

CASHIER FUNCTIONS**Signing On**

Touch **Sign On**
Enter your operator number
Enter your password

Reprint Receipt

Select **Pump**
Touch **Receipt**
Use ▲, ▼, or **Search Receipt**
Enter Date (optional)
Find Transaction
Touch **Printer Icon**

Last 10 Transactions Receipt Reprint

From Receipt Journal, scroll up/down through last 10 transactions performed
Find Transaction
Touch **Printer Bar Icon**

Receipt Search and Reprint

Touch **More**
Touch **Receipt Search**
Select Register or CRIND
Select date/time
Touch **Search**
Find Transaction
Touch **Printer Bar Icon**

Refund

Touch **Refund**
Enter items returned
Touch **Tender**
Touch **Tender Type**

Clear an Unpaid CRIND

Touch **Pump Icon**
Touch **Pump Buffer**
Touch **Tender**
Touch **Tender Type**

Safe Drop

Touch **Safe Drop**
Enter \$ value
Touch +
Touch **Finalize**
Receipt prints

Tank Monitor™ System

Touch **More** twice
Touch **Dispenser Menu**
Touch **Tank Monitor**
Touch **Print** to print the report
Touch **Go Back**

FUEL FUNCTIONS**Pump Authorization**

Touch the **Calling Pump**
Touch **Authorize**

Manual Fuel Sale

Touch **Pump Icon**
Touch **Manual**
Select **Fuel Grade**
Enter sale amount
Touch **Tender**
Touch the appropriate tender key

PrePay

Touch pump number
Touch **PrePay**
Select buffer A/B
Select grade (optional)
Enter \$ amount
Touch **Tender**
Select payment method and value

Balance PrePay

Enter transaction items
Select **Pump**
Touch **PrePay**
Touch **Balance**
Select grade (optional)
Touch **Tender**
Touch **Tender Type**

Void a PrePay

Touch **Pump**
Select buffer A/B
Touch **Stop** (wait for prompt)
Touch **Pump**
Touch **Void**

Moving Pump PrePay

Select **Pump**
Stop pump if authorized
Select **Move**
Select a New pump
Pump auto authorizes

Drive Off *if configured in Tender Maintenance

Touch **Fuel Sale**
Touch **Tender**
Touch **Drive Off**
Collect Drive Off information

Change Day/Night Dispenser and Pricing**Modes**

Touch **More** twice
Touch **Dispenser Menu**
Touch **Dispenser Options**
Select **Dispenser Mode/Pricing Mode**
Touch **Update**
Touch **Go Back**

MONEY MANAGEMENT

Open Till with Opening Balance

Touch **Sign On**
Enter \$ value
Touch + button
Touch **Finalize**

Close Till - Balance

Touch **More**
Touch **Close Till**
Touch **Yes**
Enter operator number
Touch **Yes**
Enter ending money and non-network tenders (for example, checks, coupons) in drawer
Touch **Finalize**

Store (Day) Close/Close Shift

Close Till First
Touch **More** twice
Touch **Tools** (User must sign on)
Select **Store Close** or **Shift Close**
Wait for close receipt to print (must print in 30 seconds)
Reopen Till

Reprint Shift Report (MWS)

Select **Reports**
Select **Accounting**
Highlight **Shift Close**
Touch **Select**
Select Date (if not today)
Select the correct report (bottom of screen)
Select **Print Preview** or **Print**

Reprint Store (Day) Close Report (MWS)

Select **Reports**
Select **Accounting**
Highlight **Store Close Report**
Touch **Select**
Select Date (if not today)
Select the correct report (bottom of screen)
Select **Print Preview** or **Print**

Change Password

Touch **More** twice
Touch **Change Password**
Enter Current Password
Enter New Password and confirm

*To reset password, contact your manager.

How to Close the Store (Day Close)

Without Shifts

1. Close Tills
2. Select **Store Close**
 - Store Close report(s) prints automatically

With Shifts

1. Close Tills
2. Select **Store Close**
 - Shift closes automatically
 - Store Close report prints automatically
3. Reprint Shift Report from Manager Workstation

OVERVIEW OF CASHIER SCREEN

