How To Install The GoEpos Till App

Follow the steps below to install and activate your Till(s). **Please Note:** *You must have an active GoEpos Web Office account to be able to proceed. If you do not have one, please visit* **www.goepos.com** *to create your FREE 30 day trial account first (no card details are required).*

1. On your iPad tap on the **[App Store]** app icon to open the Apple app store.

2. Tap on the **[Search]** button and search for: **goepos till**

3. Tap the **[Install]** button.

4. Once the app has downloaded and installed, tap the **[Open]** button.

5. A popup will appear asking you **"Allow GoEpos Till to use your location?"**, tap the **[Allow While Using App]** option.

6. Now you will need to login to your GoEpos Web Office portal to get the 16 digit Till login code. To get this code, open the **[Safari]** app on the iPad and go to **www.goepos.com** and click the **[Web Office Portal Login]** button in the top right.

7. Input the email address and password that you used when you created your GoEpos account to login.

8. Tap on **[3 Till Settings]** then **[1 Tills]**.

9. You will see the **16 digit Till login code** next to the required Till number. Input this 16 digit code on the iPad into the GoEpos Till app to active it.

10. Then another popup will appear asking you **"GoEpos Till would like to find and connect to devices on your local network"**, tap the **[Ok]** option.

11. Lastly, it is advised to change some of the iPad settings so you have a better experience of using the iPad as a Till. Please follow one of the instructions on the following pages that matches your version of iOS.

For iOS 12

*On the iPad HOME screen, tap on the **iOS Settings** icon and set the following settings:*

1. Privacy > **Location Services = ON**
2. Privacy > Location Services > **GoEpos Till = WHILE USING THE APP**
3. Privacy > Analytics > **Share iPad Analytic** = **ON**
4. Privacy > Analytics > **Share With App Developers** = **ON**
5. General > Date & Time > **24 Hour Format = ON**
6. General > Date & Time > **Set Automatically = ON**
7. General > Date & Time > **Time Zone = LONDON**
8. Check the **Date & Time is correct** that is displayed in the top left of the iPad screen.
9. General > About > **Name** > Check the correct iPad description is being used, for example: Till 1.
10. General > About > **Software Version** > make sure the latest version of iOS is installed.
11. General > Software Update > **Automatic Updates** = **OFF**
12. General > Accessibility > Display Accommodations > **Auto Brightness** = **OFF**
13. Display & Brightness > **Display & Brightness** = **80%**
14. Display & Brightness > **Night Shift** = **OFF**
15. Display & Brightness > **Auto Lock** = **NEVER**

For iOS 13

*On the iPad HOME screen, tap on the **iOS Settings** icon and set the following settings:*

1. Privacy > **Location Services = ON**
2. Privacy > Location Services > **GoEpos Till = WHILE USING THE APP**
3. Privacy > Analytics & Improvements > **Share iPad Analytic** = **ON**
4. Privacy > Analytics Analytics & Improvements > **Share With App Developers** = **ON**
5. General > Date & Time > **24 Hour Format = ON**
6. General > Date & Time > **Set Automatically = ON**
7. General > Date & Time > **Time Zone = LONDON**
8. Check the **Date & Time is correct** that is displayed in the top left of the iPad screen.
9. General > About > **Name** > Check the correct iPad description is being used, for example: Till 1.
10. General > About > **Software Version** > make sure the latest version of iOS is installed.
11. General > Software Update > **Automatic Updates** = **OFF**
12. Accessibility > Display & Text Size > **Auto Brightness** = **OFF**
13. Display & Brightness > **Display & Brightness** = **80%**
14. Display & Brightness > **Night Shift** = **OFF**
15. Display & Brightness > **Auto Lock** = **NEVER**

For iPadOS 14

*On the iPad HOME screen,tap on the **iOS Settings** icon and set the following settings:*

1. Privacy > Local Network > **GoEpos Till = ON**
2. Privacy > **Location Services = ON**
3. Privacy > Location Services > **GoEpos Till = WHILE USING THE APP**
4. Privacy > Analytics & Improvements > **Share iPad Analytic** = **ON**
5. Privacy > Analytics Analytics & Improvements > **Share With App Developers** = **ON**
6. General > Date & Time > **24 Hour Format = ON**
7. General > Date & Time > **Set Automatically = ON**
8. General > Date & Time > **Time Zone = LONDON**
9. Check the **Date & Time is correct** that is displayed in the top left of the iPad screen.
10. General > About > **Name** > Check the correct iPad description is being used, for example: Till 1.
11. General > About > **Software Version** > make sure the latest version of iOS is installed.
12. General > Software Update > **Automatic Updates** = **OFF**
13. Accessibility > Display & Text Size > **Auto Brightness** = **OFF**
14. Display & Brightness > **Display & Brightness** = **80%**
15. Display & Brightness > **Night Shift** = **OFF**
16. Display & Brightness > **Auto Lock** = **NEVER**

For iPadOS 15

*On the iPad HOME screen,tap on the **iOS Settings** icon and set the following settings:*

1. Privacy > **Location Services = ON**
2. Privacy > Analytics & Improvements > **Share iPad Analytic** = **ON**
3. Privacy > Analytics Analytics & Improvements > **Share With App Developers** = **ON**
4. GoEpos Till > **Location = While Using the App**
5. GoEpos Till > **Local Network = ON**
6. General > Date & Time > **24 Hour Format = ON**
7. General > Date & Time > **Set Automatically = ON**
8. General > Date & Time > **Time Zone = LONDON**
9. Check the **Date & Time is correct** that is displayed in the top left of the iPad screen.
10. General > About > **Name** > Check the correct iPad description is being used, for example: Till 1.
11. General > About > **Software Version** > make sure the latest version of iOS is installed.
12. General > Software Update > **Automatic Updates** = **OFF**
13. Accessibility > Display & Text Size > **Auto Brightness** = **OFF**
14. Display & Brightness > **Display & Brightness** = **80%**
15. Display & Brightness > **Night Shift = OFF**
16. Display & Brightness > **Auto Lock** = **NEVER**