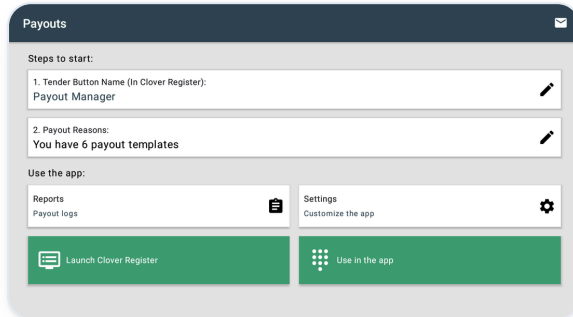


First setup

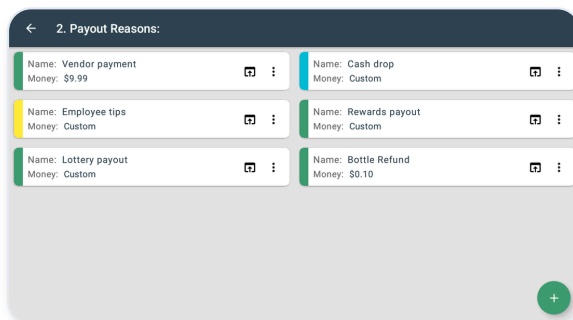
Everything you set once: the button name your cashiers see, the payout reasons, the receipt, the payout mode and who may do what.

1. Open **Payout Manager** on the Clover device. The app tile and the title bar read **Payouts**.

If the app says **Please login as Manager or Admin**, switch to an employee with that role.

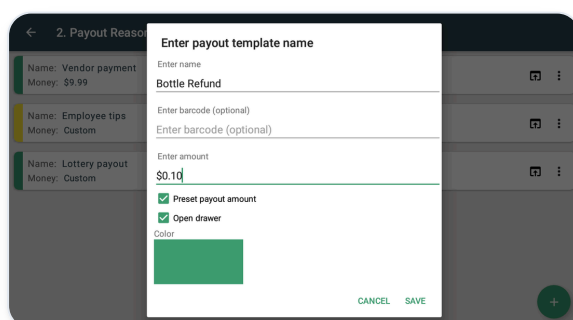


2. Step 1 — tap the pencil next to **Tender Button Name (In Clover Register)** and type the name your cashiers will look for, e.g. **Payouts**.
3. Step 2 — open **Payout Reasons** and tap **+** to create your first template.

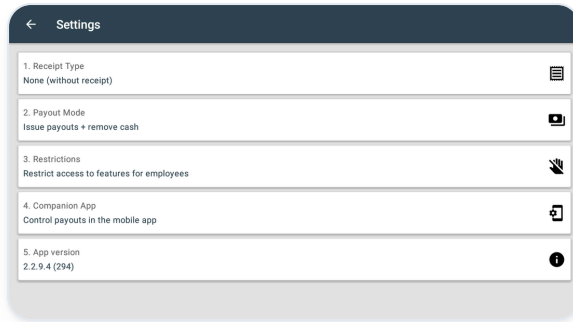


4. Fill in the name, leave **Preset payout amount** unticked for variable payouts (lottery) or tick it and enter a fixed value for fixed ones (bottle deposit).

Turn **Open drawer** on for cash payouts, pick a colour and save.



5. Open **Settings** → **Receipt Type** and choose **Standard** so payouts print inside the receipt.



6. In **Payout Mode** choose **Issue payouts + remove cash** if the money physically leaves the drawer, or **Issue payouts only** if you reconcile cash elsewhere.
7. Open **Restrictions** , pick the cashier and tick what they must not do — usually **Edit templates** and **Open reports** . A ticked box blocks the action; unticking it grants the action back.
8. Test it: tap **Launch Clover Register** , go to the payment screen, tap your tender button, issue a **\$1** payout and check the log.

Everything here can be changed later without affecting past payouts — including the tender button name, which you can edit any time with the pencil on the home screen.

Unofficial documentation set generated for PayPlaxe Clover POS apps. Prices and features follow the published product pages.

contact@payplaxe.com payplaxe.com (<https://payplaxe.com>)

Clover Apps (US) (<https://www.clover.com/appmarket/developer/851YWYC4PW440>)

Clover Apps (EU) (<https://www.eu.clover.com/appmarket/developer/FBG7E8TY6C95W>)