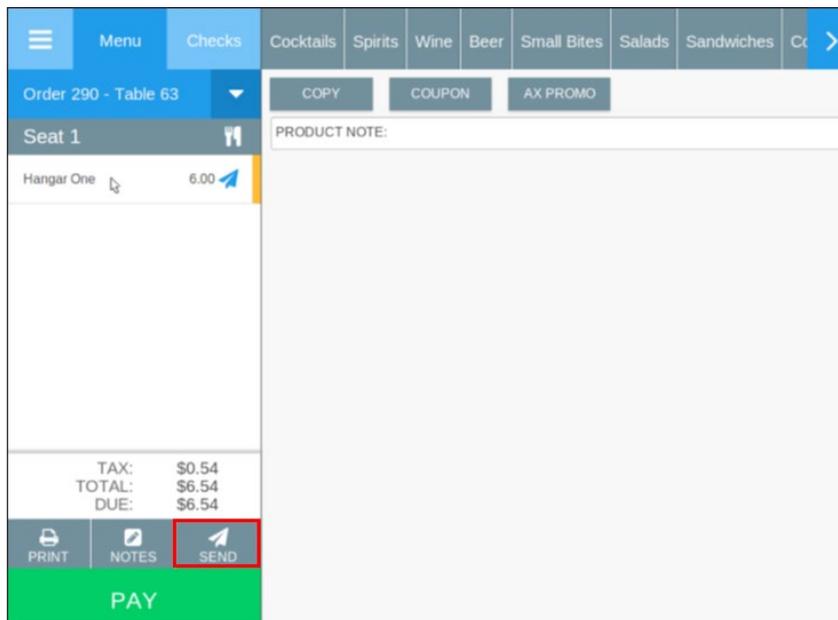
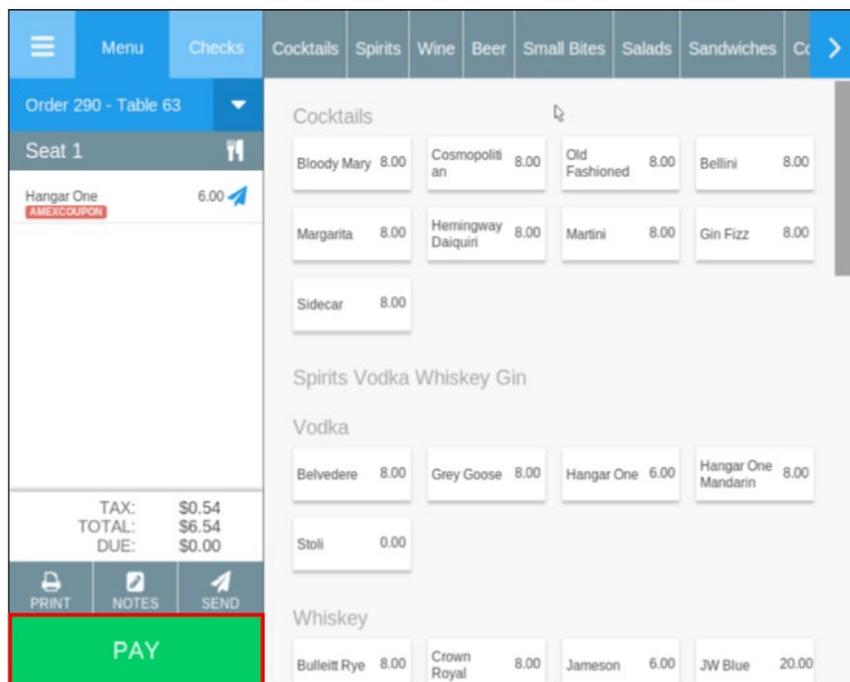


RT: How to Add a Tip on a SoGo Card

1. Add item(s) to the cart.
2. Select **Send**.



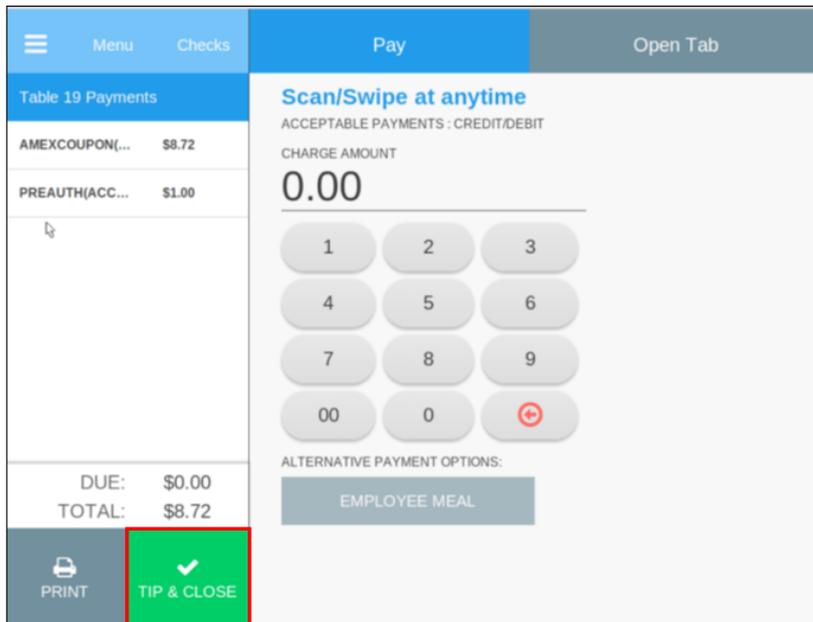
3. Select **Pay**.



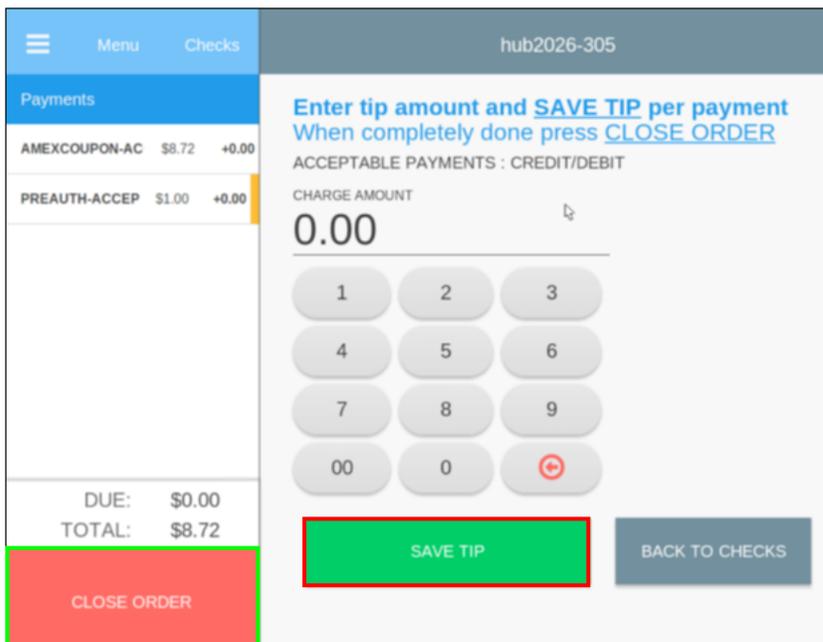
4. If the order is 0.00 and customer wants to leave a tip, in the **Payment** screen, swipe a credit card. A pre-authorization is processed.

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5. Select **TIP & CLOSE**.



6. The Server will touch the PREAUTH-ACCEP, in the payment section on the left. Enter the tip amount and select **SAVE TIP**.



7. Confirm that the PREAUTH-ACCEP is still selected and select **CLOSE ORDER**.

If multiple payments are used, such as credit card, coupon or AmEx coupon, always confirm that the credit card payment method is selected to TIP & CLOSE.



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Note: If the AMEXCOUPON is selected, an error will appear displaying message: "Cannot add tip for this".

