Quick-start card for cashiers

The one page a cashier needs on day one: sign in, take orders, take payment, and what to do when something goes wrong.

For Cashiers · **Length** 1 page

Read it online
360navtech.com/pos/help/card-cashier

Every shift

1. **Sign in** with your own 4-digit PIN. Never use someone else's.
2. If it says **Shift Not Started**, ask a manager to start it.
3. **Sign out** (tap your name) when you step away.

Taking an order

1. Choose **Dine In** or **Takeaway** first.
2. Tap a category, then the item. Pick options, then **Add to Order**.
3. Check the order on the right, then tap **Fire** to send it to the kitchen.

Taking payment

1. Tap **Pay**. Add a tip if they want one.
2. **Cash:** tap the note they gave you, then the green button. Give the change, then **Done**.
3. **Card:** tap **Card** and hand over the reader, or charge your card machine first and tap **PDQ**.
4. **Split:** part card, part cash.

Ask a manager for

Voids after firing · discounts of 20% or more · refunds · cash in or out · ending the shift.

If something goes wrong

- **Offline?** Keep going. It catches up later.
- **Nothing printed?** Don't fire again. Tell your manager.
- **Card paid but the till didn't record it?** Don't charge again. Use **PDQ** with the card receipt reference.

Help: 360navtech.com/pos/help