

Employee Reference Guide

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This guide is to help employees quickly reference internal processes. For more informations feel free to reach out to your store manager, Philip Naygard at phil@buymore.com or call 428-853-3577.

Clocking In and Clocking Out

1



Choose your name from the screen's left side to open your employee time clock options.

2



To clock in: Tap the Clock In button and type in your PIN. To clock out: Tap the Clock Out button and type in your PIN.

Start of the Day



1 Login to the system and select the **Additional Options** button in the lower left.

2 Select **Open Drawer** to add the till into the system.

3 You can enter in the amount via **cash denominations** or total **drawer amount**.

4 Once the drawer has been counted and inserted, click **Done**.

Ringling Out a Transaction

1



From the **Register Screen**, select a service/ product from the **Sales Items** on the right side.

2



Select **Charge** to be directed to the payment screen.

3



Choose the **proper tender** and complete the transaction.

Returning a Transaction



1 From the **Register Screen**, select any ticket from the **List of Order Tickets**.

2 Next, select **More Options** in the upper right corner of the dialog box.

3 Select **Make Refund** to create a new ticket, the quantity of the items will be a negative number.

4a If the item will be placed back into the store inventory, select the item to open the **Item Functions** window. Select **Return to Stock** in the drop down and tap **Done** to close the window.

4b If the item will **NOT** be placed back into the inventory, ensure that **RMA** is selected and tap **Done** to close the window.

5 For refund completion, select the **Refund button** at the bottom of the ticket and select the **tender to use**.

File Aid Reference Manual

N Noddings



File Aid Reference Manual:

File-AID/online Reference Manual Compuware Corporation,1997 **File-AID** ,1992 **File-AID Batch Reference Manual** Compuware Corporation,1983 *File-AID Extended Edit Reference Manual* Compuware Corporation,1985
File-AID Installation and Reference Manual Compuware Corporation,1984 Online Services Reference Manual ,1988
School District Data Book Reference Manual ,1995 MLAB Reference Manual ,1982 **File-AID SPF Reference Manual** Compuware Corporation,1983 **Software Reference Guide** ,1988 **Online Services Reference Manual** National Library of Medicine (U.S.). MEDLARS Management Section,1986 Parklawn Computer Center User's Guide Parklawn Computer Center (U.S.),1991 Design Approaches and Tools in Education and Training Jan van den Akker,Robert Maribe Branch,Kent Gustafson,Nienke Nieveen,Tjeerd Plomp,2012-12-06 In our contemporary learning society expectations about the contribution of education and training continue to rise Moreover the potential of information and communication technology ICT creates many challenges These trends affect not only the aims content and processes of learning they also have a strong impact on educational design and development approaches in research and professional practices Prominent researchers from the Netherlands and the USA present their latest findings on these issues in this volume The major purpose of this book is to discuss current thinking on promising design approaches and to present innovative computer based tools The book aims to serve as a resource and reference work that will stimulate advancement in the field of education and training It is intended to be useful in academic settings as well as for professionals in design and development practices **Altova® XMLSpy® 2010 User & Reference Manual** , **PC-SOLVE II User's Manual** Edward Lee Adams,1987 *Parklawn Computer Center User 's Guide* ,1987 Resources in Education ,2001-10
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