



POS Daily
Procedures
Guide

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How to Perform POS Daily Procedures

This will guide you through the basic steps from beginning a shift on the POS, ending a shift, performing reconciliations, and end of day procedures.

Logging In: POS and Time Clock

1. After Running POS, select your login method.

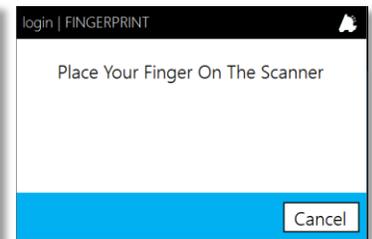
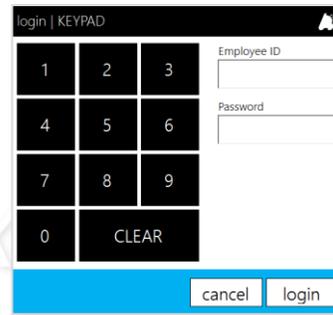
Use Keypad: will prompt you to enter your username and password

Use Fingerprint: will allow you to scan your registered fingerprint to log in

Use Card: is not fully implemented yet, and should not be selected at the current time.



2. Enter your Employee ID and Password, or Scan your fingerprint to continue to the Home Screen



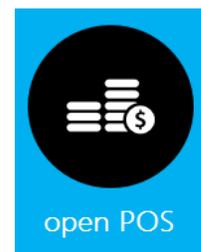
3. Once on the Home Screen, the Time Clock module can be seen just below the cashier's name in the upper left; tap the clock in button. You are now clocked in.

If you are already clocked in, the Time Clock module will show what time you last clocked in, and will display a **clock out** button rather than the **clock in** button.

You can also review recent time entries by tapping **view details**.



4. Finally, once you are clocked in, you're ready to start using the POS. Tap the open POS button in order to proceed to the POS Screen



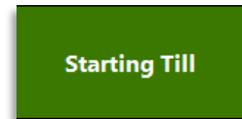


Entering a Starting Till

1. Once you have opened the POS screen, tap **Cashier Functions**.



2. From the Cashier Functions screen, tap **Starting Till**



Note: your POS settings may be configured to Force Starting Till. If so, you will be prompted for a starting till when POS is opened, and will not need to perform steps 1 and 2.

3. On the **pos | STARTING TILL** screen, enter the amount of the starting till, and any necessary description.

The screenshot shows the 'pos | STARTING TILL' screen. At the top, there is a title bar with 'pos | STARTING TILL' and a notification icon. Below the title bar, there are two input fields: 'Start Till Amount' with the value '250.00' and 'Description' with the text 'The description is optional'. Below these fields is a numeric keypad with various symbols and numbers. At the bottom of the screen, there are two buttons: 'cancel' and 'ok'.

4. Once completed, tap **ok**.

5. This will put you back on the **Cashier Functions** screen. Tap **Return to Main** to get back to the main POS screen





Performing a Safe Drop

1. After logging in to POS, tap the **Cashier Functions** button.



2. From the **Cashier Functions** screen, tap the **Safe Drop** button.



Depending on your POS setup, the POS may prompt you for a safe drop automatically. In this case, simply tap **Drop Now**, and proceed to step 3.

3. On the **POS | SAFE DROP** screen, input the **Safe Drop Amount** and the **Description** into the appropriate fields.

FasTrax

4. Finally, tap **OK** to complete the safe drop.

pos | SAFE DROP

Safe Drop Amount:

Description:

!	@	#	\$	%		&	*	()	-	:	?	
Q	W	E	R	T	Y	U	I	O	P	1	2	3	
A	S	D	F	G	H	J	K	L	\	4	5	6	
Z	X	C	V	B	N	M	.	Clear		7	8	9	
+	BACK	SPACE					"	TAB	'	0	.		

pop cash drawer cancel ok



Performing a Register Z

1. At the end of a cashier shift, a **Register Z** will need to be performed in order to close out the drawer. Start by pressing the **Cashier Functions** button in the POS



2. Press the **Register Z** button.



3. This will print a **Register Z Report** from the receipt printer.

The information printed on the Register Z Report can be changed through the **POS Settings** to suit your company's needs.

4. Finally, count down the cash drawer and perform a **Shift Reconciliation**.

Shift Reconciliation is not a necessary step in FasTrax POS. It only needs to be performed if it is company policy to do so.

See the **POS Reconciliation Guide** for information on reconciling your shift.

[2 0.00 8/25/2016 8:37:27 AM		
----- Register Z Report -----		
Store Number	:	1
Register Number	:	1
Z-Counter	:	2
Date/Time	:	8/25/2016 8:37:26 AM

Net Sales	:	\$0.00
Tax	:	\$0.00
Total	:	\$0.00

Other Info -----		
Cancel Sales	:	0 \$0.00
Voids/ErrCor	:	0 \$0.00
Returns	:	0 \$0.00
No Sales	:	0
Customer Count	:	0
Percent Discounts	:	\$0.00

Tender Detail -----		
Tenders Total	:	\$0.00

Cash Drawer Summary -----		
Cash Start Till	:	\$0.00
Cash Sales	+	\$0.00
Cash Loans	+	\$0.00
Cash PayIns	+	\$0.00
Cash PickUps	-	\$0.00
Cash PayOuts	-	\$0.00
Cash SafeDrops	-	\$0.00
Cash In Drawer	:	\$0.00

For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com