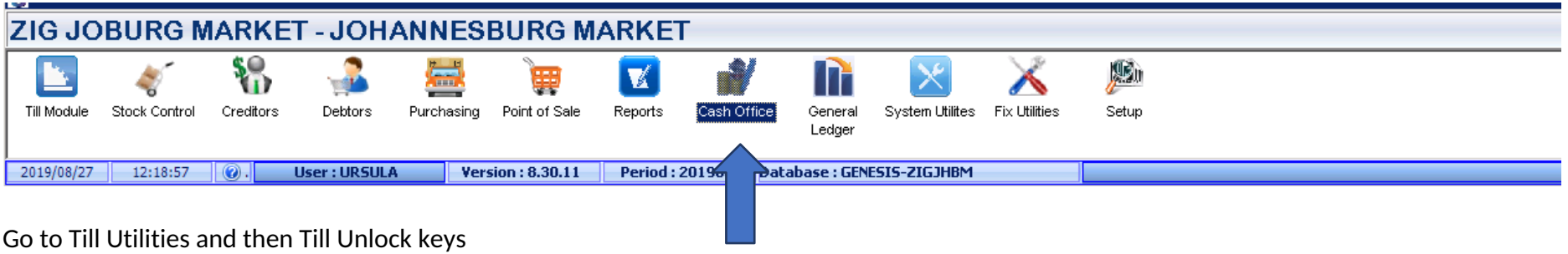
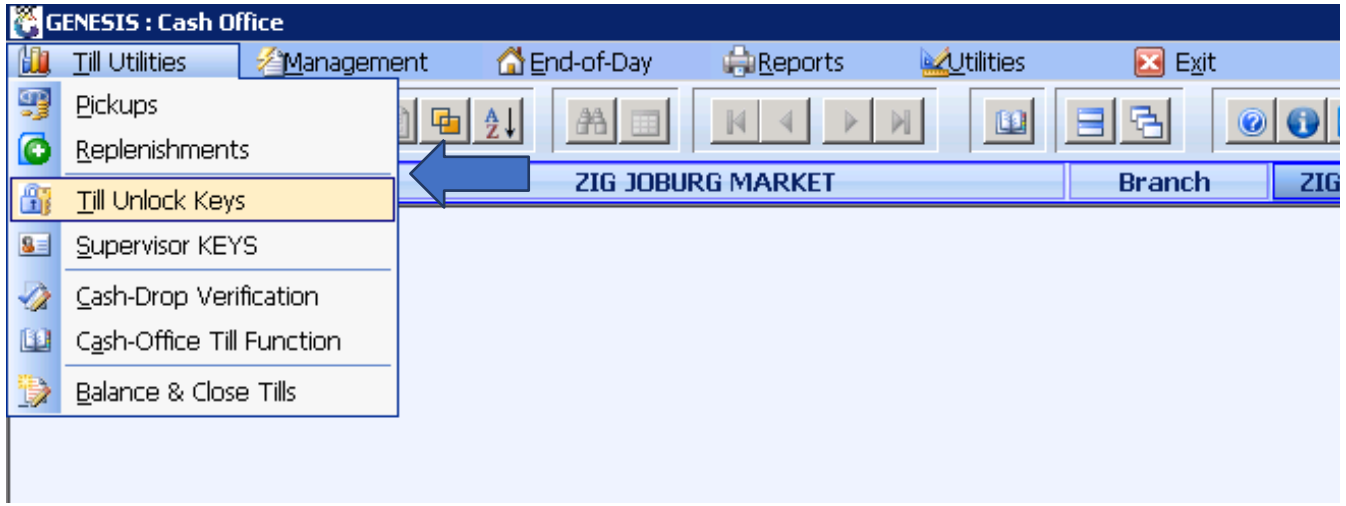
How to open the tills.

- Log in to Genesis Menu

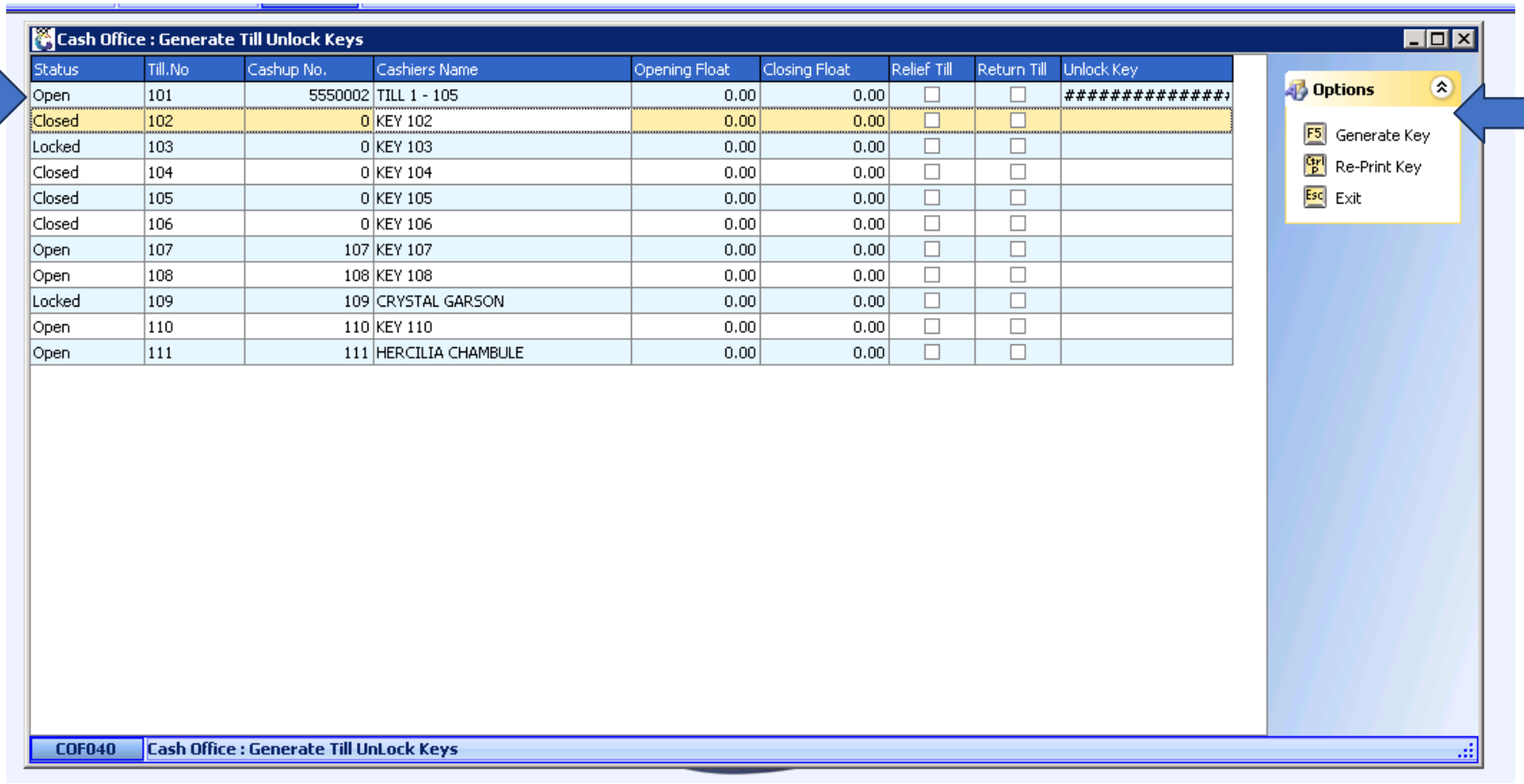
- Open Cash Office Module



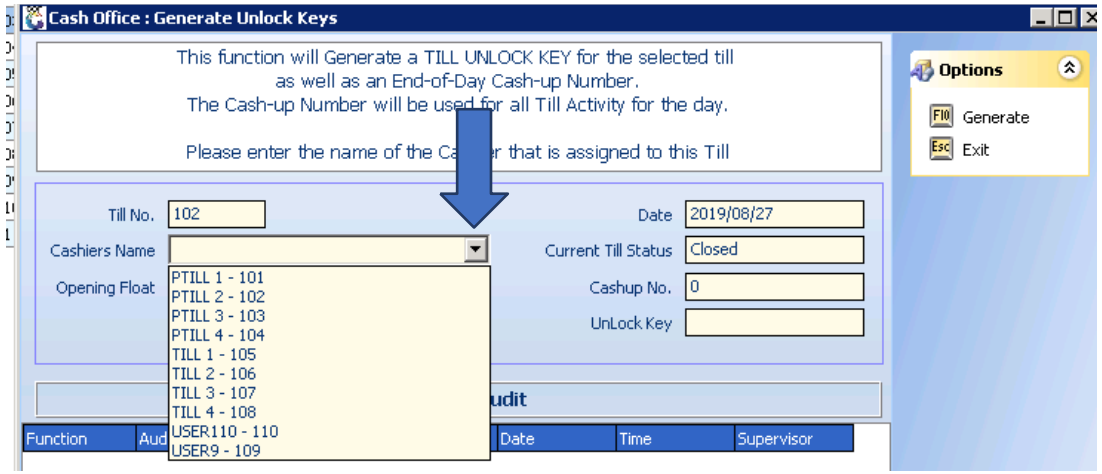
-
- Go to Till Utilities and then Till Unlock keys

- 

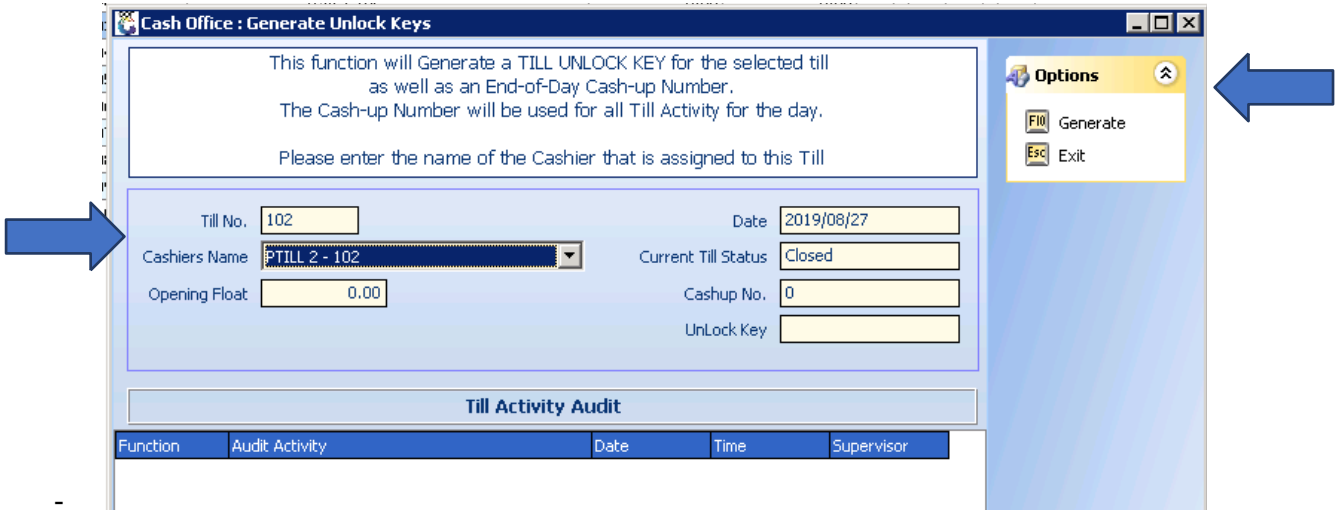
- Then you select a Till Number/ Key Number and then click on Generate key Or Press F5



- 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