Quick-start card for managers

Opening and closing the day, approvals, refunds, cash, sold-out items and the dashboard tasks managers do.

For Managers · **Length** 1 page

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

Opening

1. Tap **Start Shift**, enter your PIN, count the float, **Start shift**.
2. Switch off anything you can't serve today: **More** → **Item availability**.

During service

- **Approvals:** voids after firing, discounts of 20% or more, cash in/out and refunds need your PIN.
- **Refunds: More** → **Reports** → **View Orders** → **order** → **Refund**.
- **How's the day going? More** → **Reports** shows the X-report. It changes nothing.

Closing

1. Close or pay every open and held order.
2. **More** → **End Shift**, enter your PIN, count the drawer.
3. Add a note if the count is off, then **Close shift** and tap again to confirm.
4. Leave the drawer open and empty overnight.

In the dashboard

Menu and prices · staff and PINs · promotions · stock deliveries and counts · reports and cash-ups.

Help: 360navtech.com/pos/help