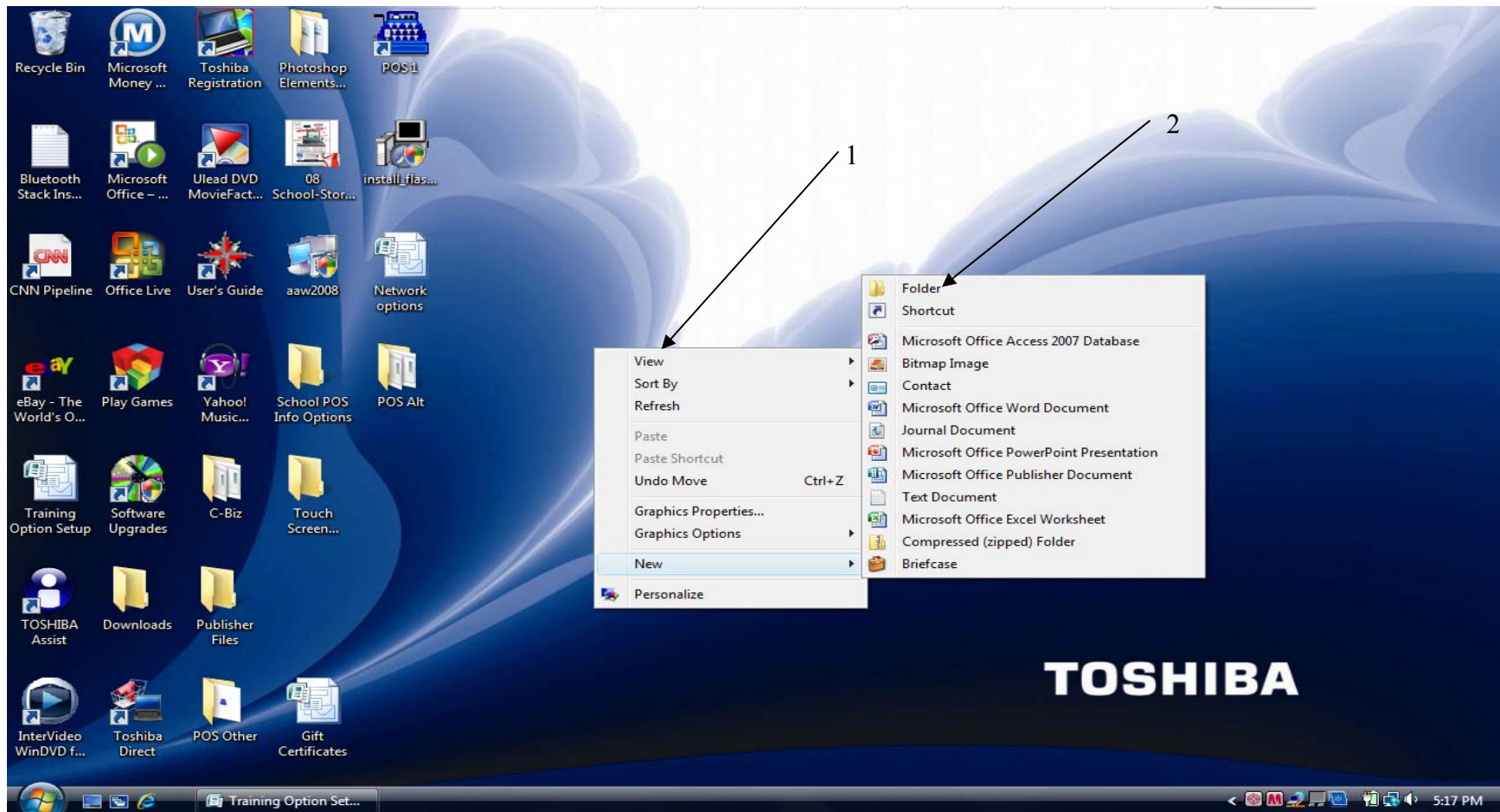


Setting Up a Training Option

1



To Set up a Training Clone Option, exit out of all programs. From Your Desktop Screen, Create a New Folder.

1. Right Click your Mouse, go to **New**.
2. Then select **Folder** from the next option list..

Setting Up a Training Option

2



The Training Folder will allow access to a Copy or Clone of your Real POS Program.

1. Backspace when name is highlighted or Right Click and Rename "Training".
2. This folder is left empty for now. A Shortcut will be added later...

Setting Up a Training Option

3

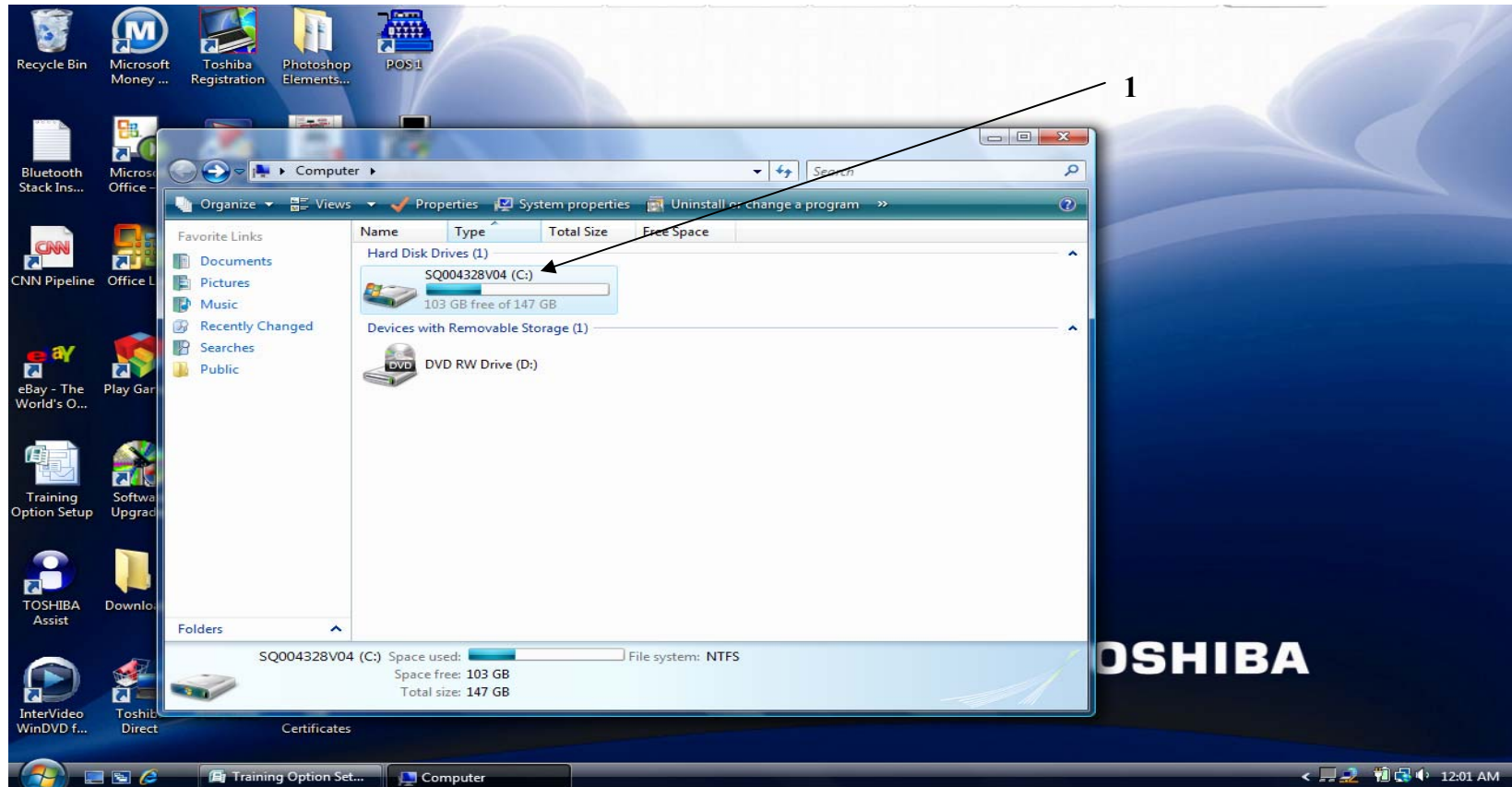


This procedure is using the assumption you are on a single station POS program, or you are on your Network Server station.

1. Go to your **“My Computer”** Icon or click on the Start Tab and select the Computer line option.to get a listing of various Drives on your computer..

Setting Up a Training Option

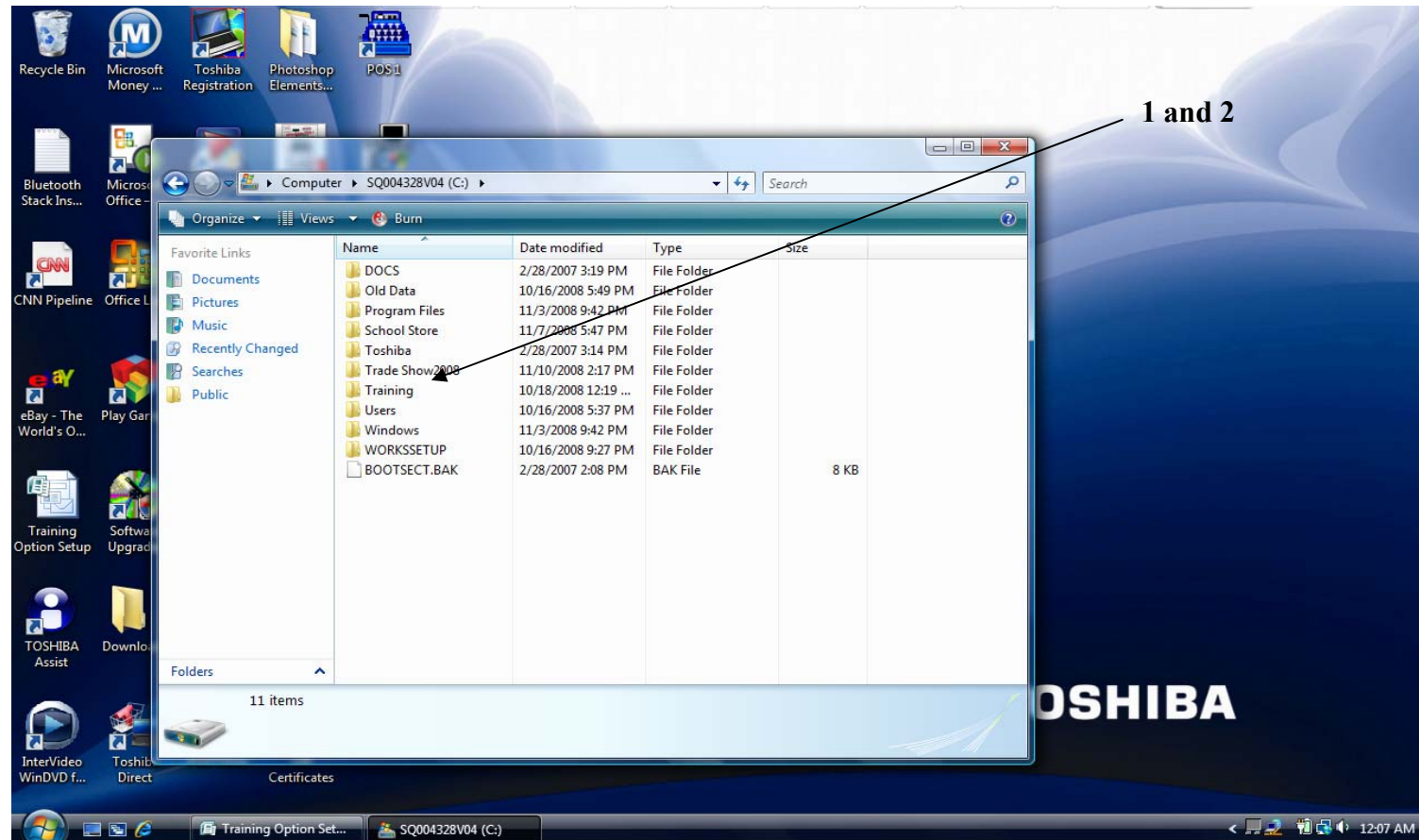
4



This procedure is using the assumption you are on a single station POS program, or you are on your Network Server station.

1. Double click the **C Drive** Icon to get a listing of the various folders located there..

Setting Up a Training Option

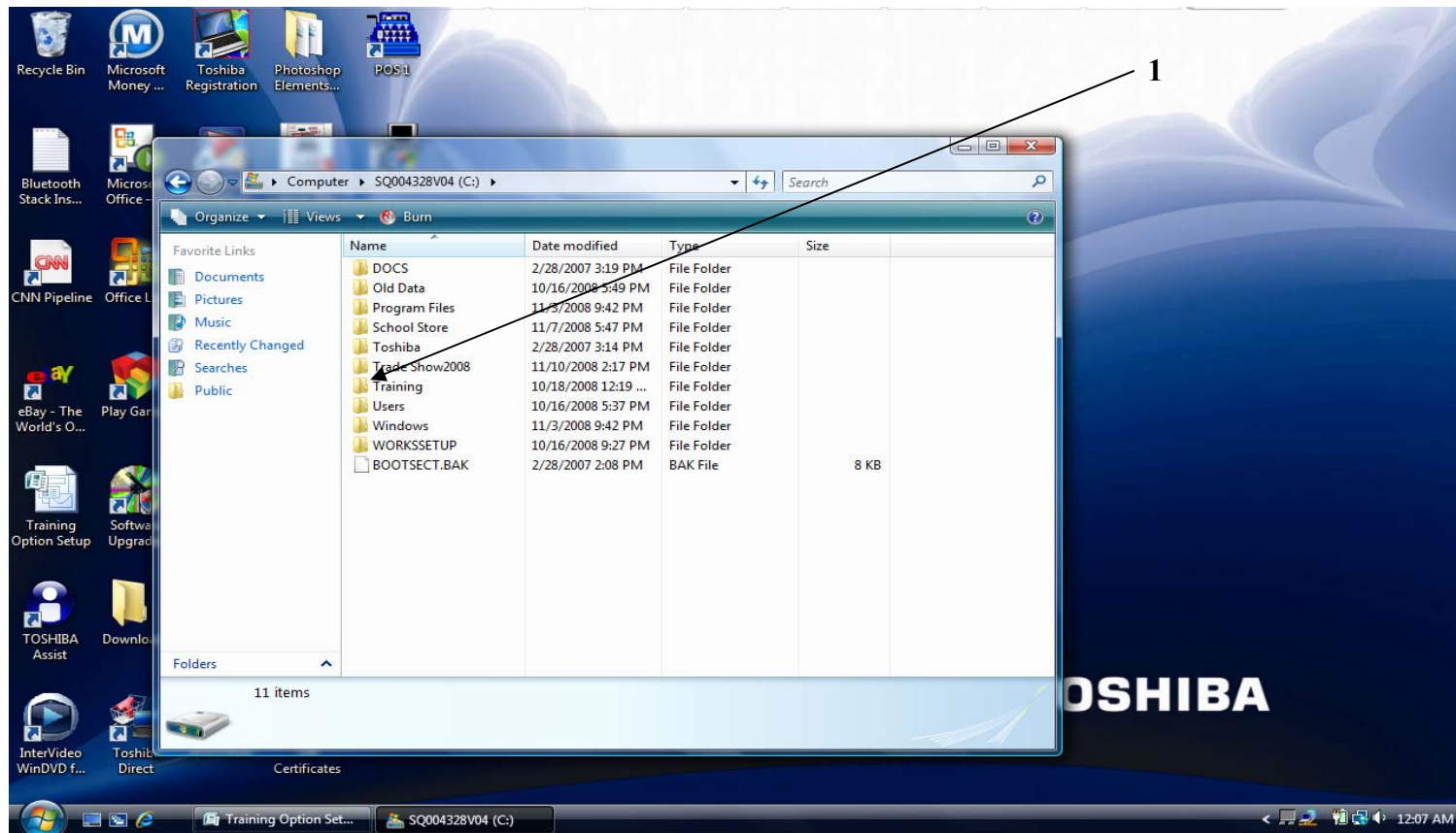


You will create a new folder to house your Training Clone.

1. Right Click to create a new folder in the **C Drive** just as you did on the desktop.
2. Rename the folder **Training**. This folder is empty at this time...

Setting Up a Training Option

6

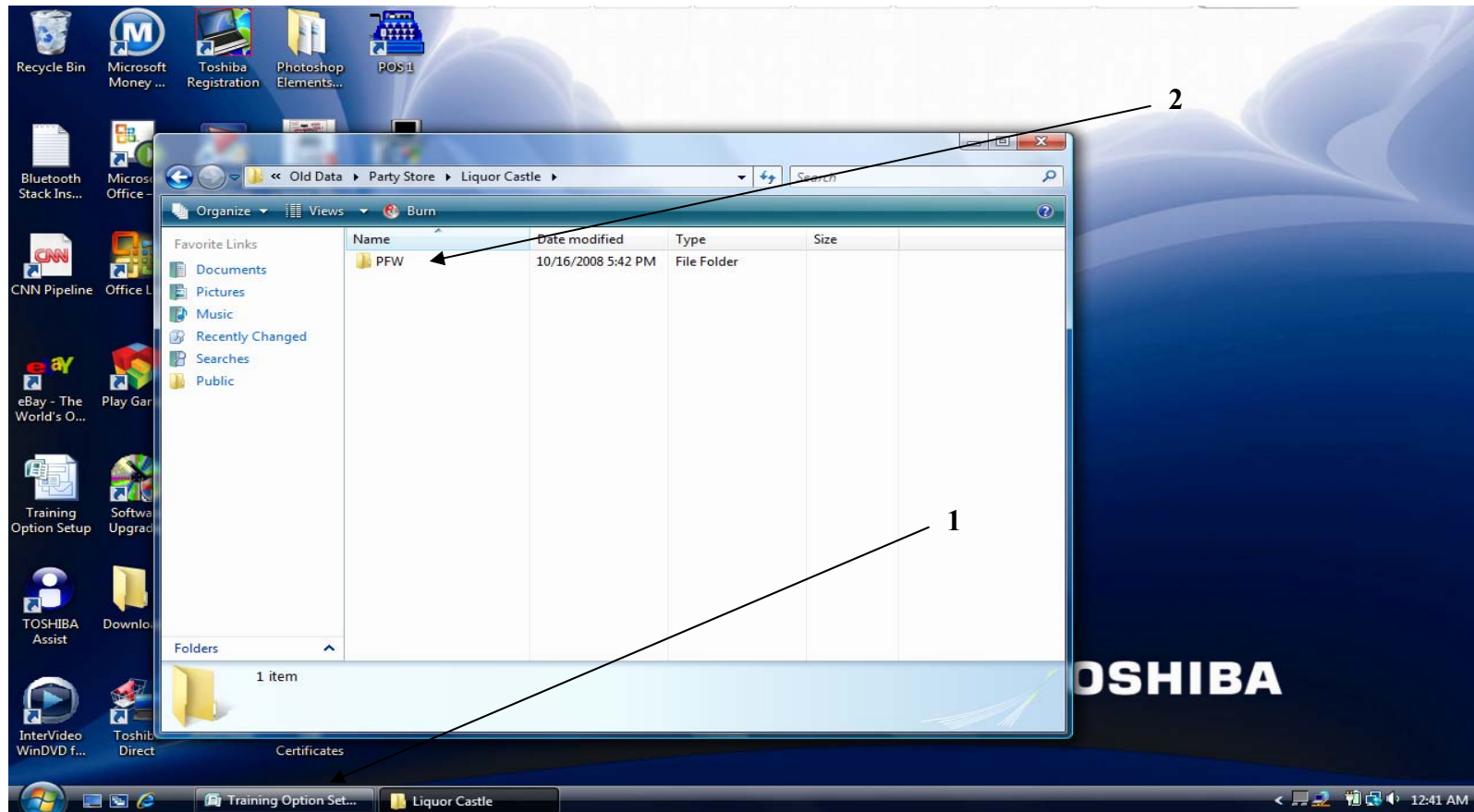


You will now create a Clone Copy of your POS program..

1. Rt. Click and copy the School Store folder found on the **C Drive** (The Real Program).
2. Open the **Training** folder in C and Right click and paste the School Store copy. The folder now contains a Copy of your POS program to be used for Training purposes...

Setting Up a Training Option

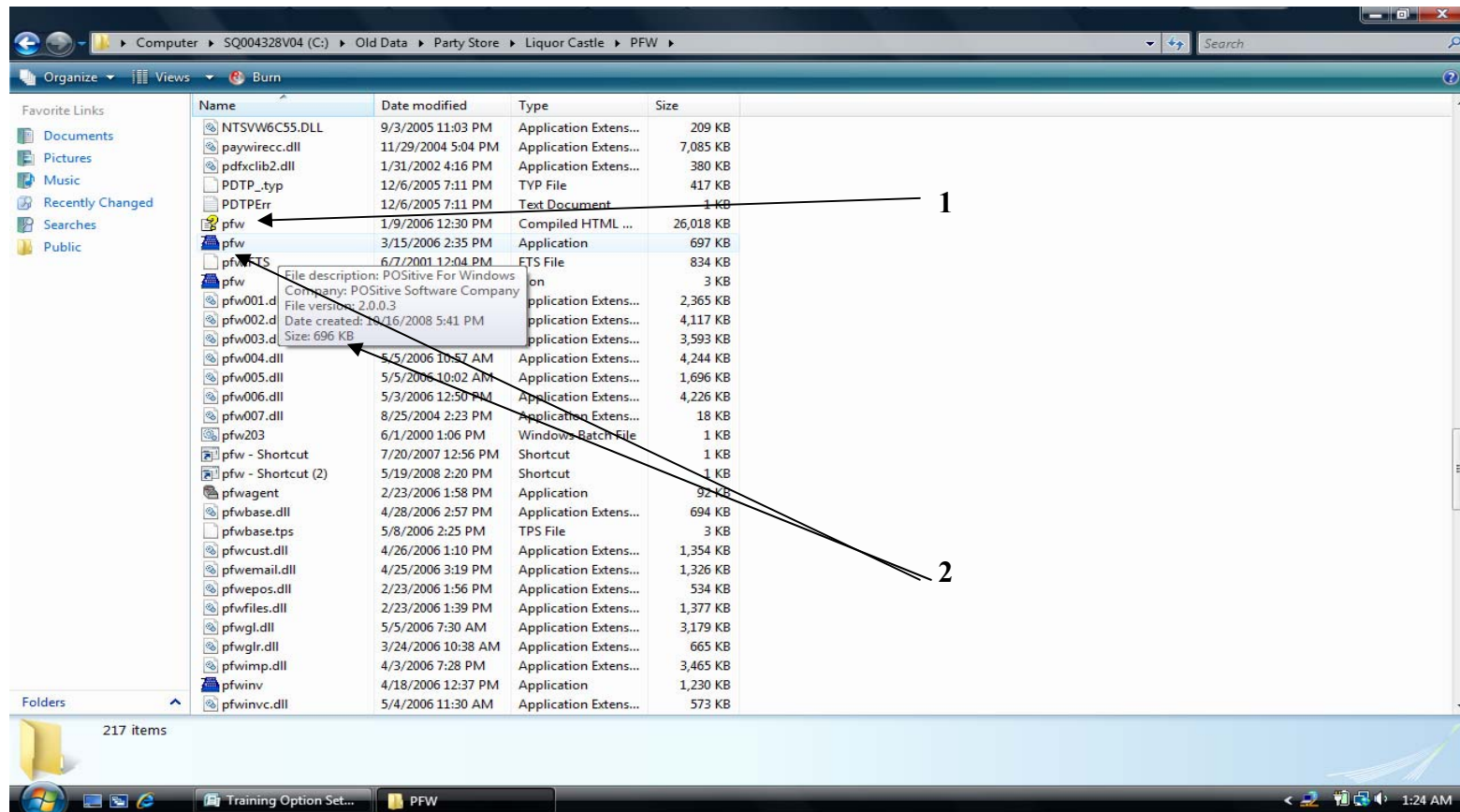
7



You will now Create a Shortcut to access the POS Training program..

1. Open the **School Store** folder found inside the Training folder in C. .
2. Locate the **PFW** folder inside the SS folder. Open the **PFW** folder

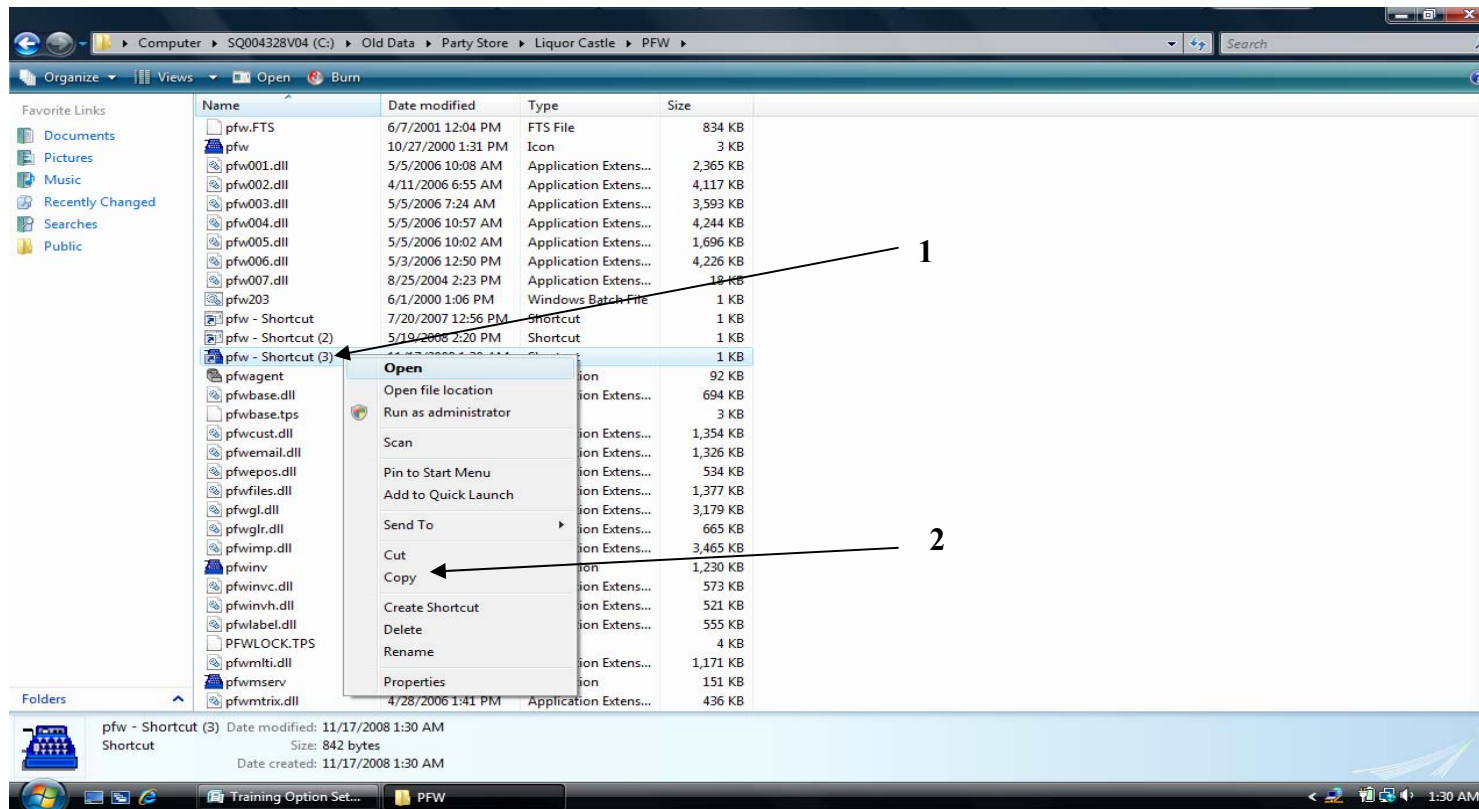
Setting Up a Training Option



You will now Create a Shortcut to access the POS Training program..

1. A long list of files appears. Just over halfway down the list, locate a yellow ?, followed by a couple Blue Registers. (The first should be the executable—see #2).
2. Locate the Application PFW (Blue Register) about 696 KB in size. Rt. Click and Create A Shortcut for this application..

Setting Up a Training Option

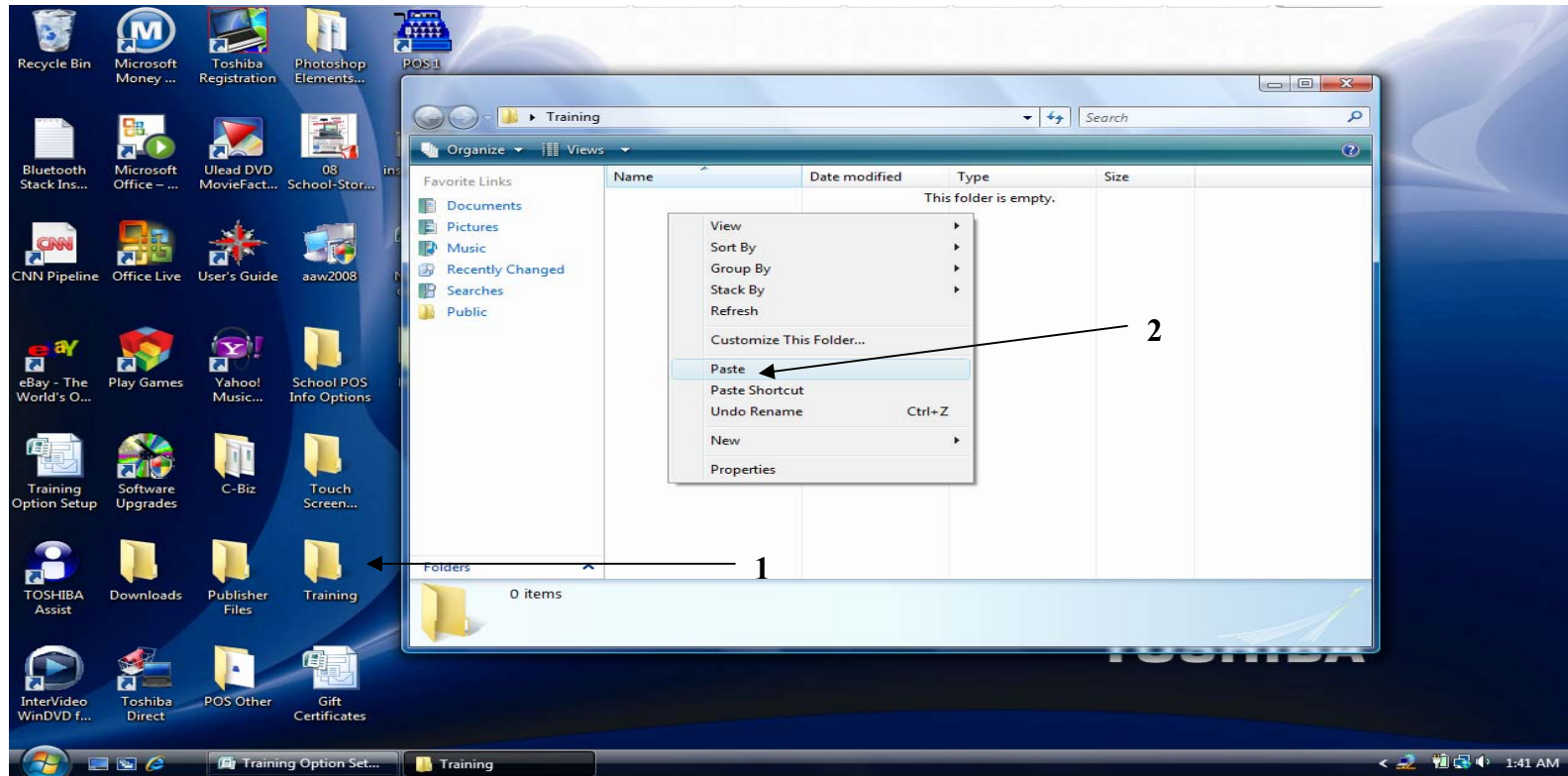


This Shortcut will only have to be created once as the icon created will always look to Training Folder in C..

1. The Shortcut will appear toward the bottom of the screen in blue.
2. Rt. Click and Copy the Shortcut created..

Setting Up a Training Option

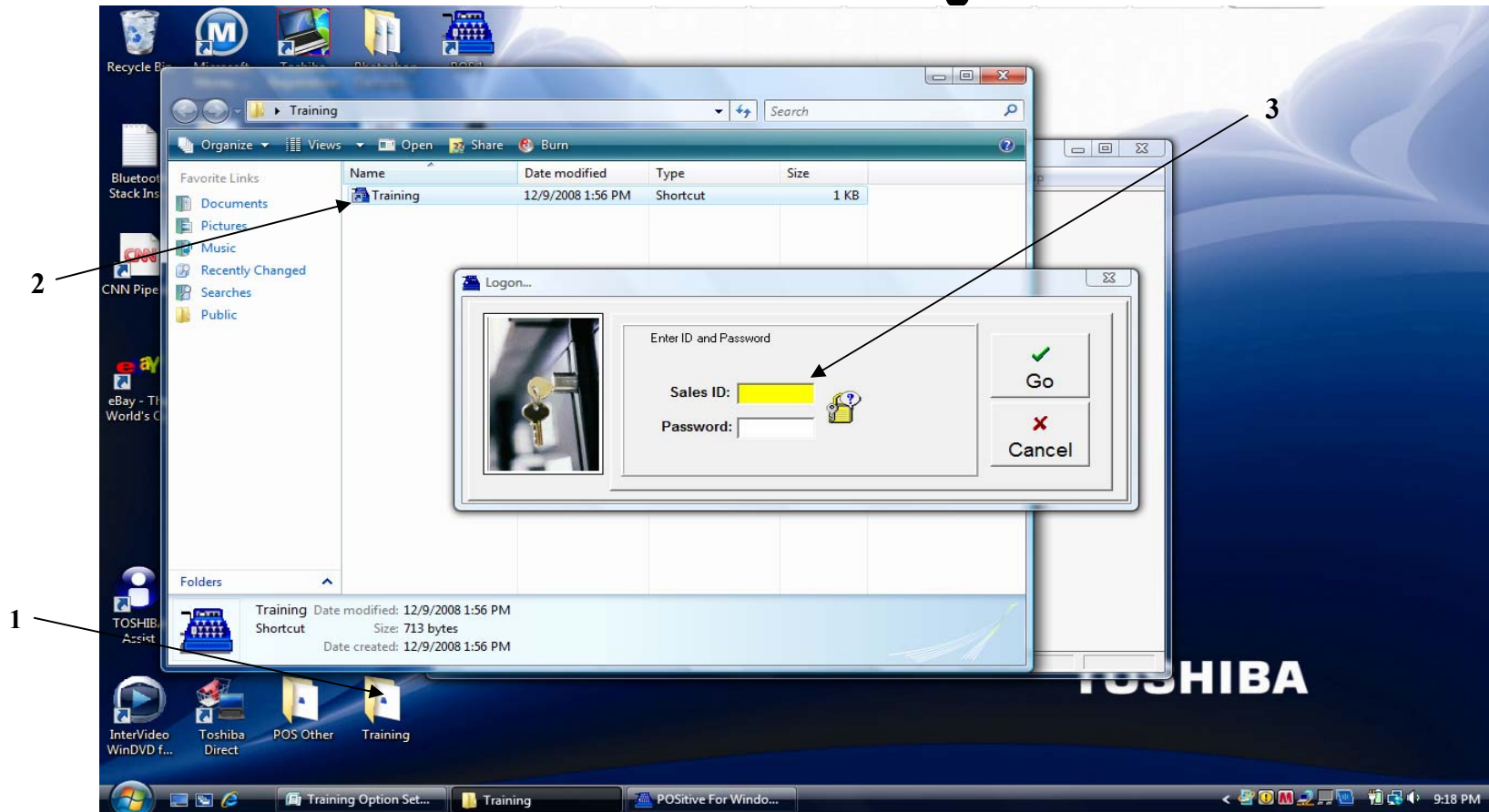
10



This Shortcut will only have to be created once as the icon created will always look to Training Folder in C..

1. Go to your Desktop. Open the Training folder..
2. Rt. Click and Paste the Shortcut that will direct you to the Training Folder in C..

To Practice in Training Mode

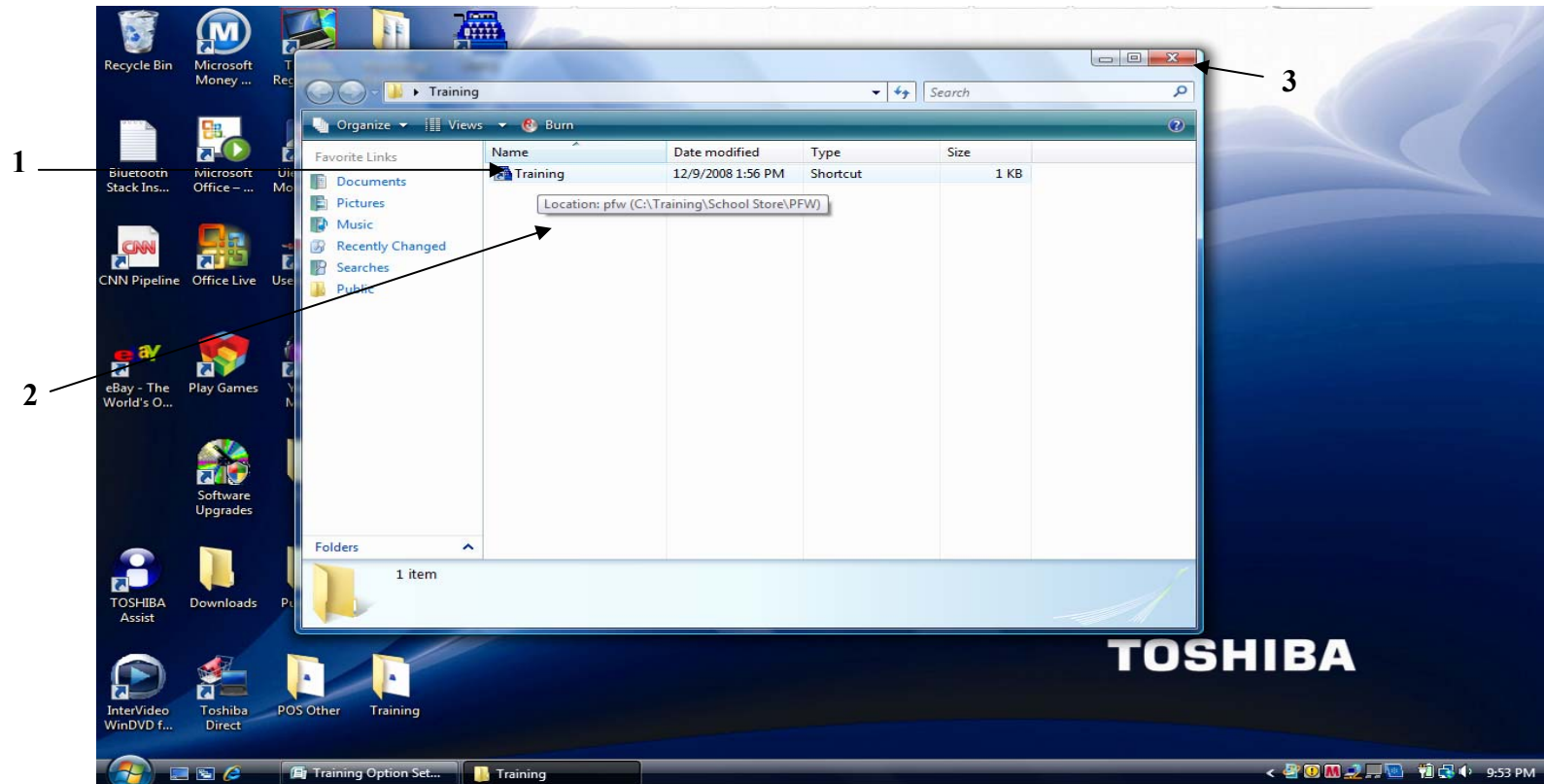


1. From the Desktop, open the Training Folder.
2. Click on the [Training Shortcut Blue Register](#).
3. Log in as you would in the real program. Remember this is just a clone copy.

Use the system for **Practice & Training** without affecting your real program's sales or inventory levels..

To Update Training at a Later Date (newer version with additional inventory)

12

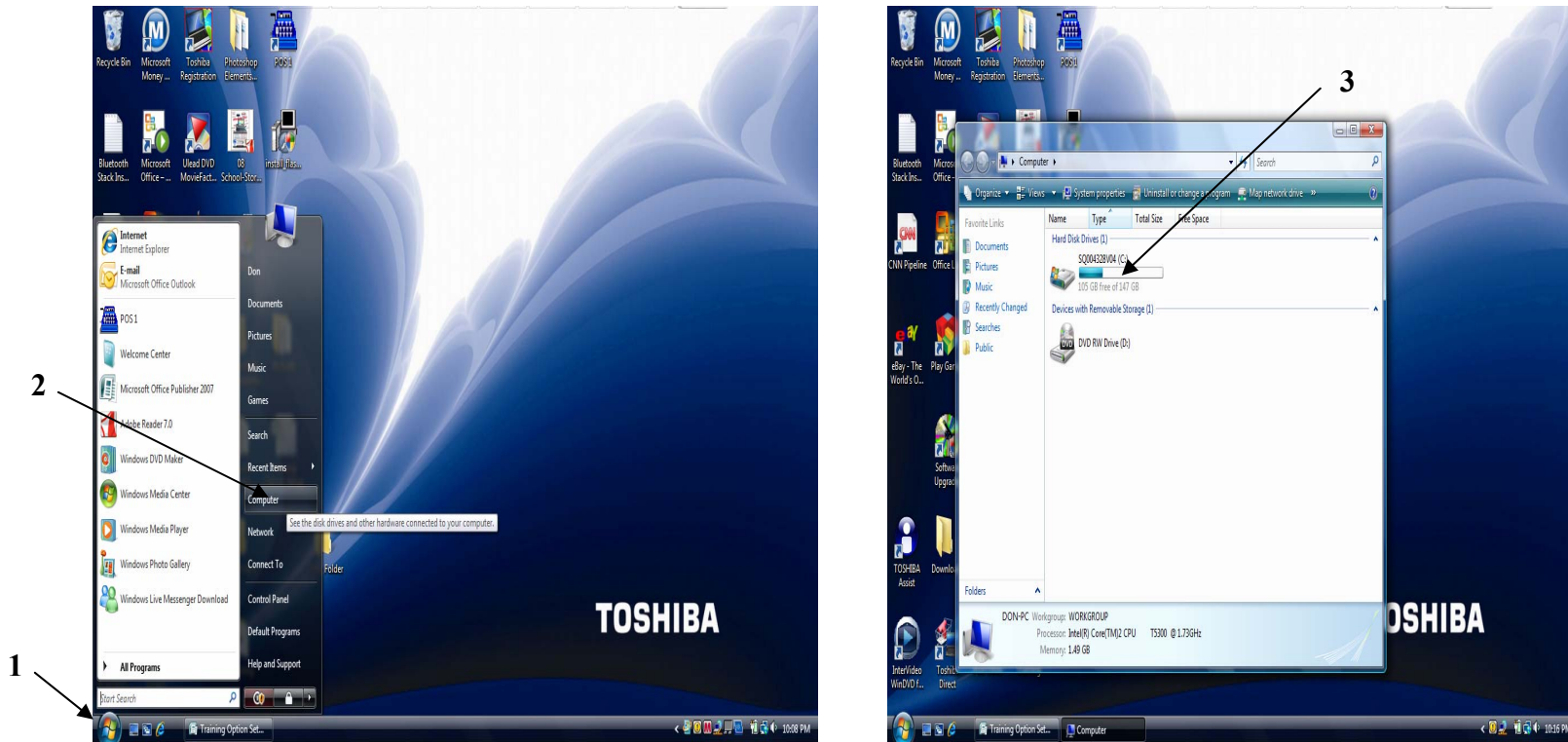


Remember the Desktop Training Shortcut will tell you where it will point to—A Location where the clone will be housed.

1. Hold your mouse over the Blue Training icon to check the location.
2. The location should list the following: (Location / C Drive / Training / School Store / PFW). ** You do not have to replace this shortcut, it will always point to the correct location on the C Drive which houses the School Store clone.

To Update Training at a Later Date (newer version with additional inventory)

13

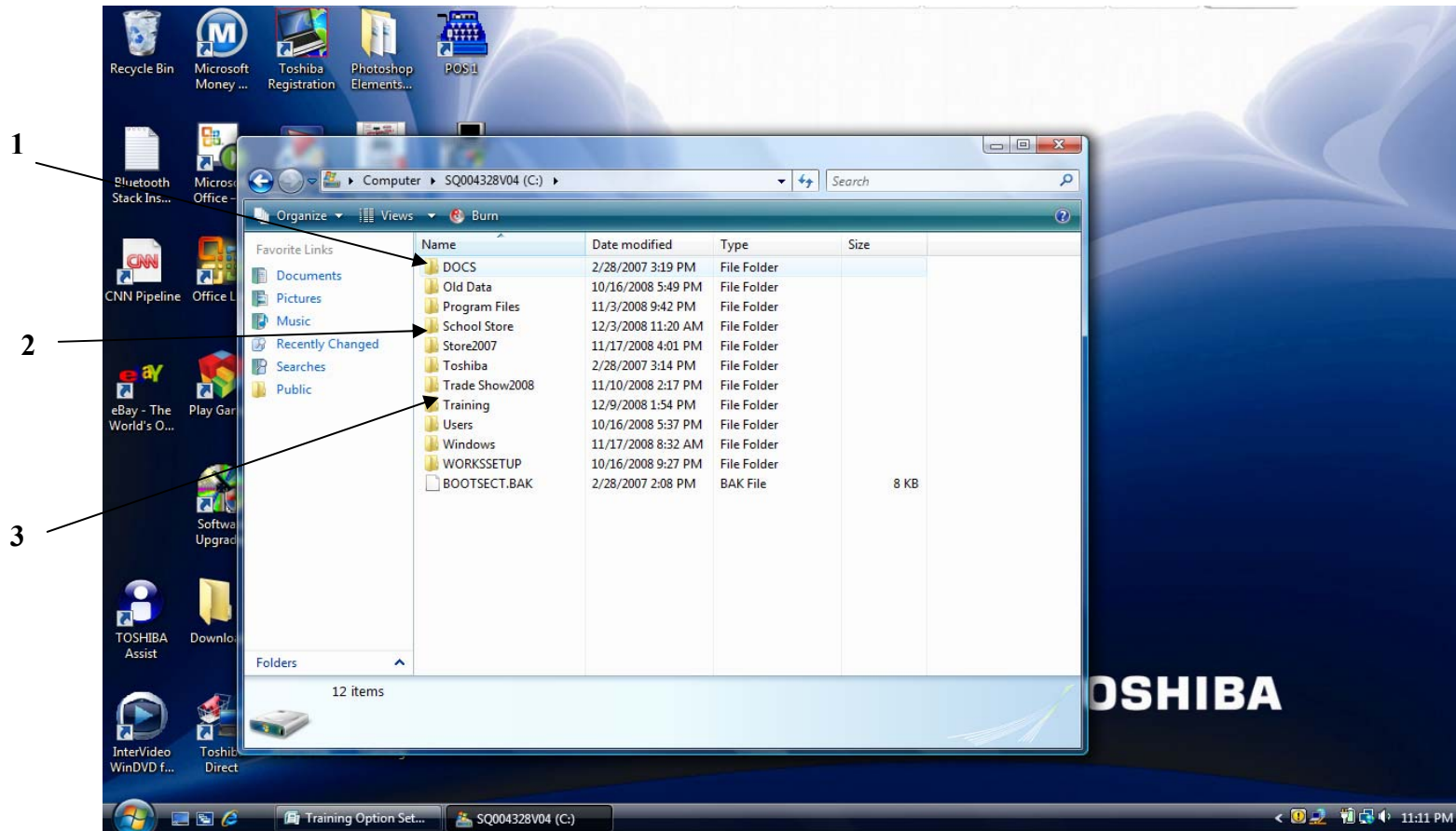


Locate your C Drive on your hard drive.

1. Double click your **My Computer** icon (if located on the desktop) or Click your **Start Button** and locate the Computer line.
2. Click the Computer line to view the Drives on your computer.
3. Double click and Open the C Drive.

To Update Training at a Later Date (newer version with additional inventory)

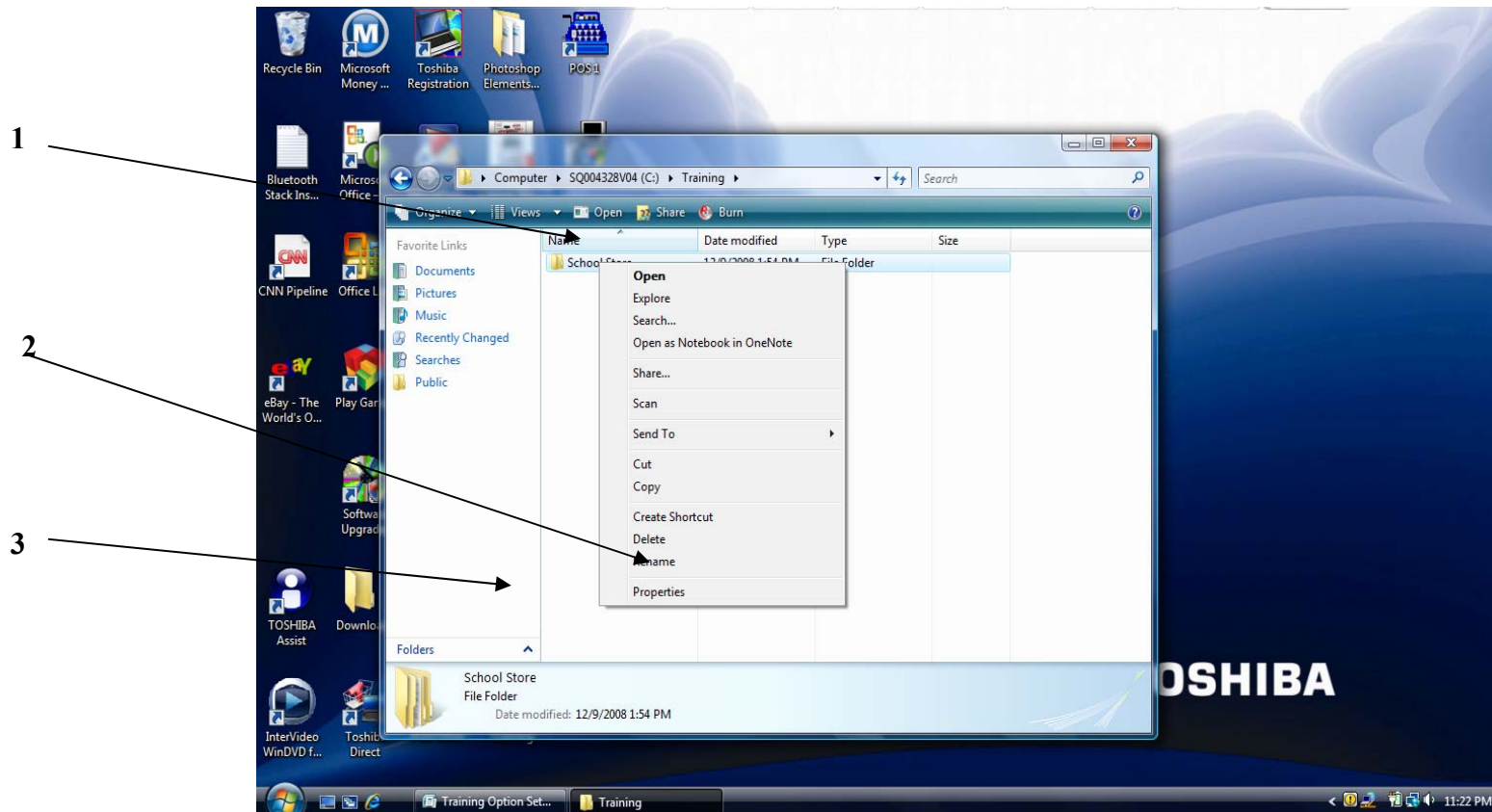
14



1. Open the C Drive and observe the folders listed there.
2. Locate the School Store Folder - The Real Program.
3. Locate the Training Folder - Housing the Training clone copy

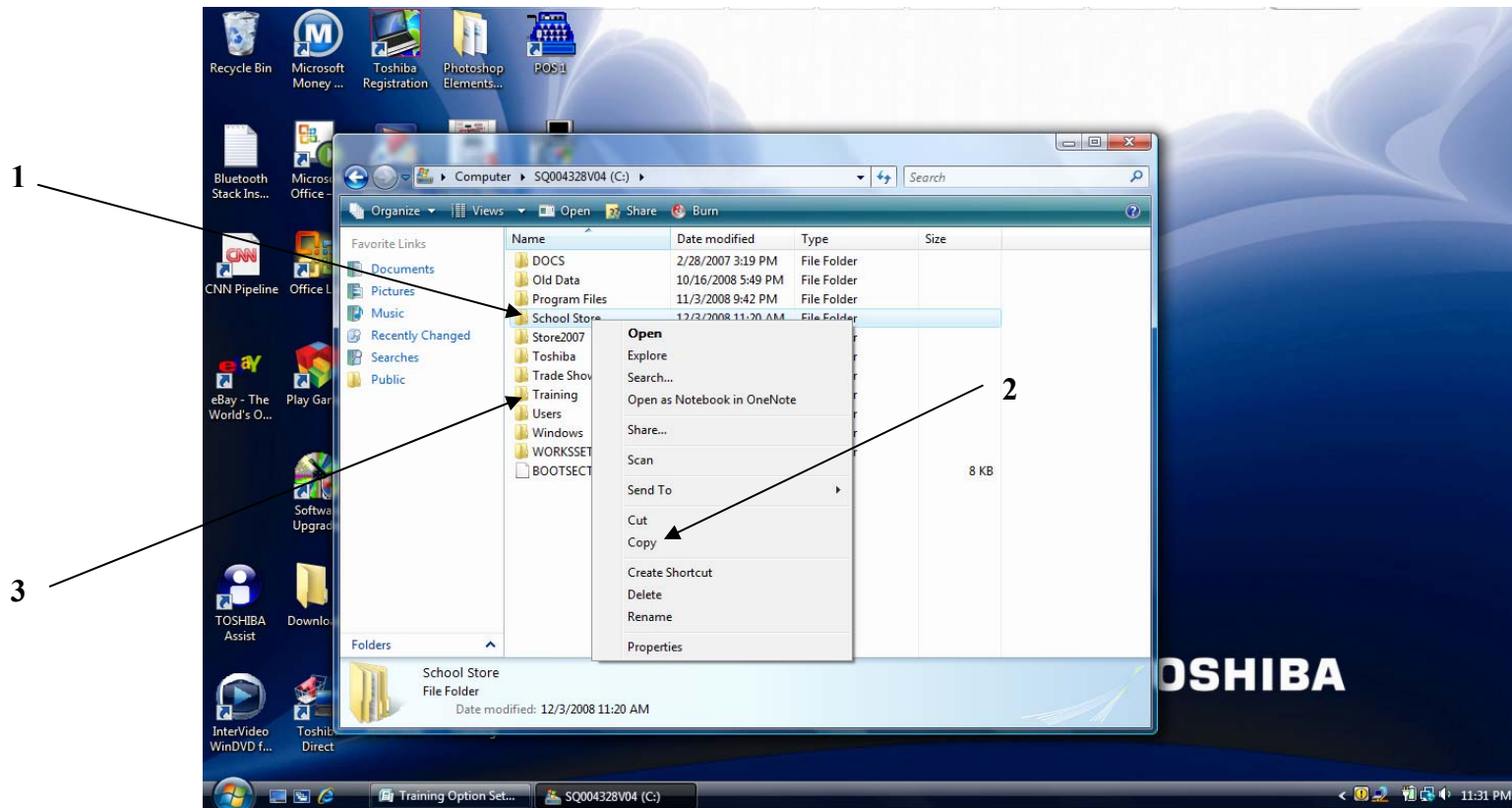
Replacing the Training Clone

15



1. Open the Training Folder and observe the School Store folder located there.
2. Right Click and Delete the School Store folder located in the Training folder.
3. The older copy of the program is now gone and the folder is blank.

Replacing the Training Clone

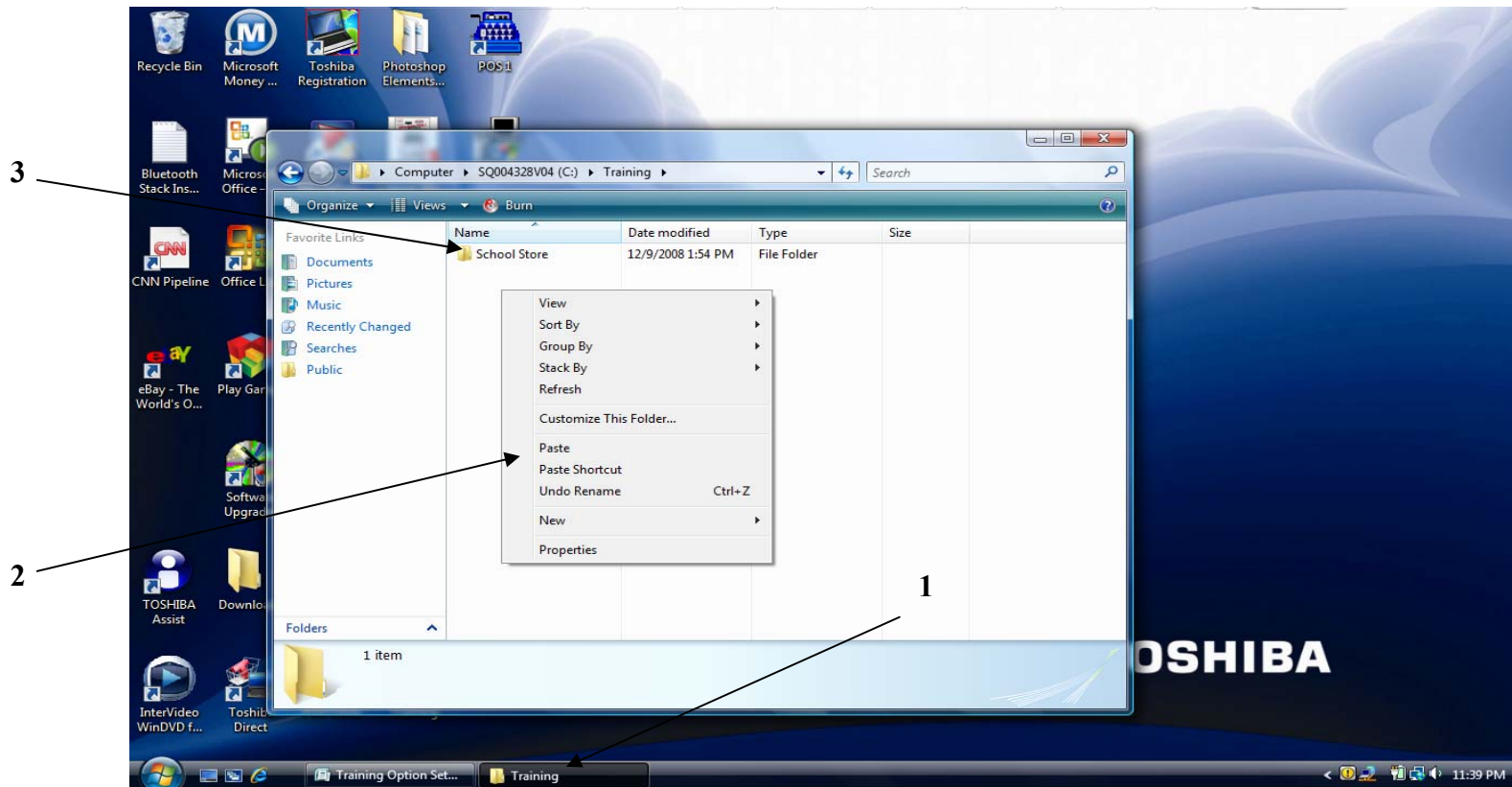


Use the back arrow to view the folders listed on the C Drive again.

1. Locate the School Store folder .
2. Right Click and copy the School Store folder.
3. Then Open the Training Folder (now empty of contents).

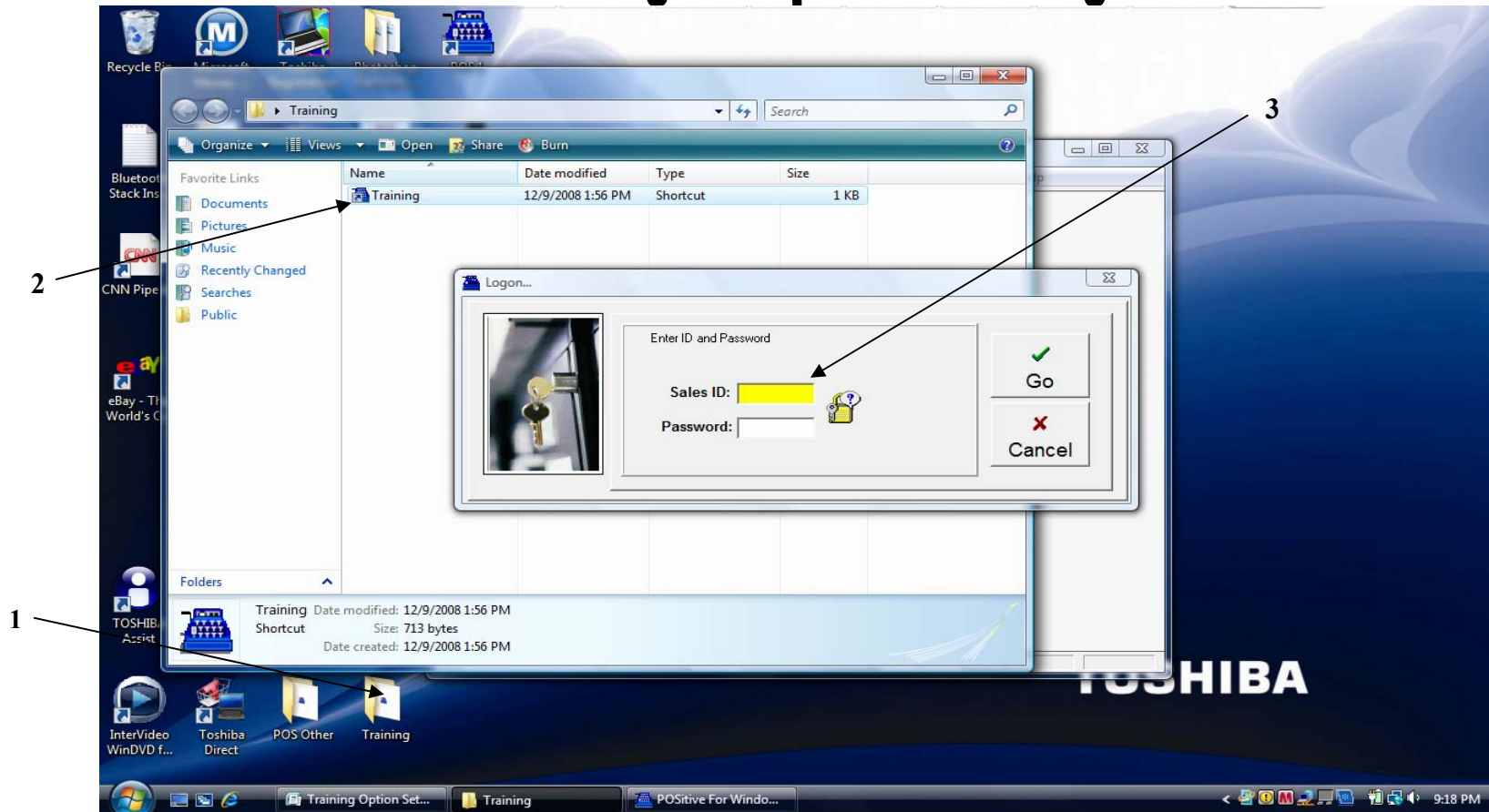
Replacing the Training Clone

17



1. Open the **Training Folder** in the C Drive.
2. Right Click and Paste the **School Store Folder** in Training
3. The Folder will now contain an **Updated Copy** of the Real Program.

Accessing the Updated Training



1. From the Desktop, open the Training Folder.
2. Click on the [Training Shortcut Blue Register](#).
3. Log in as you would in the real program. Remember this is just a clone copy.

Use the system for **Practice & Training** now with updated inventory and sales files.