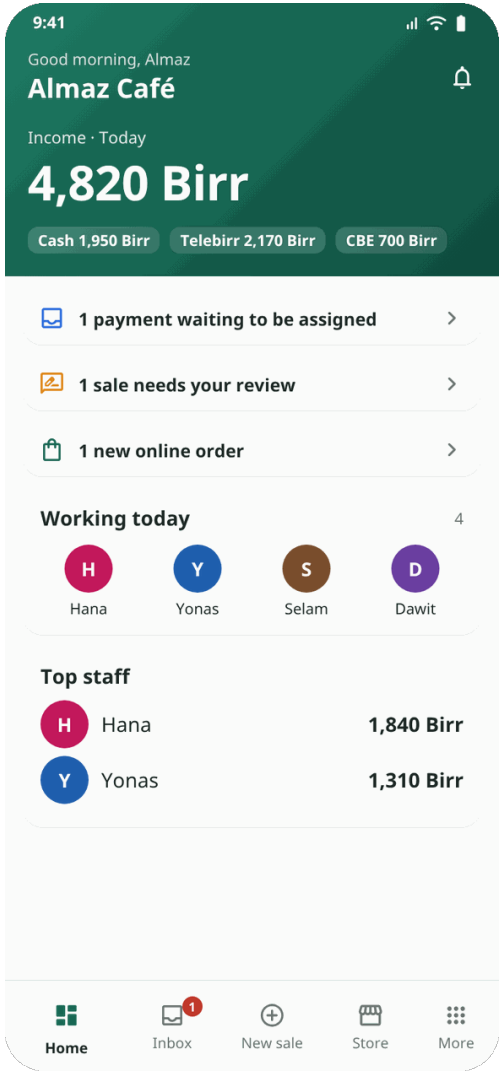
My Gebi · ገቢ

Your day with My Gebi

Five minutes a day, every birr counted.

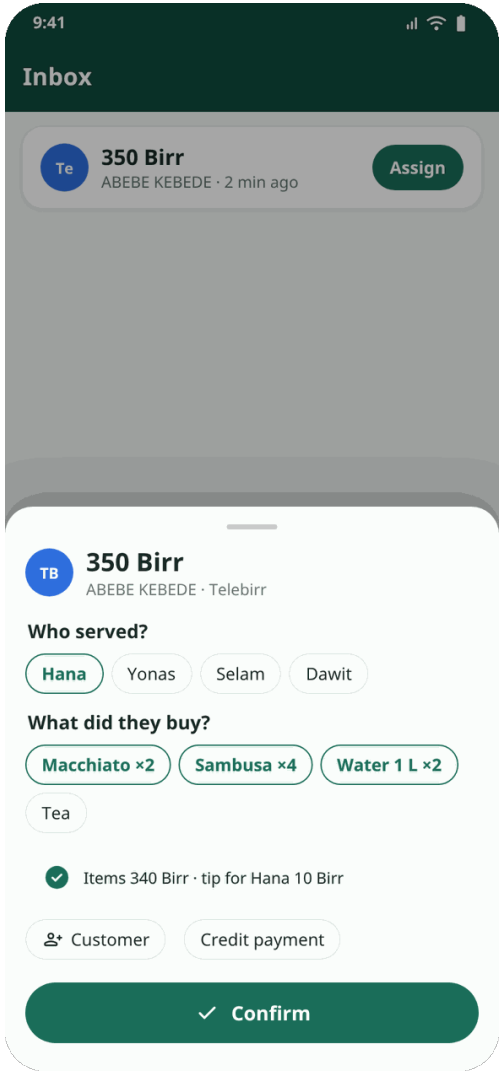
Morning: open the shop

- Is the **SMS phone** charged, online and with My Gebi SMS open?
- Look at **Home**: who is **working today**, bookings, anything waiting.
- Yellow or red notes at the top? Tap them first.



All day: payments

- **Telebirr / CBE:** the till beeps **Inbox** tap who served what they bought **Confirm**.
- **Cash: New sale** worker items Cash **Save sale**.
- **Receipt did not arrive?** New sale **Scan QR** (camera or screenshot).
- **A tip later, with no sale?** New sale **Tip only**.



Pay by QR: the till as a calculator

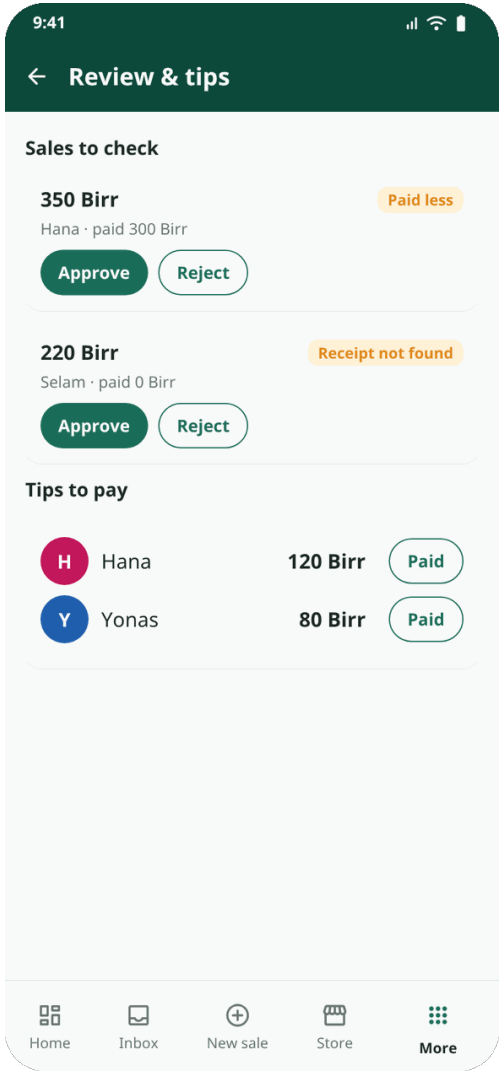
- **New sale** choose the items: the **total** shows at once. Tell the customer the price.
- **Long press on the total** (or the QR button): the amount big, your **Telebirr QR**; swipe for **CBE**, with the number and your name.
- The customer scans and pays. When the SMS reaches the Inbox, the sale **saves itself**.
- First time: add your QR codes once (a screenshot of "My QR" in the Telebirr and CBE apps).
- The **bell** at the top: new orders, bookings, support replies and news from My Gebi.

Rush hour tips

- Assign payments **as they come**: it takes 5 seconds; at night it takes an hour.
- Double tap a worker's name in New sale: their sales today and their tips.
- No internet? Keep selling. The orange bar shows sales waiting; they go by themselves.

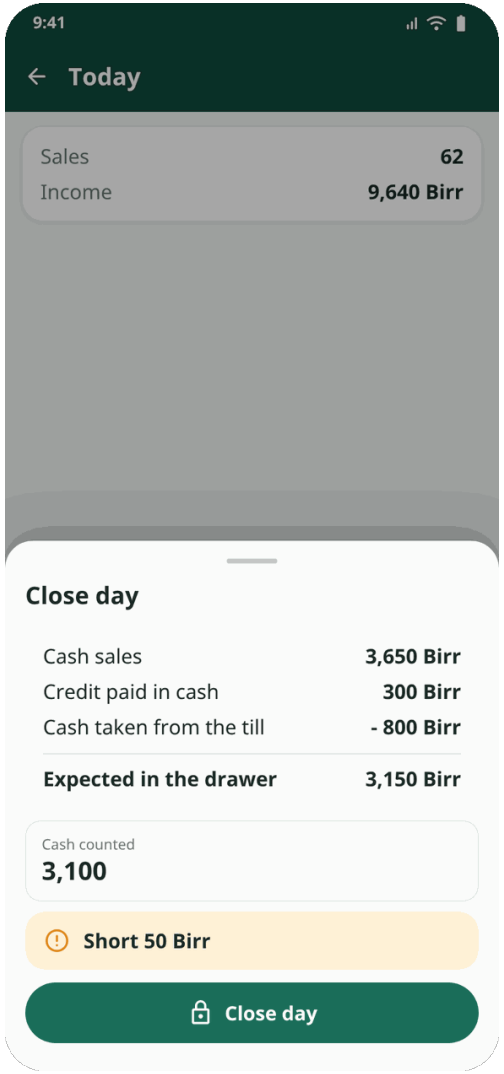
Afternoon: check

- More **Review & tips**: approve or reject sales that were paid less or had no receipt.
- Cash taken from the drawer (to buy milk, to pay a supplier)? Record **Cash taken from the till** or an **expense**.



Evening: close the day

1. **Today Close day**.
2. Count the drawer, type the amount.
3. See expected, counted and the difference.
4. Your **Telegram report** arrives: today, yesterday, this week.



Once a week

Reports: best sellers, busy hours, each person's work.

Tips to pay: hand over, tap Paid.

Expenses: rent, salaries, stock. Repeat monthly ones automatically.

Customers who **haven't come back**: call or SMS them.

Example: Dawit's barbershop closes the day at 8 in the evening. The cash count was 50 Birr short. Then he remembered: he took 50 Birr for bread at noon. He recorded it as **Cash taken from the till** and the difference became 0.