

The New Square



- Here is the first screen that you will see when you open the app.
- You will choose what organization you are processing for from the menu.



- Check potential the location for that driver will come. - Check what is being up from the log.



- The potential time will be shown in the batch. - Drive all items and see when you need you use the "Charge" button.



- If they pay with exact change for this.
- Enter in amount if not exact (ie \$20).
- Swipe card to process a card.

Receipt will print on completion.



- On completion of every you need to close the driver.

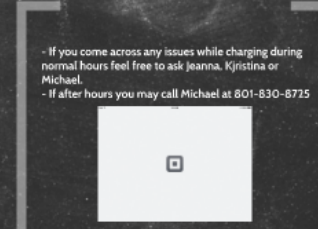
- This is done by first clicking on this icon.



- Make sure you are on the Current Driver.
- Then click on "End Driver".



- Here is the batch report.
- You need to ensure the cash located in the driver and enter the amount in the "Actual in Driver" location.
- If the Actual in driver matches the Expected in driver you may press "End Driver".
- This will print off a report that is to be kept with the cash.



- If you come across any issues while charging during normal hours feel free to ask Jeanna, Kijristina or Michael.
- If after hours you may call Michael at 801-830-8725

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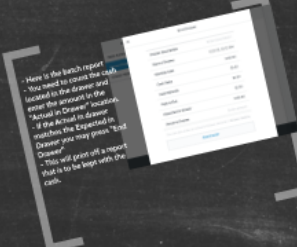
- On completion of every you need to close the driver.

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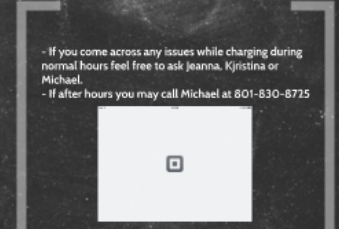


- Make sure you are on the Current Driver.

- Then click on "end driver"



- Here is the batch report.
- You need to ensure the cash located in the driver and enter the amount in the "Actual in Driver" location.
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Clock



Calendar



Settings

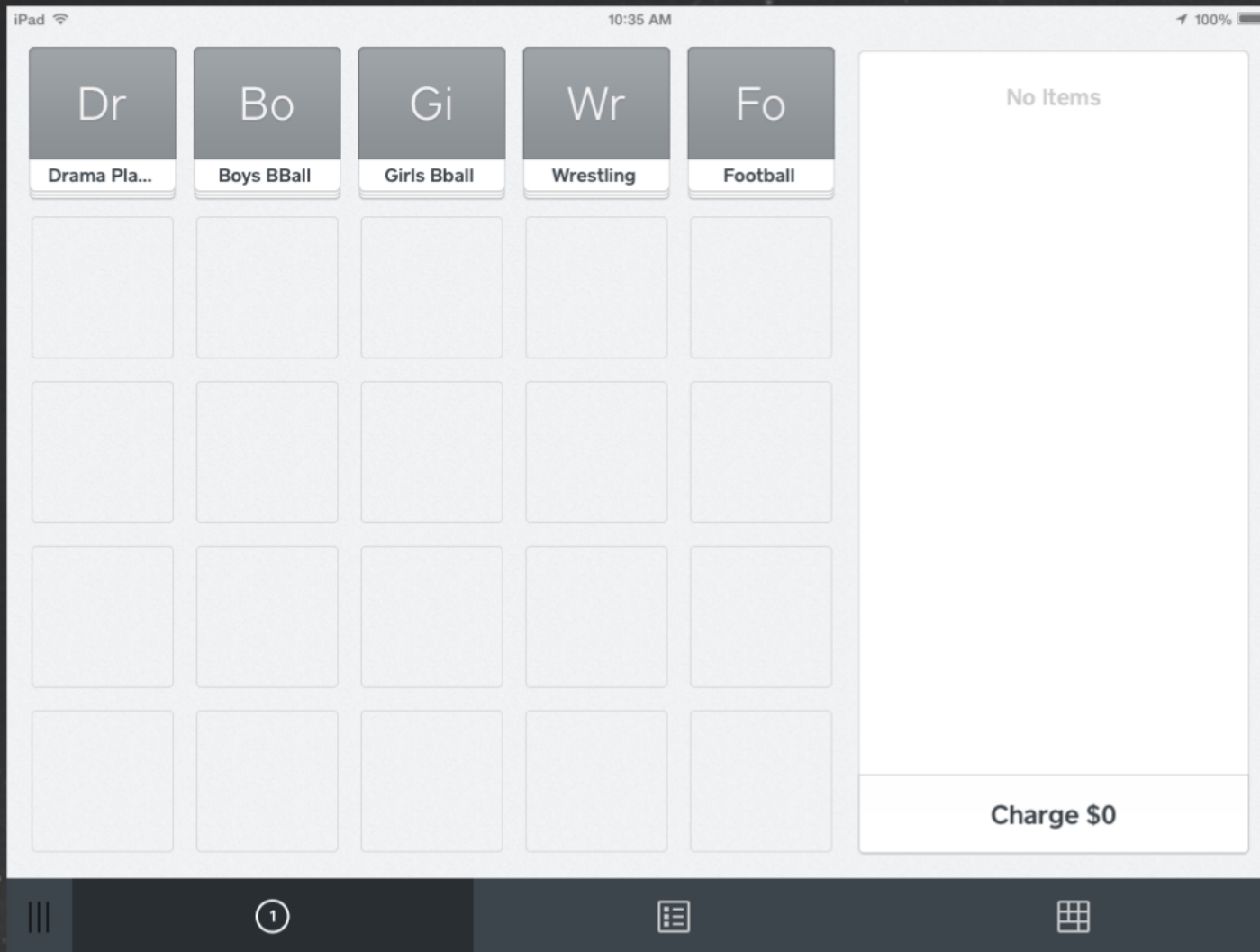


Apps

Square

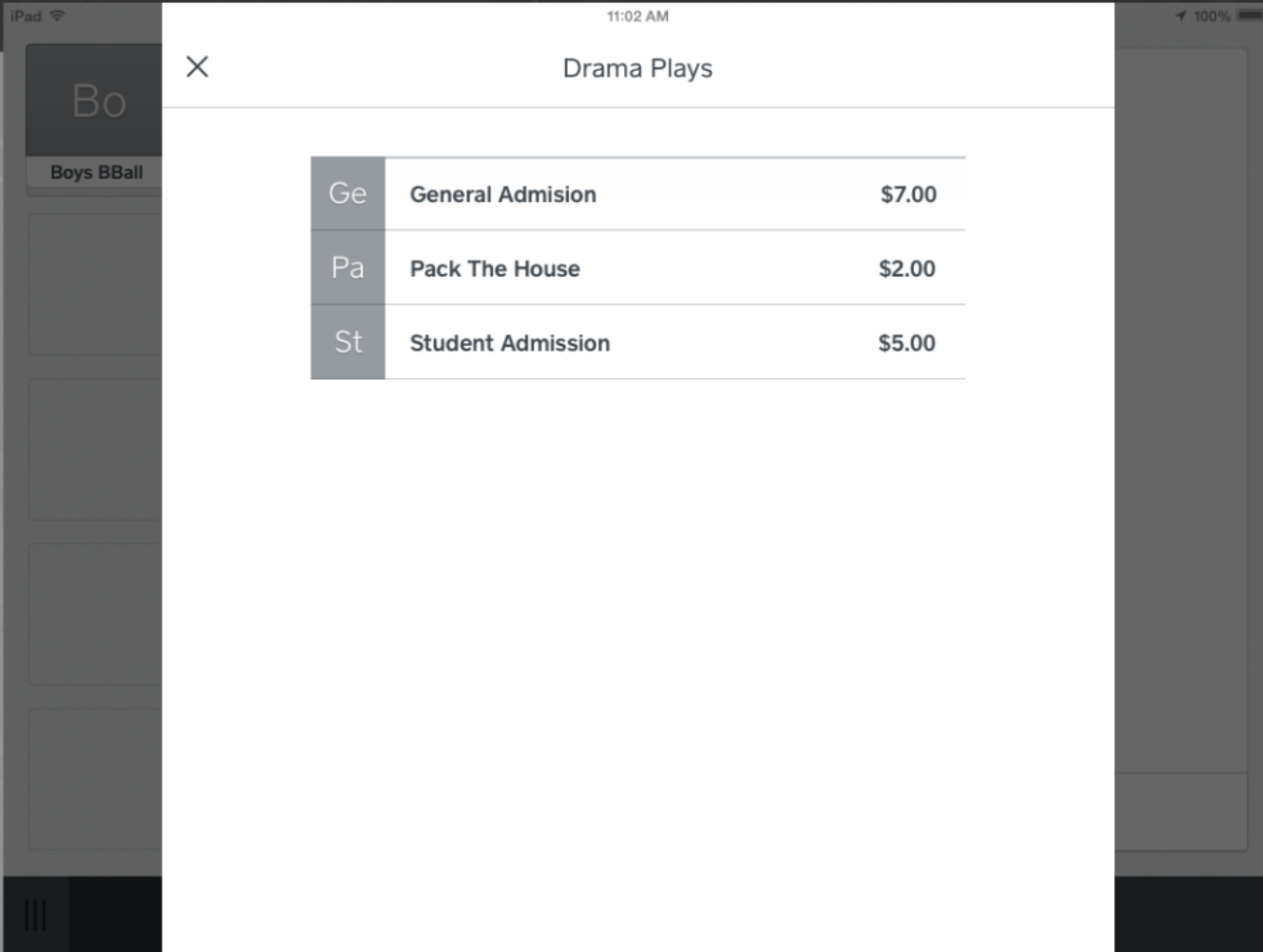


Register

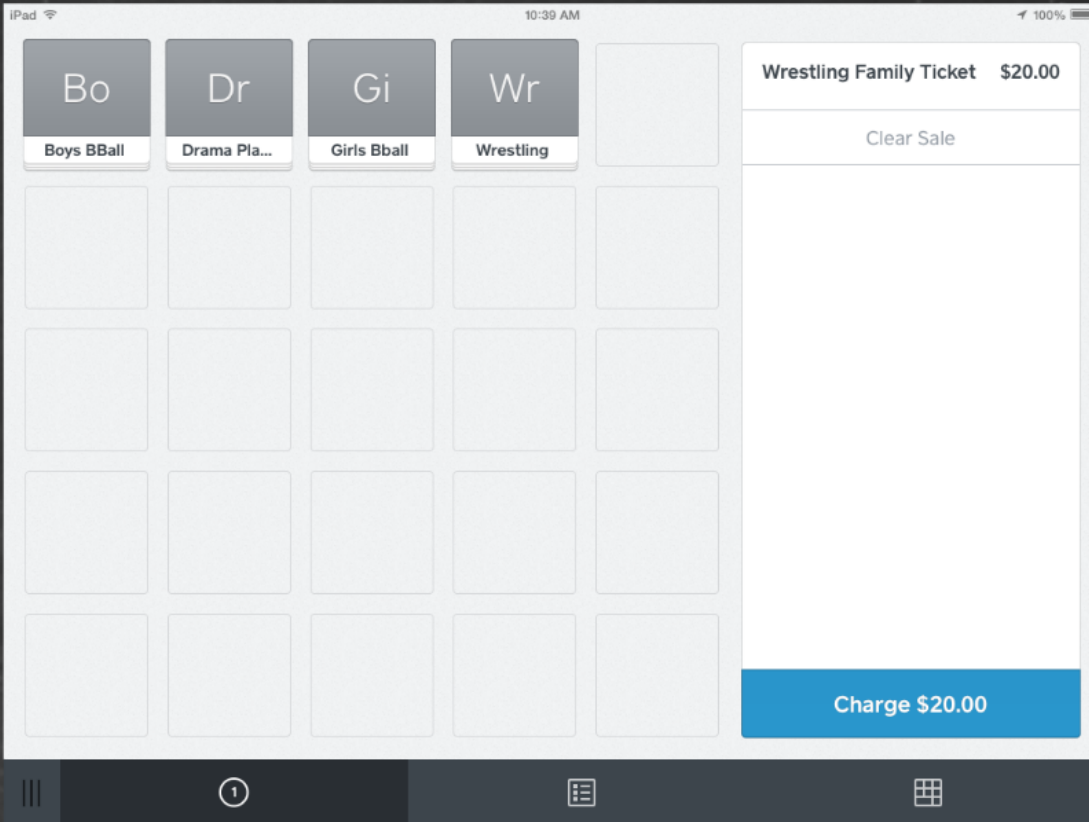


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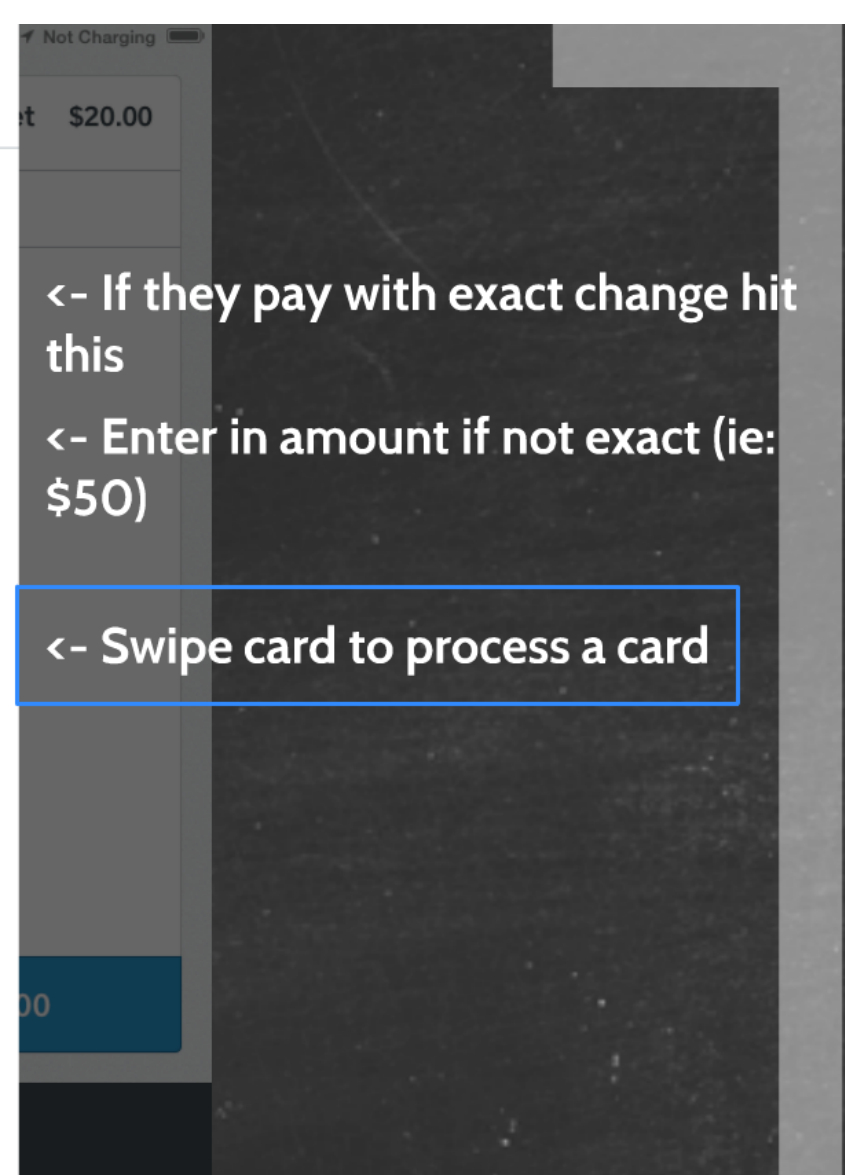
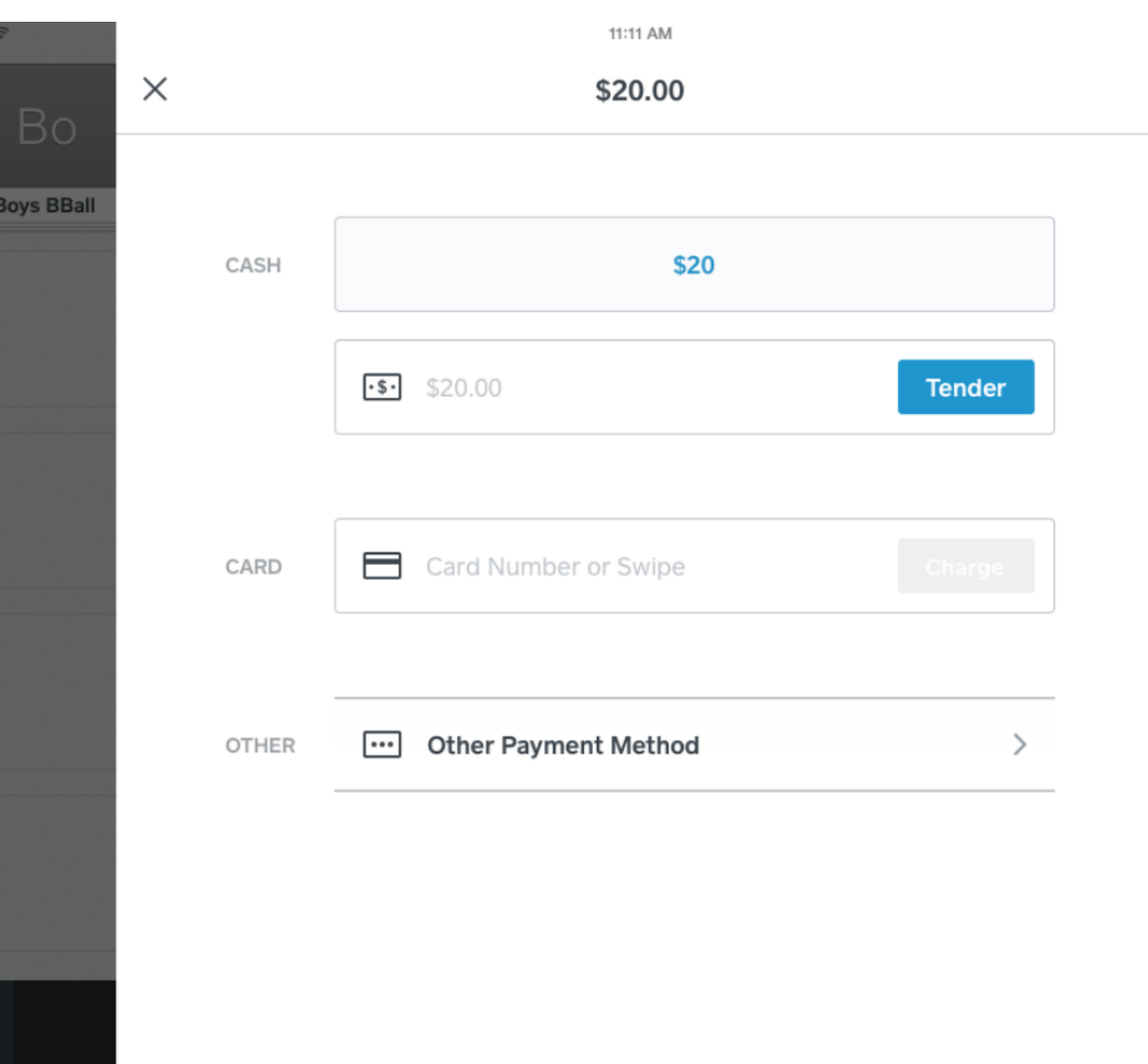
- You will choose what organization you are processing for from the menu.



- Once selected the option for that group will open.
- Choose what to ring up from the list.



- The selected item will be added to the total.
- Once all items and quantities are listed you can click "Charge \$20.00"



<- If they pay with exact change hit this

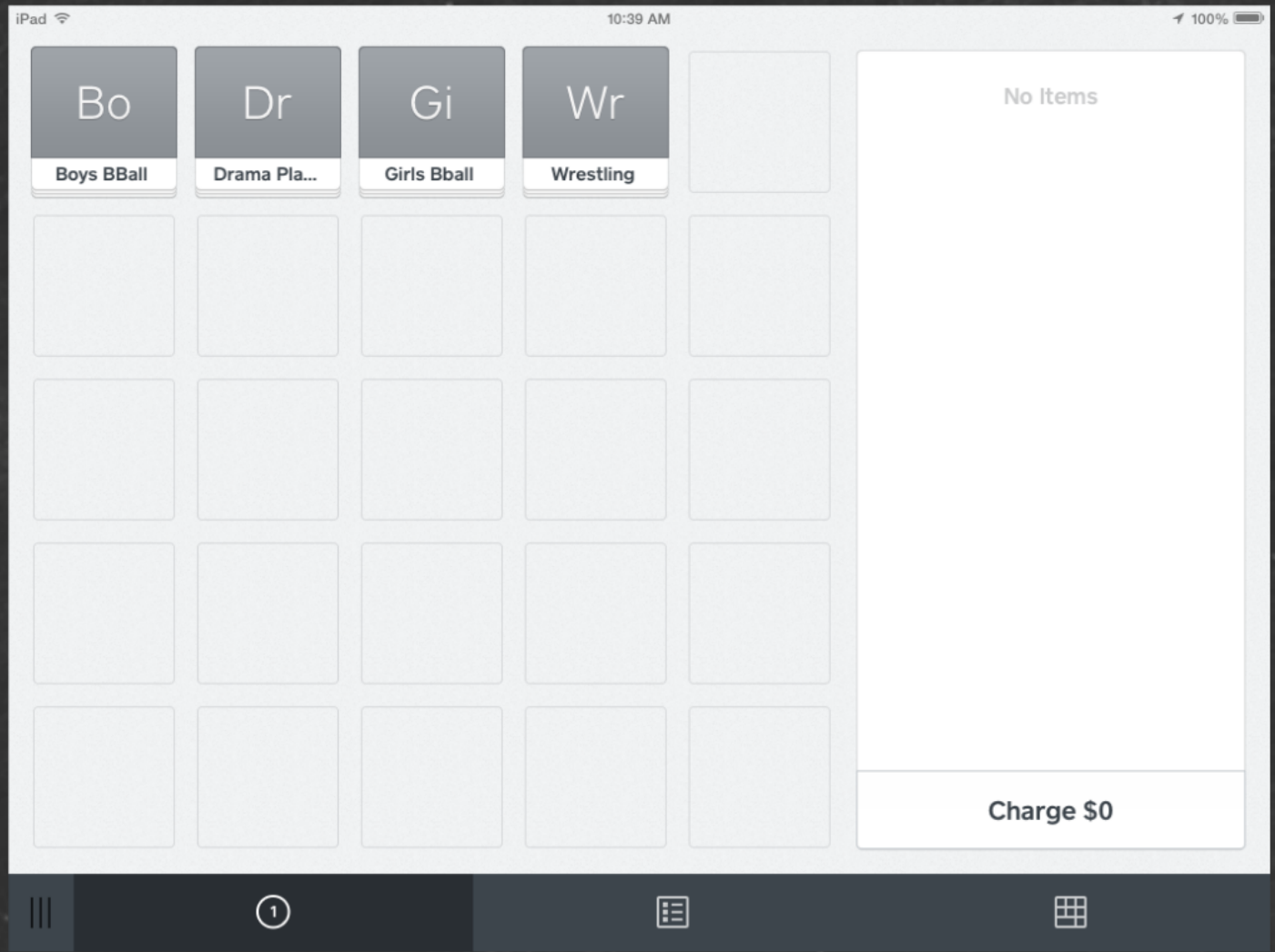
<- Enter in amount if not exact (ie: \$50)

<- Swipe card to process a card

*** Receipt will print on completion.

- On completion of event you need to close the drawer

- This is done by first clicking in this corner----->



- Make sure you are on the Current Drawer ----->

- Then click on "end drawer"

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Reports' header and three menu items: 'Sales Summary', 'Current Drawer' (highlighted in blue with an 'Open' button), and 'Drawer History'. The main content area is titled 'Current Drawer' and contains a form for 'Drawer Description' with a placeholder 'Enter optional description'. Below this is a button labeled 'End Drawer'. Further down, there is a 'Paid In/Out' section with a right-pointing arrow. At the bottom of the main content area, there is a table with the following data:

Start of Drawer	11/21/13, 10:13 AM
Starting Cash	\$150.00
Cash Sales	\$0.00
Cash Refunds	\$0.00
Paid In/Out	\$0.00

The bottom of the interface features a dark navigation bar with three tabs: 'Activity', 'Reports' (which is selected), and 'Settings'. A hamburger menu icon is visible on the far right of this bar.

- Here is the batch report
- You need to count the cash located in the drawer and enter the amount in the "Actual in Drawer" location.
- If the Actual in drawer matches the Expected in Drawer you may press "End Drawer"
- This will print off a report that is to be kept with the cash.

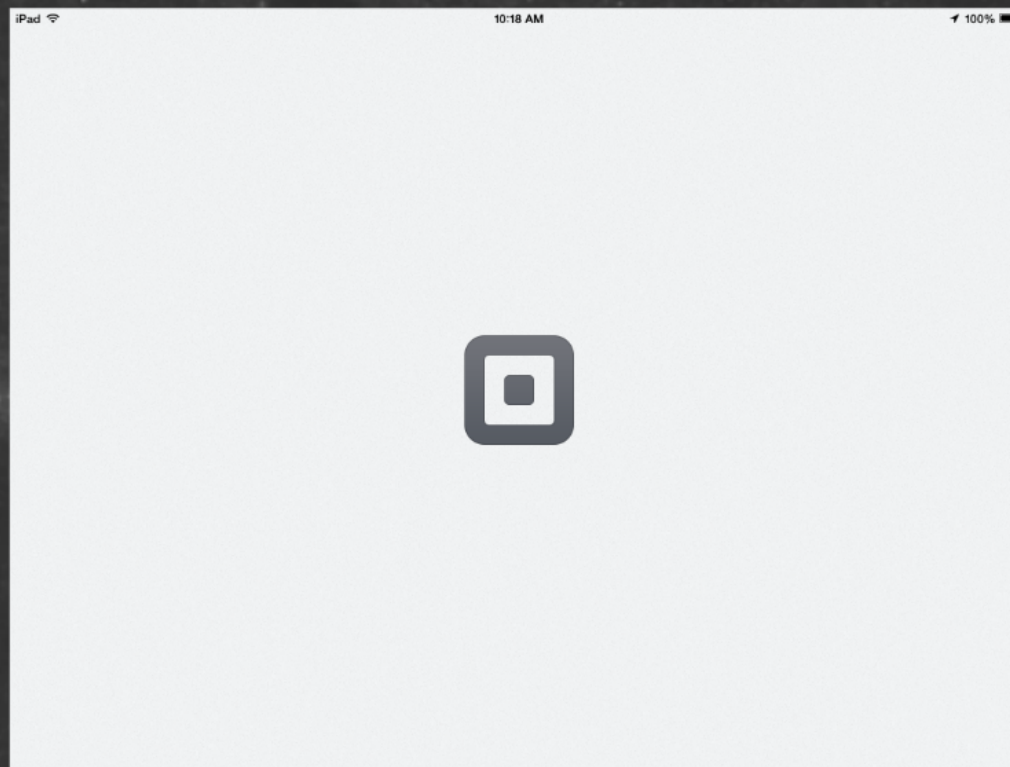
✕
End Drawer

Drawer Description	Enter Description
Start of Drawer	11/21/13, 10:13 AM
Starting Cash	\$150.00
Cash Sales	\$0.00
Cash Refunds	\$0.00
Paid In/Out	\$0.00
Expected in Drawer	\$150.00
Actual in Drawer	Enter amount

You can also enter an Actual in Drawer amount in [Drawer History](#).

End Drawer

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- If they pay with exact change for this.
- Enter in amount if not exact (ie \$20).
- **Swipe card to process a card**

Receipt will print on completion.



- On completion of every you need to close the driver.

- This is done by first clicking on this



- Make sure you are on the Current Driver

- Then click on "End driver"



- Here is the batch report.
- You need to ensure the cash located in the driver and enter the amount in the "Actual in Driver" location.
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