



SCHOOL SHOPPES  
**CASH REGISTER APP**  
how-to guide

A user-friendly app to make life easy on you and your volunteers during your School Shoppe! Your team can easily download and use the cash register app while you, the Admin, are provided with full flexibility and reporting throughout the sale. Let the magic begin!





# GETTING STARTED

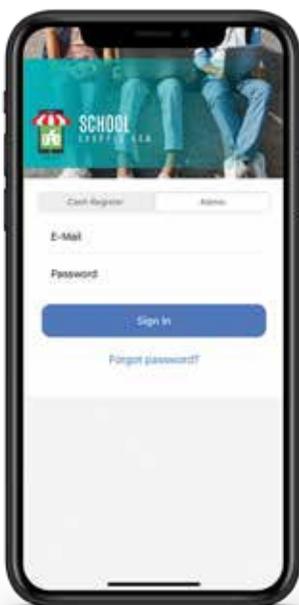
## INSTALLING THE APP



Go to the Apple or Android app store on your device and download the "School Shoppes" app! All functionality on the app can also be accessed at [app.SchoolShoppes.com](http://app.SchoolShoppes.com).



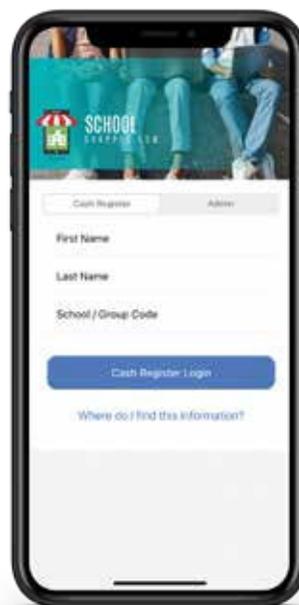
## USING THE APP



### ADMIN LOGIN

Running the School Shoppe? Toggle to the Admin tab to log in.

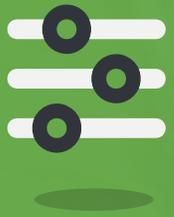
A user was created for you with your email address. The password was sent via email when the user was created. If you can't find it, check your spam folder. Still can't find it? Let your representative know and we will resend it to you.



### VOLUNTEER LOGIN

Just need to work the cash register? Toggle to the Cash Register tab to log in.

Simply type in your first and last name along with the school/group code included in the Admin email. The group code can also be found on the Settings page of the Admin account.



# HOW IT WORKS

## USING THE APP



### CASH REGISTER

Takes you to the cash register to start the checkout process.



### RETURNS

Takes you to the returns area for the cash register.



### REPORTS

Takes you to your reports page where you can track gift card balances, IOUs, transactions and more.



### SETTINGS

Takes you to the settings page where you can confirm profit, track changes and more.

ADMIN ONLY

ADMIN ONLY

## WORKING OFFLINE?

If your School Shoppe is in an area where Wi-Fi and/or cellular data service are not available, we have you covered! The app can continue to do checkouts, refunds and payments with all info being saved on the local device. When done, reconnect to internet or cellular service and open the app. The app will attempt to automatically sync all data saved while offline. Confirm data was synced by checking that the "Sync Offline Data" button on the Admin - Settings page is not active.

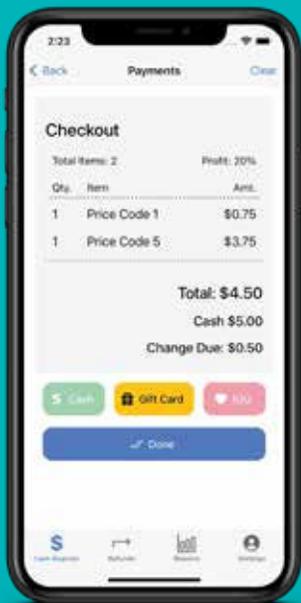


# CASH REGISTER AND THE CHECKOUT PROCESS

Checking out is a breeze! Simply click the corresponding price code of the item being purchased and a red badge will appear with a quantity. The number represents the total items being purchased in that price category. To add a second item in the same price category, click the button again and the badge will increase by 1.

Once all items have been added, click "Checkout".

When the "Checkout" screen appears, click the desired payment method.



## CASH

Type in the total given by the student and click "\$ Pay".

## GIFT CARDS

Search for a student, type in the gift card number they provide or scroll through the students sorted in alphabetical order by last name to select the correct gift card, then click "Apply".

## IOU

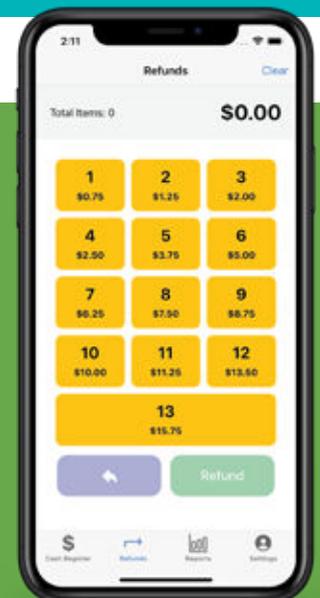
For any remaining balances, an IOU can be used if activated in the Admin account settings. Type in the student's first name, last name and teacher name. This information will be saved to the Reports section in the Admin account.



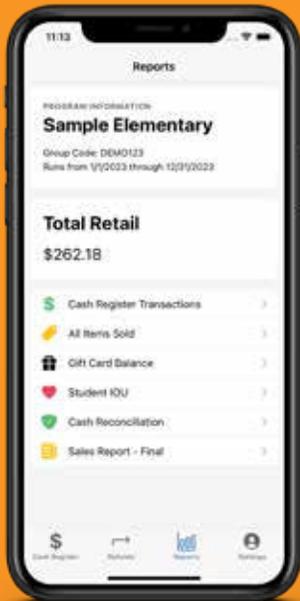
# RETURNS

Easy peasy... lemon squeezy!

Click on the "Returns" icon at the bottom of the app screen, select which item code(s) need to be returned, click "Refund" and voila!



# REPORTS (ADMIN ACCOUNT ONLY)



**CASH REGISTER TRANSACTIONS REPORT** This is a real-time report of all completed transactions broken out by day.

**ALL ITEMS SOLD REPORT** A real-time report showing quantity, retail and profit of each price code and any custom items sold.

**GIFT CARD BALANCE REPORT** An in-depth report with original gift card remaining balances plus other data such as gift card number, date purchased, student class/teacher, gift card transactions and more.

**STUDENT IOU REPORT** When this feature is turned on, this report allows you to track which students owe money and how much.

**CASH RECONCILIATION REPORT** When this feature is turned on, this report allows you to track which students owe money and how much.

**SALES REPORT - FINAL REPORT** This report will only become available on or after your shoppe end date. It's a summary of price code purchases, credit for gift cards purchased online (if applicable), total owed and make checks payable information.

# SETTINGS (ADMIN ACCOUNT ONLY)



**PROFIT** Confirm your profit and request changes prior to first transaction!

**PRICE CODES AND ADDING ITEMS TO YOUR SHOPPE** Displays how much each Price Code is set to and automatically adjusts based on profit selected for the shoppe. To ADD a product that is not part of the original price codes (hot chocolate, popcorn, etc.), simply click the "+" symbol at the top right. The group is not invoiced for these items but they will appear for tracking purposes on your reports.

**STUDENT IOU** IOUs are a feature designed to allow a student that does not have enough money at checkout to bring the remainder later OR the group can forgive what is owed. To activate this feature, go to the Admin account settings and select "Student IOU". Once activated, the "Limit \$" can be adjusted to control how much volunteers can approve per transaction/checkout.

**ACCOUNT HISTORY** Account History tracks all changes that have been made to the School Shoppe (address change, IOUs, profit, etc).