

CASHIER FUNCTIONS**Signing On**

Touch **Sign On**
Enter your operator number
Enter your password

Reprint Receipt

Select **Pump**
Touch **Receipt**
Use ▲, ▼, or **Search Receipt**
Enter Date (optional)
Find Transaction
Touch **Printer Icon**

Last 10 Transactions Receipt Reprint

From Receipt Journal, scroll up/down through last 10 transactions performed
Find Transaction
Touch **Printer Bar Icon**

Receipt Search and Reprint

Touch **More**
Touch **Receipt Search**
Select Register or CRIND
Select date/time
Touch **Search**
Find Transaction
Touch **Printer Bar Icon**

Refund

Touch **Refund**
Enter items returned
Touch **Tender**
Touch **Tender Type**

Clear an Unpaid CRIND

Touch **Pump Icon**
Touch **Pump Buffer**
Touch **Tender**
Touch **Tender Type**

Safe Drop

Touch **Safe Drop**
Enter \$ value
Touch +
Touch **Finalize**
Receipt prints

Tank Monitor™ System

Touch **More** twice
Touch **Dispenser Menu**
Touch **Tank Monitor**
Touch **Print** to print the report
Touch **Go Back**

FUEL FUNCTIONS**Pump Authorization**

Touch the **Calling Pump**
Touch **Authorize**

Manual Fuel Sale

Touch **Pump Icon**
Touch **Manual**
Select **Fuel Grade**
Enter sale amount
Touch **Tender**
Touch the appropriate tender key

PrePay

Touch pump number
Touch **PrePay**
Select buffer A/B
Select grade (optional)
Enter \$ amount
Touch **Tender**
Select payment method and value

Balance PrePay

Enter transaction items
Select **Pump**
Touch **PrePay**
Touch **Balance**
Select grade (optional)
Touch **Tender**
Touch **Tender Type**

Void a PrePay

Touch **Pump**
Select buffer A/B
Touch **Stop** (wait for prompt)
Touch **Pump**
Touch **Void**

Moving Pump PrePay

Select **Pump**
Stop pump if authorized
Select **Move**
Select a New pump
Pump auto authorizes

Drive Off *if configured in Tender Maintenance

Touch **Fuel Sale**
Touch **Tender**
Touch **Drive Off**
Collect Drive Off information

Change Day/Night Dispenser and Pricing**Modes**

Touch **More** twice
Touch **Dispenser Menu**
Touch **Dispenser Options**
Select **Dispenser Mode/Pricing Mode**
Touch **Update**
Touch **Go Back**

MONEY MANAGEMENT

Open Till with Opening Balance

Touch **Sign On**

Enter \$ value

Touch + button

Touch **Finalize**

Close Till - Balance

Touch **More**

Touch **Close Till**

Touch **Yes**

Enter operator number

Touch **Yes**

Enter ending money and non-network tenders (for example, checks, coupons) in drawer

Touch **Finalize**

Store (Day) Close/Close Shift

Close Till First

Touch **More** twice

Touch **Tools** (User must sign on)

Select **Store Close** or **Shift Close**

Wait for close receipt to print (must print in 30 seconds)

Reopen Till

Reprint Shift Report (MWS)

Select **Reports**

Select **Accounting**

Highlight **Shift Close**

Touch **Select**

Select Date (if not today)

Select the correct report (bottom of screen)

Select **Print Preview** or **Print**

Reprint Store (Day) Close Report (MWS)

Select **Reports**

Select **Accounting**

Highlight **Store Close Report**

Touch **Select**

Select Date (if not today)

Select the correct report (bottom of screen)

Select **Print Preview** or **Print**

Change Password

Touch **More** twice

Touch **Change Password**

Enter Current Password

Enter New Password and confirm

*To reset password, contact your manager.

How to Close the Store (Day Close)

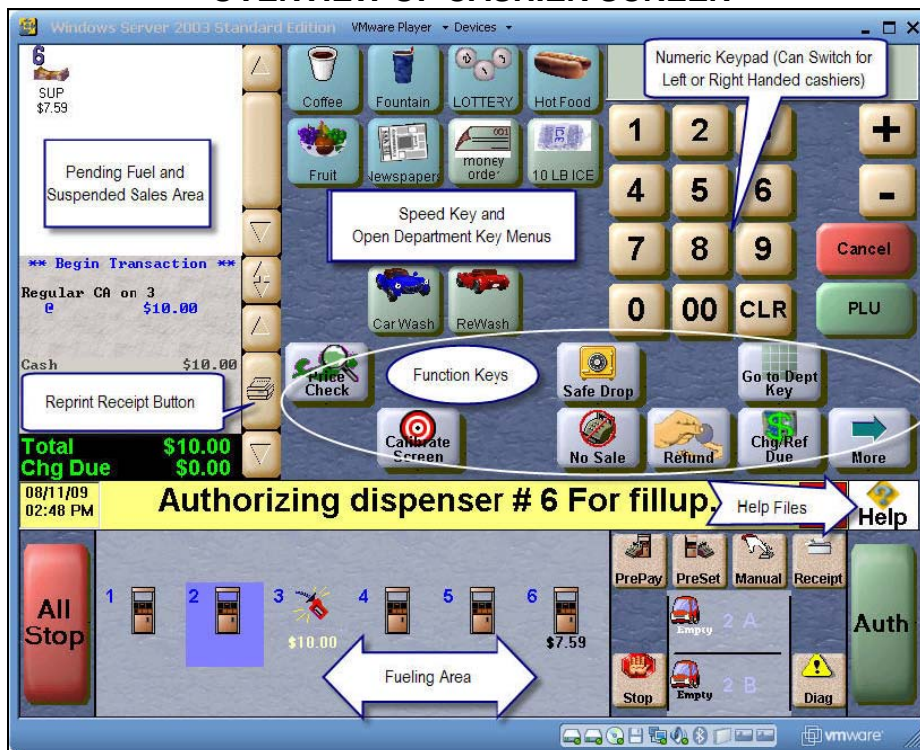
Without Shifts

1. Close Tills
2. Select **Store Close**
 - Store Close report(s) prints automatically

With Shifts

1. Close Tills
2. Select **Store Close**
 - Shift closes automatically
 - Store Close report prints automatically
3. Reprint Shift Report from Manager Workstation

OVERVIEW OF CASHIER SCREEN



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Greensboro, North Carolina 27420

7300 West Friendly Avenue · Post Office Box 22087

Phone (800) 800-7498 · <http://www.gilbarco.com> · Printed in the U.S.A.

MDE-4853A Passport® Cashier Shortcut Sheet · June 2010