

How to Close Down

To close down the till / tills and then sync the back office:

1. Z the till
2. Close the till using the 'Close' button
3. Let the till go through the entire % routine until it closes down
4. When the till is at the Windows Login screen, you can then turn the till off at the rocker on/off switch
5. Log in to the back office
6. Go to Back office and then select 'Sync Tills'
7. Let it read any data
8. When done go to Reports / Analysis and select 'Daily Sales Summary' and run the report for the required day

N.B. If there are problems repeat steps 2 through to 8 again if you are sure a Z has been taken.