

Below are the detailed steps on how to open a till through "myPOS":

#### Step 1: Secure Login

1. Launch the myPOS Application: On your device, find and open the myPOS application.
2. Enter Login Details: Input your username and password in the designated fields.
3. Authenticate: Click the 'Login' button to authenticate. Optionally, for added security, myPOS may require a two-factor authentication process.

#### Step 2: Navigate to the Till Management Section

1. Access the Main Menu: Once logged in, you will be directed to the myPOS dashboard. Locate and select the 'Main Menu' button, usually found at the top or bottom of the screen.
2. Select 'Till Management': In the main menu, look for an option labeled 'Till Management' or similar and select it. This section manages all till-related activities.

#### Step 3: Open Your Till

1. Find 'Open Till' Option: Inside the Till Management section, look for an option to 'Open Till.' It might be a button or a menu option.
2. Select Your Till: You may see a list of tills if your business has more than one. Select the till you are assigned to or the till you need to open.
3. Enter Opening Amount: Enter the starting cash amount in the till. This is important for tracking cash flow and ensuring accuracy in transactions.
4. Confirm: After entering the starting amount, confirm by clicking the 'Open Till' button. You might need to confirm additional details depending on the myPOS settings.

#### Step 4: Till Confirmation and Ready to Use

1. Confirmation Message: Once the till is successfully opened, myPOS will display a confirmation message. Ensure all details are correct.
2. Ready to Use: Your till is now open and ready for transactions. The POS system will track sales and manage inventory as you proceed with your day.

#### Additional Notes:

- Security: Always ensure that your login details are kept secure to prevent unauthorized access.
- Accuracy: Be meticulous when entering the opening cash amount to avoid discrepancies.
- Troubleshooting: If you encounter any issues during the process, consult the myPOS help section or contact support.

This guide assumes a generic process that might vary depending on the specific configurations and features of the myPOS software. Always refer to the official myPOS user manual or support team for software-specific instructions and troubleshooting.