

# 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 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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