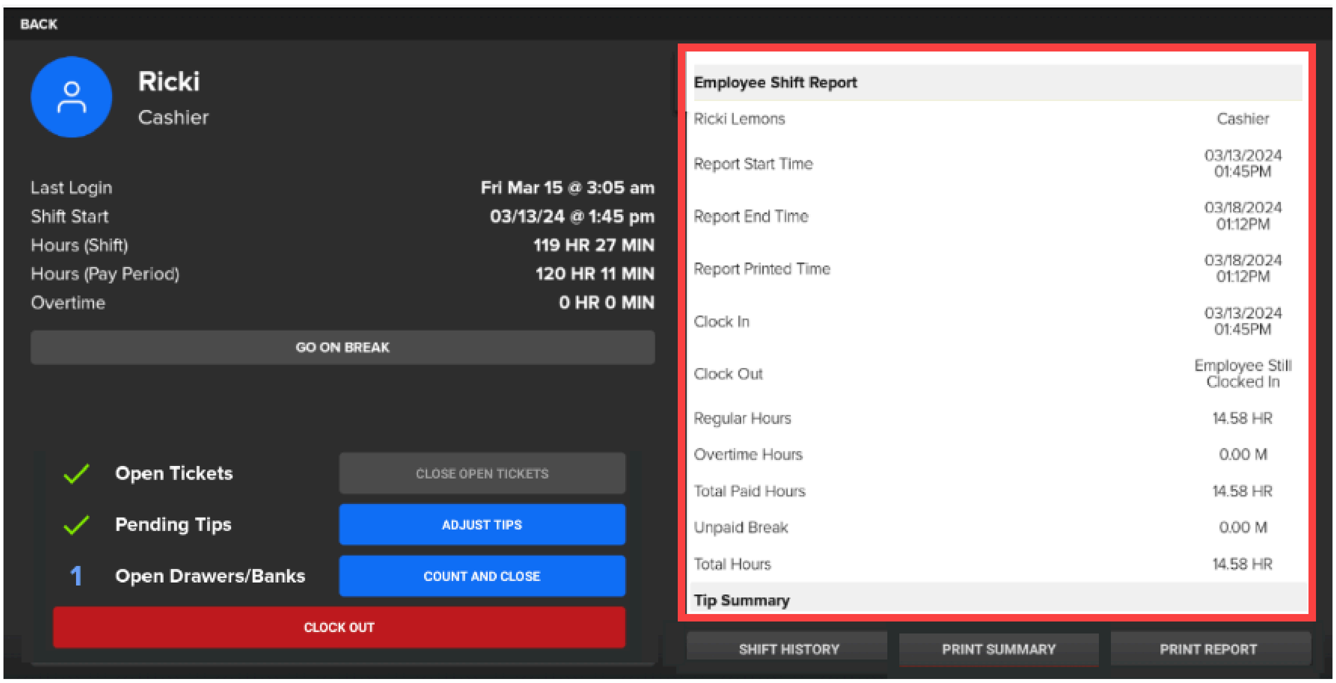
Clocking Out at the End of Your Shift

When your shift is over, you will use the Clock Out button, which is found on your Employee Dashboard.

1. Open your dashboard by tapping on your name in the upper right corner of the screen.

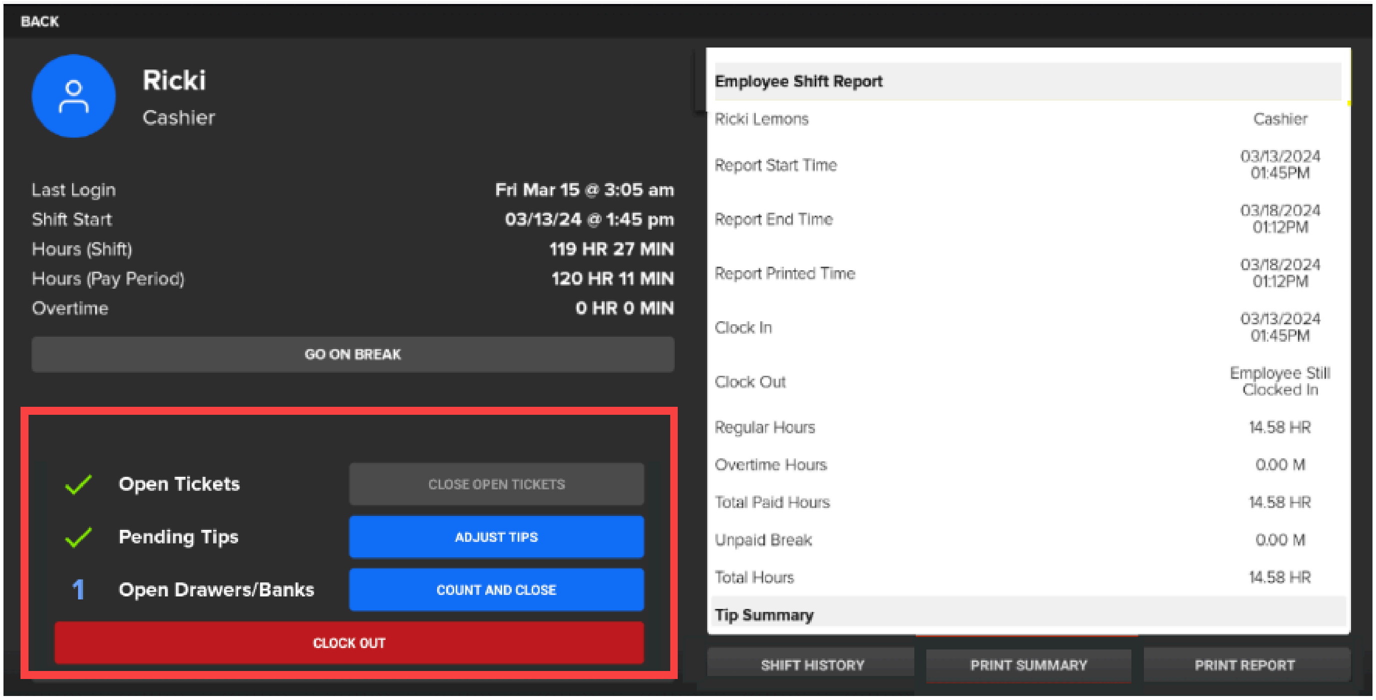


2. Here is where you can see an overview of the shift you are about to end. This includes:
   - Last login and shift start time
   - Hours worked for your shift and pay period
   - Gross and net sales
   - Ticket counts and more!



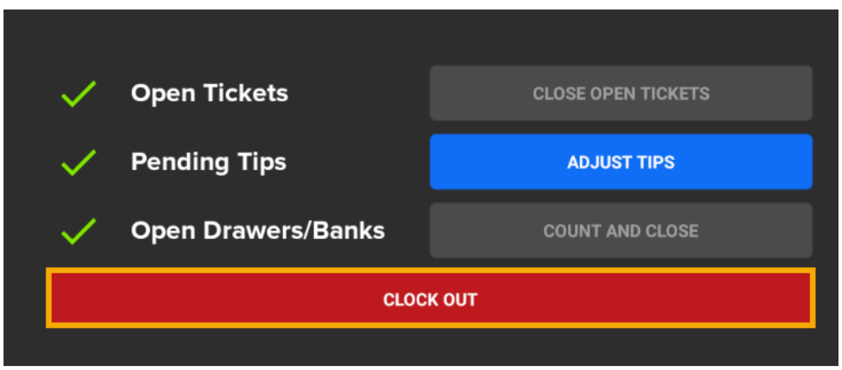
3. Tap the **Shift History** button to view a detailed history of your recent shifts. Use the **Print** button at the top right corner of the screen if you wish to have a printed copy.
4. To the right of your employee dashboard is your Employee Shift Report.
5. Review the checklist in the lower left corner. This is where you can see the number of tickets you have open, the number of pending tips you need to adjust, and the number of drawers/banks that need to be closed. At the very least, you need to close or transfer your open tickets before the Clock Out button is available. Note that your employer may also require you to complete all of the tasks in the checklist before clocking out.
   Note: If your job setting for Clock Out Restrictions is set to Complete Tickets, you do not need to adjust tips or

perform a cash count.



6. If you need to take care of Open Tickets, Pending Tips, or Open Drawers/Banks, proceed to close out these items.

7. Once the checklist is complete, press the **Clock Out** button.



8. A pop-up message asks if you are sure you want to Clock Out and End your Shift. Select **OK** to clock out. You will be clocked out of the system, and your shift has ended.