

CLOVER POS QUICK GUIDE

Clocking & Cashiering In

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. When prompted, choose “Clock In”. **DO NOT** select “I’m holding my cash sales during this shift”.
3. Open the Register application.
4. In the top right corner press the ellipsis (three dots), choose Open Register.
5. Choose Add Cash and enter your cash drawer starting amount.

Performing A Sale

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. From the home screen, open the Register application.
3. Choose ordered items and any applicable modifiers.
4. Click Pay and ask the customer how they will be paying in order to generate the correct total.
 - a. Cash customers receive a small discount (3.5% on their purchase).
5. Choose the tender type.
 - a. If it is cash, enter the cash amount and press “Pay Cash”.
 - b. If it is a card, dip or swipe the card on the right side.
6. Ask the customer if they would like their receipt printed, emailed, texted, or no receipt.

Entering Your Tips

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. From the home screen, open the Tips app.
3. Tap the transaction you want to add a tip to.
4. Tap the enter tip field and enter the tip amount.
5. You can also tap the enter total field and enter the transaction total.
6. Tap Done to finish.



Clocking & Cashiering Out

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. From the home screen, open the Shifts app.
3. Tap the red Clock Out button on the lower right, or tap your shift and then tap Clock Out.
4. **DO NOT** select “I held my cash sales during this shift”.
5. Tap CLOCK OUT to finish.
6. Tap the shift you want to print a report for and press Print Report.
 - a. Expected cash drawer amount and gratuity owed to cashier will be shown.

Applying A Discount

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. From the home screen, open the Register application.
3. Tap the item you want to apply a discount to.
4. Tap ADD DISCOUNT.
5. Select the discount you want to apply.
6. To remove a discount, tap the Delete icon next to the discount.
7. Tap Done to finish.

Refunds

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. From the home screen, open the Refund application.
3. Tap look up Past Payment.
4. Tap the transaction you want to refund.
5. Tap Refund.
6. Tap Refund in the dialog box.
7. Tap where to apply the refund.

Reprint Receipt

1. Enter passcode, swipe employee card, or scan fingerprint to log in.
2. From the home screen, open the Orders app.
3. Find and tap the order you want to reissue a receipt for.
4. Tap Reissue Receipt.
5. Tap the type of receipt you want to reissue or reprint.
6. Tap Done.