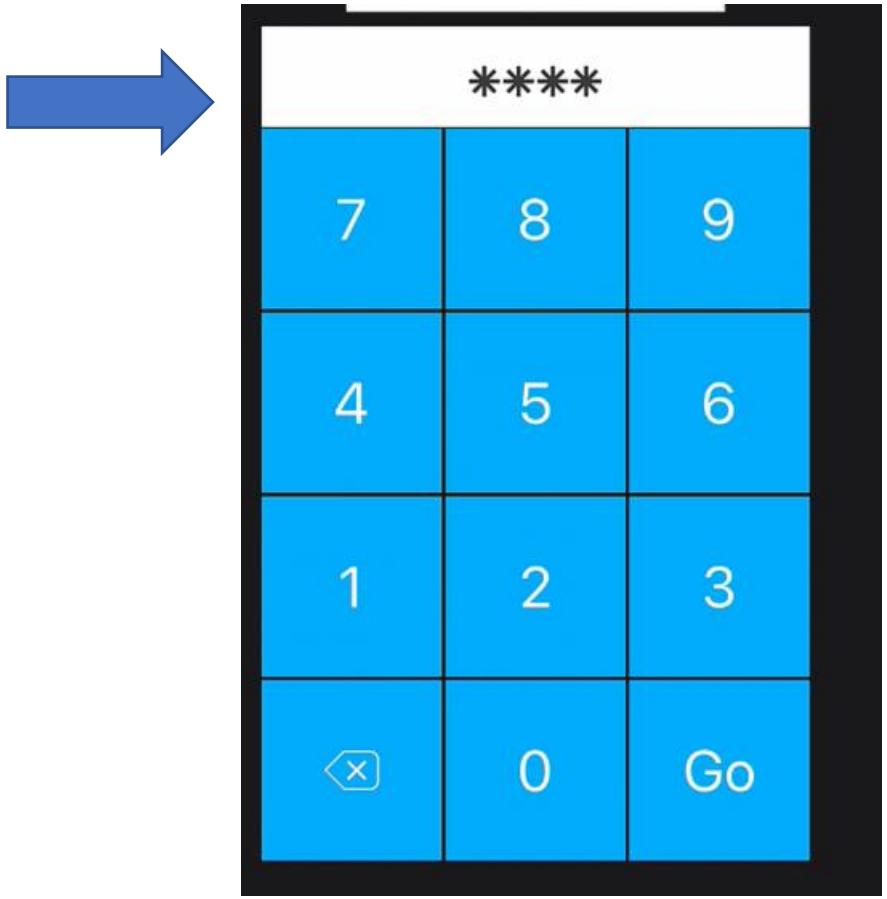
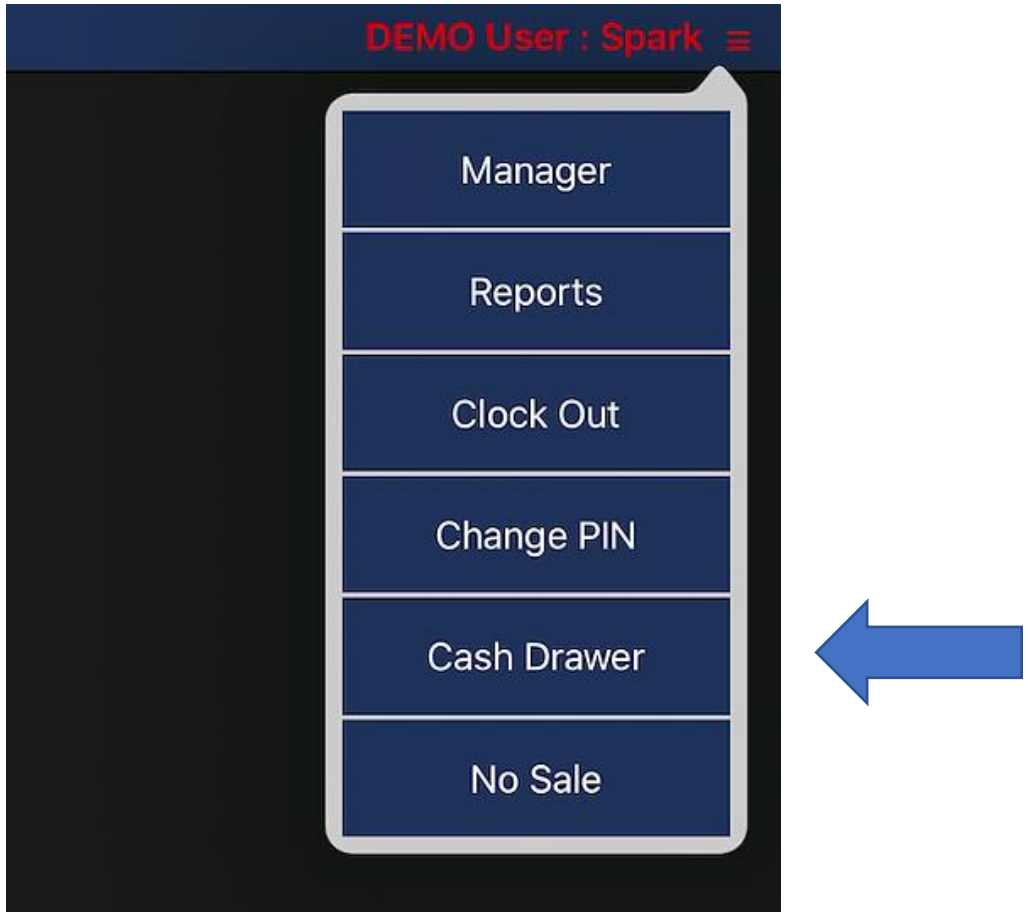
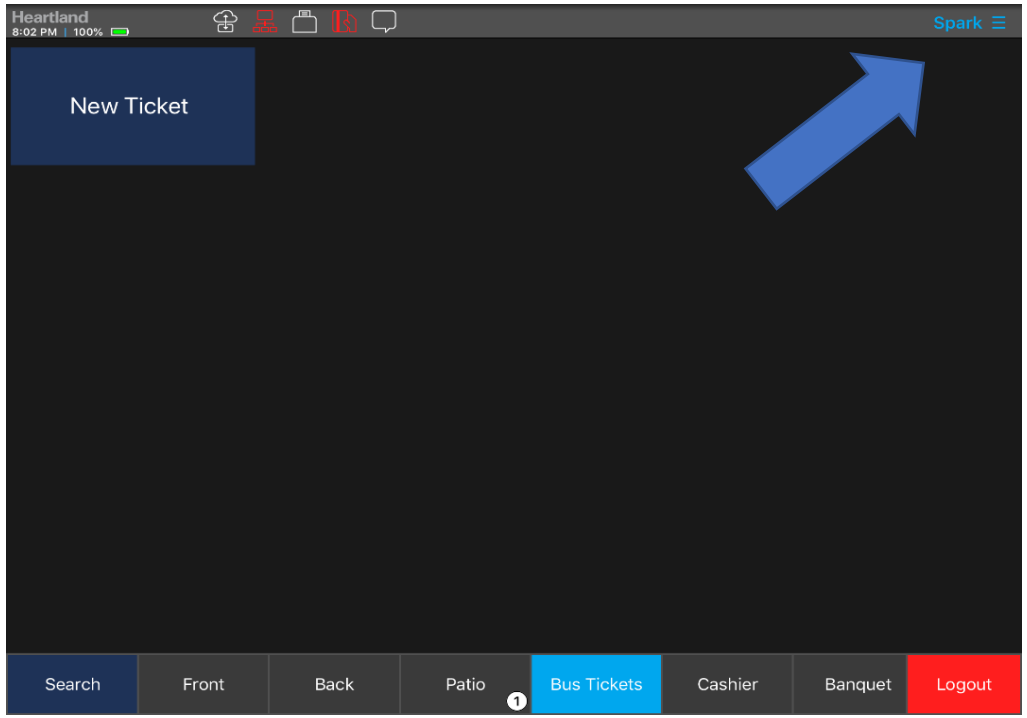
How to End Your Day with Heartland Restaurant

1. Enter **PIN** to Log In

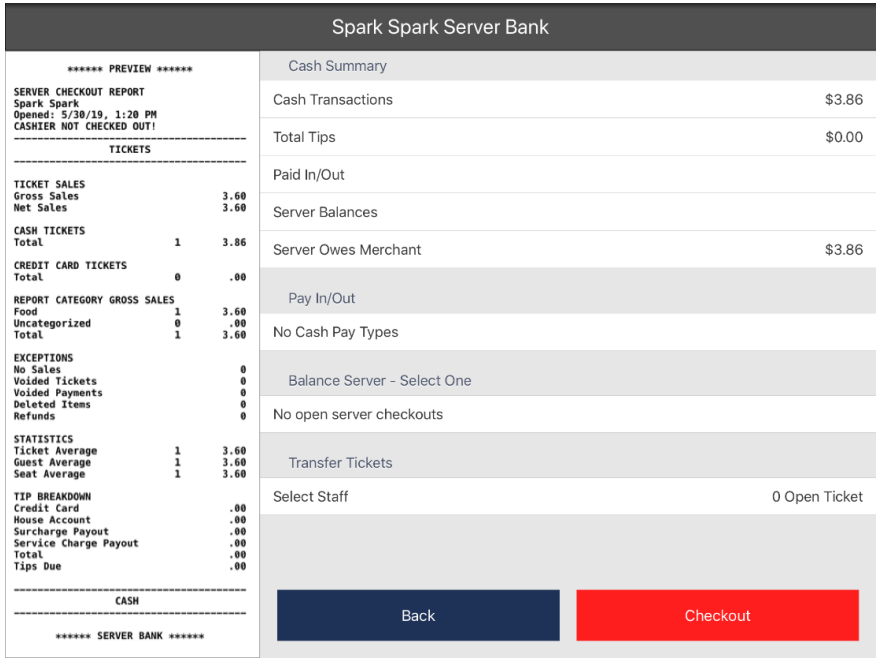


2. Tap on Your Name at the Top Right

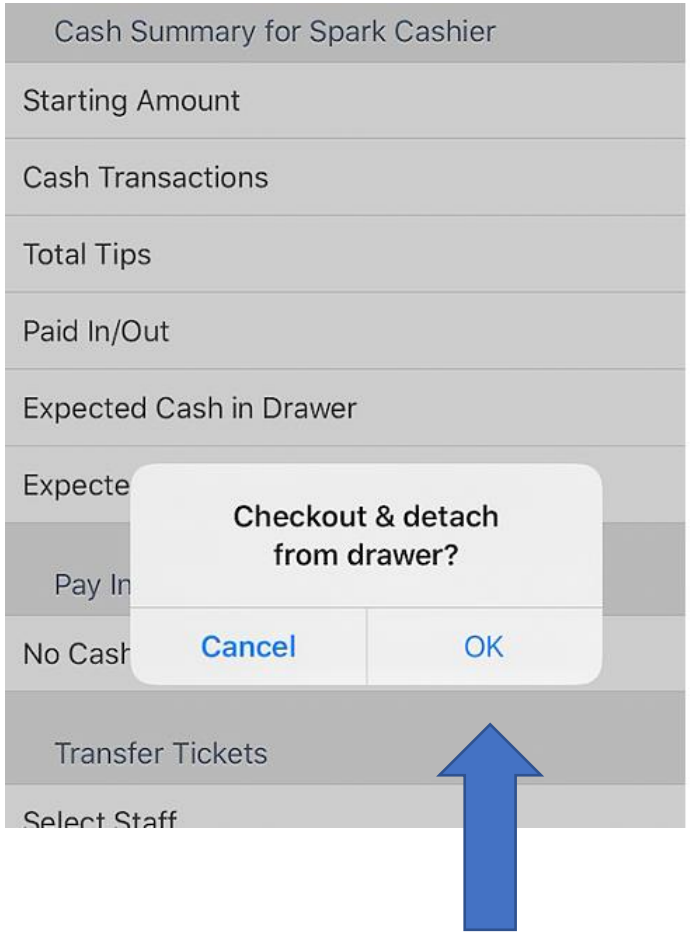




3. Tap on Cash Drawer



4. Tap on Checkout

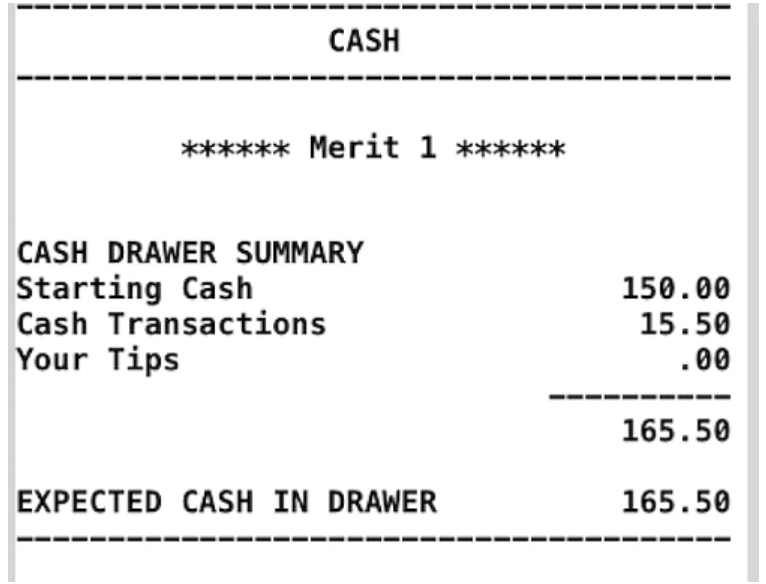


5. You Will be Prompted by a Pop-up Window Asking *"Checkout and Detach From Drawer?"* – Tap OK

6. Checkout Will Print and Drawer Will Pop Open –Remove Cash Drawer Insert and Take Cash and Checkout Report with you to Reconcile the Day/Shift

7. Count Cash in Cash Drawer Insert, Record Total

8. Refer to Cash Drawer Report and Compare Your Count to *“Expected Cash in Drawer”* Amount on Report, Record Variance



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                CASH
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        ****** Merit 1 ******


CASH DRAWER SUMMARY
Starting Cash                150.00
Cash Transactions             15.50
Your Tips                       .00
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                             165.50

EXPECTED CASH IN DRAWER      165.50
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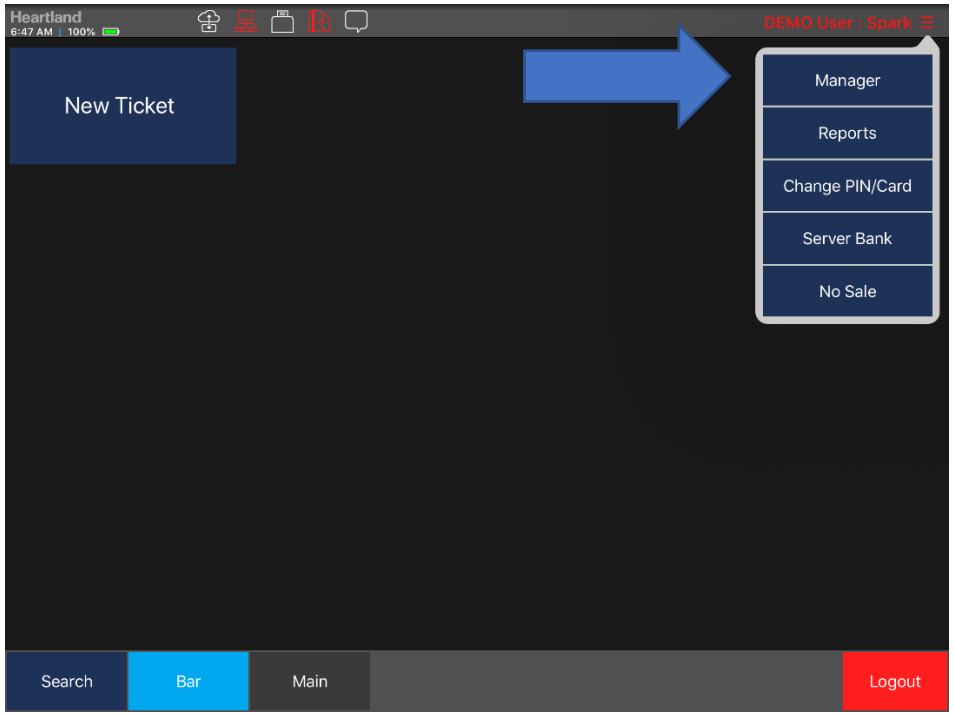
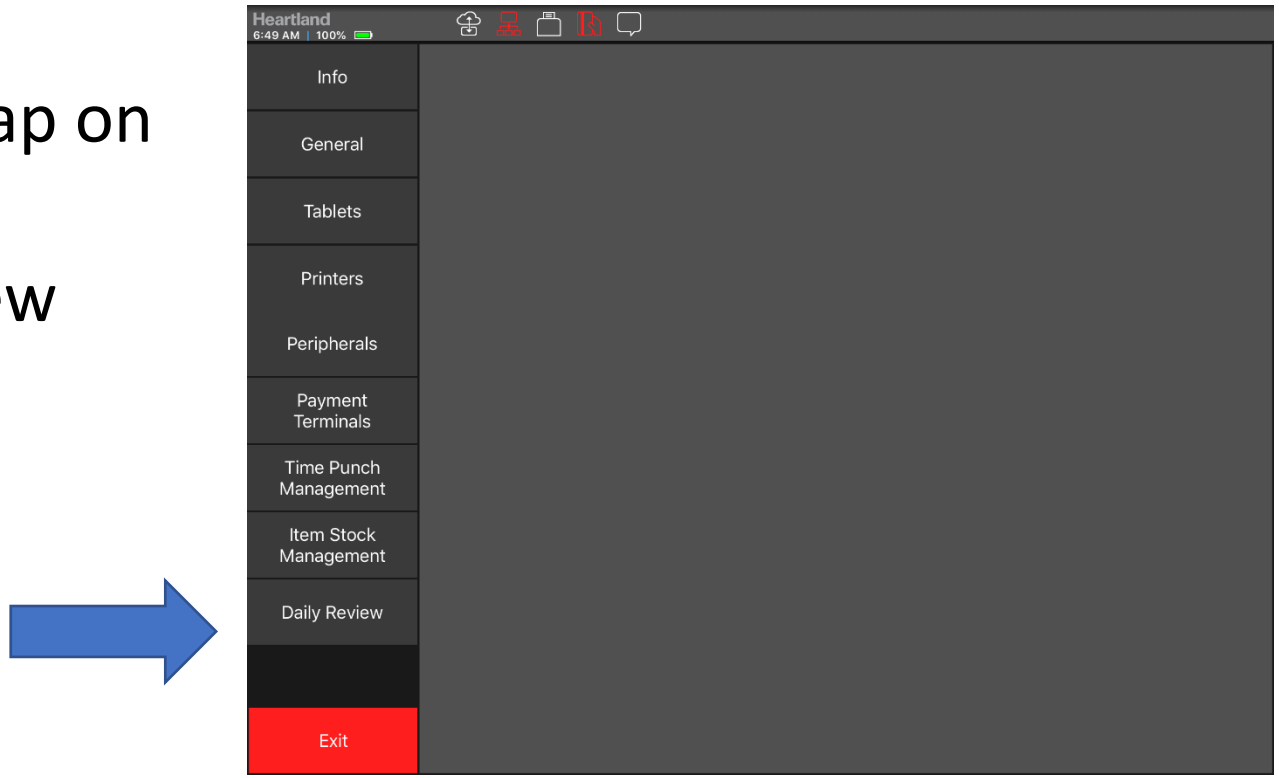
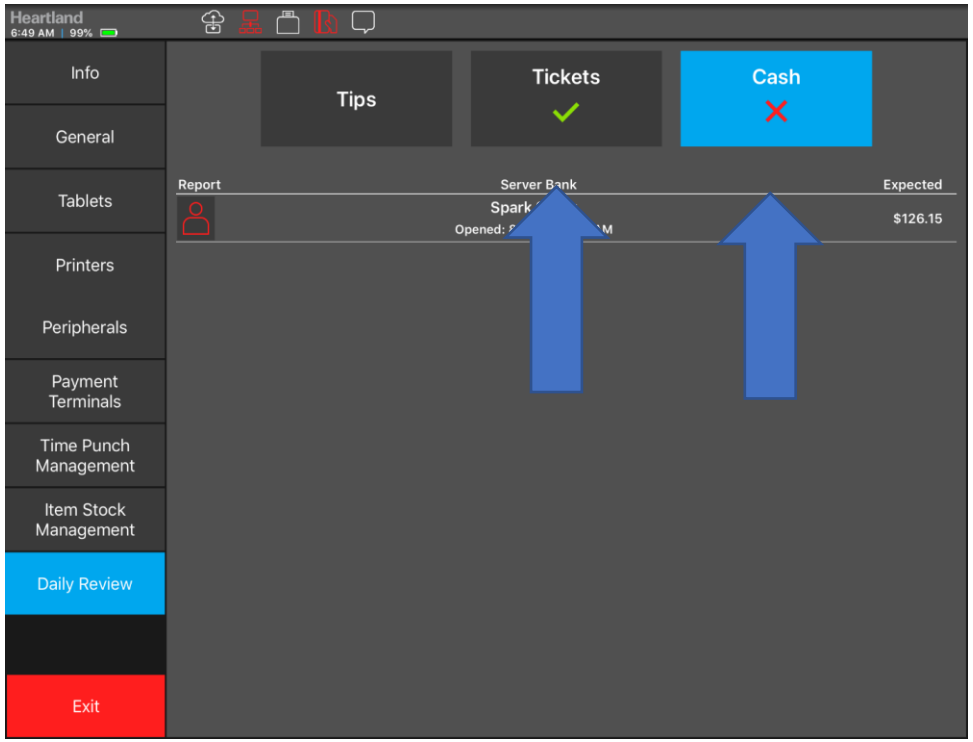
9. For Mgr End of Day Procedures, Return to iPad (any) and Log In, Tap on Your Name, and then on Manager

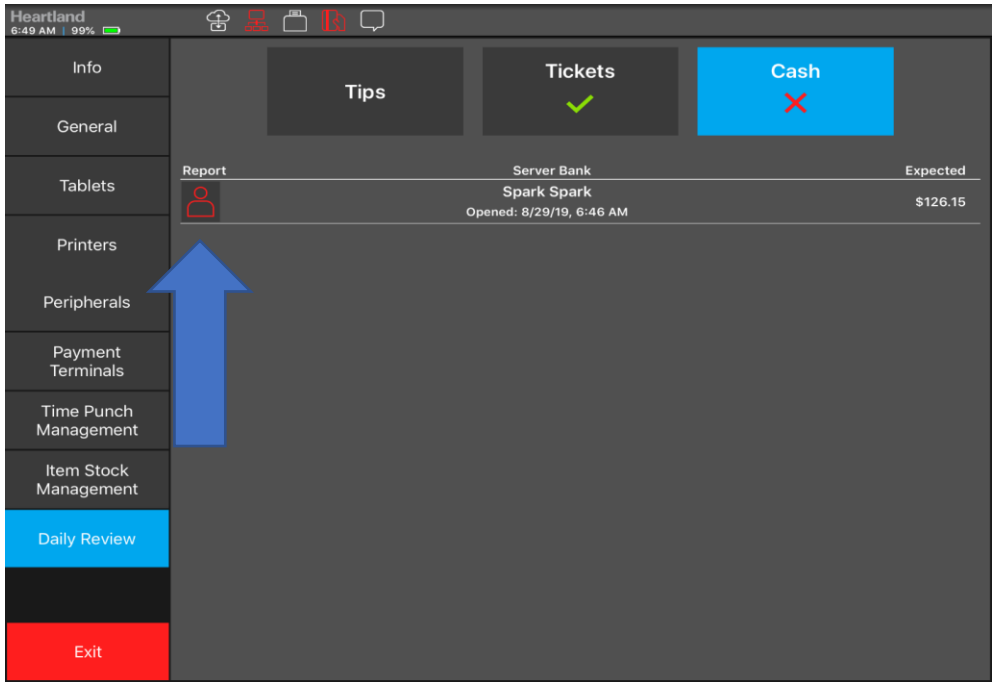


10. Tap on Daily Review



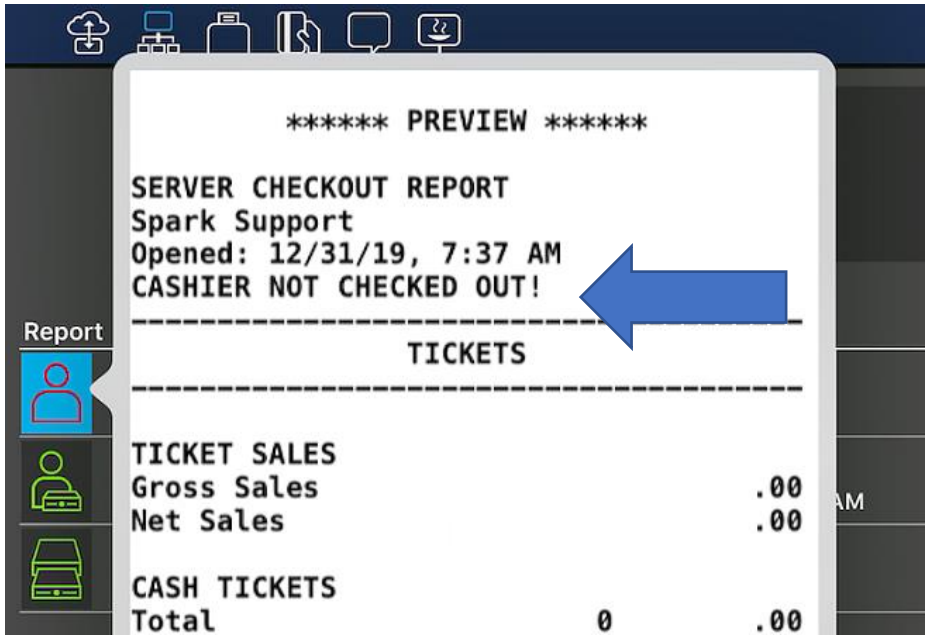
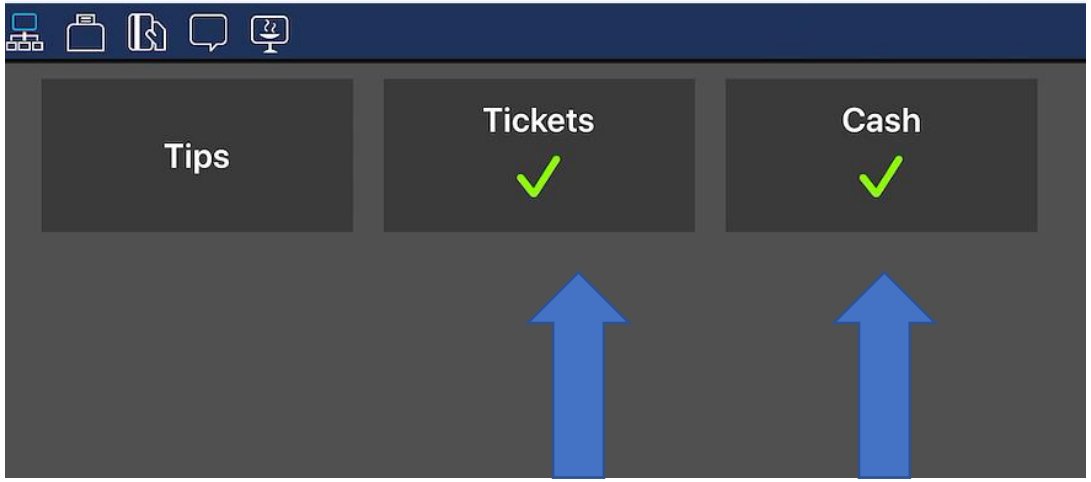
11. The Goal on this Screen is to see Green Checks (Tickets and Cash Boxes) – if you DO NOT, That Field is not yet Ready for End of Day – Tap on any That Have an “X”





12. Tap on any Field With a Red “X” and Then Tap on any Report That Appears in Red

13. Any Report Listed in Red Indicates that a Server or Employee has not Checked Out; Assist that Employee with Closing out Their Tickets or Running Their Checkout so you can End Your Day



14. The POS is now Ready for End of Day – it will run End of Day on its' own