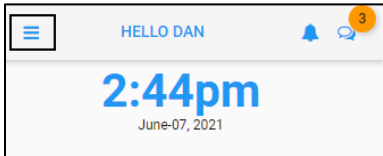# ESS Mobile 3.0: Entering Tips
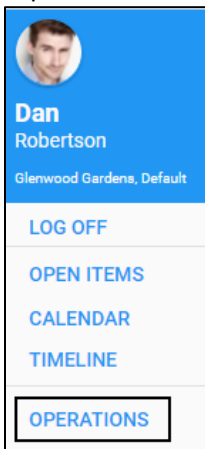
Job Aid

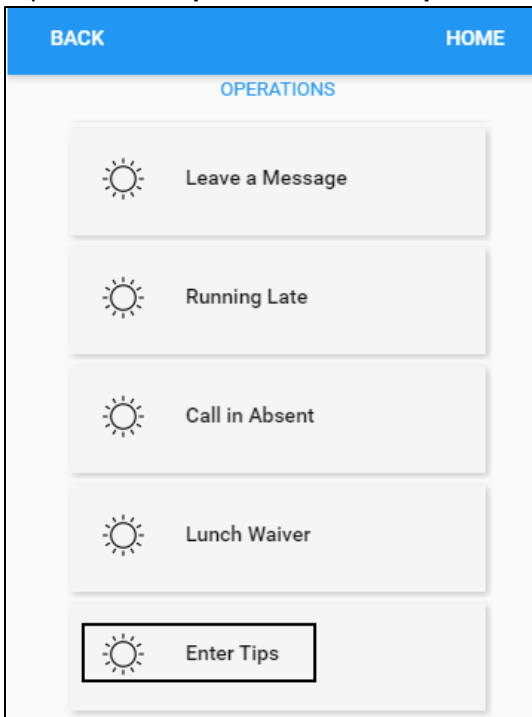An employee can enter the amount of dollars as tips for the specific date.

To enter tips:

1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.

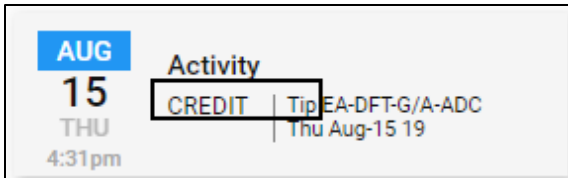2. Tap the **OPERATIONS** menu item. The **OPERATIONS** screen is displayed.

3. Tap the **Enter Tips** tile. The **Enter Tips** screen is displayed.

4. Specify the following properties. Tap **SAVE**.

Property	Description
Date	Specify the entered tip date by tapping the Calendar icon to select a date on the calendar or enter the date in mm/dd/yyyy format.
Enter Tips	Enter the cash tips in dollar.

5. The entered tip is displayed on the home screen.