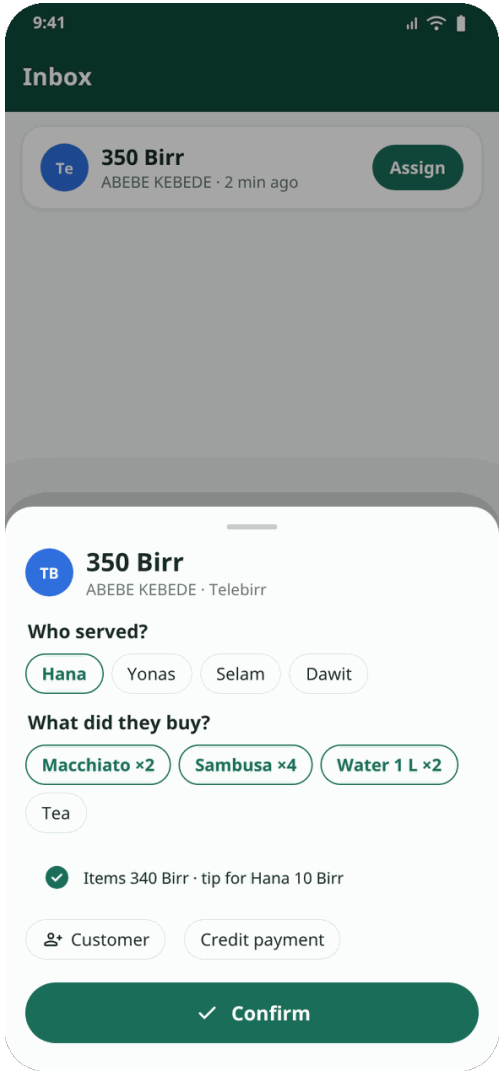
My Gebi · ገቢ

Cashier quick guide

Five things, and you are ready.

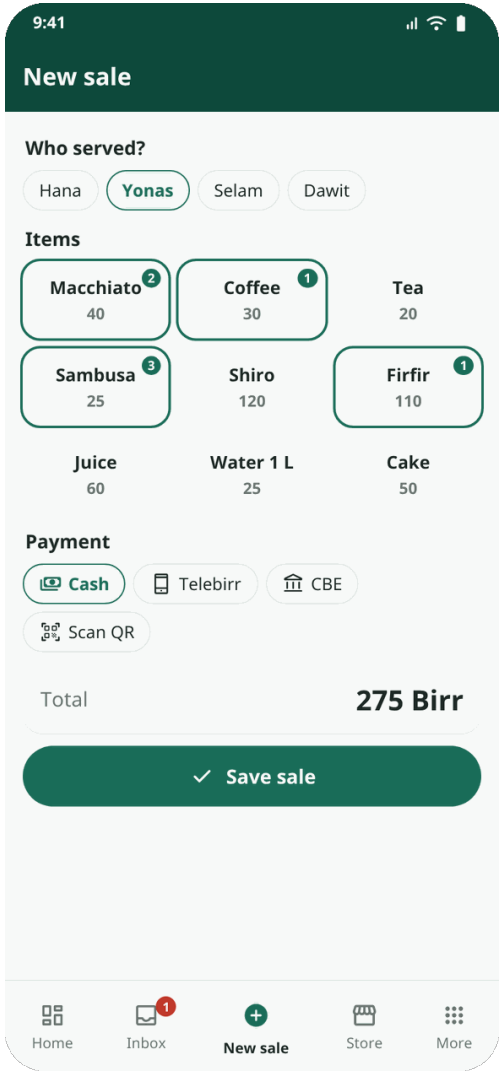
1. A Telebirr or CBE payment

- The phone beeps **Inbox** tap the payment.
- Choose **who served** and **what they bought** **Confirm**.
- Paid more? The rest is the worker's tip, automatically.



2. A cash sale

- **New sale** who served the items keep **Cash** **Save sale**.
- The customer gave more? Type what they gave: the rest is the tip.



3. The payment did not arrive

- New sale worker items **Scan QR**.
- Point the camera at the receipt QR, or choose their screenshot **From photos**.
- A receipt can be used **only once**.

4. Tips and credit

- A tip later, with no sale: New sale → **Tip only**.
- A customer on credit: More → **Took goods** / **Paid**.

5. End of the day

- Cash taken from the drawer? **Cash taken from the till**.
- **Today Close day**: count the drawer, type it.

Remember

Assign each payment **when it comes**, not at night.

Your PIN is yours: never share it.

No internet? Keep selling: it is sent later.

Not sure? Ask the owner, or More Help.