

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.