## Login and out with apron servers or till users

If you are the first person to log in today you will be prompted to start the day.

Select the green checkmark.


Choosing your user type

You will be prompted with 4 options.

Till 1

Till 2

Apron

Decline
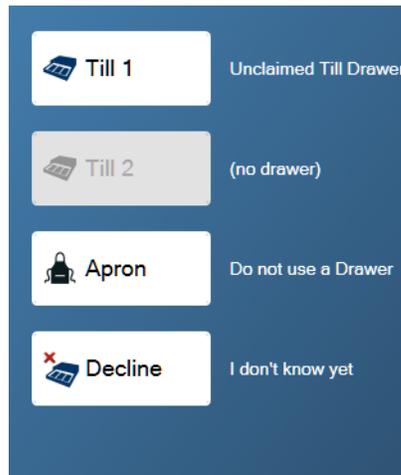
Till 1 – This choice will claim the first and usually only till for you to keep all the cash sales and your tips from your shift in. If another user has claimed this till it will be listed to the left of the till button. Multiple users can share a till. When you choose the till you will be promoted for a bank start, this is the amount of money you are putting in the till to start your shift. The system will track these funds as in the Till when you drop. The till will only open for users who have claimed it.

Till 2 – If your station has 2 Tills attached, different users can claim different tills and keep the cash separately. Only your till will open for a cash sale.

Apron – Apron users are expected to keep their cash sales upon their person and not in a drawer or Till. Apron users settle with the till when they do a shift report. The system will notify them of money owed to them by the house or money they owe the house, and will tell them where to deposit their funds.

Decline - Decline will allow you to log in but not to enter the order screen, from here you can view reports or tools.

Shifting out as an apron user

- When you do your shift report you must be on a station with a Till.
- The system will tell you if the house owes you money or if you owe the house money.
- You will be prompted to count your cash.

| My Tips | My Shift | All Shifts | Paid In/Out | Till 1 | Closeout | | David |

Shift Stats			David's Apron Shift	
2 Tickets, 2 Guests		87.98	CASH SALES	45.98
Average Ticket	43.99		GRATUITIES	0.00
Average per Guest	43.99		CC TIPS	-20.00
Tips		20.00		
CC Tips	20.00		YOU OWE THE HOUSE	25.98
Cash Tips	0.00			
Gratuities	0.00			

The system will print your shift report and tell you where to take your cash to if you owe the house or who to collect your cash from if the house owes you.

```
                    APRON SHIFT #1658
                    05/21/21  10:42 AM
                    David Manager
                    DESKTOP-5184S9M
                  Part of CloseOut 11661 at Santa Fe

TIMECARD: Senior Brewer
Clock In                                            10:04 AM
(still Clocked In)

CASH RECEIVED                                           45.98
CC TIPS                                                -20.00
GRATUITY                                                 0.00
            YOU OWE THE HOUSE
                 25.98
            Give the cash and this report to the till owner

TIPS
CASH TIPS                                                0.00
CC TIPS                                                 20.00
GRATUITY                                                 0.00
TOTAL                                                   20.00

TICKETS                                  2             87.98
Avg Ticket                                             43.99
Guests, avg                              2             43.99
Turn time:  0 minutes
Kitchen                                  1             41.60
Bar                                      1             42.00
SALES BY CLASS
Alcohol                                                35.00
Alcohol ENT2                                            8.00
Food                                                   41.60
TOTAL                                                  84.60
SALES BY CATEGORY
On Draught                                             42.00
Soup                                                   41.60
Cocktails                                               1.00
TOTAL                                                  84.60
CASH SALES DETAIL
ON MY TICKETS
28925                                                  45.98
CC TIPS DETAIL
Ticket                                  Amount          Tip
28927                                    42.00        20.00
```

Shifting as a Till owner if there are multiple users on one till

- If you are one of multiple till users when you do your shift you will be prompted to make sure that your tips are in.
- The system will print your shift report.
- You will be prompted to take your cash tips from the till.

```
                    TILL SHIFT #1660
                   05/21/21  10:53 AM
                     Erin Floor Mgr
                 Till 1 on DESKTOP-5184S9M
                  Part of CloseOut 11661 at Santa Fe

TIMECARD:  Waitstaff
Clock In                                               10:53 AM
(still Clocked In)

CC TIPS                                                    2.00
GRATUITY                                                   0.00

            THE TILL OWES YOU FOR TIPS
                        2.00
              Take this cash out of the till now

TIPS

CASH TIPS                                                  0.00
CC TIPS                                                    2.00
GRATUITY                                                   0.00
TOTAL                                                      2.00

TICKETS                                          1        12.22
Avg Ticket                                               12.22
Guests, avg                                     1        12.22
Turn time:  0 minutes

SALES BY CLASS
Food                                                     11.30

SALES BY CATEGORY
Coffee/Tea                                               11.30

CASH SALES DETAIL
(none)

CC TIPS DETAIL
Ticket                                      Amount         Tip
28929                                        12.22        2.00
```

Shifting as a Till owner if there are the last or only users on one till.

- You will be prompted if all your tips are in.
- The system will print your shift report and tell you how much in tips your are expected to take out of the till.

```
                      TILL SHIFT #1661
                    05/21/21  10:57 AM
                     Jane SF Manager
                  Till 1 on DESKTOP-5184S9M
                   Part of CloseOut 11661 at Santa Fe
```

TIMECARD: General Manager		
Clock In		10:37 AM
(still Clocked In)		

CC TIPS		154.00
GRATUITY		0.00

THE TILL OWES YOU FOR TIPS
154.00
Take this cash out of the till now

TIPS		
CASH TIPS		0.00
CC TIPS		154.00
GRATUITY		0.00
TOTAL		154.00

TICKETS	3	239.78
Avg Ticket		79.93
Guests, avg	3	79.93
Turn time: 0 minutes		
Kitchen	3	221.75

SALES BY CLASS		
Food		221.75

SALES BY CATEGORY		
Soup		108.90
Salad		5.00
Burgers		92.40
Sides		15.45
TOTAL		221.75

CASH SALES DETAIL		
ON MY TICKETS		
28926		16.71
28931		188.85
TOTAL		205.56

CC TIPS DETAIL		
Ticket	*Amount*	*Tip*
28930	34.22	154.00

- You will be taken to the Drop Screen
- This screen will show you
  - all the cash sales in your till from all users of the till.
  - All the apron shifts that have been put in your till during your shift.
  - All the tips that have been paid out of your till.
  - You will see a total of cash that is expected in your till
  - You can choose to count your cash here, or you can drop your till and then count your cash. If you drop your till first you will return to the closeout screen to record your cash count.
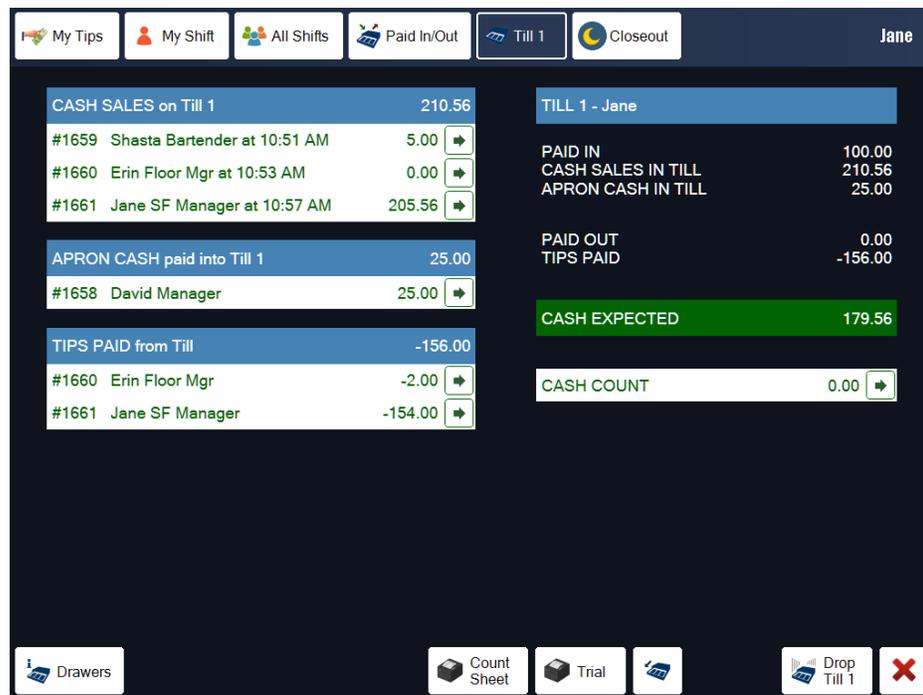
Counting cash and recording after drop

When you count your cash after a drop, this allows another user to start using the station immediately.

Once you have counted the till You will need to return to the close out screen to record the count.

From any screen select shifts
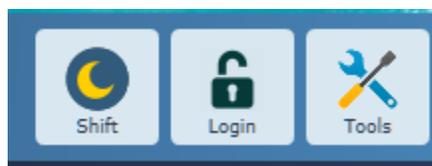
Select the Closeout tab

Select your drop. If there are multiple drops, yours will be in red if it us uncounted and you can match the station number and Drop # to your drop. Choose the Red arrow and enter your till count.

You can always check to see what station you were on by touching the time in an order screen.

| My Tips | My Shift | All Shifts | Paid In/Out | Till 1 | Closeout |

Address red issues to Closeout

No Tickets

All Shifts Reports completed

Drop #71703, Till 1 on DESKTOP-5184S9M: enter Cash Count, expecting   179.56 →

Your all done.