



LeTip Wired - Tips

My Received Tips - ONLINE

The screenshot shows the 'My Received Tips' section of the LeTip Wired interface. At the top, there are navigation tabs: Dashboard, Send A Tip, Send An Escrow Tip, **My Received Tips** (highlighted with a red circle), My Sent Tips, and Monthly Batch. Below the tabs are filters for Start Date, End Date, and Status. There are also buttons for 'Export CSV' and 'Print All'. The main area displays four tip cards, each for a tip received from Scott Jones on different dates (05/26/2019, 05/25/2019, 05/25/2019, and 05/24/2019). Each card includes the tip from (Paul Della Valle, Kim Marie Branch-Pettid, Kim Marie Branch-Pettid, and Chris Ayoub), the person to contact (Jerome Fokas, Neil Lipson, Scott spivic, and Greg Luhn), contact details (phone, email, company), and tip details (story, type, value, private tip status, and overall status). Each card has a blue 'Edit Tip' button at the bottom.

Tip For	Date	Tip From	Person To Contact	Phone	Email	Company	Details	Tip Type	Value	Private Tip	Status
Scott Jones	05/26/2019	Paul Della Valle	Jerome Fokas	+1 732-207-2336			boat insurance	Inside	\$415	Yes	Closed
Scott Jones	05/25/2019	Kim Marie Branch-Pettid	Neil Lipson	+1 631-307-6460	marcj@comcast.net		New fuel line for 2013 F150	Outside	\$318	Yes	Closed
Scott Jones	05/25/2019	Kim Marie Branch-Pettid	Scott spivic	+1 732-741-5800		Hidden Treasure	Envelopes for WWP outing	Inside	\$9	Yes	Closed
Scott Jones	05/24/2019	Chris Ayoub	Greg Luhn	+1 206-949-5219			Nikolas visit Kristine on Monday.	Outside	\$325	Yes	Closed

Image 1

My Received Tips

The "My Received Tips" menu option displays the member's Tips that were passed through LeTip Wired (Image 1). Member's received tips are archived to their profile and can be searched by a selected date range or status.

The member's "Received Tip" informs the member with who the Tip is from, person to contact, contact's phone number, email, and contact's company name. The "Tip Details" provides the tip story and contact's needs. It also indicates the tip type (inside or outside), private tip (yes or no), value and status.

Edit Tip

"Received Tips" can be edited by the member and/or the chapter's TipMaster by clicking the Blue "Edit Tip" button at the bottom of a Tip.

[Edit Tip](#)

The "Edit Tip" box (Image 2). Assign a Tip Value on closed business and update the Tip Status. The Tip status can be set to one of the following (New, Bogus/Invalid, Closed, and Working).

Once the edited field has been entered or updated, click the Blue "Save Changes" button to save the edited changes to the "Received Tip".

The screenshot shows the 'Edit Tip' form. It includes fields for Date (05/25/2019), Tip Type (Outside), Person To Contact (Neil Lipson), Company Name, Phone Number (+1 631-307-6460), Email Address (marcj@comcast.net), Tip Details (New fuel line for 2013 F150), Value (\$ 318.00), and Status (Closed). There is a checkbox for 'This is a private tip' which is checked. At the bottom right, there are 'Cancel' and 'Save Changes' buttons.

Image 2

"Received Tips" can also be exported as a CVS document that opens in Microsoft Excel. Also print Tips to take to the weekly chapter meeting to pass around the room and place in the Tip Bucket.

Export Tips to Microsoft Excel

Check the small check box in the upper right-hand corner (Image 3) of each Tip you'd like to export to Microsoft Excel and click the Dark Grey "Export CSV" button.



When the Export box appears, click OK to open the selected "Received Tips" in Microsoft Excel.

You can save the file by changing the "what should Firefox do with this file?" button from Open with to Save File and then click OK to save the file to the computer.

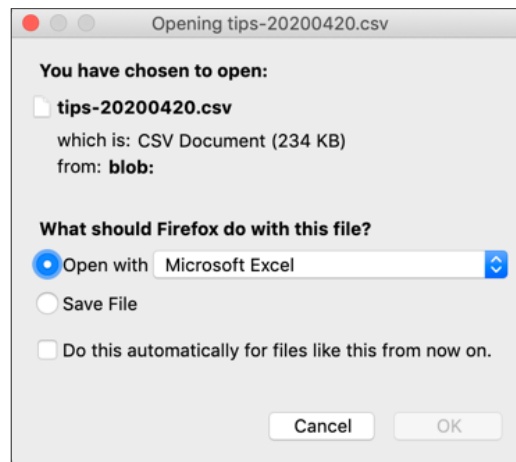
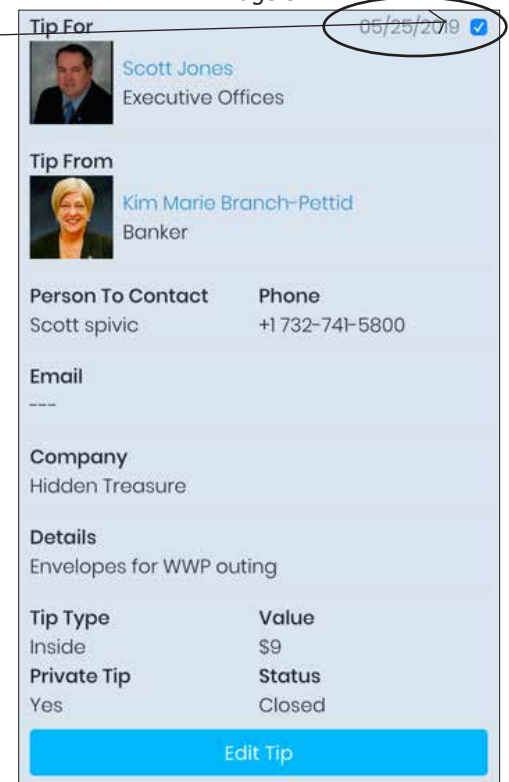
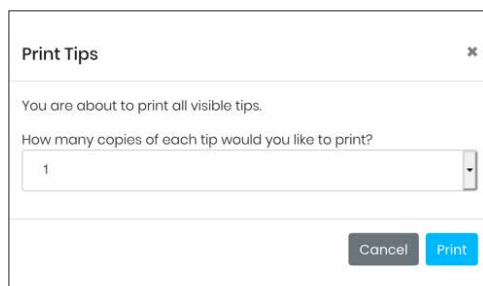


Image 3



Print Tips

Check the small check box in the upper right-hand corner (Image 4) of each Tip you'd like to print and click either the Blue "Print All" button or the Blue "Print # selected tips" button in the bottom right-hand corner of the page.



The "Print Tips" box displays and asks how many copies of the Tip you'd like to print? Use the drop down to select the number of copies to print and click the Blue "Print" button to print the selected Tips. Click the Dark Grey "Clear Selection" button to un-check the selected Tips.

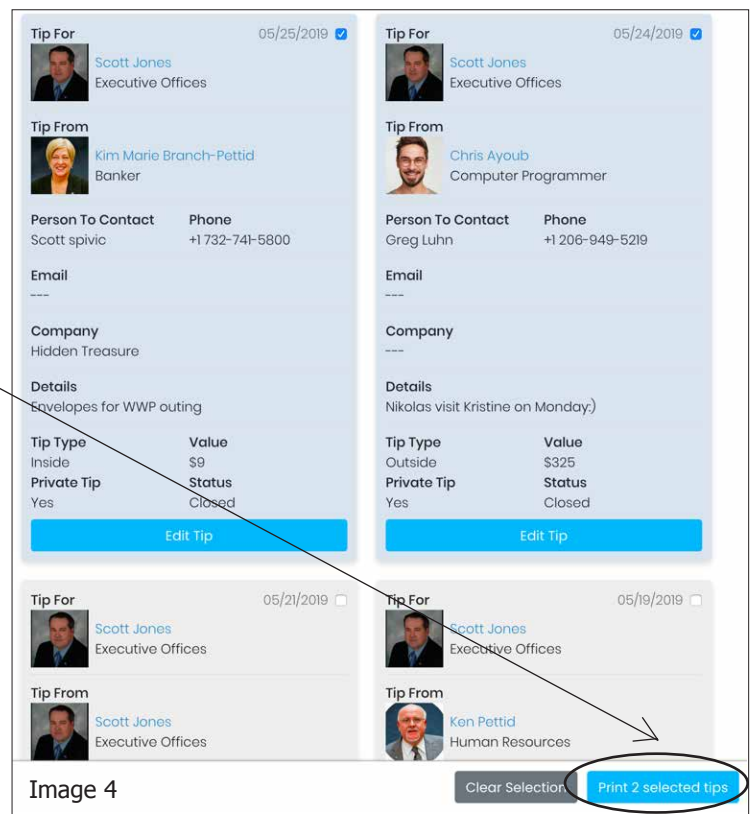


Image 4