Quick-start card for owners

Your first week: set up stores, menu, staff, tills and stock, and the reports to check each morning.

For Owners · **Length** 1 page

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

First week

1. **Stores:** check your store details, VAT number and receipt text.
2. **Menu:** add categories and items with photos, prices, VAT and allergens. Add options such as sizes or spice levels.
3. **Staff:** add everyone with the right role and their own PIN.
4. **Tills:** pair each till and kitchen screen with a code from **Stores** → **Pair a device**.
5. **Floor plan** (if you serve at tables): lay out your tables and publish.
6. **Stock** (optional): add ingredients and recipes, receive deliveries, count weekly.

Every morning

- **Reports:** yesterday's sales, best sellers, and staff exceptions (voids, discounts, refunds).
- **Shifts & Cash-up:** any shift left open or off-balance.
- **Inventory:** what to order.

Good to know

- Changes reach the tills within a minute.
- Closed days can't be edited. That's what HMRC expects.

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