


Employee Reference Guide

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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



2



3



4



DONE

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



2




3




4a



4b



5



Refund Button

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 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.

Ehs Quick Reference Guide Employee

JG Myers



Ehs Quick Reference Guide Employee:

Whispering the Secrets of Language: An Psychological Quest through **Ehs Quick Reference Guide Employee**

In a digitally-driven world where monitors reign supreme and quick communication drowns out the subtleties of language, the profound techniques and mental nuances concealed within phrases frequently move unheard. However, set within the pages of **Ehs Quick Reference Guide Employee** a interesting fictional treasure pulsing with natural thoughts, lies an extraordinary journey waiting to be undertaken. Published by a talented wordsmith, that marvelous opus attracts readers on an introspective trip, softly unraveling the veiled truths and profound affect resonating within the fabric of every word. Within the emotional depths with this touching evaluation, we can embark upon a sincere exploration of the book is key themes, dissect its interesting writing fashion, and yield to the powerful resonance it evokes serious within the recesses of readers hearts.

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