


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



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.

Rapid Reference Guide To Freehand

Katrin Zwirgmaier



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For project managers there is all the information needed for planning translation and localization projects finding resources and ensuring product quality New to this second fully updated and revised edition are chapters on internationalization multilingual desktop publishing and software quality assurance The book has been designed both as a reference work and a teaching tool Visit the www.locguide.com web site for additions and updates to the book as well as references and links relevant to technical translation and localization The web site also contains extracts from the book reviews and ordering information Bert Esselink has been active in localization for over a decade After graduating in technical translation and taking university classes in programming and computational linguistics he worked for several years as software localizer localization engineer and technical project manager at International Software Products In 1996 he joined ALPNET in Amsterdam as localization manager before taking on the role of globalization manager developing internal production quality standards In January 2000 Bert joined Lionbridge to head up their European globalization consulting services

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