

Admin Center - Operations - Creating Gratuities

22 Steps [View most recent version](#) 

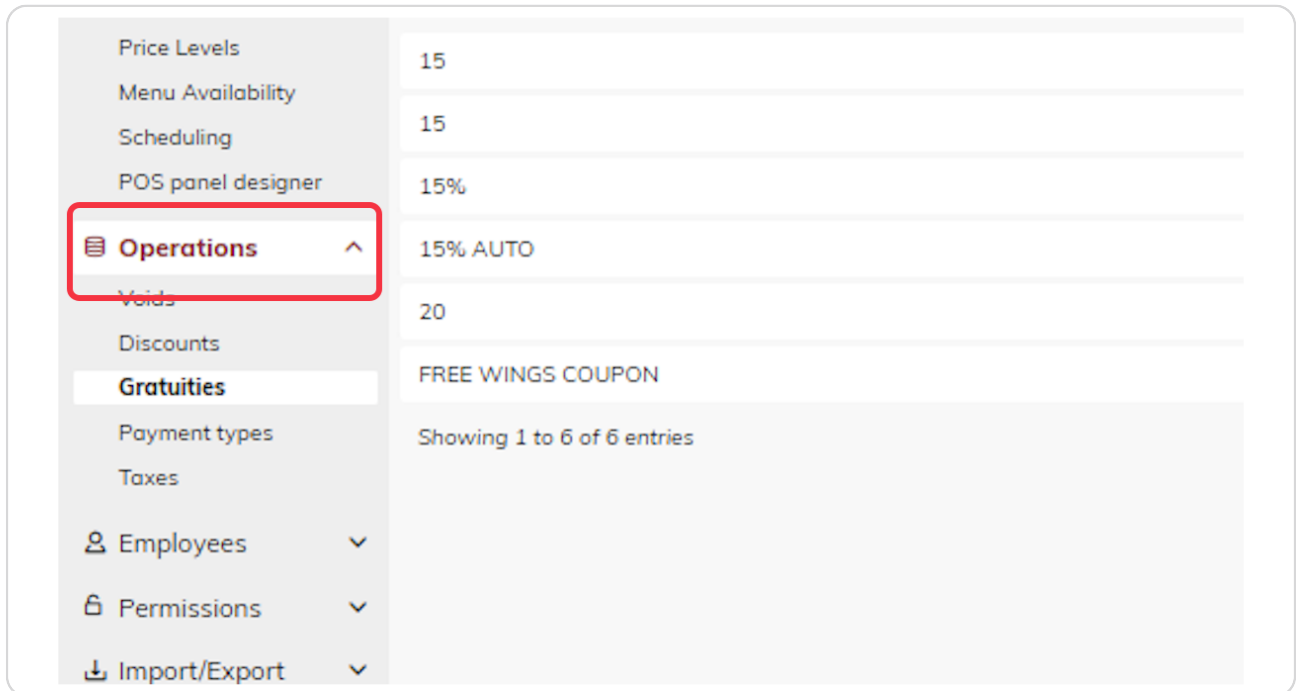
Created by	Creation Date	Last Updated
Thomson Tang	May 2, 2023	May 29, 2023

STEP 1

[Go to staging-management.silverwarepos.com](https://staging-management.silverwarepos.com)

STEP 2

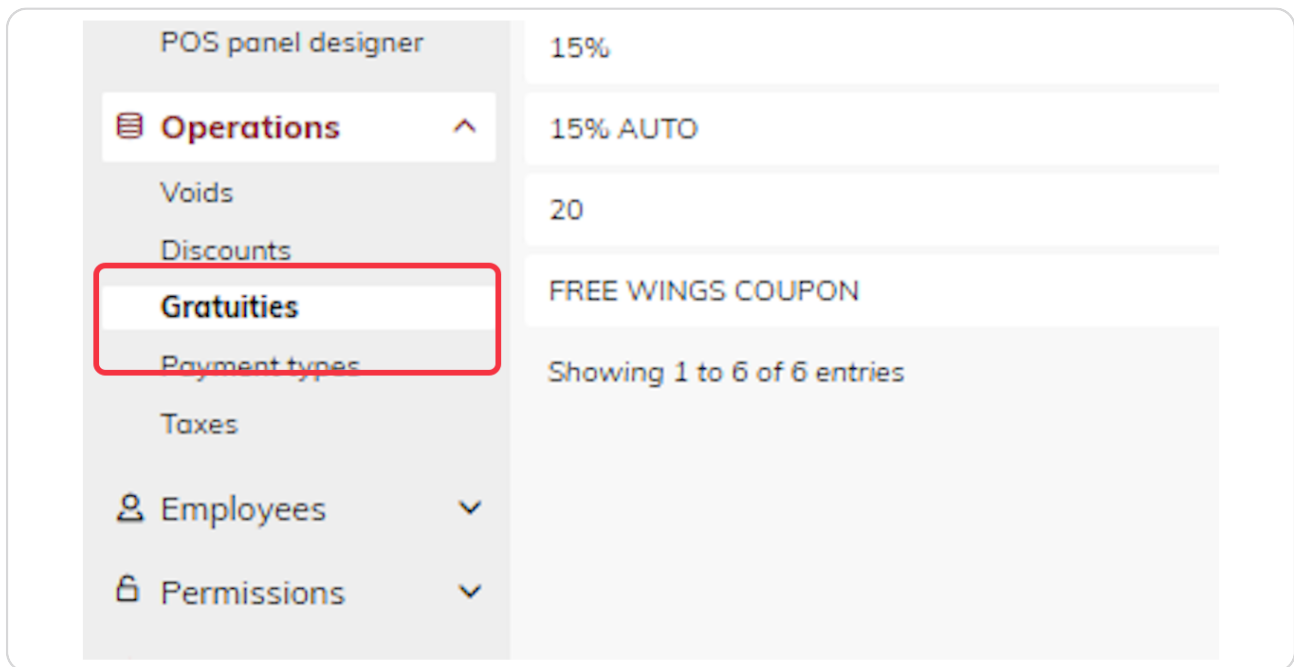
Click on Operations



The screenshot displays a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Price Levels, Menu Availability, Scheduling, POS panel designer, **Operations** (highlighted with a red box and an upward arrow), Voids, Discounts, **Gratuities** (highlighted with a white background), Payment types, Taxes, Employees (with a person icon and a dropdown arrow), Permissions (with a lock icon and a dropdown arrow), and Import/Export (with a download icon and a dropdown arrow). The main content area shows a list of items: 15, 15, 15%, 15% AUTO, 20, and FREE WINGS COUPON. Below this list, it says 'Showing 1 to 6 of 6 entries'.

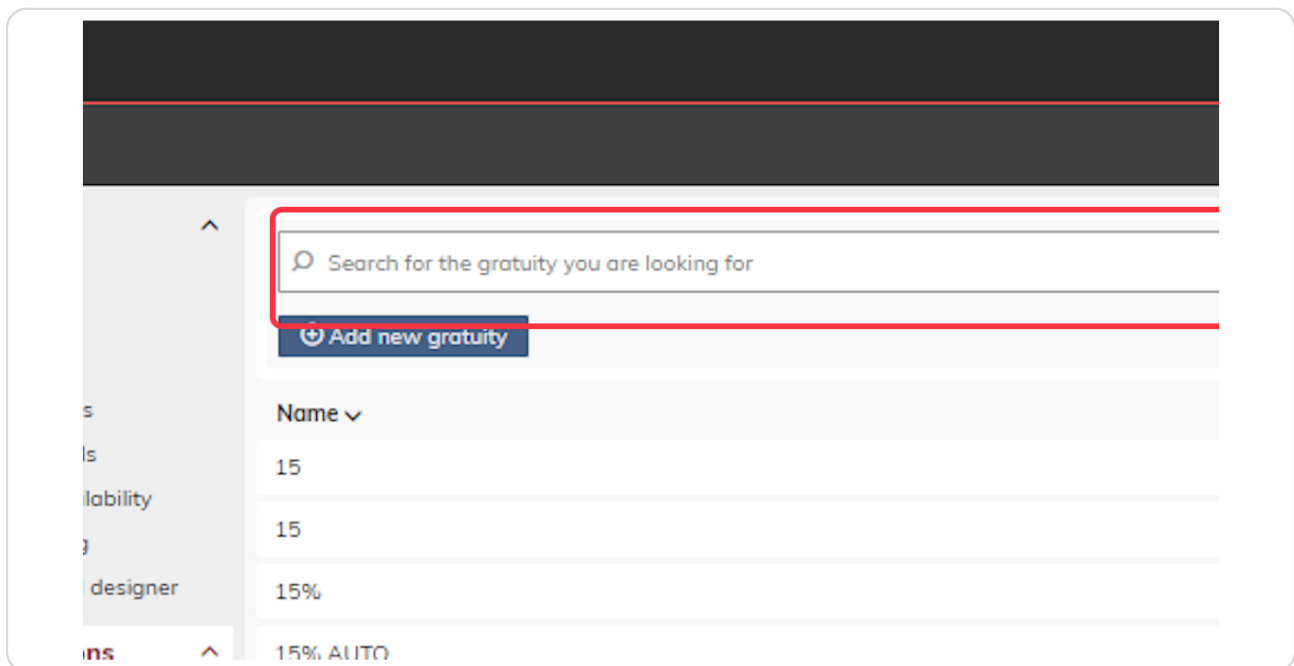
STEP 3

Click on Gratuities



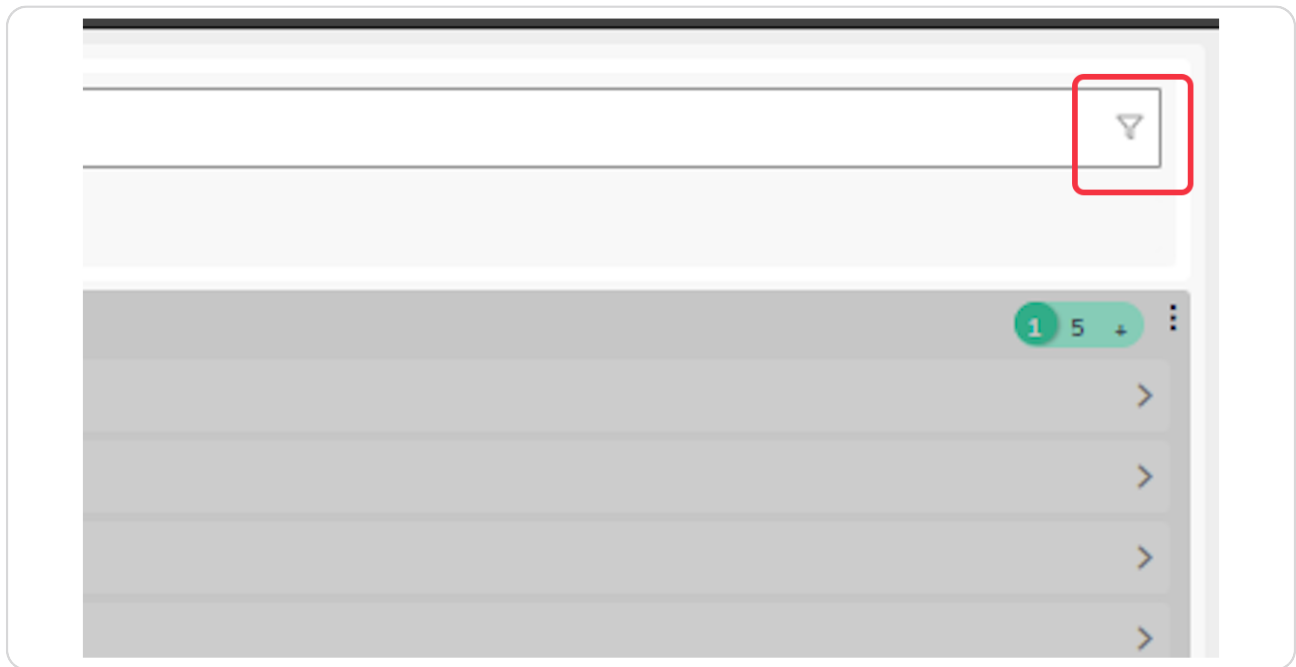
STEP 4

Search Bar



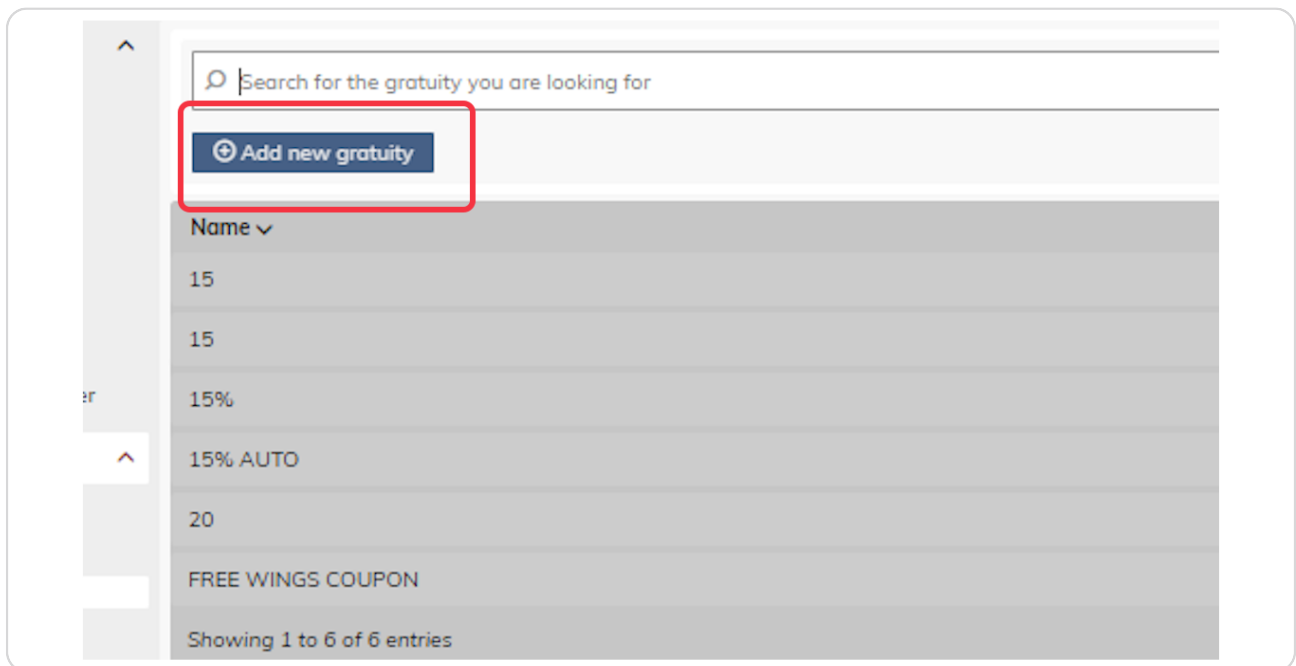
STEP 5

Filter Icon



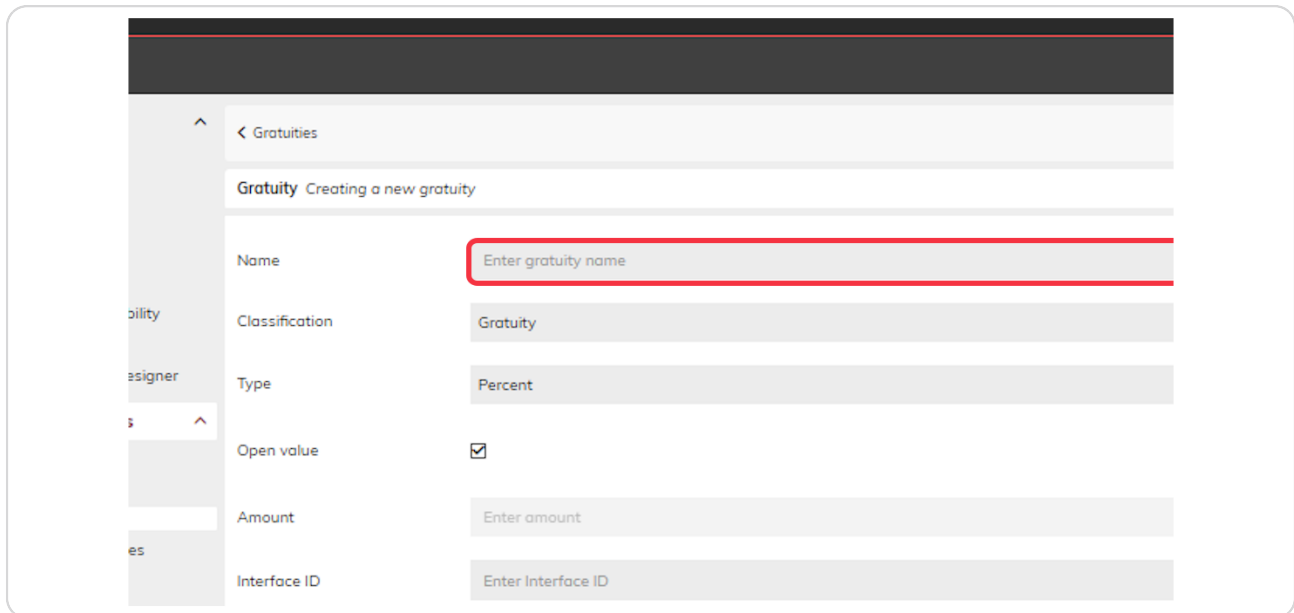
STEP 6

How to add a new gratuity



STEP 7

Enter gratuity name



< Gratuities

Gratuity Creating a new gratuity

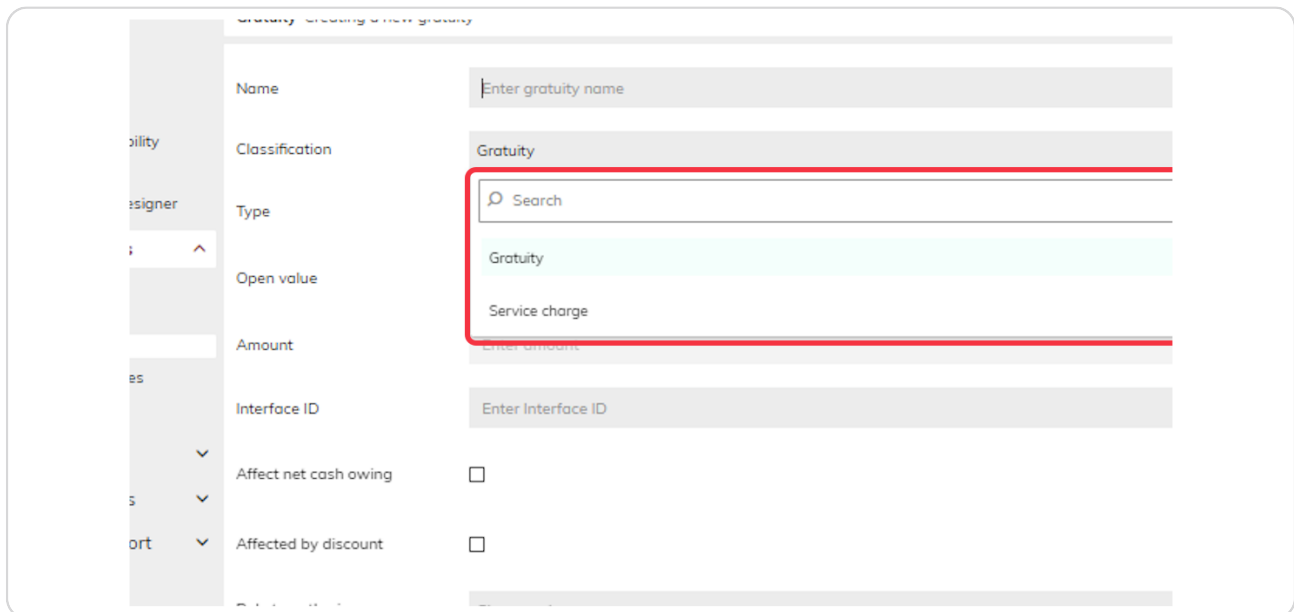
Name	Enter gratuity name
Classification	Gratuity
Type	Percent
Open value	☒
Amount	Enter amount
Interface ID	Enter Interface ID

STEP 8

Gratuity Classification

Selection Includes:

- Gratuity
- Service Charge



Gratuity Creating a new gratuity

Name	Enter gratuity name
Classification	Gratuity
Type	Search Gratuity Service charge
Open value	☒
Amount	Enter amount
Interface ID	Enter Interface ID
Affect net cash owing	☐
Affected by discount	☐

STEP 9

Type of Gratuity

Selection includes:

- Percent
- Value

Name: Enter gratuity name

Classification: Gratuity

Type: Percent

Open value: Search
Percent
Value

Amount: Enter amount

Interface ID: Enter interface ID

Affect net cash owing: ☐

Affected by discount: ☐

Role to authorize: Choose role

STEP 10

Open value

< Gratuities

Gratuity Creating a new gratuity

Name: Enter gratuity name

Classification: Gratuity

Type: Percent

Open value: ☒

Amount: Enter amount

Interface ID: Enter interface ID

Affect net cash owing: ☐

Affected by discount: ☐

STEP 11

Enter amount

Name	Enter gratuity name
Classification	Gratuity
Type	Percent
Open value	☒
Amount	Enter amount
Interface ID	Enter Interface ID
Affect net cash owing	☐
Affected by discount	☐
Role to authorize	Choose role

STEP 12

Enter Interface ID

Select the 3 dots to override stores

Classification	Gratuity
Type	Percent
Open value	☒
Amount	Enter amount
Interface ID	Enter Interface ID
Affect net cash owing	☐
Affected by discount	☐
Role to authorize	Choose role
Role to modify	Choose role

STEP 13

Affect net cash owing

Select the 3 dots to override stores

Signer	Type	Percent
	Open value	☒
	Amount	Enter amount
	Interface ID	Enter Interface ID
	Affect net cash owing	☐
	Affected by discount	☐
	Role to authorize	Choose role
	Role to modify	Choose role
	Taxes	Choose taxes

STEP 14

Role to Authorize Gratuity

Select the 3 dots to override stores

Amount	Enter amount
Interface ID	Enter Interface ID
Affect net cash owing	☐
Affected by discount	☐
Role to authorize	Choose role
Role to modify	Choose role
Taxes	Choose taxes
Active	☒
Permission level	Choose permission set

STEP 15

Role to Modify Gratuity

Interface ID	Enter Interface ID
▼	
Affect net cash owing	☐
▼	
Affected by discount	☐
▼	
Role to authorize	Choose role
Role to modify	Choose role
Taxes	Choose taxes
Active	☒
Permission level	Choose permission set

STEP 16

Taxes

Select the 3 dots to override stores

▼	
Affect net cash owing	☐
▼	
Affected by discount	☐
▼	
Role to authorize	Choose role
Role to modify	Choose role
Taxes	Choose taxes
Active	☒
Permission level	Choose permission set

STEP 17

Click on Active

✓	Affect net cash owing	☐
✓	Affected by discount	☐
	Role to authorize	Choose role
	Role to modify	Choose role
	Taxes	Choose taxes
	Active	☒
	Permission level	Choose permission set

STEP 18

Permission level

✓	Affected by discount	☐
	Role to authorize	Choose role
	Role to modify	Choose role
	Taxes	Choose taxes
	Active	☒
	Permission level	Choose permission set

STEP 19

Major classes

Assign individual major classes affected by this gratuity
Select the 3 dots to override stores

The screenshot displays a configuration window for assigning major classes. On the left, there are several grey rectangular buttons, some with a downward arrow and others with three vertical dots. The main area on the right is divided into sections: 'Major classes', 'Minor classes', 'Menu items', and 'Cost centers'. Each section has a 'Loading...' dropdown menu and a three-dot menu icon to its right. A red rectangular box is drawn around the 'Major classes' section, highlighting the 'Loading...' dropdown and the three-dot menu icon.

STEP 20

Minor classes...

Assign individual minor classes affected by this gratuity
Select the 3 dots to override stores

The screenshot displays a configuration window with a sidebar on the left and a main content area on the right. The sidebar contains several input fields with dropdown arrows and three vertical ellipsis icons. The main content area is divided into four sections: 'Major classes', 'Minor classes', 'Menu items', and 'Cost centers'. Each section has a checkbox and a 'Loading...' bar. A red box highlights the 'Minor classes' section, which includes a checkbox for 'All classes' and a 'Loading...' bar. The 'Major classes' section also has a checkbox for 'All classes' and a 'Loading...' bar. The 'Menu items' section has a checkbox for 'All items' and a 'Loading...' bar. The 'Cost centers' section has a checkbox for 'All cost centers'.

STEP 21

Menu items...

Assign individual menu items affected by this gratuity
Select the 3 dots to override stores

☑ All classes

Loading...

Menu items

☑ All items

Loading...

Cost centers

☑ All cost centers

Loading...

STEP 22

Cost centers...

Assign individual cost centers affected by this gratuity
Select the 3 dots to override stores

