



Cash Register App Instructions

www.smallworldgiftshop.com

DOWNLOAD:

Available at the APP STORE under, a small world gift shop cash register

LOG IN:

Username:

Password:

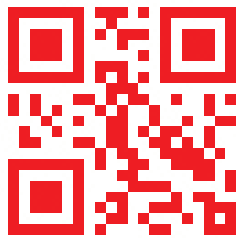
Once logged in, you will first hit the Settings key (on bottom). You will be instructed to select a profit mark-up 5%, 10%, 15%, 20% (if interested in making a profit from your sale), then hit save, then hit "back" (top left)



CUSTOMIZE YOUR PRICING: (OPTIONAL)

- Go to **settings** (on bottom)
 - Select "**custom**" (on top)
 - You will need to press each code button (1-22) individually to set-up your prices.
 - Please refer to our code sheet for suggested pricing.
- *** EXAMPLE - Press #1 (Add custom mark-up box will appear), and type in your desired price. (for example 11.00) then press enter and continue this process for 2-22 with your desired price increase for each.

*** CHANGE EACH DESIRED KEY INDIVIDUALLY, OR ITEMS WILL CHARGE ACCORDING TO OUR CODE SHEET.



A Small World Gift Shop

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CHECKING OUT STUDENTS:

- Every time you press a code button, which is associated with a certain **DOLLAR AMOUNT**, a red square will appear indicating the number of items the child purchased for that price during the entire transaction.
- Once you are finished entering all the purchased items, look to the top of the screen to see the total amount due.
- Press **TOTAL** then enter the amount tendered (without \$ sign), then the change due will appear.
- Then **DONE** (red button).
- Screen will reset to zero, and now you are ready to enter the next child's purchases.

DAILY REPORTS:

- Press **REPORT** then scroll up and down for full report. (You will see the **DATE, CODE #, QUANTITY, PRICE AND TOTAL SALES**).
- **TO SAVE:** to save a copy of the report, **SCREEN SHOT IT**, then either **UPLOAD** or **EMAIL** it through your photo album to a computer, or text it to a number. When finished press **CLEAR**.

1-800-530-0169