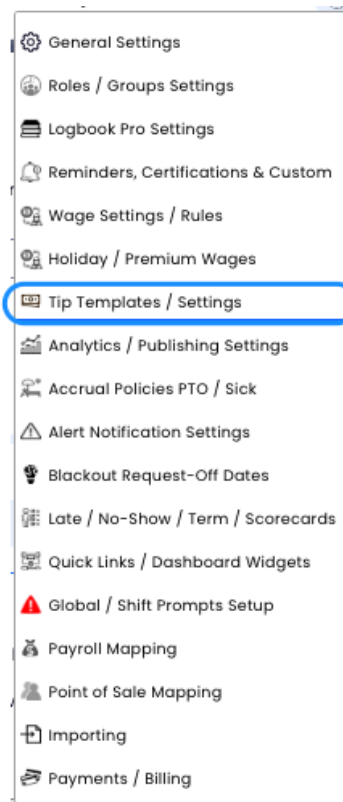


# Updating Roles in Tip Templates

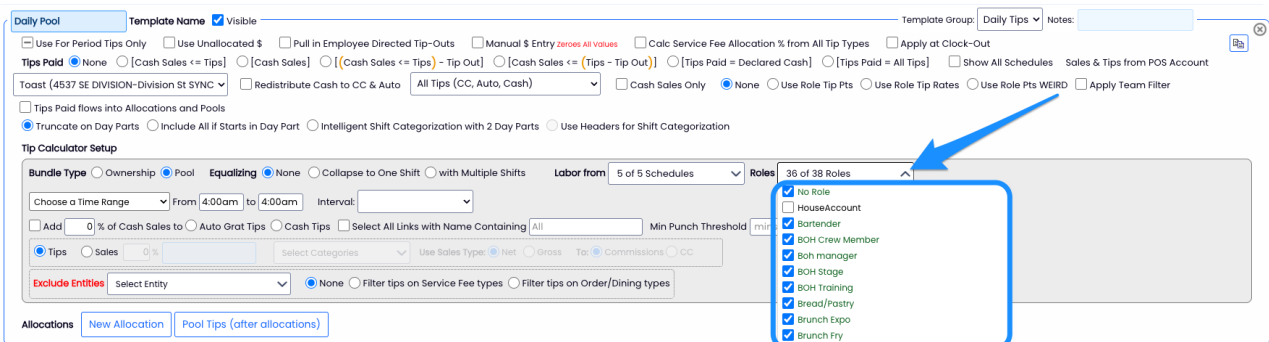
Last Modified on 11/01/2023 10:02 am MDT

To change the roles that are eligible in a tip template, navigate to **Tip Templates / Settings** from the Gearwheel menu.

**Be advised that there are many sensitive settings on this page.** It is only accessible to administrators with the appropriate permissions. If you have any questions about what a checkbox may do, or how to update your tip templates, please contact [teamworksupport@spoton.com](mailto:teamworksupport@spoton.com)



Locate the tip template you'd like to adjust and click on the "Roles" drop down menu.



Select additional roles, and deselect the roles you may no longer need. These roles will determine who is tip eligible for this particular template. So if you had an AM and a PM

pool, you could theoretically have different roles receiving tips for each day part.