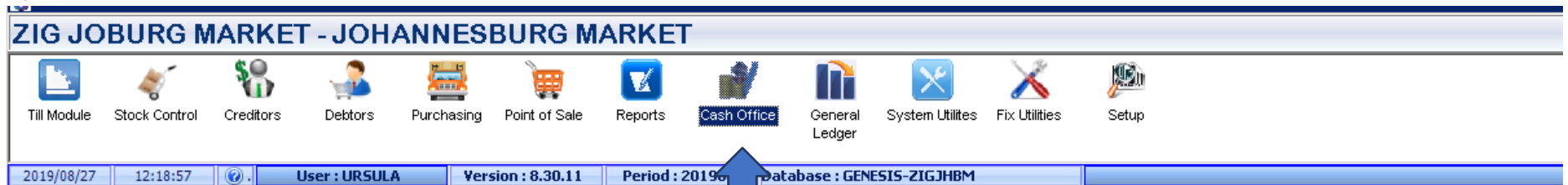


How to open the tills.

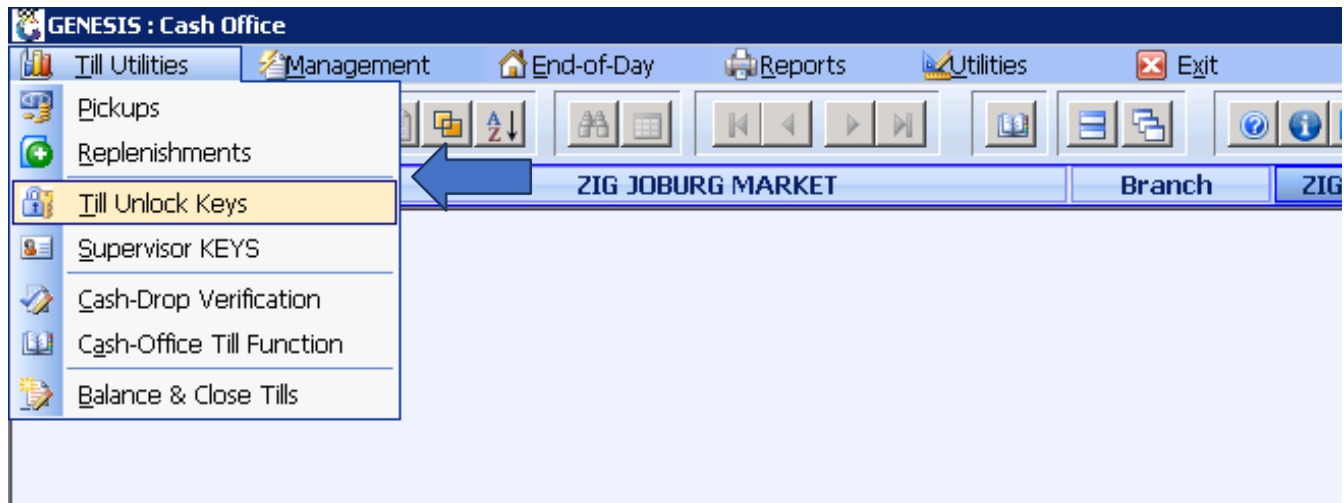
- Log in to Genesis Menu



- Open Cash Office Module



- Go to Till Utilities and then Till Unlock keys



-
- Then you select a Till Number/ Key Number and then click on Generate key Or Press F5

Cash Office : Generate Till Unlock Keys

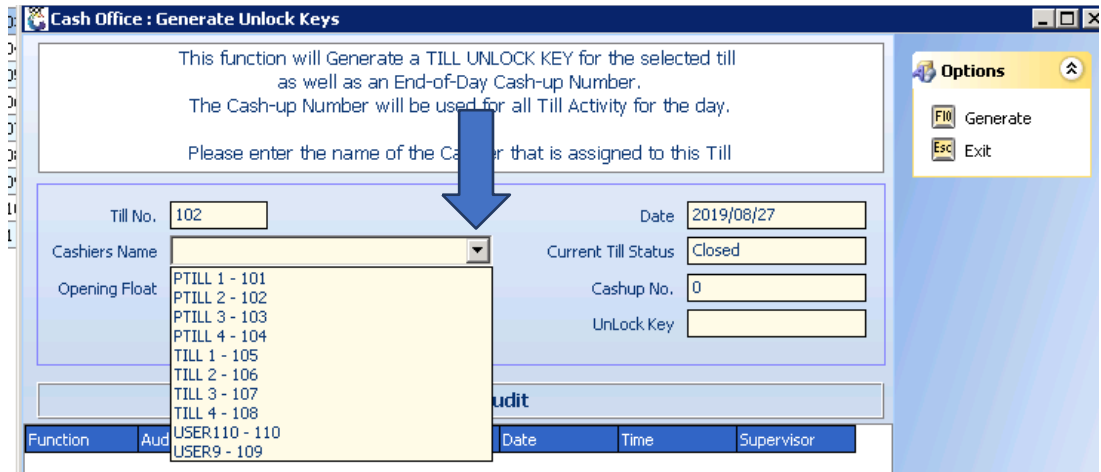
Status	Till.No	Cashup No.	Cashiers Name	Opening Float	Closing Float	Relief Till	Return Till	Unlock Key
Open	101	5550002	TILL 1 - 105	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	#####
Closed	102	0	KEY 102	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Locked	103	0	KEY 103	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	104	0	KEY 104	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	105	0	KEY 105	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Closed	106	0	KEY 106	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	107	107	KEY 107	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	108	108	KEY 108	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Locked	109	109	CRYSTAL GARSON	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	110	110	KEY 110	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
Open	111	111	HERCILIA CHAMBULE	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	

Options

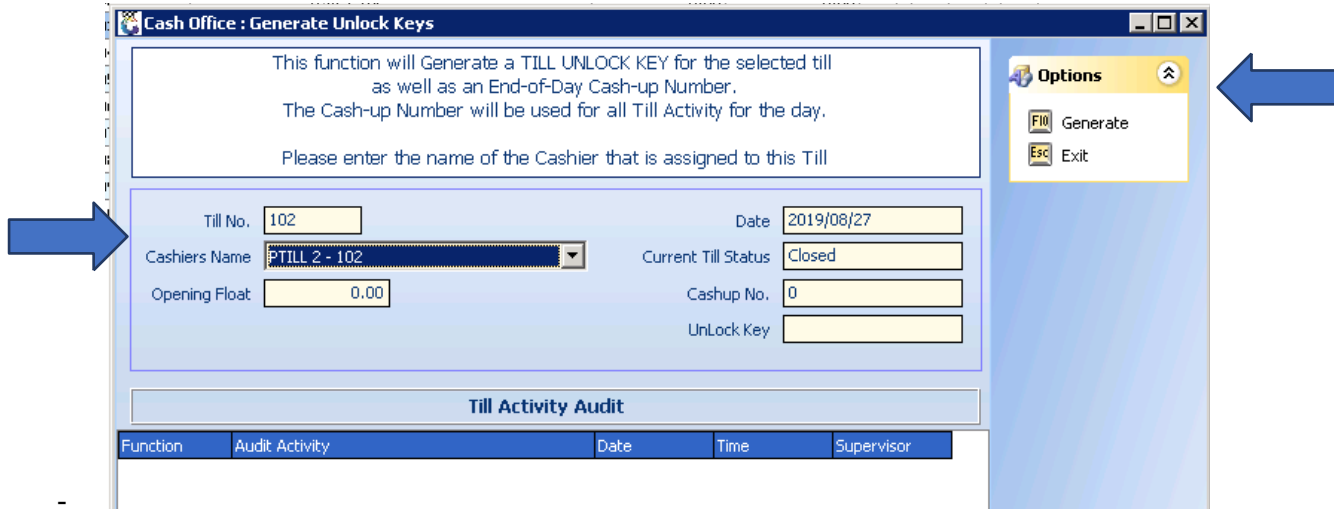
- F5 Generate Key
- Ctrl+P Re-Print Key
- Esc Exit

COF040 Cash Office : Generate Till UnLock Keys

- Then you click on the cashier name Dropbox and it will show you all your cashiers. Now you have to select a Cashier that you want to assign to the Till Number you have selected.



- When you have selected a Cashier you have to click on Generate or Press F10



- Now a Cashup number was assigned to this till user and an unlock key will print by your slip Printer and The cashier will use this key for the day to Open and Close her till

