

# CASH REGISTER APP INSTRUCTIONS



**Cash Register APP**  
with **FREE** Credit Card Processing  
*Makes checkout 3x FASTER!*

The Cash Register APP allows you to push the button that corresponds to a “Price Code” found on each item, making check out Fast & Easy!

**VISIT YOUR APP STORE**



Search for:  
**“holiday shop cash register”**

## Log-In

Enter your Holiday Shop PIN Code. The PIN Code is located on the cover letter you received in your “Chairperson Materials Kit” and also on the Inventory / Worksheet that is included with your initial shipment or just call us at 800-468-7511. Please note an internet connection is needed to unlock the app. Once the app is unlocked, it will function with or without an internet connection.

## Settings

Your profit of 0%, 10% or 20% is automatically set based on your contract. If you are using “Custom Pricing”, you will need to program your pricing in the chairperson portal, when you log into the app all your pricing will populate.

## Checking Out Students

Simply take the gifts that a child wants to purchase and press the “Number/Code” on the app that corresponds with the number/code on the bottom of each gift. Press “Total” to total the sale. Press “Cash Exact Change” to complete the sale or Press “Cash Make Change” to calculate the change owed, then press “Sale Complete”. It’s that EASY!

## Credit Card Processing on our APP!

Great for night & weekend sales. All purchases automatically credit to the invoice. After totaling your sale as explained above Press “Credit Card Payment” enter the Credit Card Number, Month and Year. Optional, if the customer wants a receipt enter their Cell Phone Number and Press “Process Payment”. The customer will automatically receive a text message with a transaction receipt. To process credit cards, an internet connection is needed.

**Q: Our school has poor cell phone service and wifi. Can we still use the Cash Register app?**

A: Not a problem, once the App is downloaded onto your Apple or Android phone or tablet you can unlock it with your password. Once it is unlocked it does not need cell services or wifi to operate! The only function that won't be available is credit card processing.