Shut Down the program

WARNING: You should always close the program down properly, by following the procedure below. If you just switch the computer off when inTouch is still loaded, you could **lose** or **damage** some of your data.

When you touch the shut down button on the Main Menu the program will display the following message.

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“Finish Processing” just means shut down.

If you touch **No**, this message will disappear and inTouch will return to the Main Menu.

If you want to close down the program, touch **Yes**. What happen next depends on whether or not the program has been set up to produce an **End Of Day Printout** in Management > Occasional Menu > Options > Reports.

If End Of Day Printout is set to “On Screen”, inTouch will now display the End Of Day Printout on the screen. There are two buttons at the bottom of the report. If you touch **Print**, inTouch will print the report on the receipt printer and then display the “Create Backup” message shown on the next page. If you touch **OK**, the program will move straight on to the “Create Backup” message without printing the report.

If End Of Day Printout is set to “On Printer”, inTouch will automatically print the End Of Day report when you touch **Yes** to Finish Processing and the program will move straight on to the “Create Backup” message shown on the next page.

The End Of Day Printout is identical to the report produced in Management > Today’s Takings and is shown and described in that section of this User guide. There are checkboxes available to add additional information to the report in Management > Occasional Menu > Options > Reports.

If End Of Day Printout is set to “No Print-out”, inTouch will move on to the message on the next page when you touch **Yes** to Finish Processing.

If End Of Day Printout is set to " On A4 Printer" it will print the report to a printer called "report".

If End Of Day Printout is set to "Email" it will email the report to the email address specified in the report tab options.

If End Of Day Printout is set to "Print-out & Email" The program will Print-out to the receipt printer and will also email the report to the email address specified in the report tab options.

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