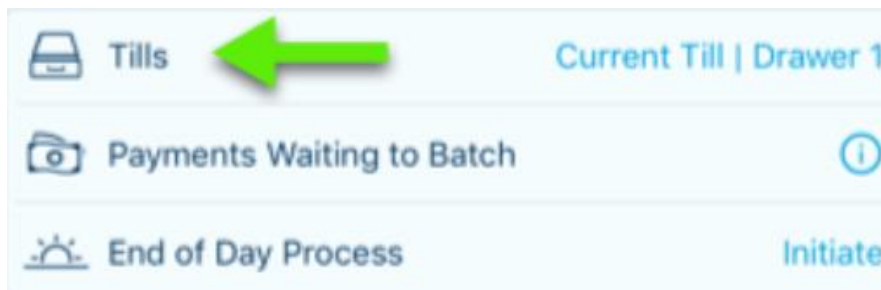YOU CAN NOW PRINT OUT A SHIFT SUMMARY REPORT WHEN THE LAST SHIFT OF THE DAY IS CLOSED, WHICH WILL SUMMARIZE ALL ACTIVITY FROM THE BEGINNING OF THE DAY.

THIS FEATURE WILL FUNCTION ON THE POS AS FOLLOWS:

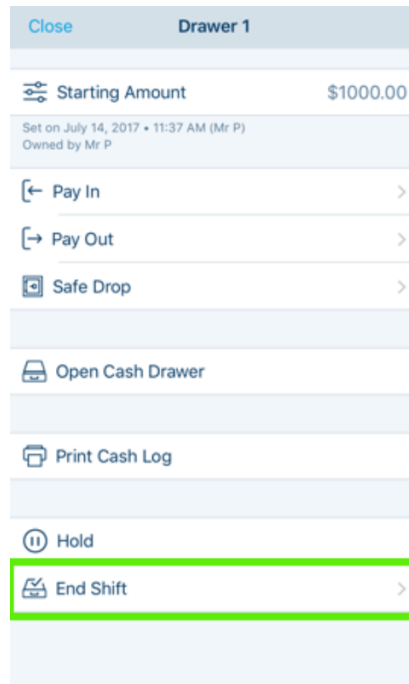1. WHEN IT IS TIME FOR THE CASHIER TO CLOSE THEIR SHIFT, THEY WILL SELECT THE TILLS OPTION ON THE MAIN MENU:

2. IF THE END OF SHIFT PROCESS IS **NOT** ENABLED FOR THE STORE:

   - WHEN TILLS IS SELECTED, THE TILL MANAGEMENT-CHECKOUT POP-UP WINDOW WILL BE DISPLAYED.

   - THE CASHIER WILL ENTER THE AMOUNT IN THE TILL AND TAP DONE, WHICH WILL OPTIONALLY DISPLAY THE CHECKOUT SUMMARY, PER REVEL'S CURRENT FUNCTIONALITY.

   - AFTER TAPPING SUBMIT, A CONFIRMATION MESSAGE WILL APPEAR INDICATING THE SHIFT IS CLOSED AND THE TIME/DATE.

   - THE SHIFT WILL BE CONSIDERED CLOSED AND A NEW SHIFT CAN BE OPENED BY SELECTING TILLS FROM THE PULL-DOWN MENU.

3. IF THE END OF SHIFT PROCESS **IS** ENABLED FOR THE STORE (DEPENDING ON THE PREDEFINED STEPS/ REPORT PREFERENCES):
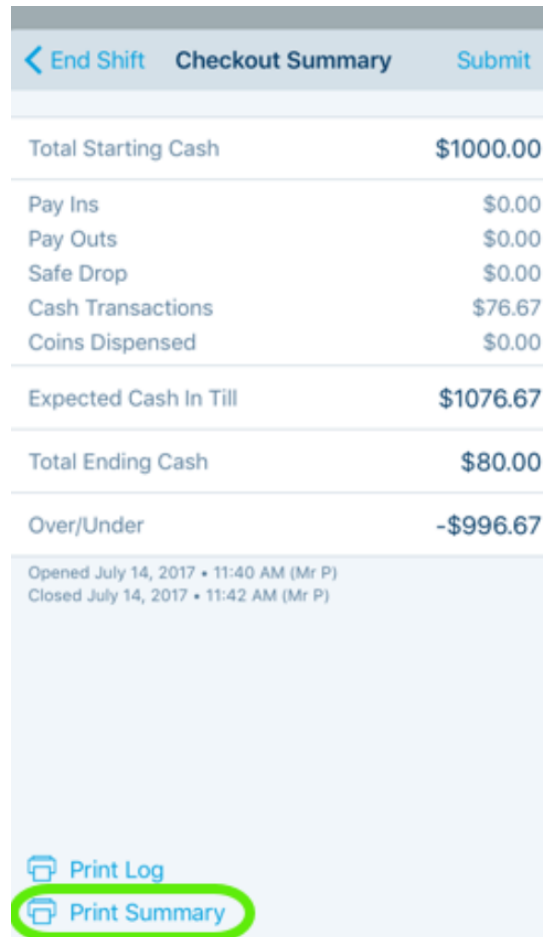
- **WHEN A CASHIER TAPS TILLS, THEY WILL THEN SELECT A DESIRED TILL TO RECONCILE.**

- **THE CASHIER WILL TAP THE END SHIFT OPTION ON THE OVERLAY SCREEN**

Close	Drawer 1	
⚏ Starting Amount		$1000.00
Set on July 14, 2017 • 11:37 AM (Mr P) Owned by Mr P		
[← Pay In		>
[→ Pay Out		>
◧ Safe Drop		>
⊟ Open Cash Drawer		
⎙ Print Cash Log		
⊙ Hold		
⊞ End Shift		>

- **THE CASHIER WILL RECONCILE ANY PAYMENTS, AS NEEDED:**

‹ Drawer 1	End Shift	Next
Sum Total		$80.00
BILLS		
$1		Quantity
$2		Quantity
$5		Quantity
$10		Quantity
$20		4
$50		Quantity
$100		Quantity
Other Total		0.00
⎙ Print Cash Log		

- THE CASHIER WILL MAKE ANY ADJUSTMENTS AS NEEDED. THEY WILL THEN HAVE THE OPTION TO PRINT A SUMMARY OF THE EOS REPORT ON THE CHECKOUT SUMMARY WINDOW. THE CASHIER CAN FINISH THE EOS PROCESS BY TAPPING SUBMIT: