

Register Operations Guide

Cashiering | Cashiers, leads, and managers

Open, claim, use, and close a register correctly so drawer ownership, cash counts, and daily accountability stay clear.

What This Guide Helps You Do

- Claim the correct register on the correct device.
- Open and close the drawer with a repeatable cash-control process.
- Recover when a register is closed or assigned incorrectly.

WHY REGISTER OWNERSHIP MATTERS

FlintPOS expects real register ownership. If the wrong person opens the drawer or the device is unclaimed, cash accountability becomes unclear before the first sale starts.

START-OF-SHIFT CHECKLIST

- 1 Claim the register on the workstation**
Verify the device is attached to the register you intend to use.
- 2 Open the register with the real opening amount**
Use the counted cash amount, not an estimate.
- 3 Confirm the POS recognizes the register as open**
If sales are blocked, resolve the register state before ringing customers.

DURING THE SHIFT

- Do not let multiple people share one drawer without a clear handoff.
- If a sale is blocked because the register is closed, stop and fix the drawer state first.
- Use the order record for corrections instead of cash-drawer side notes.

END-OF-SHIFT CLOSEOUT

Close the register only after sales are finished enough to count the drawer accurately. The closing amount should reflect what is physically in the drawer and any approved drop or over-short handling.

**Keep Going**

Use the FlintPOS Docs hub to search for related guides by role, category, or job to be done. Open the interactive walkthrough at </quickstart/checkout.html> when you want a screen-by-screen visual refresher.