GUIDE FOR BUSINESSES

Taktfink step by step.

Everything you need to know about your online appointment booking: set-up, calendar, appointments, customers, rules and more. Short, clear and without jargon.

taktfink.ch · info@taktfink.ch

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1 Welcome to Taktfink

Taktfink is the Swiss online appointment booking for salons and local service providers. Your customers book themselves around the clock, and you keep track of everything in one calendar.

What you get

- Your own booking page with logo, team and reviews
- A colour calendar for day, week and month
- Reminders and cancellation link by email
- Customer list, loyalty card, vouchers, group email
- Four languages: German, French, Italian, English

What it costs

- **Prices:** CHF 20 per month for the whole business or CHF 200 with the annual subscription, with two months free and set-up included. The founder offer for the first 30 businesses is closed.
- On request, we set up your booking page for free (services, prices, logo, photos)
- **No credit card needed.** The free period ends by itself; nothing is charged until you have stored a payment method yourself
- After that **CHF 20 per month** for the whole business, no matter how many staff
- No commission, no set-up fee
- Cancel any time
- Currently not subject to VAT, so no VAT

How it works in a nutshell

1. **You set up your business.** Opening hours, services with price and duration, staff. It takes a few minutes.
2. **You share your booking link.** On your website, on Instagram and Google, via WhatsApp or as a QR code in the shop.
3. **Customers book themselves.** They only see free times, get a confirmation right away and a reminder before the appointment.
4. **You keep track of everything.** New bookings appear in the calendar by themselves. You can also enter appointments by hand at any time.

TIP

Have a look at the demo first (taktfink.ch, "See the demo"). You can try everything there. Changes are reset every night.

2 Let’s go: set-up

With three short pieces of information, your business can be booked. The first time, the management area guides you through these steps itself.

Create an account

1. On **taktfink.ch**, choose "List your business".
2. Enter the company name, industry, your first and last name, street and house number, postcode, town, phone, email address and a password (at least 8 characters).
3. After submitting, you are logged in and see the management area. Keep your password safe.

The three required steps

STEP	WHAT YOU DO
1. Opening hours	Tab **Offer**, box "Opening hours": tick the days you work and enter the times, for example Monday to Friday 9 am to 6 pm. Then **Save**.
2. Create a service	Box "Services": name, duration in minutes and price (optional), for example "Wash, cut, blow-dry, 60 min, CHF 72". Tapping a suggestion for your industry fills in the fields.
3. Staff	Box "Staff": enter at least one person, including yourself. Each person has their own free times.

Then: the finishing touches

- **Address and logo:** in the box "Business details and profile" (open with "Change"). The address appears in every confirmation with a link to the map.
- **Free times:** via **Edit free times** you open or close individual times per day and person (see chapter 7).
- **Share the booking link:** tab **Promote** (see chapter 9).

IMPORTANT

As long as opening hours, a service or staff are missing, your customers cannot book. That is why the management area shows at the very top what is still missing.

3 The management area at a glance

At the top you see the tabs. On a phone, they are at the bottom in a fixed bar. Everything you need every day is on the left.

TAB	WHAT YOU FIND HERE	USE
Calendar ↗	Opens the calendar in its own window: day, week, month, coloured by staff member.	daily
Appointments	Open requests, upcoming appointments, manual entry, reviews, team view, calendar export.	daily
Customers	Customer list with notes, occasions (birthdays, anniversaries), loyalty card, group email.	several times a week
Offer	Business details, logo, opening hours, services, staff.	rarely
Rules	Cancellation, reminder, confirmation, assignment, loyalty card, no-show protection.	rarely
Promote	Booking link and QR code, referral programme, vouchers, discount codes.	occasionally
Account	Subscription, invoices, install the app, email and password, support, pause.	rarely

Good to know

- **Saving without reloading:** with many forms, the page stays where it is. The confirmation appears briefly right next to the button.
- **The yellow bar at the top:** if someone has a birthday or anniversary today, you see it at the top of every tab, with a link to send a greeting.
- **Number on the "Appointments" tab:** this many requests are waiting for your confirmation (only if you confirm bookings yourself).
- **As an app:** you can pin Taktfink like an app on your phone or computer (chapter 10).

TIP

The tab you last worked in stays open the next time. After cancelling an appointment, for example, you stay in "Appointments".

4 The calendar

Your calendar for everything: online bookings, appointments entered by hand and your own entries such as breaks. It updates itself; you never need to reload the page.

Open and use

- **Open:** at the top of the management area on **Open calendar** or in the tab **Calendar ↗**. It opens in its own window, ideal for a second screen at reception.
- **View:** **Day** (one column per person), **Week** (seven days) or **Month** (overview with appointments per day). With **‹** and **›** you browse, **Today** jumps back.
- **Colours:** each person has their own colour. All names are at the top. Tapping hides or shows a person, a click on the coloured dot changes the colour.
- **Live:** every 30 seconds the calendar fetches the latest status. New online bookings appear by themselves and briefly pulse red. Times outside opening hours are hatched grey; requests waiting for your confirmation are hatched with a "?".

Entering: appointment or "Other"

Click on a free spot or on **+ New**. Time and person are already filled in.

Appointment

Name, phone, service, staff member, date, time, note. Taktfink checks immediately whether the person is free. Double bookings are never possible.

Other

Break, meeting, holiday, training, private. For one person or the whole business, also all day. With "Repeat", for example a lunch break every day (every day, Monday to Friday or every week), optionally until a date. With the tick "Block online booking", customers cannot book during this time. Later you remove a single day or the whole series.

Click, move or extend an appointment

- **Clicking** shows the customer, phone, email, note and staff member. There you can **Cancel** or, for requests, **Confirm** and **Decline**.
- **Dragging (mouse):** drag the appointment to another time or into another person's column. Dragging the bottom edge changes the duration. Taktfink then asks ("Yes, change it") and, if you wish, sends the customer an email with the new time. For breaks or times outside opening hours a warning appears.
- **Phone and tablet:** tap the appointment and choose "Change time, duration or person".

Download and print

- **Print or save as PDF:** exactly the view shown. **Calendar file (.ics):** the period shown, for importing into Outlook, Google or Apple. For a permanently up-to-date calendar, use the subscription link (chapter 5).

5 Appointments

In the "Appointments" tab you keep track of everything coming up today and soon, and can edit appointments directly.

Open requests

If you confirm bookings yourself (chapter 8), the box "Open requests" appears at the top. The time is reserved for the customer until you reply. With **Confirm appointment** or **Decline appointment** (with an optional message), the customer automatically receives an email. You can also click the buttons directly in the email sent to you.

Upcoming appointments

- **Enter an appointment manually** (e.g. a customer on the phone): open the button and fill in the fields. Taktfink shows straight away whether the person is free.
- **Change staff member:** for each appointment, choose another available person and tap "Transfer". The customer is informed by email.
- **Cancel:** the customer receives an email (if an address is known). You stay in the "Appointments" tab and see at the top "The appointment was cancelled successfully."

Waiting list

If a day is fully booked, customers can put themselves on the waiting list on the booking page. If an appointment becomes free, Taktfink automatically writes to the people waiting. Whoever books first gets it. You see the list in the "Appointments" tab; turn it on and off under "Rules".

Statistics

The button **Statistics** at the top of the management area shows for a month, 90 days or a year: appointments, revenue according to the price list (an estimate), cancellation rate, new and regular customers, popular services and times and the utilisation per person. With **Download as spreadsheet (Excel)** you get the appointments as a file.

Reviews

3 hours after the appointment, Taktfink automatically asks the customer for a review. You can reply to reviews or hide them.

Team view for your staff

Turn it on with one click. Your team gets a secret link (no account or password needed) and sees on the phone, **read only**, who has which appointment today and tomorrow, with time, service and the customer's first name. Phone numbers and notes stay hidden. Each person can filter for their own appointments. You can also write a **notice** (for example "Monday team meeting 8:30"). Give the link only to your team; with "Renew link", the old one stops working.

Import an existing calendar

Under "Import calendar" you upload an .ics file from Outlook, Google or Apple. The appointments appear grey in the calendar and, if you wish, block online booking. It is a one-time import: if things change, import the file again, duplicates are recognised. An import can be removed with one click.

Calendar export and invitations

- **Subscription link:** enter it once in Google, Apple or Outlook, and your Taktfink appointments appear there by themselves. Changes arrive after 30 minutes to a few hours.
- **Invitation by email:** if new items should appear in Outlook immediately, turn on "Send calendar invitations by email". This also works for individual staff members (with their email address, in the "Offer" tab).
- Use either the subscription link **or** the invitations, otherwise appointments appear twice.

6 Customers

Your customer list builds itself from the appointments. You don't have to maintain anything.

The customer list

- **Moving and export:** at the top of the customer list you download the whole list as a spreadsheet (Excel). If you are moving from Fresha, Treatwell or Coboma, you import your customers there via CSV (name, email, phone, birthday, note). Only tick consent to offers if the people really have consented.
- Anyone who books with the same email address (otherwise phone number) counts as one person.
- At the top you search by name, phone or email. Filters: **Regulars**, **New**, **Not seen for a while**, **Often cancelled**, plus your own tags. With **Sort by** you sort by name, last visit, number of visits or next appointment. 25 people are shown, the rest with **Show more**.
- Tapping a person shows their history. There you write a **private note** (visible only to your business), add **tags** such as "Bride" or "VIP" (so you can find groups again and choose them for a group email), enter the **birthday**, call, write an email or enter an appointment.
- **Delete data:** at the person's request, you delete their data. Past appointments are kept without name and contact details. Only possible without upcoming appointments.

Occasions: birthdays and anniversaries

The card "Occasions" shows the next 30 days. Anyone with a birthday today also appears at the top of every tab. With **Write greeting** you send a personal email from a prepared text you can change. Anniversaries come from the first visit; you enter birthdays yourself, or the person gives them voluntarily when booking (day and month only).

> **IMPORTANT**
> A greeting is a personal message **without advertising**. One greeting per person and occasion per year, at most 30 per day. Anyone who has unsubscribed does not get one.

Loyalty card

Under "Rules" you set: "On the 10th visit there is ...". Taktfink counts the visits automatically. In the customer card you see the status (for example 4 of 10) with **+ Stamp** and **− Stamp** for corrections. Anyone with enough stamps appears under "Reward due", also at their upcoming appointments. After the reward, tap **Reward redeemed**. Customers see their status in the confirmation, the reminder and on your booking page.

Group email for offers and promotions

- You write the subject and text (or use a template: Promotion, New hours, We miss you), choose the recipients and send. You can send a **test email** to yourself first.
- Only **people who have consented** are contacted: with the tick in the online booking or if you have noted the consent in the customer card (only if the person really told you).
- Every email contains an unsubscribe link. Anyone who unsubscribes will never be contacted by you again.
- So that nobody gets too much mail: at most **one group email every 7 days** and **100 recipients per day**.

7 Offer

Here you decide what your customers see and can book. You set this up once and change it only rarely.

Business details and profile

Open the box with **Change**. Name, industry, phone, short description and address appear on your booking page and in every confirmation. Below that you upload your **company logo** (JPG, PNG or WEBP up to 2 MB, ideally square).

Opening hours and free times

- **Standard opening hours:** turn each weekday on or off and set the times. Time slots run in a 30-minute rhythm.
- **Adjust individual days:** via **Edit free times**, choose person and day and tap times to open or close them. With **quick entry** you open a whole period at once. With "Reset to standard", the day is normal again.
- Booked times are marked with a lock; tapping shows who is coming. Breaks and holidays are easier to enter in the calendar under "Other".

Services

- Under "New service": name, duration (from 5 minutes), price (optional). With **Remove** you delete a service.
- **Note per service:** for example "Please come with unwashed hair". The text appears in the confirmation and in the reminder.
- The **suggestions** for your industry fill in the form; you only change the price.
- **Return interval:** for each service, set after how many weeks customers usually come back (for example haircut 6 weeks). This is needed for the reminder of the next appointment (chapter 8).
- **CSV import** when moving from another system: file with the columns name, duration (minutes), price, first row = header.

Photos, before-and-after and products

Your booking page has room for 1 logo, 6 photos, 3 before-and-after pairs, 12 products (each with a photo) and one photo per staff member. Under "Business details" you upload up to 6 photos and up to 3 **before-and-after pairs** (with slider). Only show pictures you hold the rights to and on which nobody can be recognised without consent. At the very bottom of the "Offer" tab you create up to 12 **products** (optionally with a percentage promotion): customers reserve on your booking page, you get an email, prepare the product, take payment on site and tap "Done" in the "Appointments" tab. Taktfink processes no payment and no shipping.

Staff

- **New person** with name and photo (optional). Each person has their own free times.
- **Own working hours:** if the person does not work all opening hours (for example only Monday to Wednesday), tick the box and set their days and times. Online they can then only be booked at these times, and the calendar shows the remaining times grey.
- **Services of this person:** only tick the services the person carries out. Customers then only see them there.
- **Calendar invitations:** with the person's email address and the tick, they get every new, changed or cancelled appointment as an invitation in their calendar. Staff do not log in to Taktfink.
- **Remove:** if the person still has upcoming appointments, first assign them to someone else or cancel them. Past appointments are kept. Removed people can be reactivated.

8 Rules

Here you decide how bookings and cancellations work at your business. The recommended settings suit most businesses.

Booking and cancellation

SETTING	MEANING
Online cancellation possible until	48, 24 (recommended) or 12 hours before the appointment. After that, customers contact you by phone.
Short-notice bookings	*Allowed* (recommended): customers confirm beforehand that online cancellation is no longer possible. *Not allowed*: only appointments outside the cancellation period can be booked.
Earliest booking	From "immediately" to "24 hours before" (recommended: 1 hour).
Own conditions	Your text is shown before booking and in the confirmation. Fees must be stated clearly here. Taktfink never charges anything.

Reminder to your customers

The email with the reminder and cancellation link goes out **24 hours** (recommended) or **48 hours** before the appointment, or not at all. It contains the address, map link and phone and is written in a friendly tone.

Google review and daily overview

- **Reviews on Google:** enter your Google review link (on business.google.com under "Ask for reviews"). The review email and the thank-you page then also include "Review on Google".
- **Morning daily overview:** every morning an email with the day's appointments (not on days off).

Reminder of the next appointment

Turn it on under "Rules". Taktfink writes to your customers in a friendly way, with the booking link, when it is time for the next appointment. This only goes to people who have consented to receiving offers, greetings and reminders, only if there is no upcoming appointment yet, and at most every 60 days. Every email contains an unsubscribe link.

Confirm new bookings

Automatically (recommended): the appointment is valid immediately. **I confirm myself:** you get an email with "Confirm appointment" and "Decline appointment". Until then the appointment shows as "Confirmation pending", the time stays reserved, and the customer sees "Request sent".

Staff member for new bookings

Assign automatically (recommended): if the customer does not choose a person, Taktfink assigns a free, suitable one. **I assign myself:** you assign in the "Appointments" tab, and the customer only learns the name then.

Loyalty card and no-show protection

- **Loyalty card:** turn it on, set the number of visits (3 to 30) and the reward. Optionally, earlier visits count too.
- **No-show protection:** customers store a card as security when booking. **Nothing is charged**; if they don't show up, you contact them yourself. Many businesses get fewer last-minute cancellations this way.

9 Promote and sell

A good booking system only helps if your customers know about it. Here is how to reach them.

Booking link, QR code and ready-made texts

- Your **booking link** is at the very top of the "Promote" tab. **Copy link** and share it everywhere.
- Download the **QR code**, print it and hang it in the shop window or at the till.
- Ready-made texts to copy: for social media and WhatsApp and for an email to your existing customers.
- **Google:** enter the booking link on business.google.com, and "Book appointment" appears in Google Maps and search.
- **Instagram:** enter the link in the "Website" field of your profile.

Booking button for your website

In the "Promote" tab you choose text, colour and position, copy the code and insert it into your website (with Wix, Jimdo or WordPress as an "HTML element" or "embed code"). The button opens your booking page.

Recommend businesses: 2 months free

For every new business that signs up via your personal link and takes out a paid subscription, Taktfink gives you **2 months**. Three recommendations make six free months. The bonus is released 14 days after the first payment and automatically offset against your invoices. You send the link directly by WhatsApp or email.

Vouchers

- Your customers reserve a voucher on your page. **Payment is made to you**, not via Taktfink.
- As soon as the money has arrived, mark it as **paid**. The buyer then gets the email with the link to print it. When it is used, mark it as **redeemed**.
- Customers first choose a **design** (General, Birthday, Thank you, Anniversary, Little treat or Christmas). The voucher appears with your logo and your name, for printing in A5 format.
- You can also create vouchers yourself (sold by phone or in the shop), choose the design and send them by email.

IMPORTANT
Emails with vouchers sometimes end up in the recipient's **spam folder**. Tell your customers to look there.

Discount codes

Create a code (for example WELCOME20) with a percentage or franc amount and, optionally, an expiry date. Your customers enter it when booking. The discount is shown, and payment is made to you as usual.

10 Account

Everything about your subscription, your login and help.

Subscription and invoices

- **Subscription:** nothing is charged during the free period. You store the payment method only for afterwards. Via "Manage subscription" you change the card or cancel at any time (effective at the end of the paid month). Payment is by card (or TWINT, where offered).
- **Invoices:** from the first charge, you find every invoice as a PDF in the management area and also receive it by email.

Taktfink as an app

With the Taktfink logo at the bottom of the taskbar (or on the phone's home screen), the management area is one click away.

- **Windows (Edge or Chrome):** menu with the three dots → "Apps" → "Install this site as an app", tick "Pin to taskbar".
- **iPhone (Safari):** open taktfink.ch, bottom right the three dots → "Share" → "Show more" → "Add to Home Screen".
- **Android (Chrome):** three dots → "Install app".
- **Firefox** usually cannot install websites as apps. Drag the lock icon from the address bar to the desktop or set a bookmark.

Login

Here you change your **login email** and your **password** (each time with the current password). You receive a notification at the old address. The eye in the password field shows what you type.

Help and support

Send us a support request. You don't need to know any technical terms, just tell us what is happening. You receive a ticket number and our reply by email.

Support access

If we should help you in the management area over the phone, generate a **code** in the box "Support access" and tell it to us (valid for 30 minutes, can be used once). Without a code, nobody gets into your account. Password, payment and group emails stay locked; you see the accesses in the box.

Login with Face ID or fingerprint (optional)

In the "Account" tab you can tap "Set up this device". Your phone or computer then asks for your face, fingerprint or Windows Hello PIN. After that you log in on the login page with "Log in with Face ID or fingerprint", without a password. The device checks your face itself; Taktfink never receives a photo. The password still works, and you can set up several devices or remove them.

Two-factor login (optional)

In the "Account" tab you can require, in addition to the password, a code from an authenticator app (Google Authenticator, Microsoft Authenticator, 2FAS and others). You don't scan anything: you enter the key shown in the app and confirm with a code. Then save the 8 recovery codes in case your phone is ever lost. Without this feature, you log in as before with just the password.

Pause and delete account

- **Pause:** for example for holidays. No new bookings or voucher reservations come in. Existing appointments and data remain. You can end the pause at any time. A paid subscription continues during this time and must be cancelled separately.
- **Delete account:** write to info@taktfink.ch with the name of your business. Cancel the subscription first.

11 How your customers book

So you know what your customers see and which emails they receive.

1. **Find the business.** Via your booking link or the QR code.
2. **Choose service and time.** The customer chooses the service, optionally a person, and only sees free times.
3. **Enter details.** First and last name, email, phone (optional), message, discount code. Optional: birthday and the tick for offers and greetings.
4. **Book.** The appointment is binding, or it is a request if you confirm yourself. A stored card is only secured, not charged.

The emails your customers receive

WHEN	WHAT
Right after booking	Confirmation with date, service, person, address, map link, phone, loyalty card status and cancellation link.
For requests	Message "Request sent", then confirmation or decline from you.
24 or 48 hours before	Friendly reminder with all details and the cancellation link.
When things change	New person or new time if you change an appointment. Cancellation notice if you cancel.
When a slot becomes free	Message to people waiting, if they have put themselves on the waiting list.
3 hours after the appointment	Request for a review.
When it is time	Reminder of the next appointment, if the person has consented.

TIP

Customers can cancel themselves via the link in the email **or reschedule the appointment** (new day and new time, at most three times), within your deadline. You get a message, the customer a confirmation. If you confirm bookings yourself, rescheduling is not possible. After the deadline, customers call you. Your number is in every email.

Your booking page is available in **German, French, Italian and English**. The language follows the customer's choice, also in the emails.

12 Data protection and responsibility

Taktfink works in accordance with the Swiss Federal Act on Data Protection. As a business, you are responsible for your customers' data; Taktfink processes it on your behalf.

What Taktfink takes care of

- Secure, encrypted connection
- Passwords stored only in encrypted form
- No advertising or tracking cookies
- Unsubscribe links and block lists for advertising

What you do

- Note only what matters, **no health data**
- Group emails only to people who have consented
- Enter birthdays only if the person has told you
- Give the team link only to your team
- Protect printed calendars and lists

If a customer asks for information or deletion

Open the person under "Customers". There you see all details and delete the data on request (possible without upcoming appointments). We are happy to help with questions: info@taktfink.ch.

NOTE

You can find the privacy policy and the Terms and Conditions on taktfink.ch. This guide does not replace legal advice.

13 FAQ and help

Checklist for getting started

☐ Business details, address and logo entered

☐ Opening hours set

☐ Services created with duration and price

☐ Staff entered (with services and colour)

☐ Rules checked (cancellation period, reminder, confirmation)

☐ Test booking made with your own email address

☐ Booking link added to website, Instagram and Google, QR code put up

☐ Taktfink pinned as an app

Frequently asked questions

Can someone be double-booked? No. Taktfink checks for every booking, assignment and move whether the person is free.

I want to block a time, for example for the lunch break. Enter it in the calendar under "Other", optionally recurring, with the block tick set.

A booking is missing in the Outlook calendar. The subscription link is only checked every few hours. For immediate entries, turn on calendar invitations ("Appointments" tab).

The customer says they did not get an email. Ask them to look in their spam folder and mark us as "Not spam".

Can I move from another system? Yes. Services and staff can be taken over via a CSV list ("Offer" tab). We help you personally.

What happens after the free period? The normal price is CHF 20 per month or CHF 200 with the annual subscription. Anyone who registered before 24.10.2026 uses Taktfink free of charge until 01.11.2027 and then likewise pays CHF 14 for 12 months, then CHF 20. You store the payment method in the management area, cancel at any time. We will inform you beforehand.

How to reach us

Personally and in plain words:
Email: info@taktfink.ch · **Support form:** taktfink.ch/support.php · **Chat:** bottom right on taktfink.ch
Taktfink, Unterlöchlistrasse 51, 6006 Lucerne

14 Till (optional)

With the till you record after every appointment what was paid. Taktfink does not handle any money: you take payment as before in cash, with your card terminal or via TWINT, and enter the payment method.

Turn on

In the "Account" tab you find the card "Till". Tick "Use till" and save. The new "Till" tab appears at the top. If you wish, you can also enter your VAT rate there (prices include VAT), your VAT number and a text for the bottom of the receipt. Without the tick, you see none of this.

Taking payment

- **Tap an appointment:** the day's appointments not yet paid are at the top. With one tap, service, price, customer and staff member move onto the receipt. Use the date field to choose another day.
- **More services and products:** simply tap the tiles. Anything else (for example a hair band) you enter as a free item with name and price. Quantity and price can be changed on the receipt.
- **Discount and tip:** the discount works in francs or per cent, the tip with one tap (2, 5 or 10 francs) or by hand. Tips do not count as turnover.
- **Redeem a voucher:** enter the code and tap "Redeem". The voucher must be marked as paid under "Promote". It is redeemed in full; if it is worth more than the receipt, Taktfink shows a warning, because the rest is lost.
- **Payment method:** cash, card, TWINT or other. Cash payments are rounded to 5 centimes.
- **Pay with TWINT:** in the "Account" tab, card "Till", upload your TWINT QR code as an image (from the TWINT Business app). If you choose "TWINT" when taking payment, the code appears with the amount. With "Show to customer" it is displayed large; with "Email payment link" the customer gets a page with the amount and QR code, valid for 14 days. The money goes directly to your TWINT account; you check receipt of payment yourself in the TWINT app and then save the receipt.
- **Online payment with Stripe (optional):** in the "Account" tab, connect your own Stripe account ("Connect with Stripe"). When taking payment, "Let customer pay online (card or TWINT)" then appears: the till shows a QR code with the fixed amount, the customer scans it and pays, and the receipt is saved automatically. The money goes from Stripe directly to your account; Taktfink charges no fee (Stripe charges its own fees). For TWINT, turn on TWINT in Stripe under "Payment methods".
- With **Paid, save receipt** the receipt is complete. Then you print the **receipt** (or save it as a PDF) or send it to the customer by email.

Receipts and daily closing

In the second part of the till you choose "Today", "Yesterday", "This week", "This month" or your own period. You see turnover, tips, the totals per payment method (for "Cash", the expected cash balance), redeemed vouchers, the VAT included and the figures per staff member. With **CSV for accounting** you download all receipts as an Excel file for your fiduciary.

If something is wrong: cancel

Receipts are never deleted. With "Cancel" and a short reason, a receipt is marked as cancelled and no longer counts in the daily closing. A redeemed voucher is released again, and the appointment is ready for payment once more. Then you create a new, correct receipt.

Good to know

- The till replaces neither accounting nor tax advice. Your fiduciary will tell you which VAT rate applies.
- Receipt numbers run consecutively. Keep the receipts for as long as your accounting requires (usually 10 years).
- If you turn the till off, all previous receipts stay saved.

MORE RHYTHM. LESS CHAOS.

Enjoy Taktfink.

We are here for you if you get stuck. Just write to us.