## Section IV: End-user Training

### Lesson 1: Single Customer, Single Item Sale

**Details:** From the Point of Sale interface, sell your local celebrity an adult-priced drop-in visit

* + - Using the POS button layout configured in the previous section, search for your local celebrity
    - Using the same layout, select the product that your local celebrity wishes to purchase
    - The celebrity wishes to pay for the drop-in visit via credit card.
    - *Tip: Point of Sale Tab*

### Lesson 2: Single Customer, Single Item Sale

**Details:** From the Point of Sale interface, sell your favourite movie star a bag of chips

* + - Using the POS button layout configured in the previous section, search for your favourite movie star
    - Using the same layout, select the product that your favourite movie star wishes to purchase
    - Your favourite movie star wishes to pay for this bag of chips with cash
    - *Tip: Point of Sale Tab*

### Lesson 3: Single Customer, Multiple Item Sale

**Details:** From the Point of Sale interface, sell your childhood mentor a bag of chips as well as an adult-rate drop-in visit

* + - Using the POS button layout configured in the previous section, search for your childhood mentor
    - Using the same layout, select the products that your childhood mentor wishes to purchase
    - Your childhood mentor wishes to pay for both of these items with cash
    - *Tip: Point of Sale Tab*

### Lesson 4: Single Customer, Single Item Refund

**Details:** From the Point of Sale interface, refund your childhood mentor his/her bag of chips from the previous lesson

* + - Using the POS button layout configured in the previous section, search for your childhood mentor
    - Using the same layout, select the product that your childhood mentor wishes to return. Add it back to inventory
    - The individual wishes to have the amount refunded as cash .
    - *Tip: Point of Sale Tab*

### Lesson 5: Single Individual, Single Item Sale & Inventory Check

**Details:** From the Point of Sale interface, sell an individual without a customer account a bag of chips and a small soft drink

* + - Using the POS button layout, select the products that this private individual wishes to purchase
    - Using the same layout, process this transaction with the assumption that the private individual wishes to pay for these items with cash
    - Check your inventory count and ensure that the system Quantity matches all sales of items
    - *Tip: Point of Sale Tab*

### Lesson 6: Receiving Inventory Order

**Details:** Update inventory by entering a receiving order

* + - Add a new product order
    - Enter the order number, PO number and the date received
    - Enter a shipping amount of $15 and select Ben Food Supplies as the vendor
    - You received 20 bottled & canned soft drinks and 15 chips
    - Unit costs are $0.50 for canned soft drinks and chips, $0.75 for bottled soft drinks.
    - *Note: Navigate to Inventory Adjustment and notice the inventory changes*
    - *Tip: Administration > POS Settings > Product Orders*