



SMITTY'S CANADA INC.

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BULLETIN #35/21

DATE: March 4,2020
TO: Squirrel locations using Skip
FROM: Crystal Davies
RE: **Skip Addition- Tip Options for Guests**

Hello Everyone,

We have requested to have the Tip Option added to the Skip platform. This should be updated in the upcoming week. Please complete the following steps to set up Squirrel to allow the system to add the tip prompt.

In your Back Office under Advanced Set-up

Transactions	Reports	Daily Setup	Advanced Setup	Optional Products
ADVANCED SETUP				
<p>Site Information</p> <ul style="list-style-type: none"> Site Setup E-mail Setup <p>Departments</p> <ul style="list-style-type: none"> Department Setup Time Periods Setup Covers Setup Cashier System Setup Hotel System Setup <p>Price Lists</p> <ul style="list-style-type: none"> Price List Setup Price List Department Assignment Price List Schedule Setup <p>Point of Sale</p> <ul style="list-style-type: none"> Requisition Setup Check and Receipt Setup Messages Cashout and Tips Setup 	<p>Promos, Voids & QSA's</p> <ul style="list-style-type: none"> Promo Setup Promo Schedule QSA Setup Void Reasons Setup <p>Payments</p> <ul style="list-style-type: none"> Payment Setup Credit Card Setup Departmental Credit Card Setup Merchant Setup Euro Currency Setup <p>Tax, Service & House Charge Setup</p> <ul style="list-style-type: none"> Tax Setup Tax Groups Tax Group Transformations Tax Table Setup USE Tax Setup Service Charge Setup House Charge Setup 	<p>Image Design</p> <ul style="list-style-type: none"> Image Designer <p>Hardware</p> <ul style="list-style-type: none"> Printer Setup Printer Routing Alternate Printers Req Header/Footer Terminal Setup Requisition to Terminal Routing Terminal Address 	<p>Click on the Payment Setup</p>	

Once you are in the Payment Setup please complete the following steps:

The screenshot shows the 'Payment Setup' window for account 'AB'. At the top, a toolbar includes a 'Sort by: Name' dropdown and a 'This Record: Account' dropdown. A callout box points to the 'Account' dropdown with the text: 'Use the drop down find the payment button that you are using in your system.' Below this, the 'CrossRef Number' is set to 16 and the 'Payment ID' is 240. To the right, a table titled 'Departments in which to prompt for tip' lists departments with checkboxes in the 'Prompt' column. A callout box points to these checkboxes with the text: 'Click and check off each box in the section.' Below the table, the 'Popular Currency' section includes an 'International Setting' dropdown (set to 'English (Canada)'), a 'Show Check Totals in this Currency' checkbox, and a 'Minimum Coin Size' field. At the bottom left, the 'Set Up Payment' section contains three checkboxes: 'Opens Cash Drawer', 'Manually Counted with Deposits', and 'Apply Balance Rounding', all of which are unchecked. Below these are 'Position' and 'Length' fields, both set to 0.

Department	Prompt
--All Departments--	<input checked="" type="checkbox"/>
1. DINING	<input checked="" type="checkbox"/>
2. CASHIER	<input checked="" type="checkbox"/>
3. B LOUNGE	<input checked="" type="checkbox"/>
4. D LOUNGE	<input checked="" type="checkbox"/>
DELIVERY	<input checked="" type="checkbox"/>
TRG DINING	<input checked="" type="checkbox"/>

Save your changes and when roll over has been completed you will see a tip prompt when closing the bill.

If you have any questions or concerns, please do not hesitate to reach out at cdavies@smittys.ca or 403-930-8749

Yours truly,
SMITTY'S CANADA INC.

Crystal Davies
Business Intelligence and Operations Manager