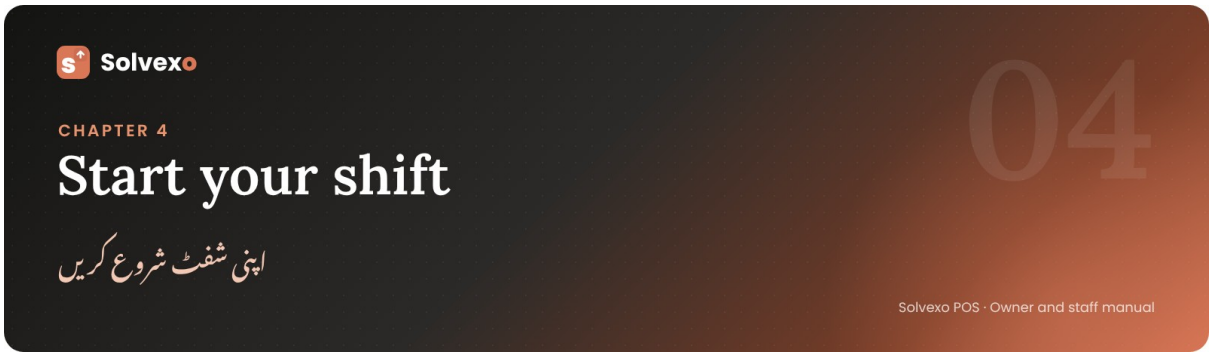


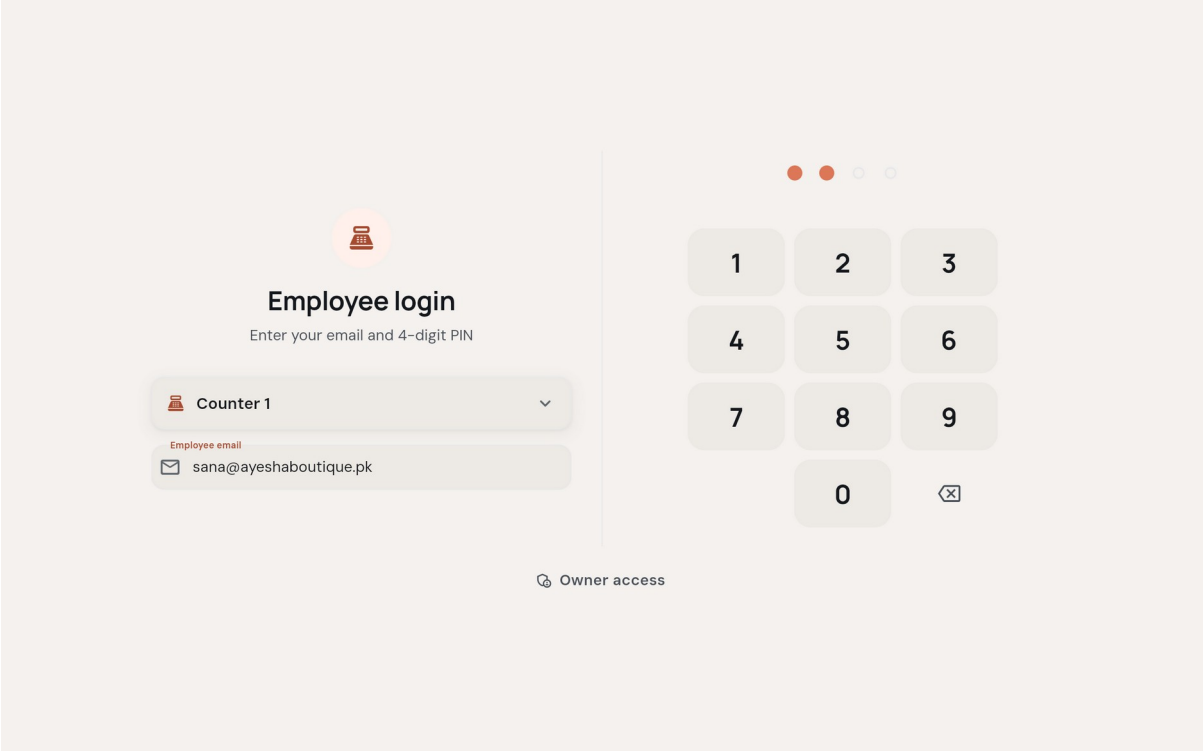
Chapter 4: Start your shift

Every working day starts the same way: sign in with your PIN, then open the register with the cash in the drawer.

Screen 4.1: Employee login

Use case: a cashier or manager signs in to the till.

Who: every employee.



Employee login with the employee email, the register chip and the PIN keypad

1. Type your **Employee email**.
2. Check the register shown, for example **Register: Counter 1**.
3. Tap your 4-digit PIN on the keypad. It signs you in after the 4th digit.

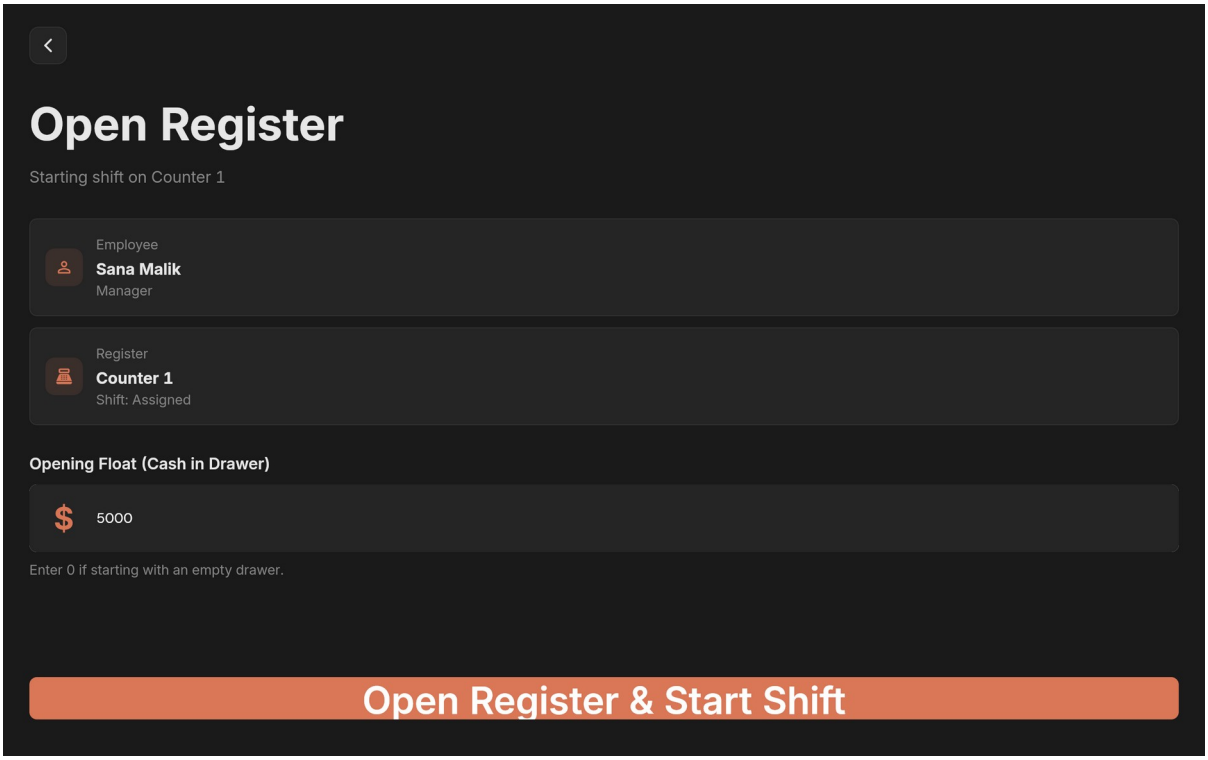
What you'll see: Open Register if no shift is open on this register yet, or the till itself if your shift is already open.

> Note: "You already have an open session on …" means you left a shift open on another register. Go back to that register, or ask a manager to close it.

Screen 4.2: Open the register

Use case: start your shift and record the cash already in the drawer (the "opening float").

Who: every employee.



Open Register with the employee, register, shift and the Opening Float field

1. Count the cash in the drawer.
2. Type it in **Opening Float (Cash in Drawer)**. Type 0 if the drawer is empty.
3. Tap **Open Register & Start Shift**.

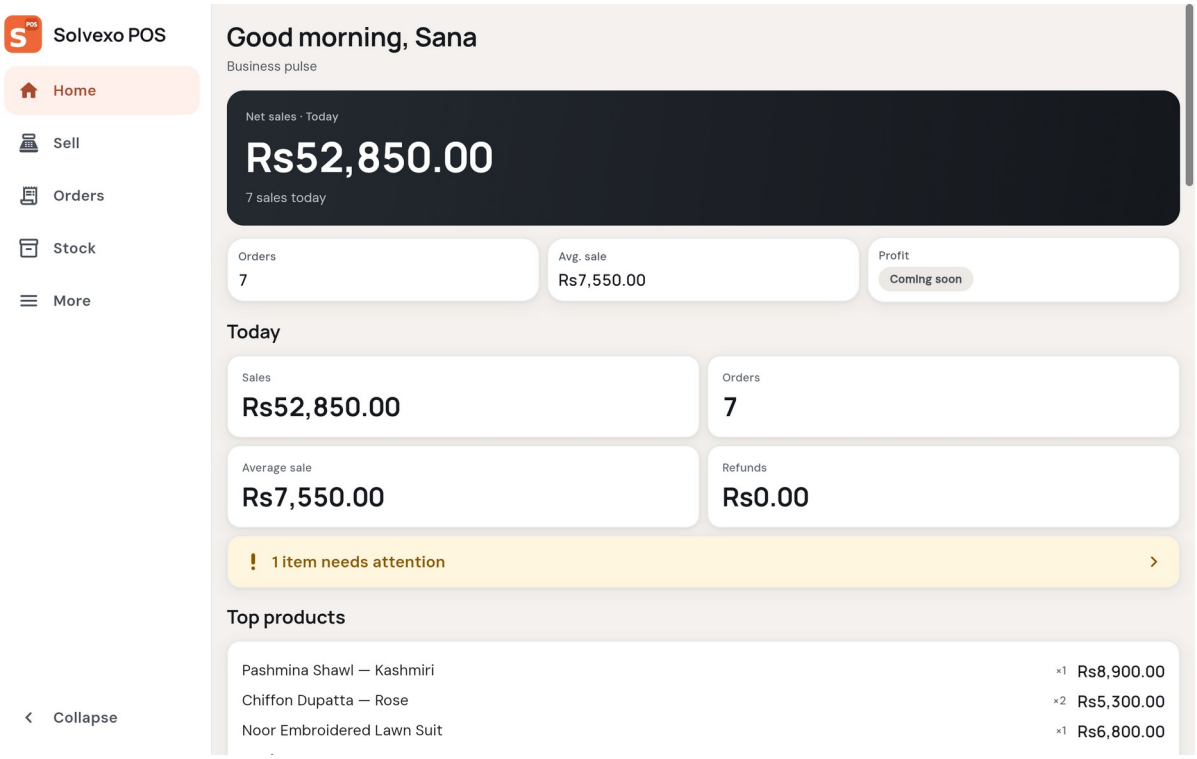
What you'll see: the till, with the tabs **Home**, **Sell**, **Orders**, **Stock** and **More**.

> Note: the "$" sign in money fields is only a label; amounts are always in your store's currency.

Screen 4.3: Home and the till tabs

Use case: find your way around the till.

Who: everyone. Cashiers start on **Sell**; managers start on **Home**.



The Home tab with Business pulse, Quick actions and Needs attention

- **Home:** a greeting, your shift or the shop's numbers (managers), **Quick actions** (**New sale**, **Held sales**), the last 7 days and **Needs attention**.
- **Sell:** the sale screen (Chapter 5).
- **Orders:** today's sales, receipts and returns (Chapter 6).
- **Stock:** products and stock (Chapter 8).
- **More:** everything else: held sales, customers, reports, team, settings and help with syncing.

Rows marked **Soon** (for example Suppliers & purchase orders, Expenses & daybook, Attendance) are not available yet.

Auto-lock: when nobody uses the till for a while (5 minutes unless the owner changed it), it shows **Locked**. Type your PIN to carry on: your cart and any unsynced sales are kept. If someone else is taking over, tap **Switch user**.

باب 4: اپنی شفٹ شروع کریں

اسکرین 4.1: **Employee email** — **Employee login** لکھیں، رجسٹر دیکھیں (مثلاً Counter 1) اور کی پیڈ پر 4 ہندسوں کا PIN دبائیں۔ چوتھے ہندسے پر سائن اِن ہو جاتا ہے۔

اسکرین 4.2: **Open Register** — دراز کا کیش گنیں، **Opening Float (Cash in Drawer)** میں لکھیں (خالی ہو تو 0) اور **Open Register & Start Shift** دبائیں۔ رقم کے خانوں میں "$" صرف نشان ہے، رقم آپ کے اسٹور کی کرنسی میں ہوتی ہے۔

اسکرین 4.3: **Home** اور ٹیبز — **Home** (خلاصہ اور فوری کام)، **Sell** (فروخت)، **Orders** (آج کی فروخت اور واپسی)، **Stock** (اسٹاک) اور **More** (باقی سب)۔ کچھ دیر استعمال نہ ہو تو کاؤنٹر **Locked** ہو جاتا ہے؛ اپنا PIN لکھ کر جاری رکھیں، کارٹ محفوظ رہتا ہے۔ دوسرا شخص سنبھالے تو **Switch user** دبائیں۔