

Start of the Day: Opening a Cash Drawer

We are going to start our day by opening a cash drawer. We will also set an inventory location if need be. Normally you only have to set an inventory location once. Unless you move to different office then you need to make sure your inventory is pulled from the location you are at and not a different office location. Until we open a cash drawer we are not able to perform any transactions.

Starting from our New Manager springboard we're going to select our Cashiering Manager.

Opening a Cash Drawer	
New Manager springboard	Select Cashiering manager
No drawers will appear in our Open Drawers tab until we added another one.	
	Select Add header button
<p>The Cashiering manager will default to the Cash Drawers tab and the Open drawer sub tab. Tabs and sub tabs are used to organize related information in an orderly manner within a particular springboard. No drawers will appear in our Open Drawers tab until we add one. Let's go ahead and select our Add header button. On this springboard we will have the ability to add our drawer. We see information on our username, office code, and the date, defaults to today's date. For those of you who may work at multiple locations, you may be wondering, "what if I have multiple offices I am working at?" No need to worry. Tapestry bases your office off of the IP Address you will be using so it will change when you log in at a different location.</p> <p>The fields within the Quantity column for both change and cash are yellow/required fields. As soon as data is entered in at least one of the required field for the daily float, the field value is populated, and all fields will turn green which means they are optional or editable, but not required.</p> <p>When we enter quantities the fields will turn green, we will get a hard error on the total till we have a total of 50.00 dollars for our float. Partners do not need to add a float.</p> <p>Let's go ahead and start entering in our quantity.</p>	
	Enter Quantity of Change and Cash

Enter Daily Float			
Change	Quantity	Cash	Quantity
Pennies	10	\$1 Bills	7
Nickels	8	\$2 Bills	0
Dimes	10	\$5 Bills	2
Quarters	6	\$10 Bills	1
Fifty Cents	0	\$20 Bills	1
Dollars	0	\$50 Bills	0
		\$100 Bills	0
++Total Change:	3.00	Total Cash:	47.00
		Today's Float Amount	50.00
		Select Save action button	
	Our drawer has now been added and we are ready to process transactions!	Takes you to New Manager springboard.	
	Navigation Panel	Select Close All Managers icon	

++Tapestry calculates amount based on quantity of amounts entered.

Office standards will be 50.00. If you add more than the office standard you get a hard error with message that says "please adjust float amount as it does not match the office standard."

Making a location your default:

<i>Accessing the Vehicle Management Manager</i>	
	Select Vehicle Management manager
	Select No Vehicle Title Inv Found hyperlink

<i>Making a Location Your Default</i>	
01A Santa Fe Permanent #1	Select Make Default hyperlink
	Select Yes action button
Default Location section	Select 01A Santa Fe Permanent #1 hyperlink
	Select Edit Location header button
Location Users section header	Select Add header button
Users section	Select Me hyperlink
	Select OK action button
	Select Save action button
	Select Close All Mangers icon