

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.

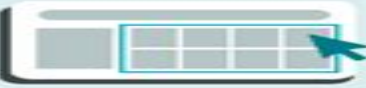
2 Select **Open Drawer** to add the till into the system.

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 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**.

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Susyn Blair-Hunt



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Table of Contents Quick Reference Guide Layout

1. Understanding the eBook Quick Reference Guide Layout
 - The Rise of Digital Reading Quick Reference Guide Layout
 - Advantages of eBooks Over Traditional Books
2. Identifying Quick Reference Guide Layout
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Quick Reference Guide Layout
 - User-Friendly Interface
4. Exploring eBook Recommendations from Quick Reference Guide Layout
 - Personalized Recommendations
 - Quick Reference Guide Layout User Reviews and Ratings
 - Quick Reference Guide Layout and Bestseller Lists
5. Accessing Quick Reference Guide Layout Free and Paid eBooks

- Quick Reference Guide Layout Public Domain eBooks
- Quick Reference Guide Layout eBook Subscription Services
- Quick Reference Guide Layout Budget-Friendly Options
- 6. Navigating Quick Reference Guide Layout eBook Formats
 - ePub, PDF, MOBI, and More
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 - Quick Reference Guide Layout Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Quick Reference Guide Layout
 - Highlighting and Note-Taking Quick Reference Guide Layout
 - Interactive Elements Quick Reference Guide Layout
- 8. Staying Engaged with Quick Reference Guide Layout
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Quick Reference Guide Layout
- 9. Balancing eBooks and Physical Books Quick Reference Guide Layout
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Quick Reference Guide Layout
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Quick Reference Guide Layout
 - Setting Reading Goals Quick Reference Guide Layout
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Quick Reference Guide Layout
 - Fact-Checking eBook Content of Quick Reference Guide Layout
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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