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 Pearl River, NY 10965
 1-800-PC-AMERICA, 1-800-722-6374
 (Voice) 845-920-0800 (Fax) 845-920-0880

Tracking Shifts

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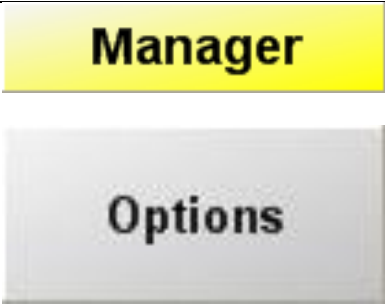
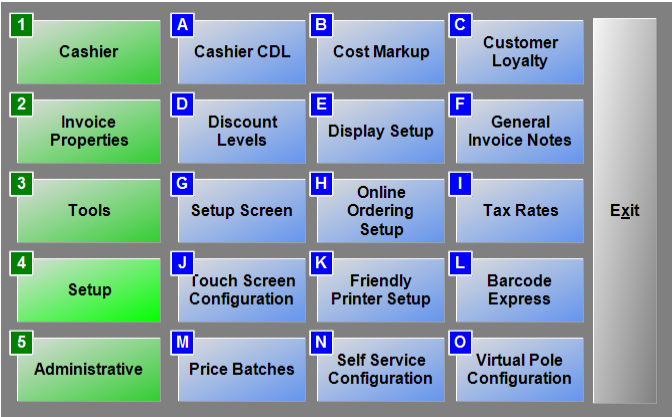
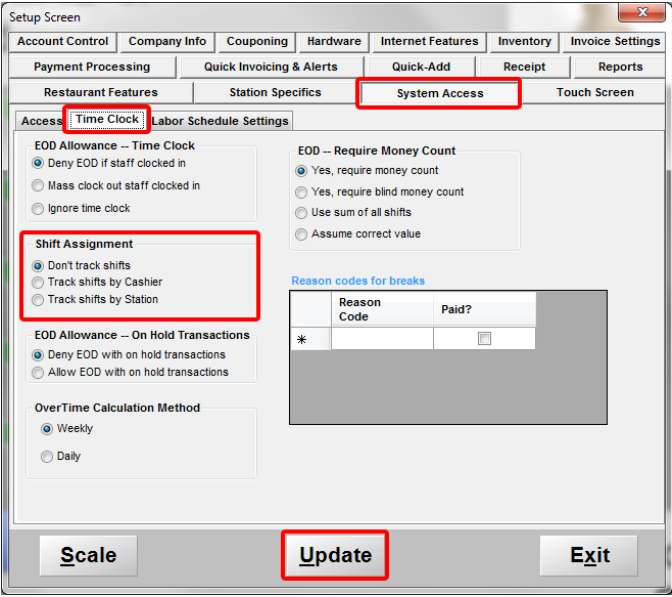
SHIFT REPORT
STORE : 1001
SHIFT# : 1001-01

SHIFT START : 11/24/2010 10:51:28 AM
SHIFT END : 11/24/2010 10:54:01 AM

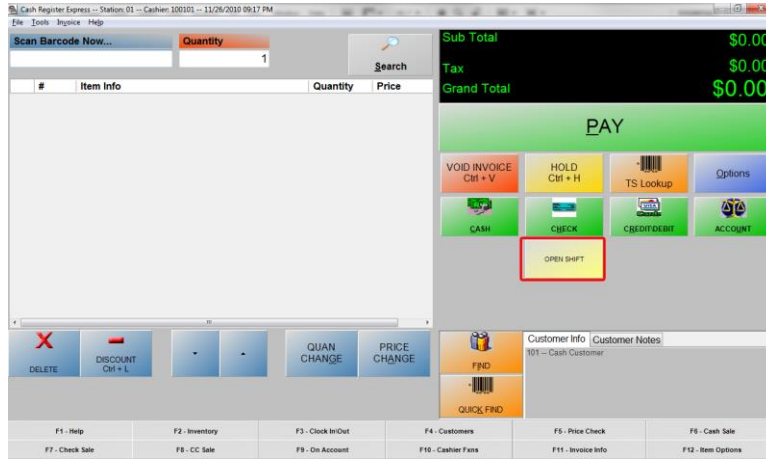
=====
SALES TOTALS
=====
Net Sales           $0.00
Net Sales - Taxed   $0.00
Net Sales - NOT Taxed $0.00
Exempt Sales        $0.00
Taxes               $0.00
Gross Sales         $0.00
=====
MEDIA TOTALS
=====
Cash                $0.00
=====
PERFORMANCE STATISTICS
=====
#Transactions       0
=====
CASH COUNT
=====
Opening Cash        $10.00
+ Cash Sales/AR Payments $0.00
-----
Expected Cash       $10.00
Actual Cash         $20.00
-----
OVER                $10.00
  
```

You can track the shifts of both your cashiers and stations. You will need a printer configured prior to printing the end of shift report.

Selecting How to Track Shifts

	<ol style="list-style-type: none"> 1. Select Manager/Options and enter your administrator password (default: admin) where applicable.
	<ol style="list-style-type: none"> 2. Select Setup and then Setup Screen.
	<ol style="list-style-type: none"> 3. Select the System Access tab then select the Time Clock tab. 4. Under Shift Assignment select one of the following: <ul style="list-style-type: none"> • Don't track shifts • Track shifts by Cashier • Track shifts by Station 5. After making your selection, select Update to save your changes.

Opening and Closing a Shift in CRE



1. After logging into CRE select the **OPEN SHIFT** button on the invoice screen, to open the shift.

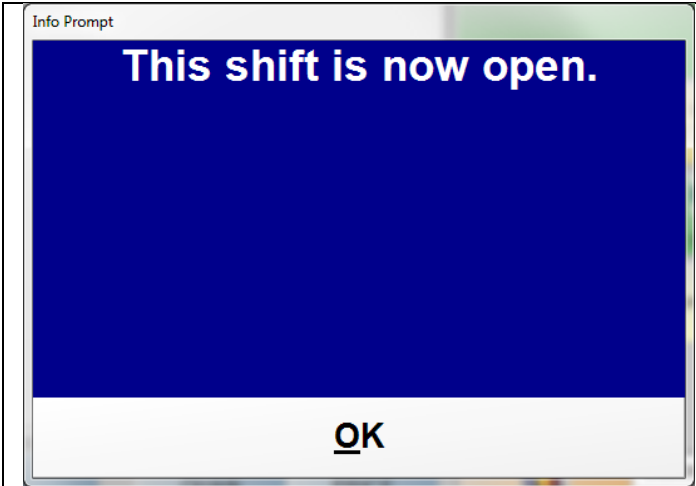
ENTER DRAWER START

Pennies \$0.01	<input type="text" value="0"/>	Dollars \$1	<input type="text" value="0"/>	Twenties \$20	<input type="text" value="0"/>
Nickels \$0.05	<input type="text" value="0"/>	Fives \$5	<input type="text" value="0"/>	Fifties \$50	<input type="text" value="0"/>
Dimes \$0.10	<input type="text" value="0"/>	Tens \$10	<input type="text" value="0"/>	Hundreds \$100	<input type="text" value="0"/>
Quarters \$0.25	<input type="text" value="0"/>				
Half Dollars \$0.50	<input type="text" value="0"/>				

Total \$0.00

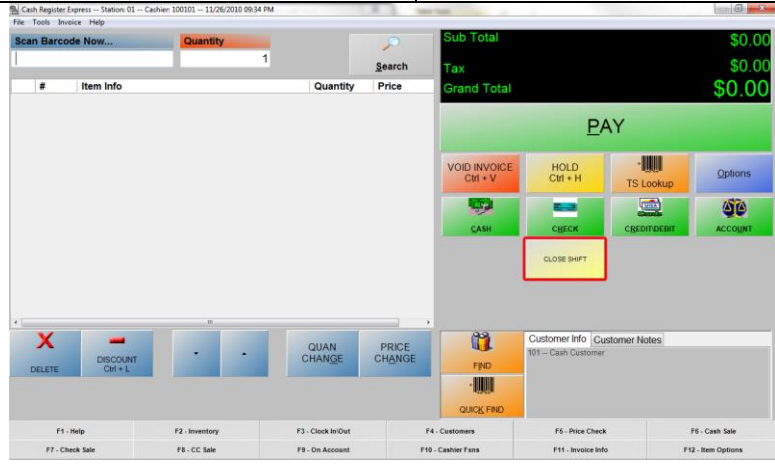
<input type="button" value="7"/>	<input type="button" value="8"/>	<input type="button" value="9"/>
<input type="button" value="4"/>	<input type="button" value="5"/>	<input type="button" value="6"/>
<input type="button" value="1"/>	<input type="button" value="2"/>	<input type="button" value="3"/>
	<input type="button" value="0"/>	

2. Enter the count of money in the drawer on the **ENTER DRAWER START** window.
3. When finished counting select **Yes** to confirm.



The shift will then be opened.

- 4. Select **OK**.



- 5. After ringing in your transactions select **CLOSE SHIFT**, to close the shift.



- 6. Enter the count of money in the drawer on the **ENTER CLOSING AMOUNT** window.

When finished counting select **Yes** to confirm.

SHIFT REPORT

STORE : 1001
SHIFT # : 1001-01

SHIFT START : 11/24/2010 10:51:28 AM
SHIFT END : 11/24/2010 10:54:01 AM

=====

SALES TOTALS

=====

Net Sales	\$0.00
Net Sales - Taxed	\$0.00
Net Sales - NOT Taxed	\$0.00
Exempt Sales	\$0.00
Taxes	\$0.00
Gross Sales	\$0.00

=====

MEDIA TOTALS

=====

Cash	\$0.00
------	--------

=====

PERFORMANCE STATISTICS

=====

#Transactions	0
---------------	---

=====

CASH COUNT

=====

Opening Cash	\$10.00
+ Cash Sales/AR Payments	\$0.00

Expected Cash	\$10.00
Actual Cash	\$20.00

OVER	\$10.00
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Two copies of a **SHIFT REPORT** will then print.

Info Prompt

This shift is now closed.

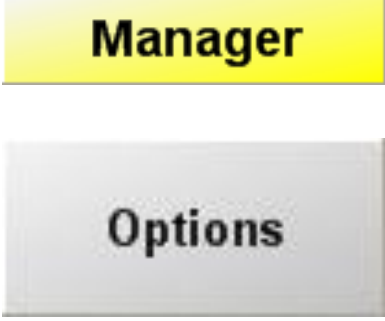
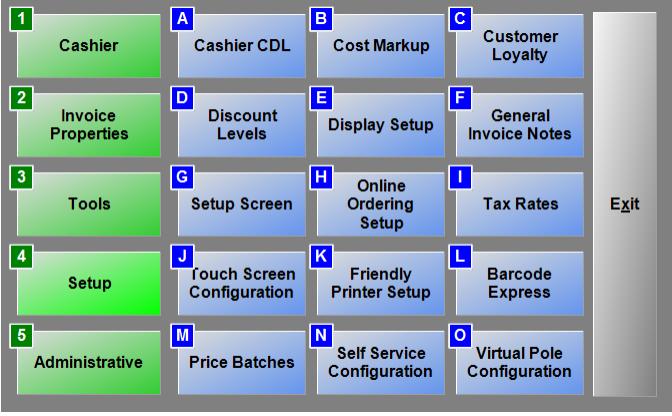
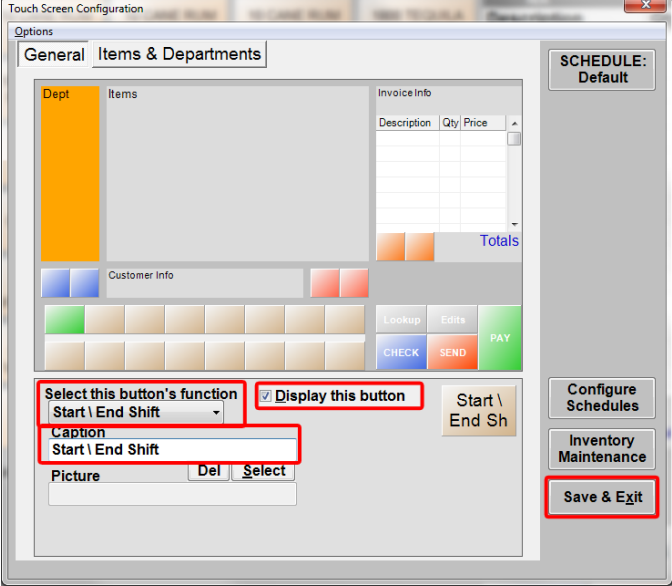
OK

The shift will then be closed.

7. Select **OK**.

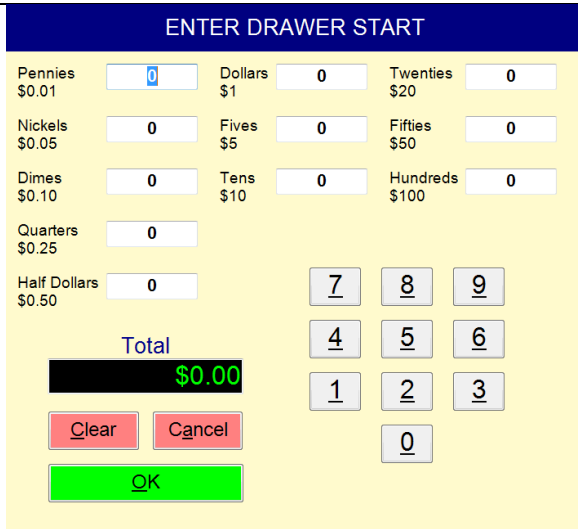
Opening and Closing a Shift in RPE

Before opening or closing a shift in RPE you must setup the **Start \ End Shift** hotbutton in **Touchscreen Configuration**.

 <p>The image shows two buttons: a yellow 'Manager' button at the top and a grey 'Options' button below it.</p>	<ol style="list-style-type: none"> 1. Select Manager/Options and enter your administrator password (default: admin) where applicable.
 <p>The image shows a grid of menu items. On the left, there are five green buttons labeled 1 through 5: 'Cashier', 'Invoice Properties', 'Tools', 'Setup', and 'Administrative'. The main grid contains blue buttons labeled A through O: 'Cashier CDL', 'Cost Markup', 'Customer Loyalty', 'Discount Levels', 'Display Setup', 'General Invoice Notes', 'Setup Screen', 'Online Ordering Setup', 'Tax Rates', 'Touch Screen Configuration', 'Friendly Printer Setup', 'Barcode Express', 'Price Batches', 'Self Service Configuration', and 'Virtual Pole Configuration'. An 'Exit' button is on the right side.</p>	<ol style="list-style-type: none"> 2. Select Setup and then Touch Screen Configuration.
 <p>The image shows a screenshot of the 'Touch Screen Configuration' window. It has tabs for 'General' and 'Items & Departments'. The 'General' tab is active. There is a 'SCHEDULE: Default' dropdown. Below it, there are several buttons: 'Customer Info', 'Lookup', 'Edits', 'PAY', 'CHECK', 'SEND', and 'Start \ End Sh'. A 'Start \ End Sh' button is highlighted with a red box. Below the main interface, there is a configuration area with a dropdown menu set to 'Start \ End Shift', a 'Caption' field containing 'Start \ End Shift', and a 'Picture' field. A 'Display this button' checkbox is checked and highlighted with a red box. At the bottom right, there are buttons for 'Configure Schedules', 'Inventory Maintenance', and 'Save & Exit', with 'Save & Exit' highlighted with a red box.</p>	<ol style="list-style-type: none"> 3. Under Select this button's function, use the dropdown to select Start \ End Shift. 4. Select Display this button. 5. Enter a Caption (i.e. Start \ End Shift). 6. When done select Save & Exit.



7. After logging into RPE select the hotbutton we created on the invoice screen to open the shift.



8. Enter the count of money in the drawer on the **ENTER DRAWER START** window.

9. When finished counting select **Yes** to confirm.

Info Prompt

This shift is now open.

OK

The shift will then be opened.

10. Select **OK**.

pcAmerica Corner Liquor
Select a Department Touch an item to sell

LIQUOR	10 CANE RUM 1L	10 CANE RUM 375ML	10 CANE RUM 750ML	1800 TEQUILA REPOSADO
BEER	1800 TEQUILA REPOSADO	3 VODKA 50ML	3 VODKA 750ML	99 BANANAS 750 ML
WINE	AALBORG AKVAVIT 750ML	ABSOLUT VODKA 750ML	ABSOLUT APEACH 750ML	ABSOLUT CITRON 1.75L
NON ALCOHOL	ABSOLUT CITRON 750 ML	ABSOLUT KURANT 750ML	ABSOLUT MANDRIN	ABSOLUT MANDRIN 750ML
TOBACCO	ABSOLUT PEPPAR VODKA 750ML	ABSOLUT RASPBERRI 750ML	ABSOLUT RUBY RED VODKA	ABSOLUT RUBY RED VODKA 1 L
MISC ITEMS	ABSOLUT RUBY RED VODKA 50ML	ABSOLUT VANILIA 750 ML	ABSOLUT VODKA 1.75L	ABSOLUT VODKA 100PRF 750ML
FROZEN FOODS	ABSOLUT VODKA 1L	ABSOLUT VODKA 200ML	ABSOLUT VODKA 375ML	ABSOLUT VODKA 50ML

Table # N/A Server ID 100101 Time 9:58:42 PM

Description	Qty	Price
Tax \$0.00		
Grand Total		\$0.00

Cash Customer

Start | End Shift

Lookup Customer EDITS PAY CHECK SEND

11. After ringing in your transactions select the hotbutton we created, to close the shift.

ENTER CLOSING AMOUNT

Pennies \$0.01	<input type="text" value="0"/>	Dollars \$1	<input type="text" value="0"/>	Twenties \$20	<input type="text" value="0"/>
Nickels \$0.05	<input type="text" value="0"/>	Fives \$5	<input type="text" value="0"/>	Fifties \$50	<input type="text" value="0"/>
Dimes \$0.10	<input type="text" value="0"/>	Tens \$10	<input type="text" value="0"/>	Hundreds \$100	<input type="text" value="0"/>
Quarters \$0.25	<input type="text" value="0"/>				
Half Dollars \$0.50	<input type="text" value="0"/>				

Total

\$0.00

12. Enter the count of money in the drawer on the **ENTER CLOSING AMOUNT** window.

When finished counting select **Yes** to confirm.

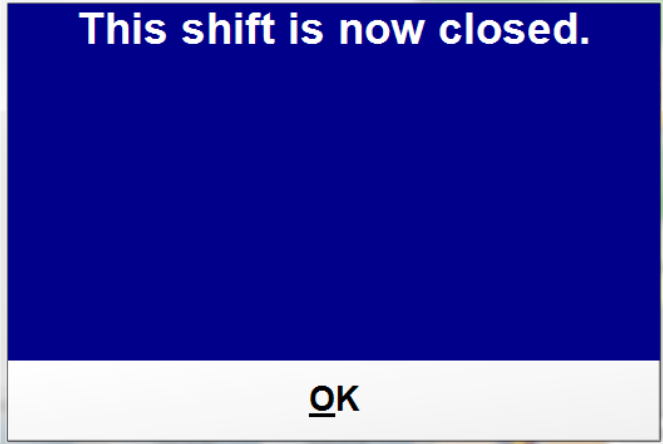
SHIFT REPORT

STORE : 1001
 SHIFT # : 1001-01
 SHIFT START : 11/24/2010 10:51:28 AM
 SHIFT END : 11/24/2010 10:54:01 AM

```

=====
SALES TOTALS
=====
Net Sales           $0.00
Net Sales - Taxed   $0.00
Net Sales - NOT Taxed $0.00
Exempt Sales        $0.00
Taxes               $0.00
Gross Sales         $0.00
=====
MEDIA TOTALS
=====
Cash                $0.00
=====
PERFORMANCE STATISTICS
=====
#Transactions       0
=====
CASH COUNT
=====
Opening Cash        $10.00
+ Cash Sales/AR Payments $0.00
-----
Expected Cash       $10.00
Actual Cash         $20.00
-----
OVER                $10.00
  
```

Two copies of a **SHIFT REPORT** will then print.

	<p>The shift will then be closed.</p> <p>13. Select OK.</p>
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When running the Detailed Daily Report (by selecting file, then detailed report) you can also zero out the totals using the Z-Out Feature.