

POS TRAINING CHECKLIST

Date_____

Store Num._____

All boxes checked_____

Manager Name_____ Manager Signature_____

Trainer Name_____ Trainer Signature_____

SOFTWARE

- ☐ **HUMAN RESOURCES**
 - ☐ How to edit an employee file
 - ☐ New hire and training mode
- ☐ **INVENTORY MANAGEMENT**
 - ☐ Entering counts
 - ☐ Entering Invoices
 - ☐ Print Count Sheet
- ☐ **CASH MANAGEMENT**
 - ☐ Closing cash drawer (drawer pull)
 - ☐ Entering paid out (credit card)
- ☐ **LABOR MANAGEMENT**
 - ☐ Check labor
 - ☐ Time clock and time punches
 - ☐ Schedule
 - ☐ Close pay period
- ☐ **POS FUNCTIONS**
 - ☐ Guest Queries
 - ☐ Settle credit card batches manually
- ☐ **REPORTS**
 - ☐ Printing reports
 - ☐ Printing daily/weekly group reports
- ☐ **TOOLBOX**
 - ☐ Toolbox options
- ☐ **KITCHEN SYSTEM**
 - ☐ Kitchen display symbols
 - ☐ Changing kitchen display routing
 - ☐ Bump Order
 - ☐ Reset Video
- ☐ **RESTARTING YOUR POS SYSTEM**
 - ☐ RESTARTING YOUR POS SYSTEM

HARDWARE

- ☐ **What is a computer?**
- ☐ **What is a Power Var or a Backup/APC?**
- ☐ **What is a modem?**
- ☐ **What is a receipt printer?**
- ☐ **Checking receipt printer errors?**
- ☐ **Checking cable connections?**
- ☐ **Do you know what a mouse is?**
- ☐ **Do you know what a keyboard is?**
- ☐ **Do you know what a radio and an amplifier are?**
- ☐ **What is a monitor?**