Multi-Till

The steps below explain how to use the multi-till feature in Touch:

Introduction

The multi-till feature on the Touch allows the user to do multiple count tasks for all tills and upload them to the TouchViewer in one go. This saves a lot of time, eliminating the need to count and send the tills individually.

This guide will take you through the step-by-step process of collecting data from all your tills and transmitting the data via your preferred connectivity method.

Count 1.

- Select the desired count task from the home screen menu to start a multi-till count. (Image 1)
- Next, enter the till number you wish to perform the count task for and press the ➔ key. (Image 2)
- Then count all the cash by denomination. Please ensure the right container is selected - In this case Tellercup is selected at the top of the count dial (Image 3).
- After counting the last item, click the 🔍 button to progress to the review page (Image 3+4).
- Upon completion of the count, press the ✓ button to save the data in the Touch memory. (Image 4)
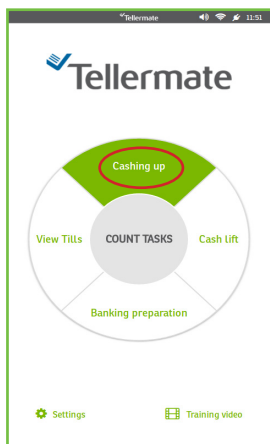- Select **Home** on the next screen (Image 5). This will allow you to return to the home menu.
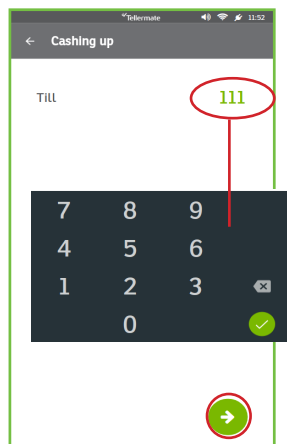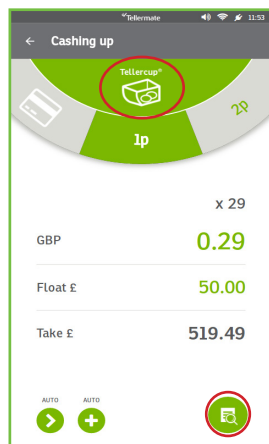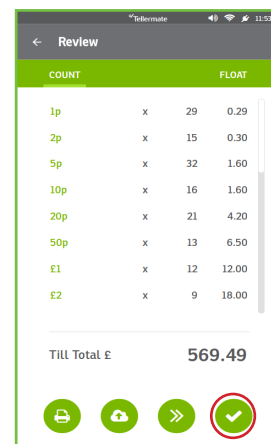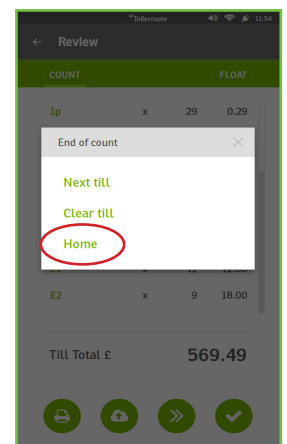

Image 1

Image 2

Image 3

Image 4

Image 5

Count 2.

- Further preset count tasks can be chosen on the home screen. In this case, a Cash Lift is being performed.
- After selecting Cash Lift from the home screen (Image 6), type in the till number (Image 7) and press the ➜ key.
- Then count all the cash by denomination (Image 8).
- Upon completion, review 🔍 the count on the next screen (Image 8 and 9), press the ✔ button and select **Home** .
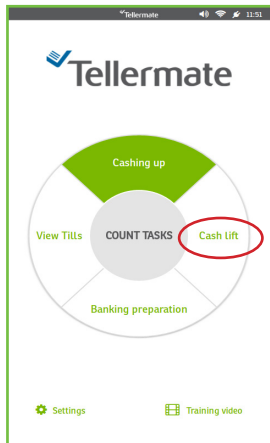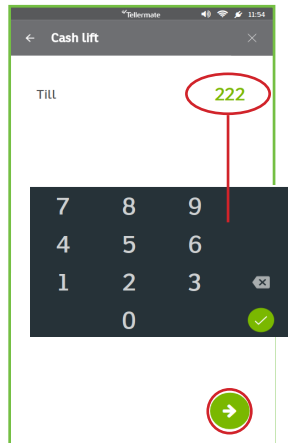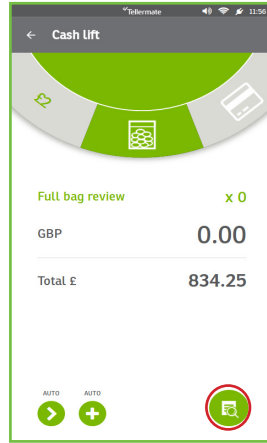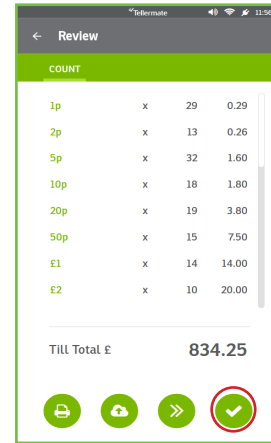
Image 6
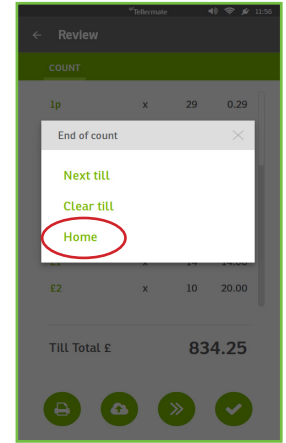
Image 7

Image 8

Image 9

Image 10

Viewing and sending your till counts.

- Once the count tasks have been completed for the required tills, select **View Tills** from the home screen to view the count tasks (**CASHING UP** and **CASH LIFT** in our setup). (Images 11-13)
- Once satisfied, press the ☁ button to upload to the TouchViewer and wait until fully uploaded (Image 14). Once uploaded, an acknowledgement message will appear. Click **OK** (Image 15).
- Count tasks for all the tills have been successfully uploaded to the TouchViewer.
- Before performing the count task for the next shift, please ensure that the current count tasks have been deleted by pressing the 🗑 button and then **OK** (Image 16). Your till data base it now empty. (Image 17)
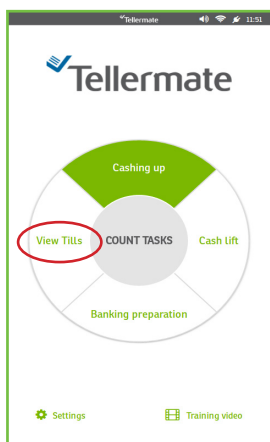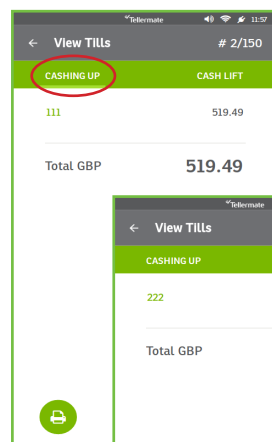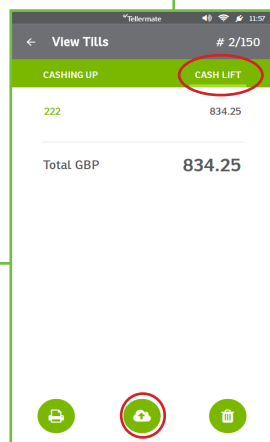
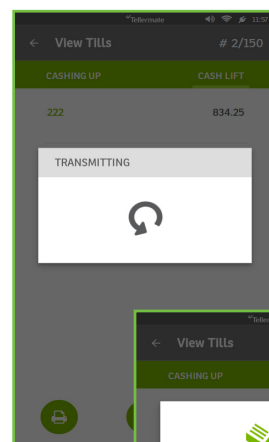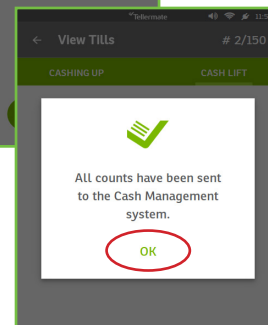*Image 11*

Image 12

Image 13
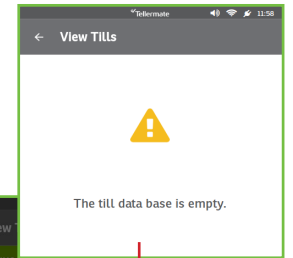
Image 14

Image 15

Image 16

Image 17

If you need any help with your Tellermate, please call the Helpline:

01633 276 868