|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Parent** | **Name** | **Description** | **File/URL** | **Responsibilities *(RASuCI-VSi)*** | **Associations** | **Impacts** |
| Guides, Forms, Lists, and Instructions | Espresso Machine Operating Manual |  | https://www.interfacing.com/help/epc10-webapp/12.1/en/topic/epc |  |  | ● Process: Process order payment |
| Guides, Forms, Lists, and Instructions | Menu.xlsx |  | Menu.xlsx | ● Role: Barista *(R)* |  | ● Flow Object: Place order |
| Guides, Forms, Lists, and Instructions | Purchase Order Form.pdf |  | Purchase Order Form.pdf |  |  |  |
| Guides, Forms, Lists, and Instructions | Store FAQ | **Who has the keys to the store?**  Only the general manager and assistance managers are authorized to have the keys to the store.  **What** **should I do if there’s a problem** **with the espresso machine?**  Inform a manager so that they can attempt to troubleshoot the problem. If not, the supplier’s maintenance personnel will need to be contacted for support.  **What** **should I** **do** **when I notice that** **we’re in the** **yellow** **zone for any type of material or coffee beans?**  Add the items onto the purchasing list and send it to the Buyer at the end of the day. | http://wiki.com | ● Role: Barista *(R)*  ● Role: Cashier *(R)* |  | ● Role: Buyer |
| Guides, Forms, Lists, and Instructions | Supplier Product List |  | https://ourintranet.ourorganization.com/supplierproductlist | ● Role: Buyer *(R)* |  |  |
| Guides, Forms, Lists, and Instructions | Work Instructions for processing a sale.docx |  | Work Instructions for processing a sale.docx | ● Role: Cashier *(R)* |  | ● Process: Process order payment    ● Flow Object: Enter order |