

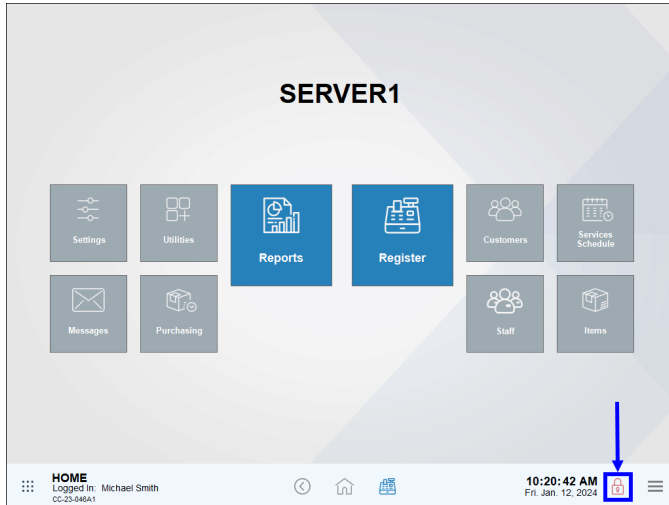


Quick Reference Guide for Retail Staff

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Welcome to Exatouch!

To begin, tap the **Lock** icon to clock in and out.



Clock In for a Shift

1. Tap the **Lock** icon.
2. Select **Clock In**.
3. Enter a PIN or swipe your employee card.
4. Tap **Close** to confirm.

Clock Out from a Shift

1. Tap the **Lock** icon.
2. Select **Clock Out**.
3. Enter a PIN or swipe your employee card.
4. After confirming a successful **Clock Out**, tap **Yes** or **No** to determine whether or not to print a shift report. Your system must be connected to a printer to print shift reports.

Clock Out for a Break

1. Tap the **Lock** icon.
2. Select **Start Break**.
3. Enter a PIN or swipe your employee card.
4. Tap Close to **Confirm**.

Clock In from a Break

1. Tap the **Lock** icon.
2. Select **End Break**.
3. Enter a PIN or swipe your employee card.
4. Tap **Close** to confirm.

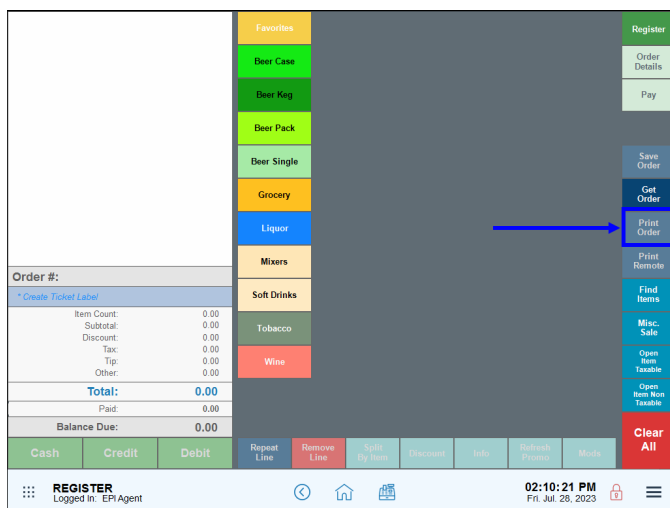
Ring Up Items from the Register

You must clock in before you can process purchases. Click the **Register** icon to begin.

1. Select one or multiple items from the **Register**.
2. To duplicate an item, tap **Repeat Line**.
3. To remove an item, tap **Remove Line**.
4. To apply a discount, select an item and tap **Discount**.
5. Select a payment option or tap **Save Order**.

Print a Receipt for the Current Purchase

1. Tap **Print Order**.

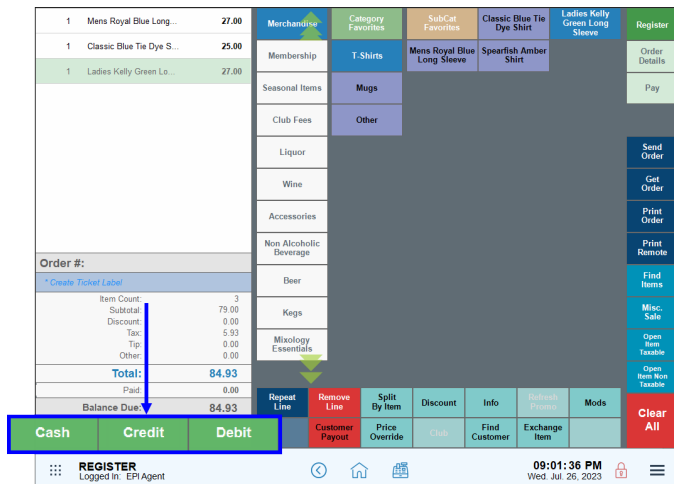


Print a Receipt from a List of Saved Purchases

1. At the **Register**, tap **Get Order**.
2. Select an order from the Open Orders screen.
3. Tap the **Print** button.

Accept Payment from the Register

Now it's time to accept customer payment. Accept payment directly from the **Register** or by selecting the **Pay** tab.



1. Select **Cash**, **Credit**, or **Debit**, and follow the prompts to complete payment.
 - a. **Cash:** Enter the cash amount and tap **OK**.
 - b. **Credit:** Swipe the card and print the receipt. A signature is required.
 - c. **Debit:** A PIN is required.
 - d. **eGift:** Swipe a gift card or manually enter the card number.
 - e. **Check:** Enter the check reference/number.
 - f. **Payout:** Payouts are issued at a manager's discretion. Check with your manager about using this option.
 - g. **Offline CC:** This option allows you to enter a credit card payment through Exatouch. An Authorization Code is required.
 - h. **Discounts:** Discount amounts are subtracted from the amount due.
 - i. **Rewards:** For customers registered as reward users, apply the available reward to the amount due. To apply a customer reward, a customer must be assigned to the order.
 - j. **Check Balance:** Use this option to check a gift card balance.