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# CASHIER MANUAL GUIDEBOOK

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# CASHIER LOGIN

- **Login in with the respective store (StoreID) and select the till.**
- 



## Welcome Back!

Enter your Store ID to access the restaurant system

• **Store ID**

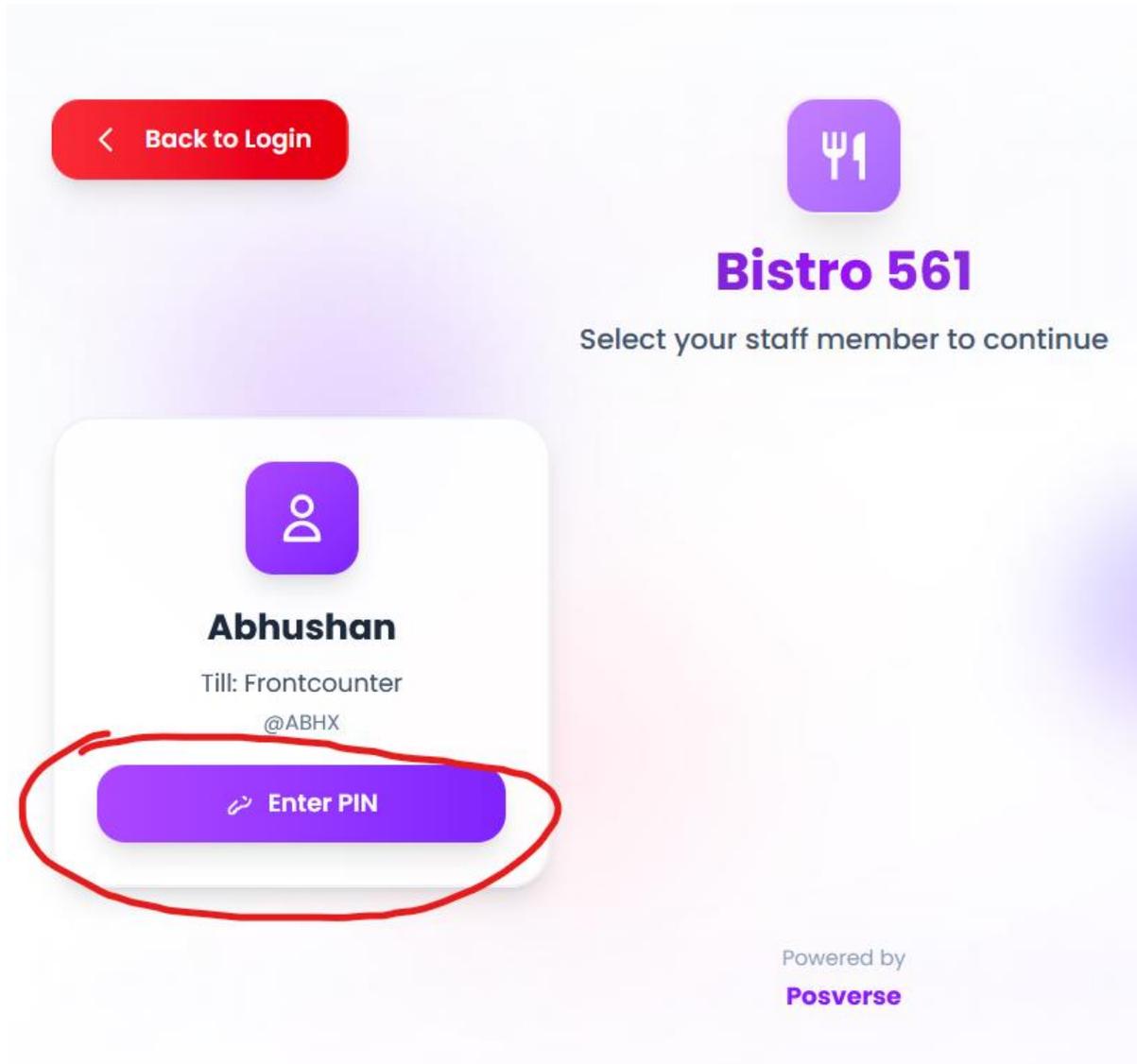
 55141701 

• **Select Till**

  Frontcounter

Select a till

Frontcounter



# CASHIER LOGIN

- Enter the pin for the till. Press enter pin for logging in.

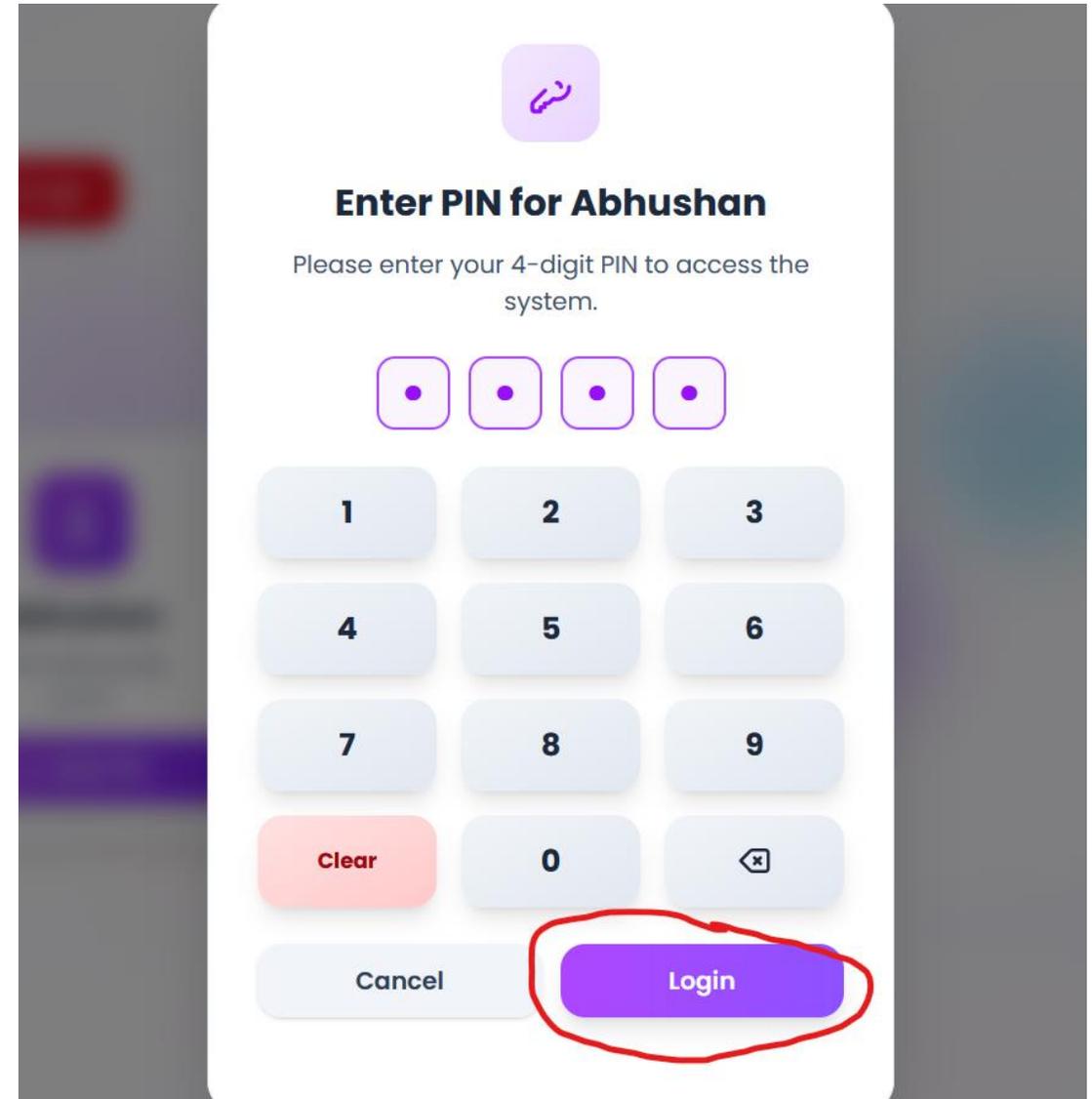
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# CASHIER LOGIN

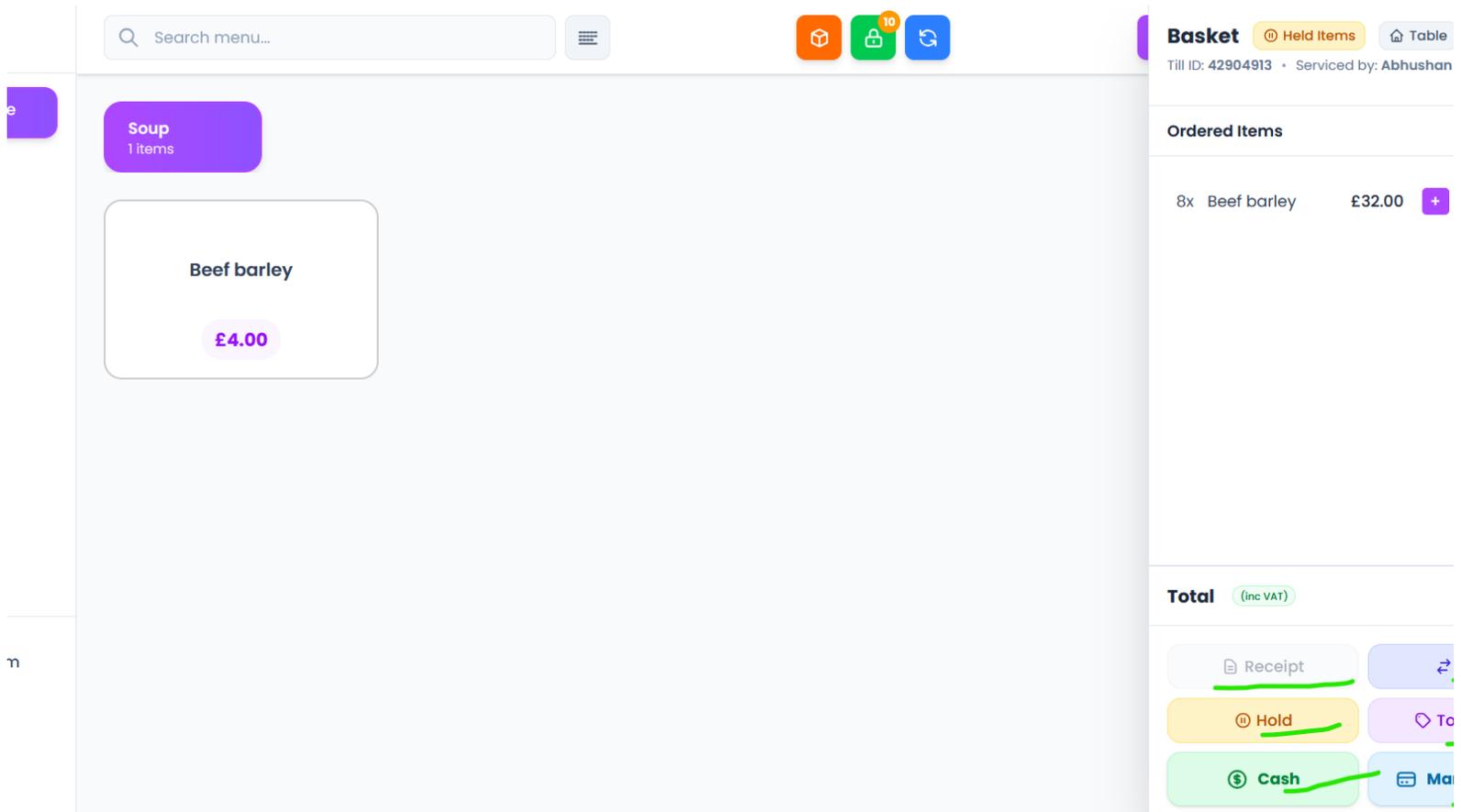
- Enter your passcode and press login button to login.

Note: Your owner may have your passcode so ask them about it

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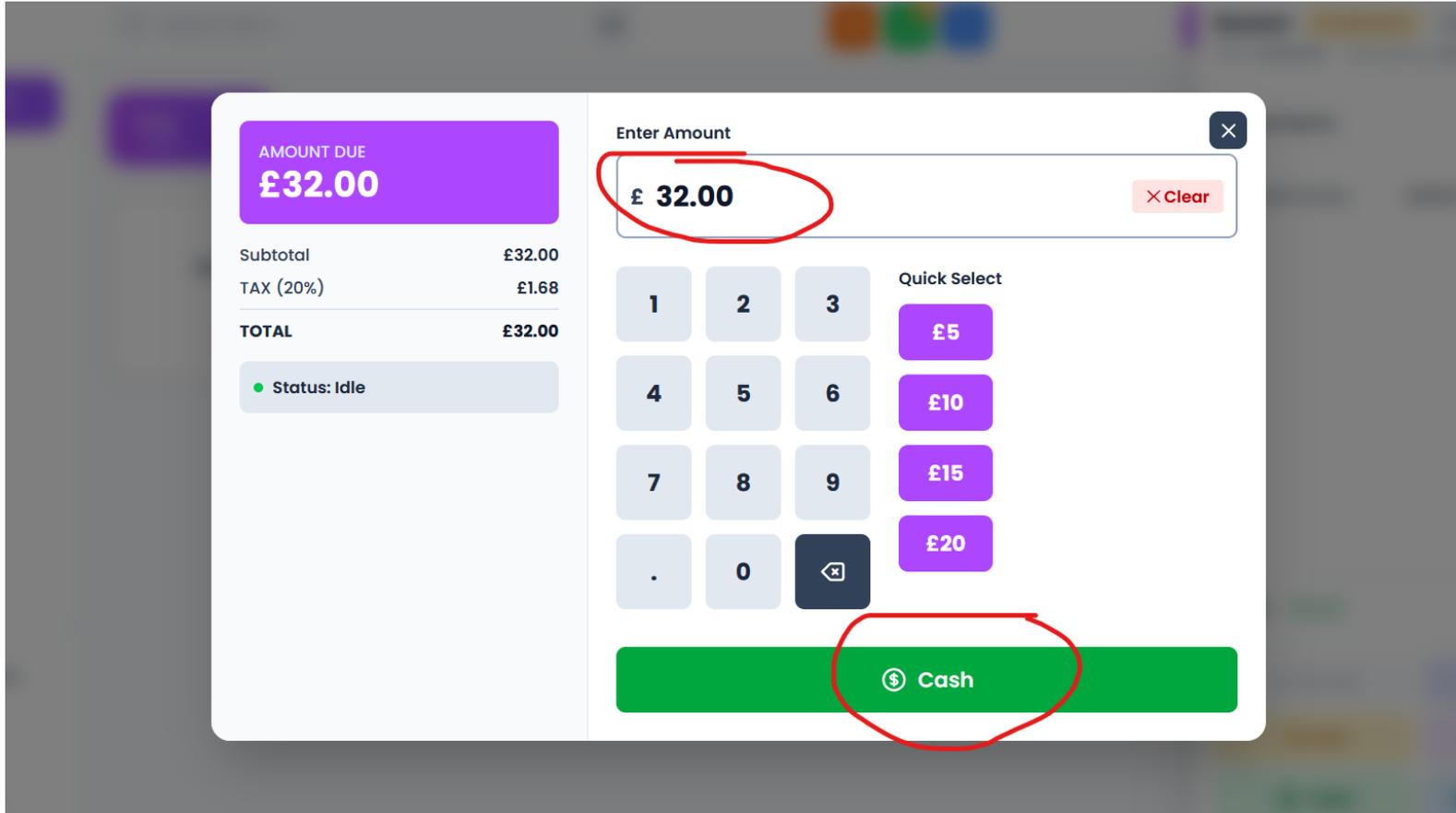


The screenshot shows a mobile application login screen. At the top, there is a purple icon of a hand holding a pen. Below it, the text reads "Enter PIN for Abhushan" and "Please enter your 4-digit PIN to access the system." There are four empty input boxes for the PIN. Below the input boxes is a numeric keypad with buttons for digits 1-9, 0, a "Clear" button, and a backspace button. At the bottom, there are two buttons: "Cancel" and "Login". The "Login" button is highlighted with a red circle.



# CASHIER DASHBOARD

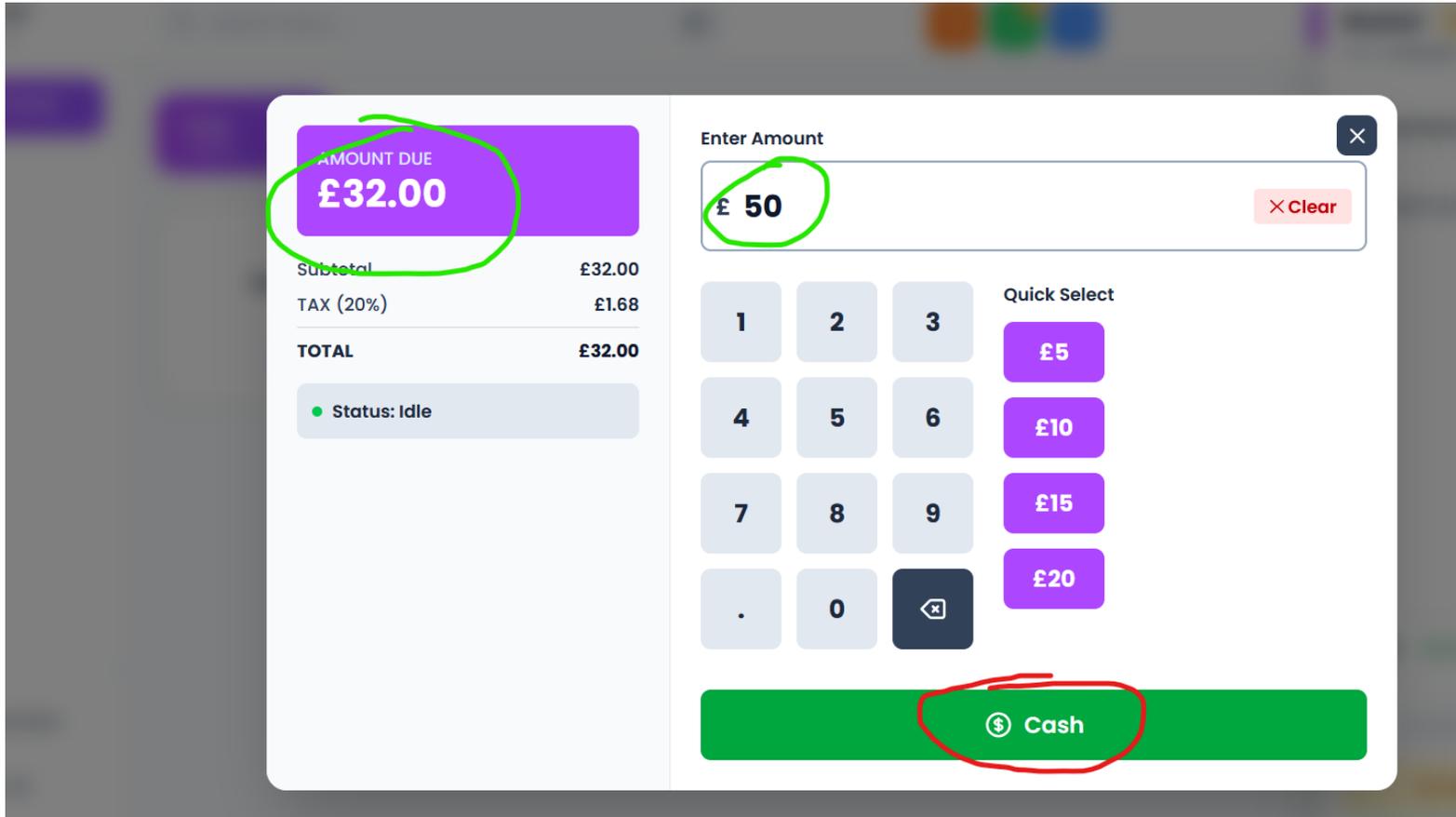
- This is the cashier dashboard. All the menu items is in this page. Green marked lines are the buttons for cashier to use as per required.



# CASH BUTTON

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- Press the cash button to cash out the customer.



# CASH BUTTON

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- If the customer gives more than the amount due, enter the amount they gave and press the Cash button.



**Sale Complete!**

**£18.00**

Please give this amount as change

Sale recorded successfully.

 **Print Receipt**

**Close**

- 
- After pressing the cash button it shows the amount change to give to the customer

## CASH BUTTON

Main Course

Price (£) \*

£ 0.00

1	2	3
4	5	6
7	8	9
.	0	X

Clear Add to Cart

Item Name \*

Table Booking Misc Drink Food

Enter item name or click a badge above

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M			

Clear Space X

Note: Both Item Name and Price must be filled to add item to cart.

- Manual Item
- Close Till
- Powered by Posverse

# MANUAL ITEMS

- If there are any manual items customer wants to order this is the page where you can manually enter their order.

### Close Till (Wed, Dec 10, 2025)

Review today's totals and ensure all orders are synchronized before closing.

VIEW PERIOD: Today Yesterday This Week So Far Last Week This Month So Far

CUSTOM DATE: mm / dd / yyyy

Total  
£64.00

Cash  
£64.00

Card  
£0.00

Offline Orders

All orders synchronized.

None

Ready

#### Till Actions

Print End of Day report for selected period and close the till when you are ready.

Print EOD Report

Close Till & Logout

#### Held Orders

Total Held Orders



0

No held orders

# CLOSING TILL

- The marked sections in the picture are Print EOD report and Close and logout till. Make sure to Logout the till before ending your shift.