## Building Teams in Teamwork

Last Modified on 09/27/2023 11:45 pm MD

Use case examples:

- Servers working in Teams that are determined ad hoc
- Servers tipping a specific Bar, ie Service Bar or Main Bar, determined ad hoc

The Teams function is engaged in Gearwheel Menu > General Settings > Schedule Settings (the schedule where tips are run from)

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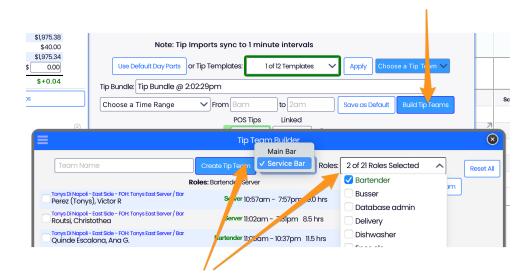
Tip Template Setup

- Check the Apply Team Filter checkbox for the groups where where the Team Filter should apply
- In the example below, Servers will be able to be tip out specific bartender teams
- Tip outs that should NOT be tied to a filter can simply be left unchecked

C Server PM Teams Template Name Visible
Use For Period Tips Only Use Unallocated \$ Pull in Employee Direct
Tips Paid ONone C [Cash Sales <= Tips] Cash Sales] C[(Cash Sales]
Schedules Successfrom POS Account SpotOn (Tonys Di Napoli - East Sid SY
Use Role Tip Rates Use Role Pts w, 🗸 Apply Team Filter 🗌 Tips Paid flo
C Truncate on Day Parts 🗌 Include All if Starts in Day Part 🝳 Intelligent Shift Ca
Tip Calculator Setup
Bundle Type Ownership Pool Equalizing ONone Collapse to C
Choose a Time Range V From 3:30pm to 5:00cm Interval:
Add 0% of Cash Sales to Auto Grat Tips Cash Tips Select All
Tips Sales 0 % Select Categories
Include Entities Select Entity
Allocations New Allocation Pool Tips (after allocations)
New Downstream Bundle
<ul> <li>Bar</li> <li>Link Name</li> <li>1 of 8 Schedules</li> <li>Select Rr</li> </ul>
Apply Team Filter 🔵 Allow % Tip-Out on Zero Tips 🔵 All Tips to Tips Paid
• apply to Each Person O one Entry created Min Punch Threshold 120 (mins)

From the Run Tips module, define Team Names as follows

- Press Build Tips Teams
- Create team names and press Create Tip Team
- Select the Roles which are to be included in creating teams, in this case Servers and Bartenders, as shown below
- NOTE: Once created, the team+role definitions are saved and can be re-used without re-creating



Once team names + roles have been defined, employees can be assigned to the various teams

	Tip Team Builder Main Bar Create Tip Team ✓ Service Bar Roles:	2 of 21 Roles Selecte	ed 🗸	Reset
F	Roles: Bartender, Server		Delete Team	Rese
Tonys Di Napoli - East Side - FOH: Tonys East Server / Bar Perez (Tonys), Victor R	Server 10:57am - 7:57pm 9.0 hrs			
Tonys Di Napoli - East Side - FOH: Tonys East Server / Bar Routsi, Christothea	Server 11:02am - 7:31pm 8.5 hrs			
Tonys Di Napoli - East Side - FOHt Tonys East Server / Bar Quinde Escalona, Ana G.	Bartender 11:05am - 10:37pm 11.5 hrs			
Tonys Di Napoli - East Side - FOH: Tonys East Server / Bar Sylejmani, Durim	Server 4:25pm - 10:12pm 5.8 hrs			
Tonys Di Napoli - East Side - FOH: Tonys East Server / Bar Pacheco, Andres	Server 4:28pm - 10:36pm 6.1 hrs			
Tonys Di Napoli - East Side - FOH: Tonys East Server / Bar SPINELLI, ABIGAIL	Server 4:30pm - 10:49pm 6.3 hrs			
Tonys Di Napoli - East Side - FOH: Tonys East Server / Bar TAPIA, ANGEL	Server 4:32pm - 10:19pm 5.8 hrs			

To run tips, select the Template as normal, but choose a Team prior to running the template

• In the example below, the server template would be run two times, one for Main Bar, and one for Service Bar

