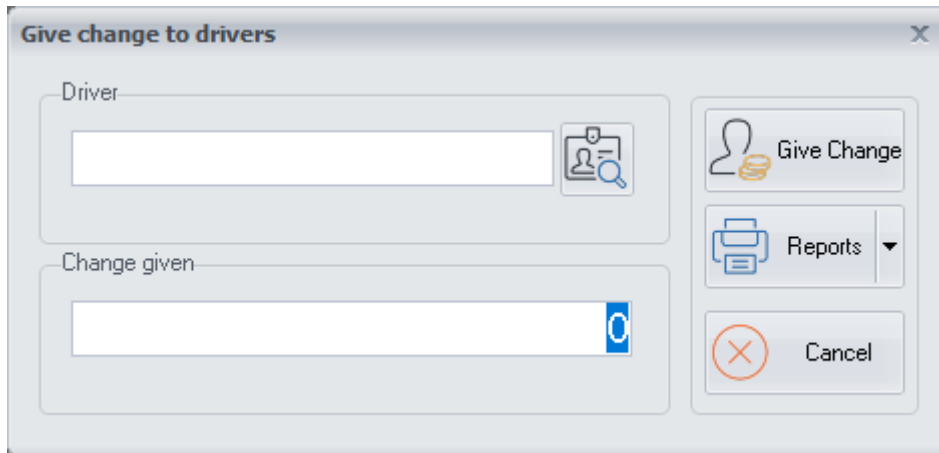


Give Change to Drivers

Once we have clicked on the menu option **Employees->Give change to drivers** or we have arrived here through the **Delivery Orders** screen, a screen like the one we can see below will appear.



The screenshot shows a dialog box titled "Give change to drivers" with a close button (X) in the top right corner. The dialog contains two input fields on the left: "Driver" and "Change given". The "Driver" field has a search icon (magnifying glass over a person) to its right. The "Change given" field has a blue "C" icon to its right. On the right side of the dialog, there are three buttons: "Give Change" (with a person and coin icon), "Reports" (with a printer icon and a dropdown arrow), and "Cancel" (with a red X icon).

In order to give change to the drivers, we must have the required **Access Level** to the system.

If we do not have a driver assigned, we will choose the driver by pressing the button located next to the **Driver** field, which will take us to the **Choose Employee** screen.

Once we have assigned a driver, we must enter the amount of the **Change given** and click on the **Give change** button.

Anytime we give change to a driver, it will be registered on the **Check Cash Counts** screen.

We can also see the **Reports** of the **Change given** to any driver globally, or the **Summary of Given change**, from the **Reports** button.

The **Cancel** button allows us to exit of the screen without making any changes.