



Making a Manual Adjustment

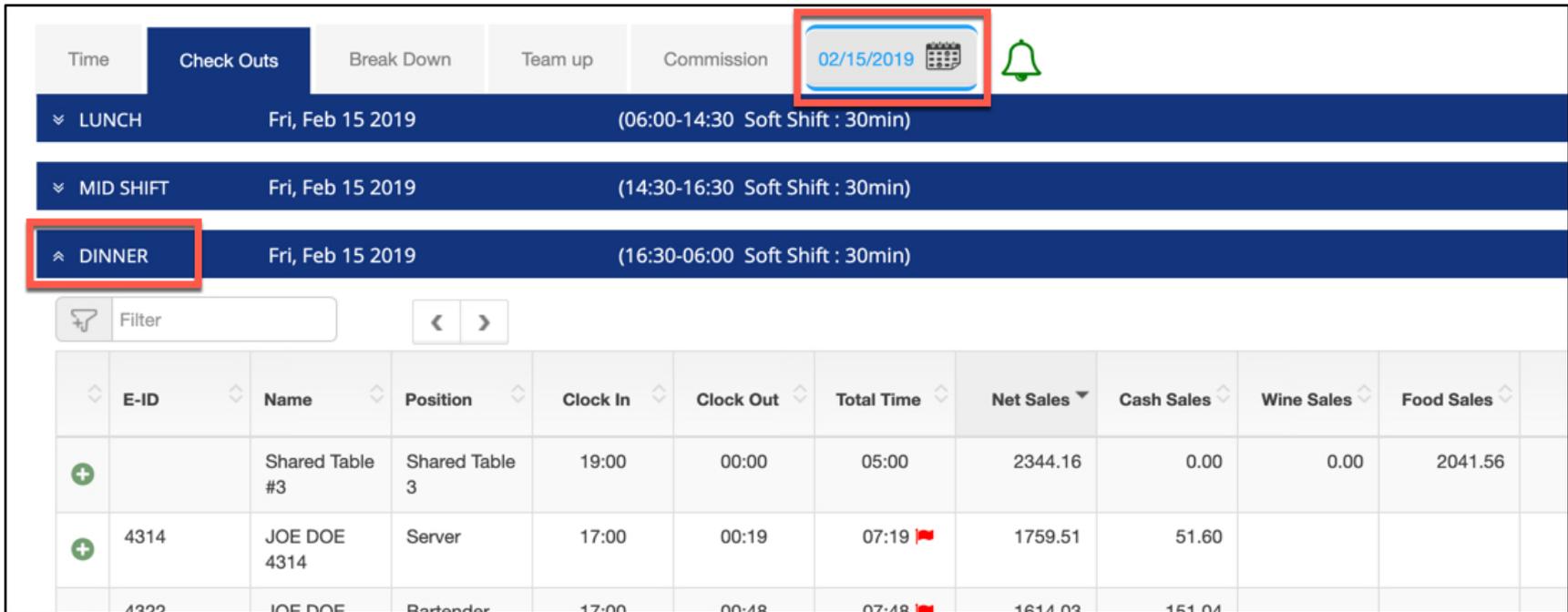
*(while the day is open and
the tip distribution rules are working in the background)*

1. Log on to your Account

- Go to the GratShare Portal: www.gratshare.com and log on to your account using your credentials

2. Click on the Calendar and pick the day you want to make a manual adjustment to

3. Click on the Shift you want to make a manual adjustment to



The screenshot shows the GratShare Portal interface. At the top, there are navigation tabs: Time, Check Outs, Break Down, Team up, Commission, and a calendar icon for 02/15/2019. Below these are three shift options for Friday, Feb 15 2019: LUNCH (06:00-14:30), MID SHIFT (14:30-16:30), and DINNER (16:30-06:00). The DINNER shift is highlighted with a red box. Below the shifts is a filter input field and navigation arrows. A table displays employee data for the selected shift.

	E-ID	Name	Position	Clock In	Clock Out	Total Time	Net Sales	Cash Sales	Wine Sales	Food Sales
+		Shared Table #3	Shared Table 3	19:00	00:00	05:00	2344.16	0.00	0.00	2041.56
+	4314	JOE DOE 4314	Server	17:00	00:19	07:19	1759.51	51.60		
	4322	JOE DOE	Bartender	17:00	00:48	07:48	1614.03	151.04		

4. Click on "Shift Adjustment"

Time		Check Outs	Break Down	Team up	Commission	02/15/2019									
LUNCH		Fri, Feb 15 2019		(06:00-14:30 Soft Shift : 30min)				+ CHE							
MID SHIFT		Fri, Feb 15 2019		(14:30-16:30 Soft Shift : 30min)				+ CHE							
DINNER		Fri, Feb 15 2019		(16:30-06:00 Soft Shift : 30min)				+ CHE							
Filter						Distribution		Shift Adjustment		All		Co			
E-ID	Name	Position	Clock In	Clock Out	Total Time	Net Sales	Cash Sales	Wine Sales	Food Sales	Liquor Sales	Additional TIPS	CC SVC	All CC Gratuity	CC TIP Fe	
	Shared Table #3	Shared Table 3	19:00	00:00	05:00	2344.16	0.00	0.00	2041.56	207.50	0.00	468.83	468.83	0.	
4314	JOE DOE 4314	Server	17:00	00:19	07:19	1759.51	51.60				339.46	0.00	339.46	10.	

5. From here, you will be able to edit any information related to an employee's shift, position, time, sales, tips...

- Please keep in mind that your tip distribution rules are still working in the background. Once you save any changes related to tips, our system will recalculate distribution based on your rules.
- Please know that greyed out boxes are auto-calculated by our system. You are not able to edit those.

Manually edit multiple shift records

Search Name Search Position

Name	Shift	Position	Total Time	Net Sales	Cash Sales	Wine Sales	Food Sales	Liquor Sales	Additional TIPS	CC SVC	All CC Gratuity	CC TIPS Fee	Cash SVC	Declared Cash TIPS	All Cash Gratuity	All SVC Gratuity	Indirect TIPS	Commission Sales
JOE DOE 16492	Dinner	Bartender	03 : 00	289.50	24.05	0	0	0	55.95	0	55.95	0	0	2.40	2.40	0	0	0
JOE DOE 4294	Dinner	Runner	06 : 28	0	0	0	0	0	0	0	0	0	0	11.00	11.00	0	0	0
JOE DOE 4296	Dinner	Runner	07 : 06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JOE DOE 4312	Dinner	Server	05 : 01	865.01	0	0	0	0	179.11	0	179.11	5.37	0	0	0	0	0	0

Note

Cancel Save

6. Once you have made the required adjustments, click on "Save"

- Please know that it is mandatory to leave a "Note" of at least 10 characters. All activities on your account are recorded.

Manually edit multiple shift records

Name	Shift	Position	Total Time	Net Sales	Cash Sales	Wine Sales	Food Sales	Liquor Sales	Additional TIPS	CC SVC	All CC Gratuity	CC TIPS Fee	Cash SVC	Declared Cash TIPS	All Cash Gratuity	All SVC Gratuity	Indirect TIPS	Commission Sales
JOE DOE 16492	Dinner ▾	Bartender ▾	03 : 00	289.50	24.05	0	0	0	55.95	0	55.95	0	0	2.40	2.40	0	0	0
JOE DOE 4294	Dinner ▾	Runner ▾	06 : 28	0	0	0	0	0	0	0	0	0	0	11.00	11.00	0	0	0
JOE DOE 4296	Dinner ▾	Runner ▾	07 : 06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JOE DOE 4312	Dinner ▾	Server ▾	05 : 01	865.01	0	0	0	0	179.11	0	179.11	5.37	0	0	0	0	0	0

Note