

CASHIN.

AI-POWERED STATION OPERATIONS

TRAINING MANUAL • HANDHELD TERMINAL

CASHIN Petro

A friendly guide to the station day — from the first sign-in
to a calm, balanced close.

🔑 Sign in



📄 Serve



📄 Receive



📄 Reconcile

MADE FOR
Operators & supervisors

BUILT FROM
The official documentation

SIDE BY SIDE
Real screens, simple steps

One handheld runs the whole station.

CASHIN Petro is the on-site handheld attendants use to dispense fuel, authorize by code or NFC, take payment, calibrate nozzles, read tanks, and reconcile every shift.

 **Who this guide is for**

Operators — you serve customers on the forecourt: fuel, payments, and fleet drivers.

Supervisors — you keep the station honest: deliveries, calibration, settings and the daily close.

 **How to read the pages**

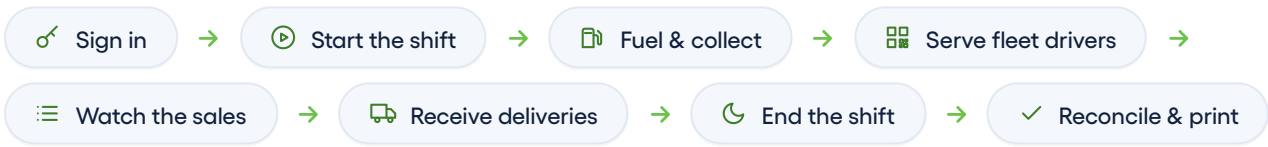
Every page shows a real screen from the terminal, who it belongs to, what to do on it — step by step — and one tip worth remembering.

Follow the green ribbons: they draw each routine as a simple path, left to right.

 **AI at your side**

This terminal is part of an AI-powered platform. If you are ever unsure, ask the assistant on **cashin.sa** — in Arabic or English. It knows every screen in this guide and answers with the screen in front of you.

The shape of a station day



Your journey through this guide.

01

Getting Started

Bring the handheld to life and open the working shift. Nothing dispenses until a shift is running.

ALL STAFF

02

Daily Fueling

The heart of the day — from the pumps screen to a happy customer driving away.

OPERATOR

03

Serving Fleet Drivers

Company drivers arrive with the order already in their app — you only scan and start.

OPERATOR

04

Watching the Shift

Every sale is captured as it happens. Follow the shift live, record the exceptions, look back in time.

ALL STAFF

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Nozzle Calibration

A gentle accuracy check — no sale involved — with a clear ending either way.

SUPERVISOR

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Tanks & Deliveries

Your fuel, at a glance — and a delivery routine that always begins in the app.

SUPERVISOR

07

Device Settings

Payments, printing, NFC, pumps and language — set once with care, checked whenever needed.

SUPERVISOR

08

Closing the Day

End the shift with real readings, let the reports agree with each other, and go home calm.

SUPERVISOR

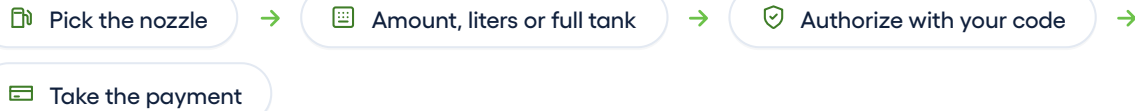
Grounded in the official CASHIN Petro documentation — the same source the CASHIN assistant answers from.

The flows you'll live every day.

Five little journeys make up almost everything that happens at the station. Learn their shape here — the modules that follow walk them screen by screen.

Serve a customer

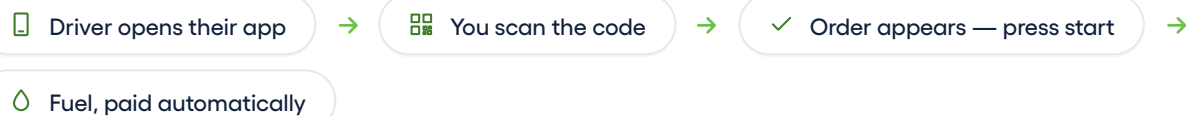
OPERATOR



Fast for the customer, safe for the station — every fill is tied to the person who authorized it.

Serve a fleet driver

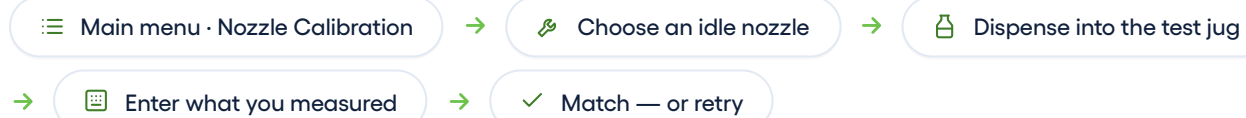
OPERATOR



No cash, no typing. The right nozzle unlocks by itself and the payment completes in the driver's app.

Check a nozzle's honesty

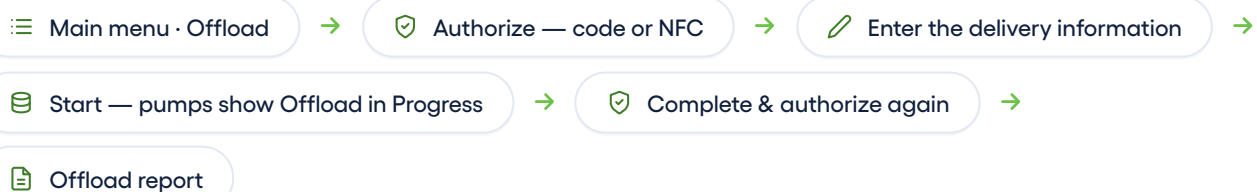
SUPERVISOR



Not a sale — just a health check. The app records the result either way.

Receive a fuel delivery

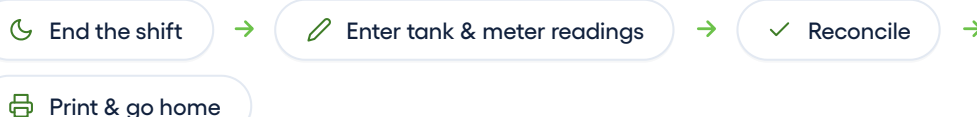
SUPERVISOR



The golden rule: the app first, the hose second — and authorize twice: once to start, once to complete.

Close the day

SUPERVISOR



When the readings and the reports agree, the day is truly done.

Getting Started

Bring the handheld to life and open the working shift. Nothing dispenses until a shift is running.



Sign in



Start the shift



Ready to serve

Assign a device



You have to enter your code to
assign the device

Enter the code



Assign

ALL STAFF

تسجيل الدخول

Sign In

- Enter the Terminal Code created in CASHIN Petro Portal and tap Assign, then confirm local network or cloud communication to initialize the device.

GOOD TO KNOW

One Terminal Code can sign in multiple station devices.



Start Shift
15 Feb 2026



Start Shift

ALL STAFF

بدء نوبة العمل

Start Shift

- Start a shift after sign-in when none is active.
- The process completes in seconds and notifies all station devices linked to the same shift.

GOOD TO KNOW

A shift must be active before any dispensing begins.

Daily Fueling

The heart of the day — from the pumps screen to a happy customer driving away.

 Pick a nozzle



 Enter the amount



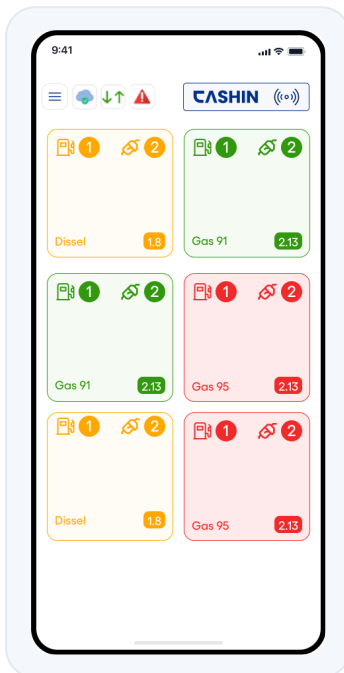
 Authorize



 Fuel



 Take payment



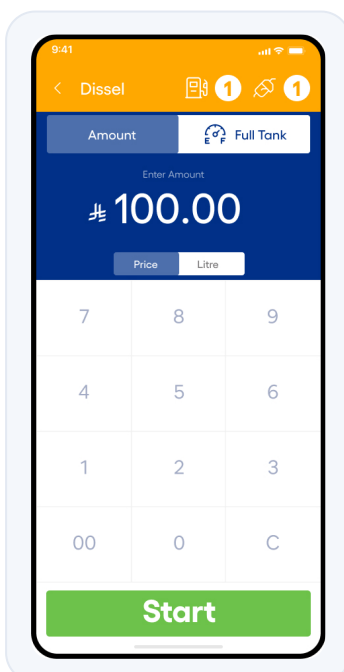
OPERATOR شاشة المضخات

Pumps Screen

- The main operational screen shows all active pumps and nozzles with fuel type and current price per liter.
- The header Fleet icon opens scanning.

GOOD TO KNOW

Your single hub for every dispensing transaction.



OPERATOR إدخال المبلغ

Enter Amount

- Tap a nozzle to open this screen, then enter an amount, liters, or choose full tank.
- Start enables only when the value exceeds zero.

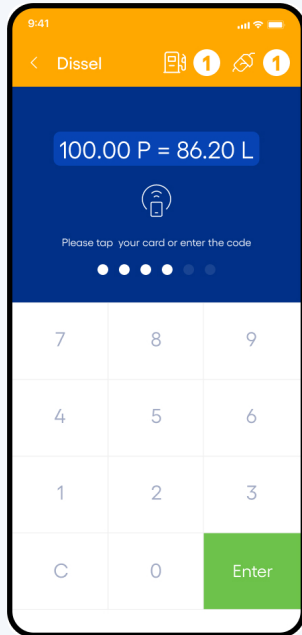
GOOD TO KNOW

Pick the input that matches the customer's request.

OPERATOR تفويض المضخة

Authorize Pump

- After tapping Start, the operator enters their personal code or taps the NFC card to authorize the pump and begin dispensing.



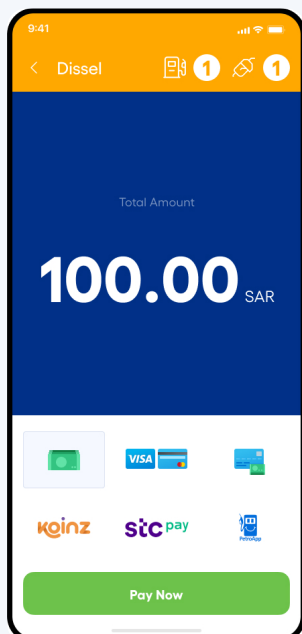
GOOD TO KNOW

Authorization ties each fill to the responsible operator.

OPERATOR شاشة الدفع

Payment Screen

- After fueling, choose cash, card, multi-cards, or multi-payment.
- Methods are enabled in Petro Portal; a ZATCA QR appears on the invoice when supported.

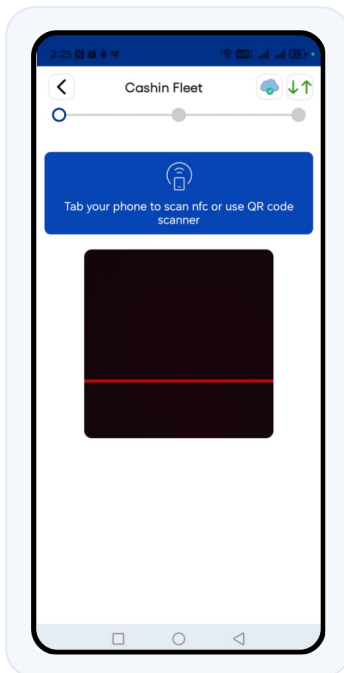
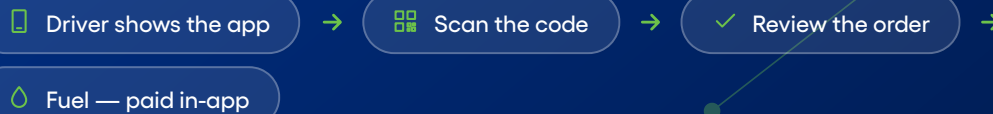


GOOD TO KNOW

Only company-enabled payment methods appear here.

Serving Fleet Drivers

Company drivers arrive with the order already in their app — you only scan and start.



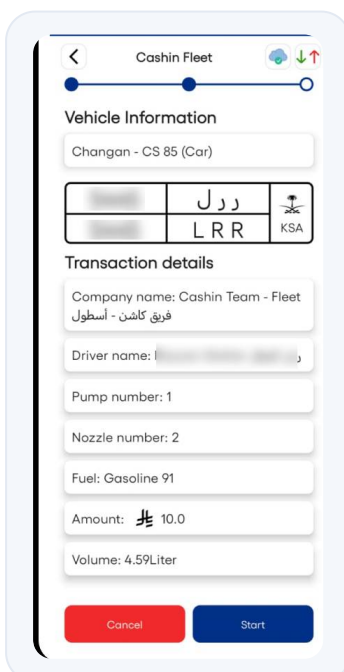
OPERATOR مسح كاشن فليت

CASHIN Fleet Scan

- From the Pumps screen header, tap the CASHIN Fleet icon, then scan the QR code — or tap NFC — generated in the driver's CASHIN Fleet app.
- No manual amount entry is needed.

GOOD TO KNOW

The driver's app carries the order — the attendant only scans.



OPERATOR تفاصيل طلب الأسطول

Fleet Order Details

- After a successful scan, the order and vehicle details appear — plate, make, model, driver name, requested volume and amount.
- Tap Start: only nozzles matching the requested fuel type are enabled, and payment completes through the driver's app.

GOOD TO KNOW

Only nozzles matching the requested fuel type unlock.

Watching the Shift

Every sale is captured as it happens. Follow the shift live, record the exceptions, look back in time.

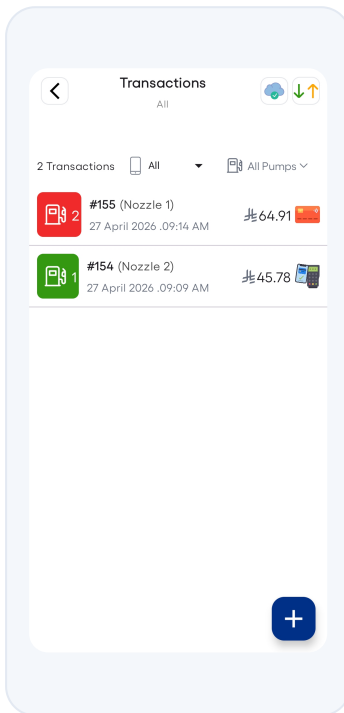
Follow live sales



Record an exception



Search the history



ALL STAFF

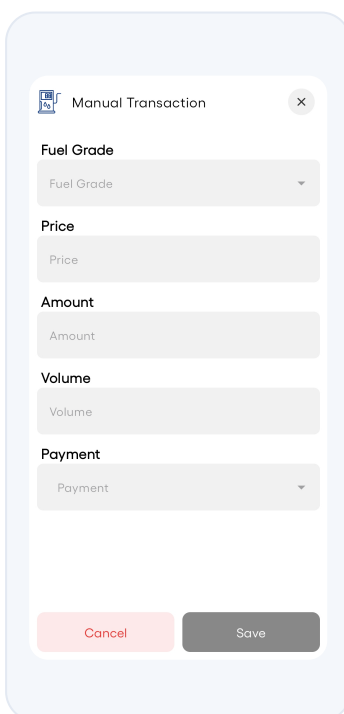
العمليات

Transactions

- This list shows all filling and calibration transactions for the current open shift.
- Filter by pump or by terminal when the station runs multiple devices.

GOOD TO KNOW

Track every recorded sale during the open shift.



SUPERVISOR

الحركة اليدوية

Manual Transaction

- Supervisors can manually record sales when a pump fails to register automatically.
- Enter fuel grade, amount, volume, and payment method, then save.

GOOD TO KNOW

Keeps the shift fully captured and reconciled.

Advanced Search

- Supervisors review historical transactions across any date range.
- Filter by time range, fuel grade, and pump number; all fields are optional.

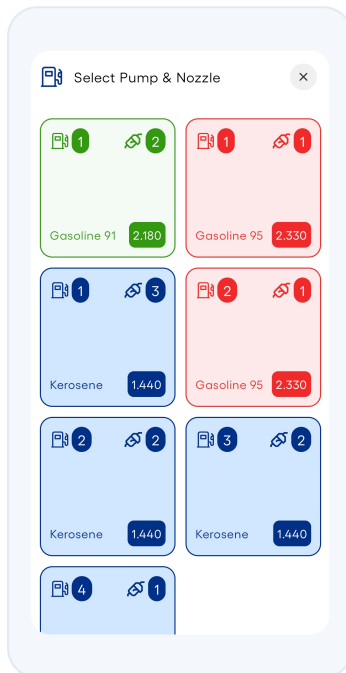
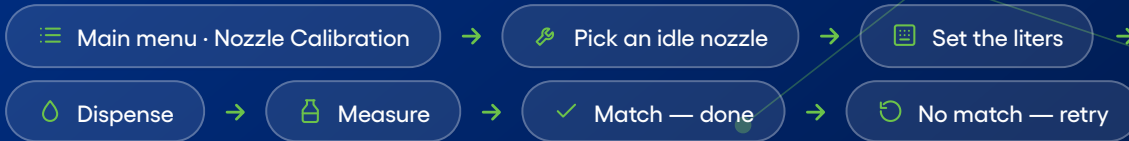
GOOD TO KNOW

Look back beyond the current business day.

The screenshot shows a mobile application interface for 'Transactions'. At the top, there is a back arrow, the title 'Transactions', and icons for a cloud, a downward arrow, and an upward arrow. Below the title is a 'Filter' button with a dropdown arrow. A filter overlay is displayed in the foreground. The overlay has a title bar with a magnifying glass icon and the word 'Filter', and a close button (X). The filter fields include: 'From Date' with a text input field, 'To Date' with a text input field, 'Fuel Grade' with a dropdown menu, and 'Pump number' with a text input field. At the bottom of the overlay are two buttons: 'Confirm' (green) and 'Cancel' (gray).

Nozzle Calibration

A gentle accuracy check — no sale involved — with a clear ending either way.



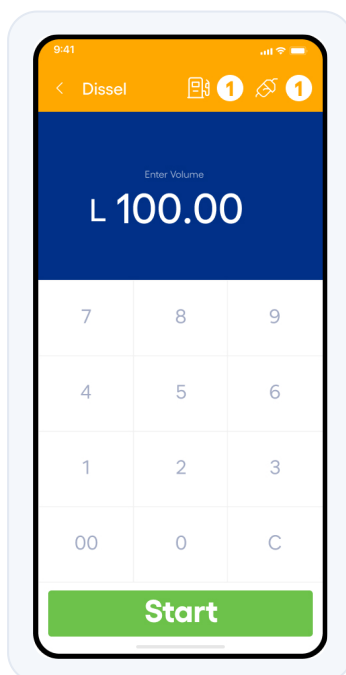
SUPERVISOR اختيار الفوهة

Select Nozzle

- From the main menu, the Supervisor taps Nozzle Calibration.
- The screen shows all pumps, but only idle nozzles are selectable; non-idle nozzles are view-only.
- Choose an idle nozzle to calibrate.

GOOD TO KNOW

A non-sales accuracy check, not a real fill.



SUPERVISOR إدخال اللترات

Enter Liters

- The input screen opens in Calibration mode allowing liters only.
- Start is enabled when the entered liters value is greater than zero.

GOOD TO KNOW

Set the volume to dispense into your test jug.

SUPERVISOR مشغول قيد المعايرة

Calibration Busy

- While dispensing, the nozzle shows Busy Calibrating with the requested price and liters.
- All other nozzles on that pump are locked as Busy.



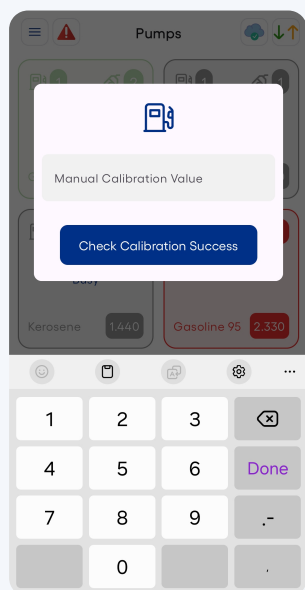
GOOD TO KNOW

The pump is blocked from sales during calibration.

SUPERVISOR إدخال الحجم المقاس

Enter Measured Volume

- When dispensing finishes, tap the flashing nozzle and enter the actual volume measured manually or via the test container to verify accuracy.

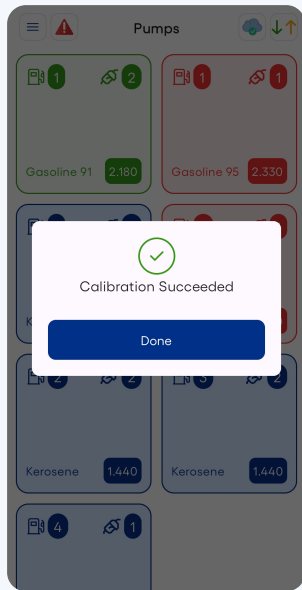


GOOD TO KNOW

Compare measured volume against the requested volume.

Calibration Success

- When the measured volume matches the requested volume, the screen shows Calibration Success and generates a non-sales transaction detailing the calibration.

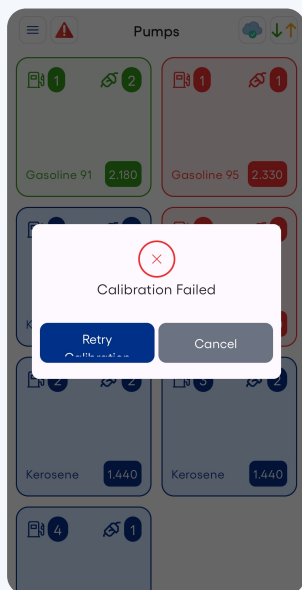


GOOD TO KNOW

Confirms the nozzle dispenses accurately.

Retry Calibration

- When the volumes do not match, Retry Calibration and Cancel buttons appear and a non-sales transaction is generated.
- The supervisor can restart immediately.

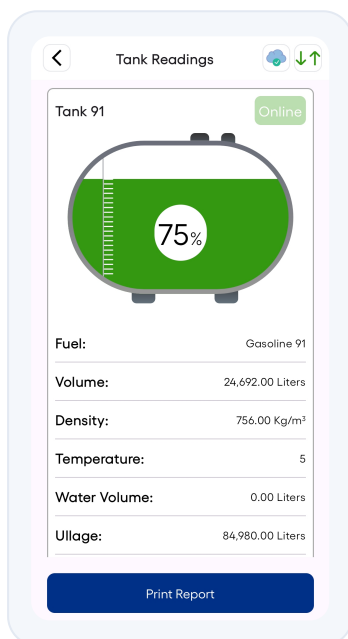
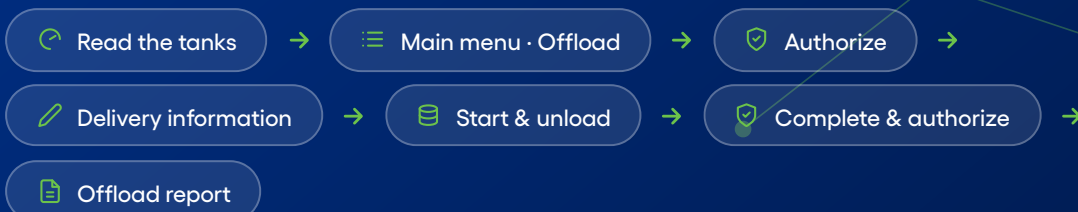


GOOD TO KNOW

Mismatch may mean an inaccurate nozzle or unlevel container.

Tanks & Deliveries

Your fuel, at a glance — and a delivery routine that always begins in the app.



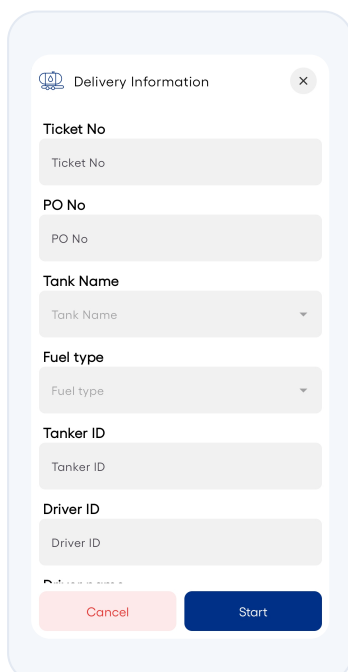
SUPERVISOR قراءات الخزانات

Tank Readings

- Monitor each tank in real time: status, volume, density, temperature, water, ullage, and percentage full.
- Print the readings report whenever needed.

GOOD TO KNOW

Review inventory instantly without interrupting operations.



SUPERVISOR تفريغ الشحنة

Offload Delivery

- From the main menu, the Supervisor selects Offload and authorizes by Supervisor Code or NFC card, then enters the delivery information: ticket and PO numbers, tank, fuel type, tanker ID, driver name and ID, order and loaded quantities.
- After Start, pumps show Offload in Progress, or the message fills the screen, depending on the Stop All Pumps During Offloading setting.
- When unloading ends, the Supervisor confirms Offload Completion with a second authorization and the system generates the Offload Report: previous and new tank volumes, actual received quantity and all delivery details.

GOOD TO KNOW

Always start in the app before unloading.

Offloading History

- View all offloading deliveries linked to business days.
- Each record shows date, time, who started and ended it, with an option to print the report.

GOOD TO KNOW

Reports also generate automatically after each offload completes.

 Offloading History   

 Started by

 yahya

 Started At

22 January 2026 .04:42 PM

 Ended By

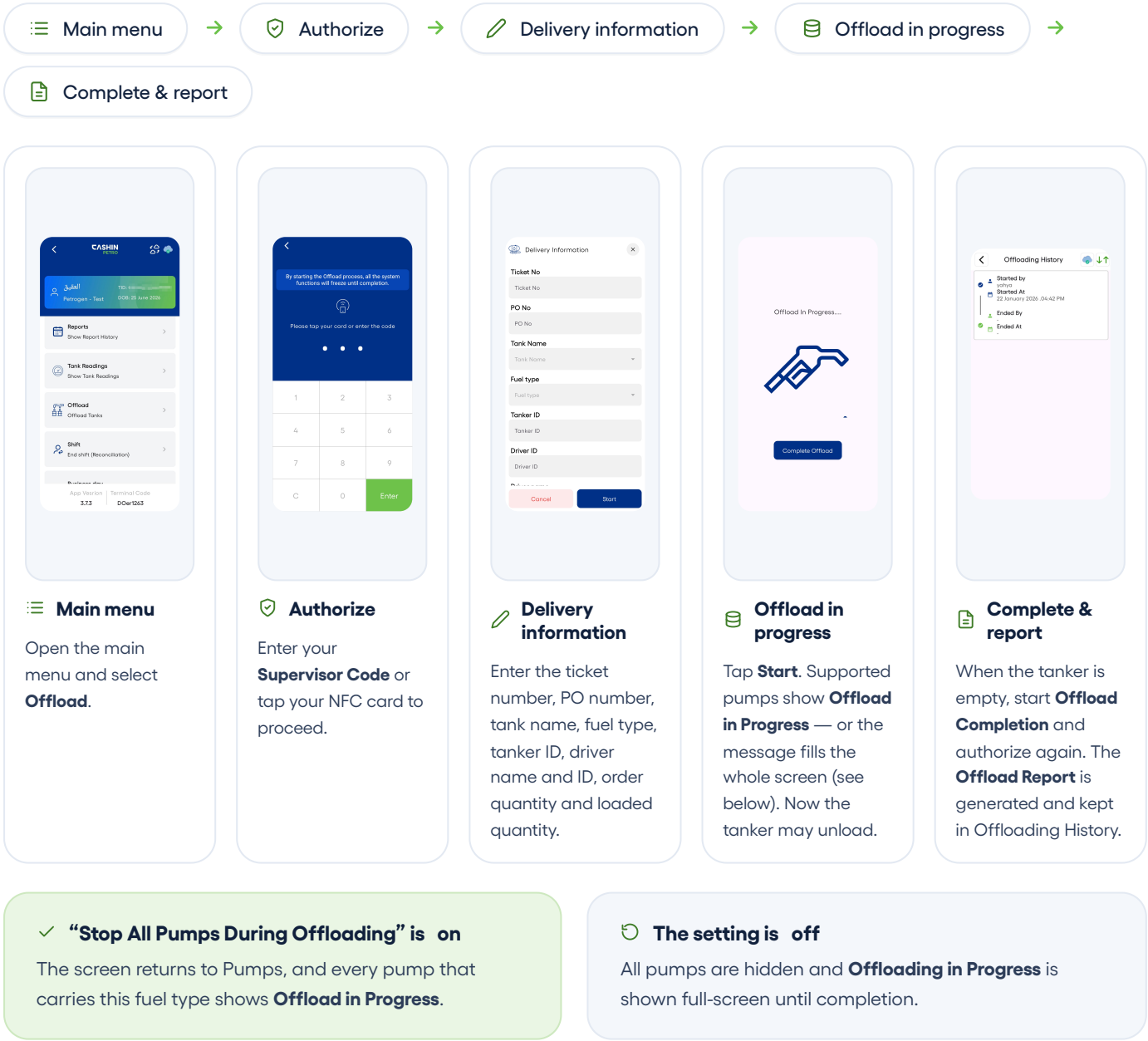
-

 Ended At

-

Offloading, from the menu to the report.

The delivery routine exactly as the documentation describes it — with the screen you will see at each step.



Device Settings

Payments, printing, NFC, pumps and language — set once with care, checked whenever needed.

[Payments](#)[Printing](#)[NFC cards](#)[Pumps](#)[Language](#) Payment[Reconciliation](#)[Initialize](#)

SUPERVISOR

إعدادات الدفع

Payment Settings

- Link or verify the terminal ID, set up CASHIN Pay, and run manual payment reconciliations at any time, not only at shift end.

GOOD TO KNOW

Keep financial data accurate at all times.

IN THIS MODULE

[Payment Settings](#)[Printer Settings](#)[NFC Settings](#)[Pumps Management](#)[Language Settings](#)

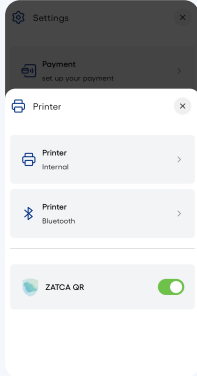
SUPERVISOR

Printer Settings إعدادات الطابعة

Set printer connection type, auto-print copy count, and print parameters like paper size, QR size, and copies. Auto Print Count defaults to zero.

TIP

Raise the copy count if receipts are needed automatically.



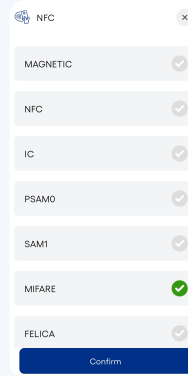
SUPERVISOR

NFC Settings إعدادات NFC

Choose which NFC card type the terminal should support. The supervisor picks one type from the list to match the cards in use.

TIP

Match the card type to your station's cards.



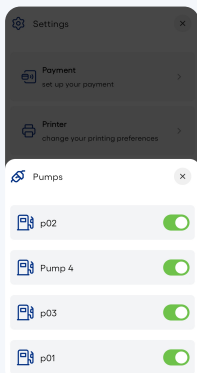
SUPERVISOR

Pumps Management إدارة المضخات

View all station pumps with a switch to enable or disable each one individually. The change applies only to this device.

TIP

Disabling a pump affects this device only.



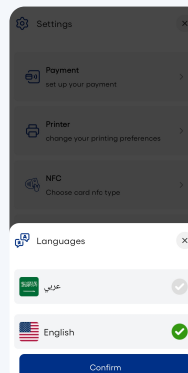
SUPERVISOR

Language Settings إعدادات اللغة

Change the application language. The available languages are English and Arabic.

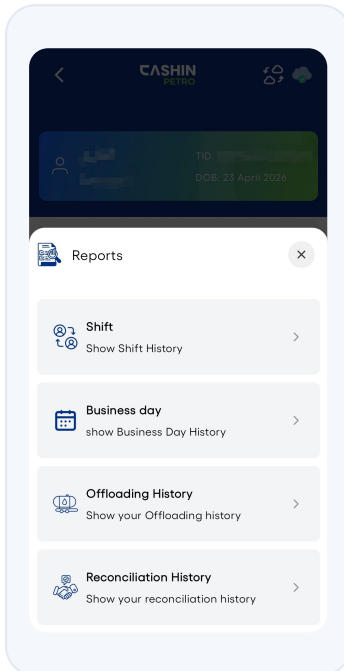
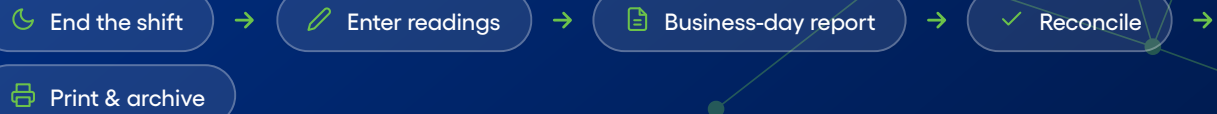
TIP

Switch the interface to the staff's preferred language.



Closing the Day

End the shift with real readings, let the reports agree with each other, and go home calm.



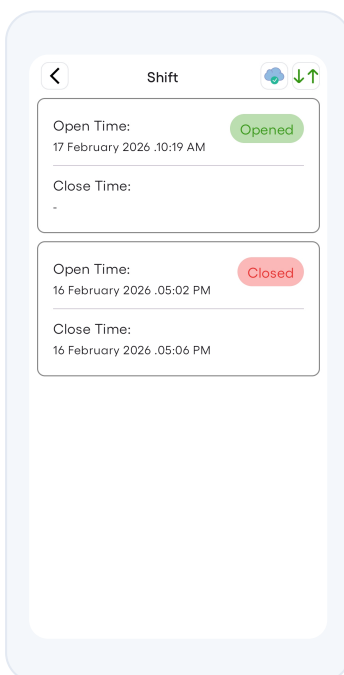
SUPERVISOR أرشيف التقارير

Reports Archive

- The Reports section archives shift, business-day, offloading, and reconciliation history.
- View and print records; historical data cannot be edited directly.

GOOD TO KNOW

Central archive for auditing and compliance.



SUPERVISOR تقرير نهاية النوبة

End Shift Report

- View a closed shift's End Shift report, enter tank dipstick readings and pump meter readings.
- The report matches the reconciliation report exactly.

GOOD TO KNOW

Manual readings ensure accurate end-of-shift reconciliation.

Business Day Report

- View a daily summary covering all shifts in the business day, with system readings for tanks, pumps, and totals.
- Print the full report.

Business day

Station: Station العقيق **Opened**

Open Time: 16 February 2026 .05:02 PM

Close Time: -

Station: Station العقيق **Opened**

Open Time: 16 February 2026 .02:23 PM

Close Time: -

Station: Station العقيق **Closed**

Open Time: 16 February 2026 .01:14 PM

GOOD TO KNOW

One consolidated view of the entire day.

Reconciliation Report

- Shows the reconciliation reports for the currently open business day, with the terminal name, code and report date.
- Filter the reports by terminal and print any record.

Reconciliation History

QA Terminal 3

TID

Terminal Name: QA Terminal 3

Terminal Code: 123456789

Reconciliation Date: 23 April 2026 .01:33 PM

GOOD TO KNOW

Compares expected payment data against actual results.

The day, as a checklist.

OPERATOR Every shift

- ✓ Sign in with the terminal code and confirm the connection.
- ✓ Make sure a shift is running before the first customer.
- ✓ Work from the Pumps screen — amount, liters or full tank.
- ✓ Authorize every fill with your personal code or NFC card.
- ✓ Take payment only through the methods shown on the terminal.
- ✓ For fleet drivers: scan the code — never type the amount.
- ✓ Glance at the transactions list now and then; report anything odd.

SUPERVISOR Every day

- ✓ Review the tank readings before the day picks up.
- ✓ Start every delivery in the app **before** the tanker unloads.
- ✓ Record any unregistered sale as a manual transaction, same shift.
- ✓ Calibrate idle nozzles on schedule; look into any retry result.
- ✓ At shift end, enter the dipstick and pump meter readings.
- ✓ Run the reconciliation report and settle differences the same day.
- ✓ Print the business-day report for the record.

✦ When in doubt, ask the platform

Everything in this guide is also alive on **cashin.sa**: the AI guide shows the exact screen, narrates the steps, and answers follow-up questions in your language. Support: **920023389** · info@cashin.sa