MACARIUS / KEEP BESIDE THE TILL

Your daily quick start

A clear routine for every cashier. Retail edition · November 2026

1 Open your till

Sign in with your own PIN. Check the correct shop, empty basket, receipt paper, scanner, cash drawer and configured card terminal.

2 Add and check

Scan each product; check its name, price and quantity in Current sale. Use Find a product for search; Weighed item for the measured kg and £/kg. Add bags and the correct customer where needed.

3 Take payment

Check the total, then Take payment. Cash: enter what you actually received and give the displayed change. Separate card terminal: wait for approval before recording Card paid separately. Split: check the remaining balance.

4 Finish and hand over

Complete once. Offer a receipt and check the next basket is ready. Use Hold sale / Recall sale to pause a basket. Use your own account and Logout at staff handover.

5 Close and protect

Compare cash and provider records with the correct date-range reports. Investigate differences. Check the last successful backup; hold unfinished baskets and close the app.

STOP if a payment result is uncertain. Check the terminal/provider before retrying. If the printer fails after payment, reprint the saved sale — do not charge again.

Need help? Open Help & user manual in the help-enabled app, or use the supplied Help hub. Support: sales@macarius.co.uk · +44 161 566 1760. Never send PINs or payment credentials.