

## **I. Opening Procedures**

ISTC's standard procedure is that all opening staff should arrive at their location at least fifteen minutes prior to normal business hours. Once the building has been opened for the day all employees should be in their department at their work station ready to serve our customers.

- a. Turn on all computers in the customer service area.
- b. On each computer hold ctrl +alt+delete and type in the password "front" for each computer.
- c. Count the cash receipts drawer confirming that it is \$200.00. Initial ledger book located under cash drawer. **Signing this ledger indicates that you agree the funds are accounted for.**  
**Baytown employees should take the batch receipt off of credit card machine and include with previous day's report to be sent to Nederland.**
- d. Open ATLAS on all computers.  
Doors should be opened for business at the scheduled time or earlier if staff is ready.