**INDIVIDUAL TRAINING FROM**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Ref No: \_\_\_\_\_\_\_\_\_\_\_ Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_

Training Parameters Covered

☐ Calling a New Ticket

☐ Re-calling a Ticket

☐ Transferring of the Ticket to another counter

☐ Change of Paper Roll in the Kiosk

☐ General Troubleshooting

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(I hereby confirm that I have received adequate training on the above-mentioned parameters and on the overall operation and use of the queue management system)

Trainers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_