


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.

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Jiyuan Zhang



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