



GENESIS

How to Guide Till Administration

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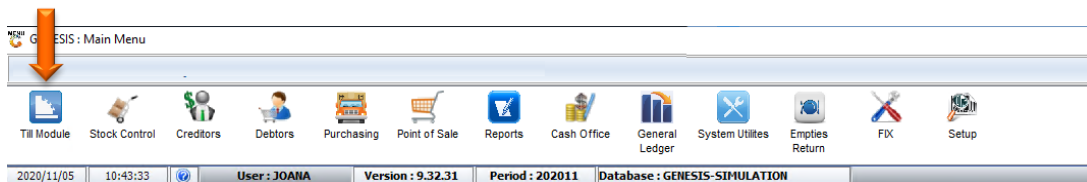
1. **Open** Genesis Menu.



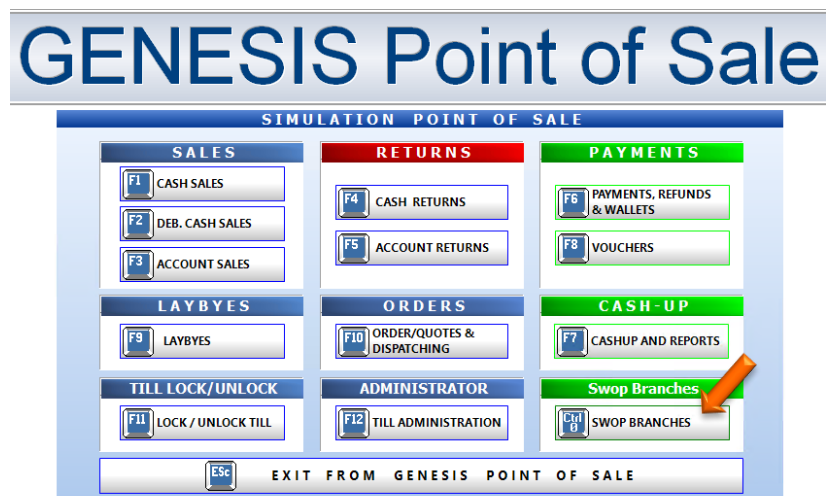
2. Type **User code** and **Password**.

The screenshot shows the 'GENESIS Main Module' login window. It has a title bar 'GENESIS Main Module'. Inside, there's a 'Select Company' dropdown menu with 'BLUE BOTTLE LIQUOR SIMULATION' selected. Below this is the 'GENESIS' logo. To the right of the logo are two input fields: 'User Code' and 'Password', each with an orange arrow pointing to it. At the bottom right are 'Cancel' and 'OK' buttons. The status bar at the bottom shows 'CMN999', 'GENESIS Main Module', and 'Version : 10.33.51'.

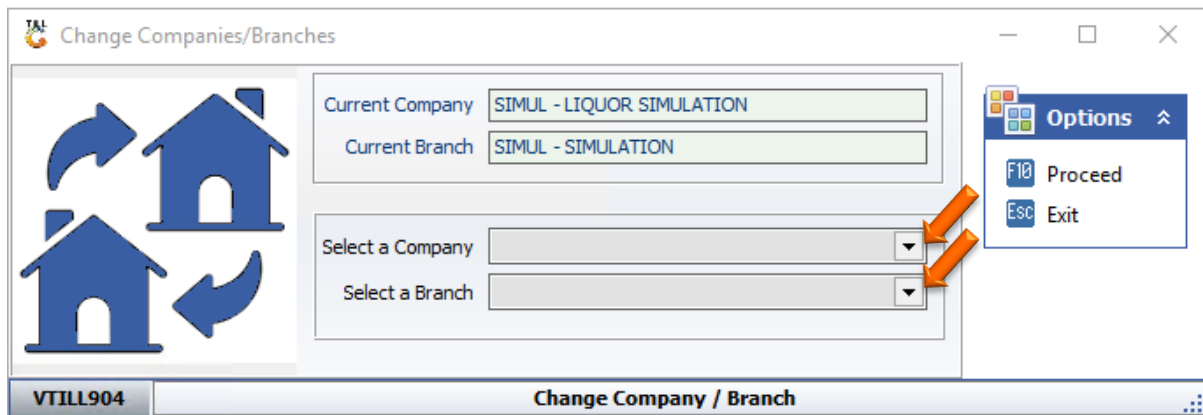
3. Open **Till Module** from the Main menu.



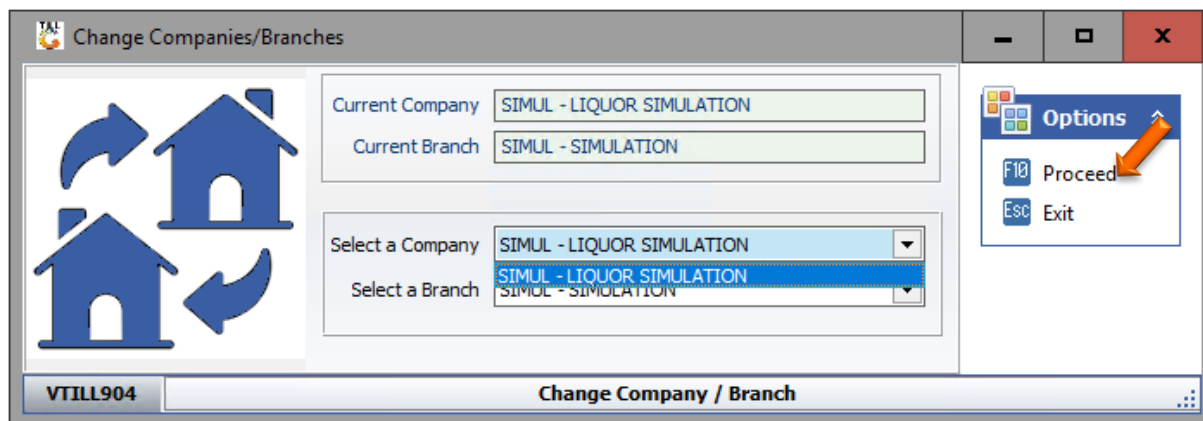
4. Once opened you will be prompted to the below, Click on **Swop Branches**



5. Below you will see the option to select a company and branch. If you have multi company and branches available they will all be prompted in the drop down where you will be able to select it there.



6. Once you have selected the desired company and branch press **F10 on your keyboard** or **click on Proceed**.



7. You will no be back onto your till menu and can proceed as intended.