


# 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**



**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.

# File Aid Reference Manual

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## **File Aid Reference Manual:**

**File-AID/online Reference Manual** Compuware Corporation,1997      **File-AID** ,1992      *File-AID Batch Reference Manual* Compuware Corporation,1983      File-AID Extended Edit Reference Manual Compuware Corporation,1985

**File-AID Installation and Reference Manual** Compuware Corporation,1984      *Online Services Reference Manual* ,1988      File-AID SPF Reference Manual Compuware Corporation,1983      Online Services Reference Manual National Library of Medicine (U.S.). MEDLARS Management Section,1986      **School District Data Book Reference Manual** ,1995

MLAB Reference Manual ,1982      Software Reference Guide ,1988      Parklawn Computer Center User's Guide Parklawn Computer Center (U.S.),1991      **Using Workbench Development Tools** Jonathan Sayles,Peter Molchan,1993

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