

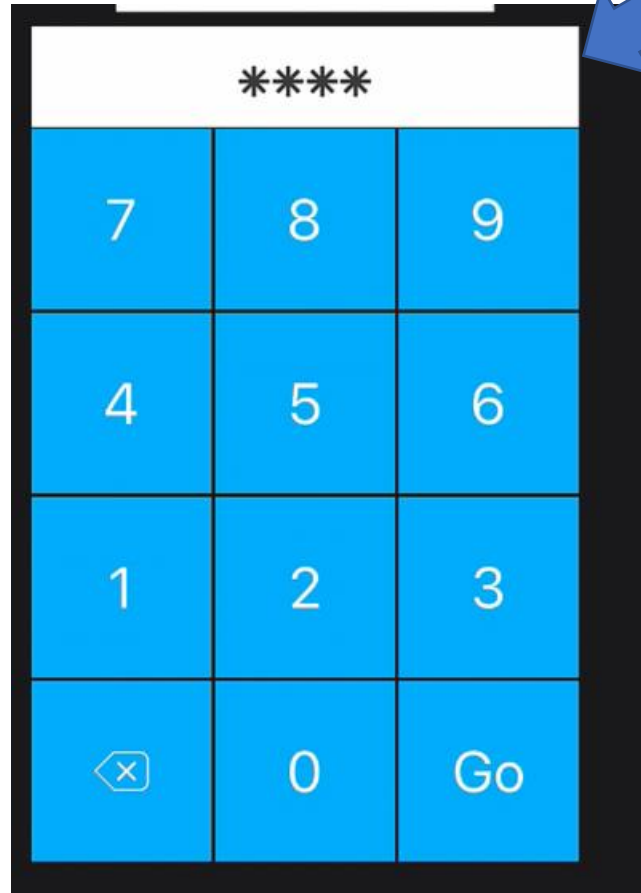
# How to Start a Cash Drawer & Server Bank

Depending on your restaurant's setup, you may use cash drawers or server banking for various staff members. Each have different Start of Day procedures.

Staff members using a Server Banking do not need to take additional steps in Heartland Restaurant at the start of day. The server bank will automatically open when the first cash transaction is taken.

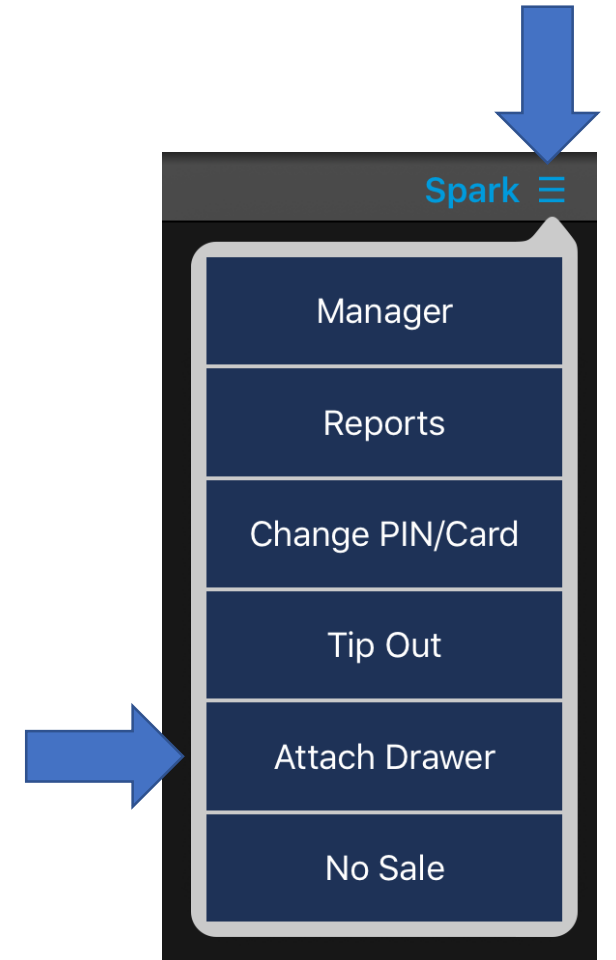
# Preparing to take Cash Transactions on a cash drawer.

1. Enter your **Login PIN**

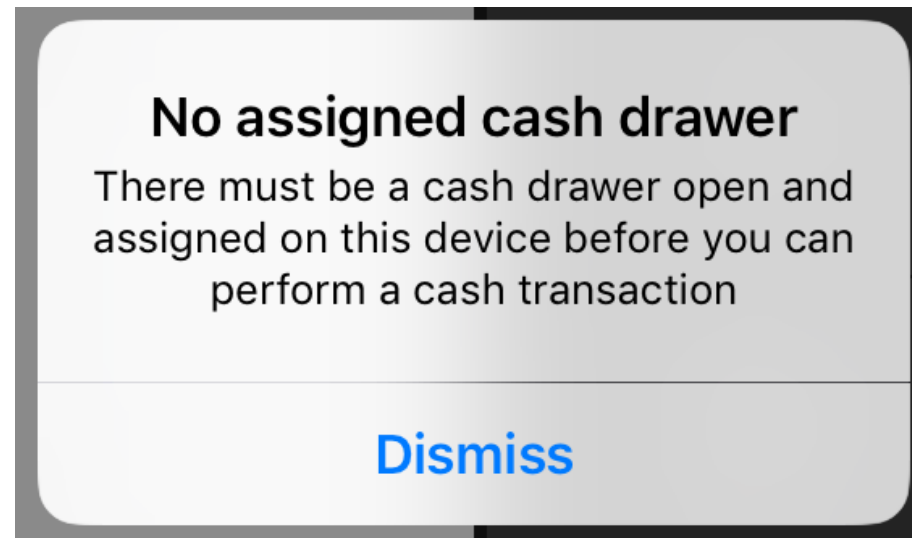


2. Tap your name at the top right

3. Tap on “**Attach Drawer**”



If a Staff member is set up to manage cash via a cash drawer, a drawer must be attached before performing any cash. If you attempt to do a transaction with no drawer attached, they will receive a message stating it needs to be attached.



## 4. You will then see the “**Confirm Starting Cash**” keypad

You may have a preconfigured amount set in your system or you may need to enter the starting amount each time. Use the keypad to change the starting cash.

## 5. Select “**Confirm**” when done.

