

Daily tasks

- 1. Check in a walk-in** Tap **Walk-in** → choose service → choose tech → **Start**.
- 2. Check in an appointment** Tap the appointment on the calendar → **Check in**.
- 3. Add a service to a ticket** Open the ticket → **Add service** → pick it.
- 4. Take a card payment** Open the ticket → **Pay** → **Card** → swipe or tap the reader.
- 5. Customer tips on reader** The reader asks them — you don't touch it.
- 6. Take a cash payment** Open the ticket → **Pay** → **Cash** → enter the amount → **Done**.



Less common

7. Refund a payment Open ticket → ... → **Refund**. Manager PIN required.

8. Manager PIN override When you see "Manager PIN required," ask the owner or a manager to type their 5-digit PIN.

9. Clock in / clock out Tap your photo in the top bar → **Clock in** or **Clock out**.

10. End of day (*owner does this*) From the Owner Portal → **End of day** → count cash → **Close**.

Stuck? Ask the owner — or call **(888) 316-9061**.