DINERWARE®
Intuitive Restaurant Software

ALL USERS
This Quick Start Guide is Intended for users with login privileges.

Known Tips

When servers clock out at the end of their shift, they will be prompted to enter 'Known Tips' and 'Other Tips.' Known tips are credit card tips, while other tips are cash.

How to Assign a Tip to a Credit Card

Dinerware allows for several ways to pay, however most guests pay with credit cards.

How to pay out a ticket with a credit card

Before any final payment transactions can occur, the open ticket must be closed or committed first.

1. Touch **'Ok'** on the open ticket to commit the order.

2. Re-open the committed ticket and touch **'Pay.'**

3. From the payment screen, touch **'Credit.'**

Swipe the credit card. The card processes then the order entry screen appears.

4. The ticket now appears with red 'TIP!'

This ticket has been pre-authorized.

5. To finalize with tip, the server takes two copies of the pre-authorization to the customer for their signature and tip assignment.

After the customer has written in the tip and signed the authorization, the ticket may be closed.

6. Touch the ticket (with TIP!). Touch **'Pay.'**

The credit card information appears on the left of screen.

7. Use the keypad to **enter the tip, or the total amount of the sale.**

8. Touch **'Finalize'** in lower left of screen.

9. Touch **'Close'** to complete the credit card sale.