How to Apply Auto Gratuity on the PAD

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Auto Gratuity can be applied to a Table at any point before payment is taken.

# Follow the steps below to learn how to apply Auto Gratuity on the PAD:

1. From the Order screen, select the Number of Guests at the top left corner of the screen



1. Select how to apply the Gratuity
	* **Apply Auto Gratuity:** Automatically applies the gratuity amount set in Tabit Office
	* **Apply Auto Gratuity Manually:** Allows you to select a percentage or dollar amount to apply as Auto Gratuity



1. Tap Apply



1. Now Auto Gratuity has been applied to the Order



***If you need further assistance, please call Flyght Support at 419-724-3115 or send us an email:*** ***support@whatisflyght.com***