

Walmart employee training manual

Walmart Employee Training Manual: Your Complete Guide to Onboarding and Development Introduction

Walmart employee training manual is an essential resource designed to guide new and existing associates through the company's policies, procedures, customer service standards, safety protocols, and job-specific skills. As one of the world's largest retail chains, Walmart emphasizes comprehensive training programs to ensure employees are well-equipped to deliver excellent service, maintain safety, and promote a positive shopping experience. This article provides an in-depth overview of Walmart's training manual, covering its structure, content, key components, and benefits for employees and the organization.

Purpose of the Walmart Employee Training Manual The Walmart employee training manual serves multiple vital functions:

- **Standardization:** Ensures all employees are aligned with Walmart's policies, procedures, and customer service expectations.
- **Onboarding:** Facilitates a smooth transition for new hires into their roles.
- **Compliance:** Promotes adherence to safety regulations, labor laws, and company standards.
- **Development:** Supports continuous learning and skill enhancement for employees at all levels.
- **Performance:** Provides clear guidelines on job responsibilities and performance expectations.

Structure of the Walmart Employee Training Manual The manual is typically organized into distinct sections that cover various aspects of employment. These sections are designed to be comprehensive yet accessible, ensuring employees can easily find relevant information.

1. **Welcome and Company Overview** - Mission, vision, and core values of Walmart. - History and growth of the company. - Corporate culture and community involvement.
2. **Employment Policies and Procedures** - Equal opportunity employment. - Attendance and punctuality. - Dress code and grooming standards. - Code of conduct and ethics. - Harassment and discrimination policies.
3. **Job-Specific Training Modules** - Customer service standards. - Sales techniques. - Inventory management and merchandising. - Use of point-of-sale (POS) systems. - Stock replenishment procedures. - Cash handling and checkout procedures.
4. **Safety and Security Protocols** - Workplace safety guidelines. - Emergency procedures (fire, medical emergencies, natural disasters). - Theft prevention and loss prevention strategies. - Handling hazardous materials.
5. **Performance Management and Development** - Performance review processes. - Goal setting and feedback. - Opportunities for advancement. - Training and development programs.
6. **Technology and Tools** - Overview of Walmart's internal systems. - Training on equipment and machinery. - Data security and confidentiality.

Key Components of the Walmart Employee Training Manual To effectively prepare employees, Walmart's training manual includes various critical components:

- **Clear Expectations and Responsibilities** - Defines roles and responsibilities for different positions. - Outlines expected behaviors and standards.
- **Interactive Learning Modules** - Quizzes and assessments to reinforce learning. - Scenario-based training for real-world application.
- **Visual Aids and Resources** - Diagrams, charts, and images for better understanding. - Access to online training portals and videos.
- **Policies and Compliance Guidelines** - Ensures employees understand legal and ethical standards. - Details reporting procedures for violations.
- **Safety Protocols and Emergency Procedures** - Step-by-step instructions for handling emergencies. - Contact information for safety officers.

Implementing the Walmart Employee Training Program Successful execution of Walmart's training program involves several steps:

1. **Pre-boarding Preparation** - Sending welcome emails and onboarding materials. - Assigning mentors or trainers.
2. **Orientation** - Introducing company culture and policies. - Providing an overview of the store layout and operations.
3. **Role-Specific Training** - Hands-on training with experienced staff. - Shadowing opportunities.
4. **Assessment and Certification** - Conducting evaluations to ensure understanding. - Issuing certificates for completion of training modules.
5. **Ongoing Development** - Regular refresher courses. - Access to e-learning resources. - Performance reviews and feedback sessions.

Benefits of the Walmart Employee Training Manual The comprehensive training manual offers numerous advantages, including:

- **Consistency in Service Delivery:** Ensures every customer receives the same high-quality experience.
- **Enhanced Safety:** Reduces workplace accidents and promotes a safe environment.
- **Employee Confidence:** Empowers employees with knowledge and skills.
- **Reduced Turnover:** Clear expectations and development opportunities improve job satisfaction.
- **Compliance and Risk Management:** Minimizes legal liabilities and maintains regulatory standards.

Tips for Maximizing the Effectiveness of the

Training Manual To get the most out of Walmart's employee training manual, consider the following: - Engage Actively: Participate in training sessions and ask questions. - Review Regularly: Keep the manual accessible for ongoing reference. - Provide Feedback: Share suggestions for improving training materials. - Apply Learning: Implement skills and knowledge in daily tasks. - Seek Support: Reach out to managers or trainers when in doubt. Conclusion The Walmart employee training manual is a cornerstone of the company's commitment to excellence, safety, and employee development. It provides a structured approach to onboarding new associates and continuous growth for existing staff. By understanding and utilizing the manual effectively, Walmart employees can contribute to a positive shopping environment, uphold safety standards, and advance their careers within the organization. Whether you're a new hire or a seasoned employee, mastering the contents of the training manual is vital for success at Walmart. FAQs About Walmart Employee Training Manual Q1: How can I access the Walmart employee training manual? A1: New employees typically receive digital or printed copies during onboarding. Existing employees can access it via Walmart's internal portals or HR resources. Q2: Is the training manual updated regularly? A2: Yes, Walmart updates its training materials periodically to reflect new policies, regulations, and best practices. Q3: Does Walmart offer ongoing training beyond the manual? A3: Absolutely. Walmart provides continuous training programs, workshops, and online courses to support employee development. Q4: Can I customize the training manual for different store locations? A4: While core policies remain consistent, some procedures may be tailored to specific store needs, with localized training support. Q5: What should I do if I find the training manual unclear or outdated? A5: Contact your supervisor or HR representative to seek clarification or suggest updates to ensure the information remains accurate and helpful. By understanding the structure, content, and purpose of the Walmart employee training manual, employees can better navigate their roles, contribute positively to the organization, and achieve personal career growth.

Walmart Employee Training Manual: Your Comprehensive Guide to Success

Embarking on a career with Walmart offers numerous opportunities for growth, development, and success. Central to this journey is the Walmart employee training manual, a vital resource designed to equip staff with the skills, knowledge, and confidence needed to excel in a fast-paced retail environment. Whether you're a new hire just starting out or a seasoned associate seeking to refresh your understanding, this guide provides a detailed overview of the training processes, essential components, and best practices that underpin Walmart's commitment to employee development.

The Importance of the Walmart Employee Training Manual

At the heart of Walmart's operational philosophy is a commitment to delivering exceptional customer service while maintaining a safe, efficient, and positive workplace. The Walmart employee training manual serves as the foundational document that:

1. Standardizes training procedures across all locations
2. Ensures consistency in customer service quality
3. Promotes safety and compliance with laws and regulations
4. Supports employee growth and skill development
5. Clarifies company policies, expectations, and responsibilities

By thoroughly understanding and utilizing this manual, employees can confidently navigate their roles, contribute effectively to team goals, and advance their careers within the organization.

Overview of Walmart's Training Philosophy

Walmart's training approach emphasizes a blend of structured learning, practical hands-on experience, and ongoing development. Key principles include:

1. Customer-Centric Focus: Prioritizing customer satisfaction as the core of all activities.
2. Continuous Learning: Encouraging employees to seek knowledge beyond initial training.
3. Leadership Development: Identifying and nurturing future leaders from within.

4. Inclusivity and Diversity: Creating an environment where all employees feel valued and supported.
5. Safety First: Ensuring a safe work environment through comprehensive safety training.

This philosophy is embedded throughout the training manual, guiding the content, delivery methods, and evaluation processes.

Core Components of the Walmart Employee Training Manual

The manual is typically organized into several key sections, each tailored to different aspects of an employee's role and responsibilities:

1. Orientation and Onboarding

Purpose: To introduce new employees to Walmart's mission, values, policies, and workplace culture.

Topics Covered:

1. Company history and vision
2. Code of conduct and ethics
3. Workplace policies and procedures
4. Employee benefits and resources
5. Introduction to store operations and layout

Delivery Methods:

1. In-person orientation sessions
2. Online onboarding modules
3. Welcome kits with essential materials

1. Customer Service Training

Purpose: To develop skills necessary for delivering exceptional customer experiences.

Topics Covered:

1. Effective communication and active listening
2. Problem-solving and complaint resolution
3. Knowledge of products and services
4. Handling difficult customers professionally
5. Creating a welcoming environment

Practical Exercises:

1. Role-playing scenarios
2. Customer interaction simulations
3. Feedback and coaching sessions

1. Store Operations and Product Knowledge

Purpose: To familiarize employees with daily operational tasks and product details.

Topics Covered:

1. Inventory management and stock replenishment
2. Use of point-of-sale (POS) systems
3. Merchandising standards
4. Safety protocols and emergency procedures
5. Cleanliness and organization standards

Hands-On Training:

1. Shadowing experienced associates

2. Guided task completion
3. Regular performance assessments
1. Safety and Compliance Training

Purpose: To ensure a safe working environment and adherence to legal standards.

Topics Covered:

1. Workplace safety policies
2. Emergency response procedures
3. Proper lifting and material handling
4. Use of safety equipment
5. Reporting incidents and hazards

Certification:

1. OSHA compliance modules
2. First aid and CPR certifications

1. Leadership and Development Programs

Purpose: To prepare employees for advancement within Walmart.

Topics Covered:

1. Leadership skills and team management
2. Time management and productivity
3. Conflict resolution
4. Goal setting and performance review processes
5. Mentoring and coaching techniques

Opportunities:

1. Management training courses
2. Store team leader programs
3. Specialized skill workshops

Effective Training Delivery Strategies

A well-structured Walmart employee training manual emphasizes engaging and effective delivery methods, including:

Interactive Learning

1. Use of multimedia presentations
2. Quizzes and knowledge checks
3. Group discussions and team activities

On-the-Job Training (OJT)

1. Learning through real-world tasks under supervision
2. Shadowing experienced employees
3. Gradual increase in responsibilities

Technology-Enabled Training

1. Online learning platforms (e.g., Walmart Academy)
2. Mobile apps for on-the-go learning
3. Virtual simulations for complex scenarios

Continuous Feedback and Evaluation

1. Regular performance reviews
2. Constructive coaching sessions
3. Recognition of achievements and areas for improvement

Key Policies and Expectations Outlined in the Manual

The Walmart employee training manual also clearly delineates policies that employees are expected to follow, such as:

1. Dress code and personal appearance standards
2. Punctuality and attendance expectations
3. Use of company equipment and technology
4. Confidentiality and data security
5. Anti-discrimination and harassment policies

Understanding and adhering to these policies fosters a respectful, efficient, and compliant workplace environment.

Career Development and Advancement

Walmart is committed to promoting from within, and the training manual highlights pathways for career growth, including:

1. Pathways from associate to supervisor, manager, and beyond
2. Additional training and certification opportunities
3. Tuition assistance and scholarship programs
4. Leadership development initiatives

Employees are encouraged to take ownership of their growth by engaging actively with training resources and seeking feedback.

Best Practices for Employees Using the Training Manual

To maximize the benefits of the Walmart employee training manual, employees should:

1. Review the manual thoroughly during onboarding
2. Refer to it regularly for clarification or updates
3. Engage actively in training sessions and practical exercises
4. Seek feedback from supervisors and peers
5. Participate in ongoing learning opportunities
6. Maintain a positive attitude towards development initiatives

Conclusion: The Pathway to Success with Walmart

The Walmart employee training manual is more than just a set of policies; it's a comprehensive roadmap guiding employees towards excellence and growth within the company. By understanding its contents and embracing the training process, employees can develop the skills necessary to serve customers effectively, work collaboratively with colleagues, and advance their careers. For Walmart, investing in employee training is investing in the organization's future—ensuring that every team member is equipped, motivated, and aligned with the company's mission to save people money and help them live better.

Whether you're stepping into your first role or seeking to hone your skills, leveraging the resources within the Walmart employee training manual will set you on a path toward success, fulfillment, and long-term career development in the retail industry.

The way people search for knowledge has changed significantly over the past decade. Access to information is no longer limited by physical shelves, store availability, or opening hours. Today, being able to download Walmart Employee Training Manual has become an important part of how individuals learn, research, and

develop new perspectives.

For many readers, the journey begins with a specific need. It might be an academic assignment, a professional challenge, or a personal interest that requires deeper understanding. Instead of waiting or relying on fragmented sources, having direct access to a complete book provides structure and clarity from the start.

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Interaction with the text enhances retention. Highlighting important passages, adding notes, and creating bookmarks allow readers to engage actively rather than passively consuming information. Over time, these interactions transform the book into a personalized resource.

Search functionality adds long-term value. Instead of rereading entire chapters, readers can quickly locate relevant terms or sections. This makes Walmart Employee Training Manual useful not only during initial reading but also as an ongoing reference.

Trust in the source matters. Reputable platforms that provide legal access ensure content accuracy and user safety. Readers can focus fully on learning without concerns about file integrity or copyright issues.

Affordability expands opportunity. When quality books are accessible without high costs, exploration becomes more inclusive. Students, independent learners, and professionals gain access to materials that might otherwise be out of reach.

Academic use remains one of the strongest reasons people seek downloadable books. Students benefit from offline access, organized study materials, and the ability to revisit complex topics repeatedly. This supports deeper understanding rather than surface-level memorization.

For educators and researchers, Walmart Employee Training Manual provides a reliable foundation for analysis and comparison. Being able to reference material quickly improves efficiency and accuracy in academic work.

Professional readers often approach books differently. They look for clarity, relevance, and practical insight. Having the book readily available allows them to consult specific sections when challenges arise, making learning directly applicable.

Independent learners value autonomy. Without fixed schedules or external pressure, progress happens naturally. Downloadable books support this self-directed approach by remaining accessible whenever interest returns.

Accessibility features contribute to broader inclusion. Adjustable text sizes, compatibility with screen readers, and flexible viewing options allow more people to engage comfortably with the content.

Organization simplifies long-term use. Files can be categorized, backed up, and stored securely. Even after

extended periods, returning to [Walmart Employee Training Manual](#) feels familiar rather than overwhelming.

Environmental considerations also influence reading choices. Reduced reliance on printed materials helps limit paper consumption and transportation demands, supporting more sustainable learning practices.

Global access strengthens shared knowledge. Readers from different regions can engage with the same material, fostering diverse perspectives and collective understanding.

Revisiting familiar sections often reveals new meaning. As experience grows, ideas once overlooked become relevant. This layered engagement is a sign of meaningful learning.

Rather than being consumed once and forgotten, [Walmart Employee Training Manual](#) remains available as a steady reference. Its value increases through repeated use rather than diminishing over time.

Learning, in this context, becomes continuous. There is no pressure to finish quickly. Progress unfolds through reflection, application, and return.

The relationship between reader and content evolves gradually. What starts as a simple download grows into a dependable resource that supports thinking, decision-making, and growth.

In everyday life, this kind of access encourages a calmer approach to knowledge. Information is no longer something to chase urgently but something that is readily available when needed.

With [Walmart Employee Training Manual](#) within reach, learning becomes part of routine rather than an interruption. It blends into moments of focus, curiosity, and quiet reflection.

This accessibility reshapes habits. Reading becomes less about obligation and more about engagement. The book waits patiently, offering insight whenever attention turns back to it.

Over time, the presence of a reliable resource supports confidence. Questions feel less intimidating when answers are close at hand.

Ultimately, the value of downloading [Walmart Employee Training Manual](#) lies not only in convenience but in continuity. Knowledge remains present, adaptable, and ready to support growth whenever the reader chooses to return.

Questions & Answers About walmart employee training manual

No	Question	Answer
1	What are the key components covered in Walmart's employee training manual?	Walmart's employee training manual covers company policies, customer service standards, safety procedures, operational protocols, code of conduct, and information on benefits and resources available to employees.
2	How does Walmart ensure new employees are effectively trained using the manual?	Walmart uses a combination of online modules, in-store training sessions, and hands-on practice guided by managers to ensure new employees understand and implement the procedures outlined in the training manual.

3	Are there specific training modules in the manual focused on customer service excellence?	Yes, the manual includes dedicated sections on customer service skills, handling difficult customers, and creating a positive shopping experience to promote high standards of service.
4	How often is the Walmart employee training manual updated?	The manual is regularly reviewed and updated, typically annually or whenever there are significant policy changes, to ensure employees have access to current procedures and standards.
5	Does Walmart's employee training manual include safety protocols?	Absolutely, safety protocols are a core part of the manual, covering topics such as proper lifting techniques, emergency procedures, workplace safety guidelines, and incident reporting.
6	Can employees access Walmart's training manual remotely?	Yes, Walmart provides digital access to the training manual through its internal portal, allowing employees to review policies and procedures anytime and from any location.
7	What role does the Walmart employee training manual play in compliance and legal adherence?	The manual outlines legal requirements, company policies, and compliance standards to ensure employees adhere to relevant laws and regulations, minimizing risk and promoting a lawful workplace environment.

Walmart onboarding, employee handbook, training procedures, retail employee guide, Walmart policies, staff development, employee orientation, store operations manual, workplace compliance, training modules

Understanding Walmart Employee Training Manual Digital Books

Walmart Employee Training Manual eBooks are specifically designed for online reading environments. These digital books enable readers to access structured knowledge using modern technology.

As digital adoption increases, Walmart Employee Training Manual eBooks have become a foundational element of contemporary learning systems.

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Closing

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Walmart Employee Training Manual eBooks integrate well with digital note-taking and productivity tools.

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Digital learning through Walmart Employee Training Manual eBooks aligns well with modern productivity systems and digital note-taking tools.

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Walmart Employee Training Manual eBooks align with modern productivity systems.

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Many learners report improved discipline when using Walmart Employee Training Manual eBooks.

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Walmart Employee Training Manual eBooks are suitable for beginners seeking foundational knowledge as well as advanced readers refining specific skills or deepening existing expertise.

Navigation tools improve efficiency when reviewing specific topics.

The searchable structure of Walmart Employee Training Manual eBooks makes it easy to locate specific information without rereading entire chapters.

Accessibility across age groups and experience levels enhances inclusivity.

This emphasis encourages thoughtful understanding.

Walmart Employee Training Manual eBooks support incremental learning by breaking complex subjects into

manageable sections.

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Printing Walmart Employee Training Manual in PDF format is one of the most reliable ways to produce physical copies that accurately reflect the original digital layout. One of the main advantages of PDFs is their ability to preserve formatting, including fonts, margins, images, charts, and page structure. This makes PDFs ideal for printing books, study materials, manuals, and professional documents without unexpected layout changes.

Before printing Walmart Employee Training Manual, it is important to review the page setup. Check page size (such as A4 or Letter), orientation (portrait or landscape), and margins to ensure that no text or images are cut off. Many printing issues occur because the document's page size does not match the printer's default settings. Adjusting the scaling option to "Fit to Page" or "Actual Size" can help prevent unwanted cropping or distortion.

For long documents, duplex (double-sided) printing is highly recommended. Duplex printing reduces paper usage, lowers printing costs, and creates more compact physical copies. If your printer supports automatic duplex printing, enabling this option can save time and effort. For printers without duplex capability, manual double-sided printing is still possible by printing odd and even pages separately.

Print preview should always be checked before printing the entire Walmart Employee Training Manual document. Previewing allows you to identify layout issues, blank pages, or formatting errors in advance. Printing a few test pages first is a good practice, especially for large or important documents.

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For the best results, ensure that images within Walmart Employee Training Manual are of sufficient resolution. Low-resolution images may appear blurry or pixelated when printed. Choosing high-quality print settings in your PDF reader can improve output clarity, though it may increase ink usage. Selecting grayscale printing is an option if color is not essential, helping reduce ink costs.

Converting Formats

Converting Walmart Employee Training Manual PDFs into other formats can be useful when editing, repurposing, or extracting content. While PDFs are excellent for viewing and printing, they are not always ideal for direct editing. Converting to formats such as Word, Excel, PowerPoint, or image files can make content modification easier.

Many tools support PDF conversion. Desktop software like Adobe Acrobat, Nitro PDF, and Foxit PDF Editor provide reliable conversion with high accuracy. Online tools such as Smallpdf, iLovePDF, PDF24, and Zamzar offer convenient browser-based conversion without installing software. When converting sensitive documents, offline software is generally safer than online services.

The quality of conversion depends on how the original Walmart Employee Training Manual PDF was created. Text-based PDFs usually convert accurately, preserving paragraphs, headings, and tables. Scanned PDFs, however, require Optical Character Recognition (OCR) to convert images of text into editable content. OCR accuracy may vary, so proofreading after conversion is essential.

Choosing the right output format

Each output format serves a different purpose. Converting Walmart Employee Training Manual to Word format is ideal for text editing and rewriting. Excel format works best for tables, data, and numerical content. Image formats such as JPG or PNG are useful for presentations, previews, or sharing visual snapshots. Selecting the appropriate format ensures efficiency and minimizes the need for additional adjustments.

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After conversion, formatting inconsistencies may appear, such as misaligned text, altered fonts, or broken tables. Reviewing and correcting these issues is an important step. Keeping a copy of the original Walmart Employee Training Manual PDF ensures you can always reference the original layout if needed.

Adding Passwords

Security is a critical aspect of managing Walmart Employee Training Manual PDFs, especially when dealing with sensitive, confidential, or proprietary information. Adding passwords and setting permissions helps control who can open, edit, print, or copy content from the document.

Many PDF tools allow users to add password protection easily. Adobe Acrobat, for example, offers options to set an open password (required to view the document) and a permissions password (required to edit or print). Other tools such as Foxit, PDF24, and Smallpdf also provide similar security features. Strong passwords combining letters, numbers, and symbols are recommended to enhance protection.

Permission settings allow you to restrict specific actions without blocking access entirely. For instance, you may allow readers to view Walmart Employee Training Manual but prevent printing or text copying. This is useful for distributing previews, internal documents, or study materials while protecting intellectual property.

Best practices for PDF security

When securing Walmart Employee Training Manual, store passwords safely and share them only with authorized users. Avoid using easily guessable passwords. For highly sensitive documents, consider additional security measures such as encryption and digital signatures. Regularly updating PDF software ensures access to the latest security features and vulnerability patches.

Compressing PDFs

Large PDF files can be inconvenient to store, upload, or share, especially via email or messaging platforms with size limits. Compressing Walmart Employee Training Manual reduces file size while maintaining acceptable quality, making distribution faster and more efficient.

Compression tools work by optimizing images, removing redundant data, and restructuring file elements. Many PDF editors and online services provide compression options with different quality levels, allowing users to balance file size and visual clarity. For documents primarily containing text, compression often results in significant size reduction with minimal quality loss.

Online tools such as Smallpdf, iLovePDF, and PDF24 offer quick compression solutions. Desktop applications provide greater control and are preferable for sensitive documents. Always review the compressed file to ensure that text remains readable and images retain sufficient clarity, especially for printed or professional use of Walmart Employee Training Manual.

When to compress Walmart Employee Training Manual

Compression is particularly useful when sharing documents via email, uploading to websites, or storing large libraries of PDFs. It is also helpful for mobile access, where smaller file sizes reduce storage usage and improve loading times. However, for archival or print-quality purposes, keeping an uncompressed original version is recommended.

Balancing quality and size

Choosing the right compression level is important. Excessive compression can lead to blurred images and reduced readability, while minimal compression may not significantly reduce file size. Testing different compression settings helps find the optimal balance for your specific use case of Walmart Employee Training Manual.

Combining print, conversion, and security workflows

In many cases, users may need to print, convert, secure, and compress Walmart Employee Training Manual as part of a single workflow. For example, a document may be edited after conversion, secured with a password, compressed for sharing, and finally printed. Using reliable tools and following best practices ensures smooth handling at every stage.

Final thoughts on managing Walmart Employee Training Manual PDFs

Printing, converting, securing, and compressing Walmart Employee Training Manual are essential skills for effective document management. By understanding how to optimize print settings, choose the right conversion formats, apply appropriate security measures, and reduce file size responsibly, users can handle PDFs with confidence and efficiency. These practices enhance usability, protect sensitive content, and ensure that Walmart Employee Training Manual remains accessible and professional across different platforms and use cases.