

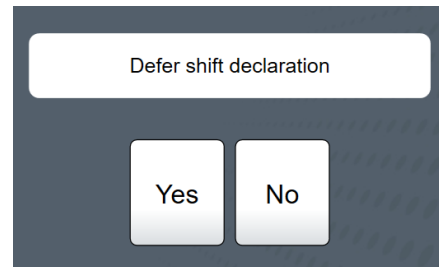
7: Defer Shift

Deferred Shift allows quick and easy shift changes, even during busy trading hours. It gives the cashier the flexibility to defer the final cash declaration, allowing the cash to be counted securely away from the shop floor, and the new shift to start right away. Once counted, the cash can be declared and the shift report printed. The final shift of the day cannot be deferred.

From the front POS screen select Menu-> Functions -> Close Shift

1

A prompt box will automatically appear. Select **Yes** to defer shift declaration.



Note: If configured, a Shift Cash slip can be printed at this point. Allowing cashiers to record the shift by denomination. It also has a barcode at the bottom.

NO shift report is printed at this point. The login screen will be displayed, ready for the new shift to begin.

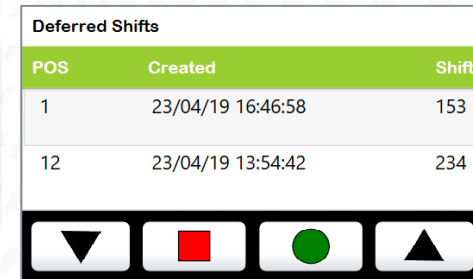
Once the money has been counted and the cashier is ready to Declare Shift

2

From the front POS screen select Menu-> Functions -> Cash Declaration.
OR
The barcode on the Shift Cash slip can be scanned.

3

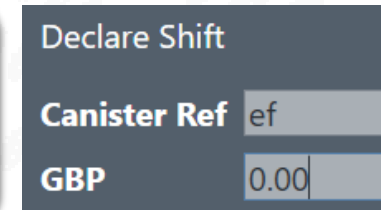
A list of ALL outstanding shifts are displayed. Select the shift from the list and then select the green button.



4

Enter the Canister Ref
Select **Enter**

Enter the cash amount
Select **Enter**



The Shift report will be printed.



There can only be one deferred shift per POS.



Shifts can be declared on ANY POS.