

# LACS Cashiering at a Glance

| Location       | Computer Startup Password | Simple Consign Terminal ID | Simple Consign Terminal Password |
|----------------|---------------------------|----------------------------|----------------------------------|
| Main Gallery   | "lacssales"               | T33324                     | "terminal1"                      |
| Plummer Studio | "LACSales"                | T74854                     | "terminal2"                      |

Turn on the computer and log it on

- Round button on the monitor back upper right corner
- Use the proper computer startup password above

Startup Simple Consign

- Using the icon on the desktop for SimpleConsign

Log the Simple Consign Terminal On

- Use the proper terminal ID and terminal password above

Start of Day

- Count the Startup Cash provided (in envelope or drawer), **Complete Register Start-up Tally Sheet**
- Login using your Cashiering PIN (4-digit number)
- Use ADMIN Tab to follow Open Terminal procedures

Switching Cashiers

- Upper right corner to log off, new cashier uses their PIN to log on

End of Day

- Count cash in the register with the Wrapper, **Complete End-Of-Day Tally Sheet**
- Use ADMIN tab to close the computer
- Follow EOD cash-out procedures

Scanning In & Out

- Using INVENTORY Tab then the Bulk Inventory EDIT button, scan items
- Update STATUS to either ACTIVE or RETURNED

## **NOTE:**

***Scanned items showing as UNCATEGORIZED mean that the scan was bad. Remove that bad item (REMOVE BUTTON lower right) and rescan.***

***Make sure that you are on the credit card screen before swiping a credit card. Otherwise it acts as another scan, and a bogus item is added to the list of sold items.***

***Refer to Table of Contents for more detailed instructions on this and other operations.***