

NEXT REV

Clover Training

Server Edition

CLOVER STATION

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SECTION 1

POS Login

1.1 Employee PIN

Clover requires **4-digit** PINs. The old POS used 3-digit PINs.

YOUR EXISTING PIN STILL WORKS

Add a leading zero to make it 4 digits.

Example: 253 becomes 0253 .

Unlock the device

Enter the PIN on the screen.

Lock the device or switch accounts

Tap the **lock button** (bottom right) → enter the next PIN.

SECTION 2

Shifts

2.1 Clock In

1. Open the **Shifts** app from the home screen
2. Tap **Clock in** (bottom right)
3. Check the box if holding cash sales this shift
4. Tap **Clock In**

2.2 Clock Out

1. Open the **Shifts** app from the home screen
2. Tap **Clock out** (bottom right)
3. Tap **Clock Out**

2.3 Server Shift Report

The shift report shows whether the house owes the server tip settlements, or whether the server owes the house cash back. Print it after every shift and include it in the cash bag.

1. Open the **Shifts** app from the home screen
2. Tap the row for the shift just clocked out of
3. Verify the **Holding cash sales** box is correct — fix it if wrong
4. Tap **Print report**
5. Include the printout in the cash bag

2.4 Tip Out Calculator

The **Tip Out Calculator** provides a suggested tip-out breakdown to kitchen and bar staff at the end of a shift.

CLOCK OUT FIRST

Clock out of the shift via the **Shifts** app before opening the Tip Out Calculator.

1. Tap the **Tip Out Calculator** from the home screen
2. The app loads the latest shift and displays the suggested tip-out breakdown

SECTION 3

Orders

3.1 Opening Orders

Content coming soon. To be rewritten using the MemberLink app workflow.

3.2 Reassign Member

Content coming soon. To be rewritten using the MemberLink app workflow.

3.3 Remove Member

Content coming soon. To be rewritten using the MemberLink app workflow.

3.4 Adding Items

Content coming soon.

3.5 Removing Items

Content coming soon.

3.6 Coursing & Firing

Content coming soon.

3.7 Moving Items

Content coming soon.

3.8 Moving Guests

Content coming soon.

3.9 Combining Tables

Content coming soon.

3.10 Printing Bills

Content coming soon.