

# 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](mailto: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.

# Ehs Quick Reference Guide Employee

**Ying-Ying Zheng**



## **Ehs Quick Reference Guide Employee:**

## Decoding **Ehs Quick Reference Guide Employee**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Ehs Quick Reference Guide Employee**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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