How to Open a Shift

1. Select the correct cash drawer.
2. Choose **Open Shift**.
3. Review the notice showing whether the shift will join the current day end or create a new day end.
4. Choose **Count Cash** to enter quantities by denomination, or **Enter Total** to type one starting amount.
5. Review the starting total.
6. Submit to open the shift.

If a current day end is open, the new shift is attached to it. If none exists, opening the shift creates a new day end. The register must have an open shift before checkout can be completed.

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