How to Add or Edit a Cash Drawer

1. Open **Settings**, then select **Shift**.
2. In **Cash Drawer**, expand the cash drawer list.
3. Select **New** to add a drawer.
4. Enter a clear drawer name, such as “Front Counter” or “Register 2.”
5. Enter the **Default Cash Open** amount, if your store normally begins with a standard float.
6. Add a description when it helps employees choose the correct drawer.
7. Save your changes.

To edit a drawer, use its edit action, update the details, and save. Keep at least one cash drawer available.

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