

# Closing Down options

In the security tab in options there are settings to do with closing down.

[Backup 1.jpg](#)  
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If the option "Asks Closing Down for Today" is ticked when you click Shut down it will ask you another question on clicking the "Shut Down" button it won't produce the end of day report or do the backup.

If the option "Consecutive Numbers on EOD Report" is ticked it will print consecutive numbers on end of day report.

If the option "Uploads Data to Server" is ticked the data will be backed up if connected to the internet.

If the option "Opens Cash Drawer" is ticked the cash drawer will be opened on shutdown.

If the option "If Close after Midnight Assumes EOD" is ticked the program will assume it is the end of the day.

The Blind Declaration drop down defaults to None but if set to "Yes" will ask the staff for their name and to enter a total. If it is set to " By Denomination" it will ask the staff member for their name and then come up the screen show below. If it is set to " By Denomination & Prints EOD" will ask the staff member for their name and then come up the screen show below before printing the end of day report

[Closing down options 1.jpg](#)  
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The "Audit Trails to Keep" option allows you to specify how many days audit trails to keep.

The "Audit Trails to Backup" option allows you to specify how many days audit trails to Backup.

The "Drive" is a drop down list that allows you to specify where the backup is done.

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