



Point Of Sale Training

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Company: _____ Signed: _____

Name: _____ Position: _____ Date: _____

Trainee to complete: Please tick

1. **Access POS**
List the different ways to access POS?
2. **Default Access**
How do you set the user to load POS at logon?
3. **Look of POS**
Do you understand the 3 main screens within POS?
4. **Product Status**
How do you show the status of a product once selected?
5. **Store Quantities**
How do you show the quantity of a product once selected?
6. **Preferences**
Do you know how to access the preferences that control POS?
7. **Grouping Products**
What do you use to group products for easy selection?
8. **Creating Keypads**
Can you create a keypad with a group of products assigned to that keypad?
9. **Multi-Site Keypads**
Why do we give different sites, different keypads?
10. **Different Tills**
Why do we give different sites, different tills?
11. **Tracking CRM**
Where do you find the option to collect Postcode or Source from customers?
12. **Create Button**
Do understand the difference between assigning a product to a button and a function to a button?
13. **Product Shortcut**
How do you assign a product to a Button?
14. **Create Function**
How do you assign a Function to a button?

- 15. [] **Function Hints**
Do you understand how to get the hints for a function to display?
- 16. [] **Reset Buttons**
How do you reset a Button to the Default option (Preset Not Used)?
- 17. [] **Tills**
Why do we have different tills?
- 18. [] **Assigning the Tills**
What benefit would assigning a Till to a specific computer give?
- 19. [] **Receipt Printout**
Where do you alter what prints on the receipt for the till?
- 20. [] **Departments**
How do you assign a Till to a specified Department?
- 21. [] **Print Spooler**
What is the Print Spooler functionality?
- 22. [] **Default Printer**
Where do you define a default printer?
- 23. [] **Product Selection**
List the different methods you can use to load a Product into POS?
- 24. [] **Remove Products**
How do you remove selected product from an in-complete transaction?
- 25. [] **Discounts**
What are some of the ways to apply discounts in POS?
- 26. [] **Create Appointments**
How do you create an appointment from within POS?
- 27. [] **Product Status**
How do you check on the quantity and status of a product?
- 28. [] **Viewing Transactions**
How do you look at the history of sales made through POS?

Notes:

Are there any aspects in this area that more training would be useful?
