How to Guide
Till Administration

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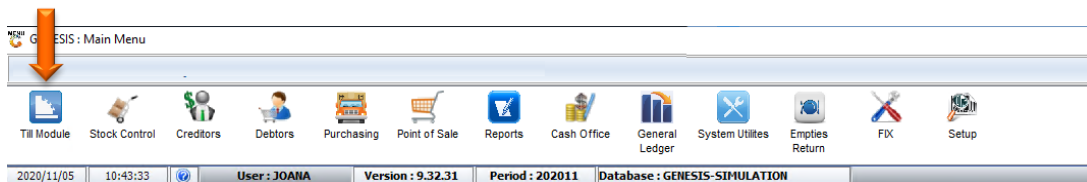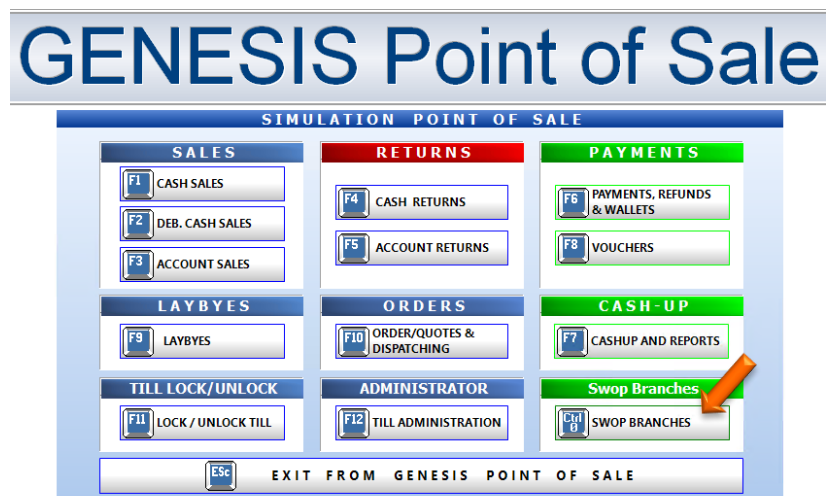
1. **Open** Genesis Menu.
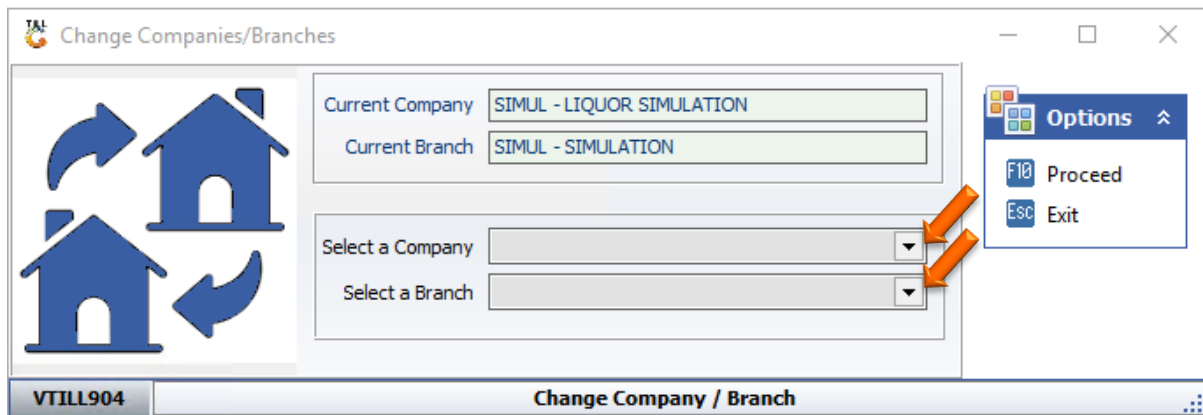

2. Type **User code** and **Password.**

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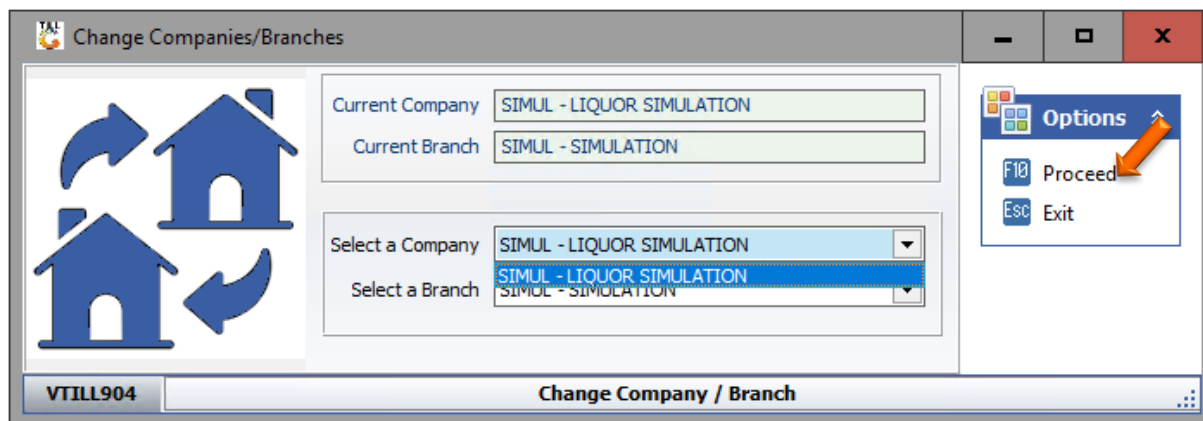

4. Once opened you will be prompted to the below, Click on Swop Branches

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.