



POS SYSTEMS GROUP
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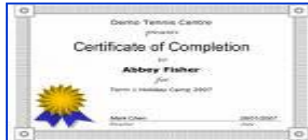


School-Store POS

Today's Business Lessons

- ✓ *Marketing Skills*
- ✓ *DVR-Camera Store Security*
- ✓ *Web Store & Credit Cards*
- ✓ *Back Office Accounting*
- ✓ *Store Management*
- ✓ *Technology Careers*

School Store POS Training Schedule



Congratulations on the purchase of your new POS register system. All your hardware should arrive soon in many boxes. Please check your POS invoice for accuracy of shipment. Notify us immediately if something is missing. Assembly instructions can be found inside the large envelope. **Please call if you have any questions on hardware connections.**

The POS software is located on the thumb drive inside the large envelope. Together we will do the software installation at our 1st Training session. **Do not install the POS Software by yourself.**

With your School Store POS purchase, we have bundled a series of phone training visits (45-60 minutes). To help the training process, we are requesting you commit to a schedule of 3 or more phone visits (spanning no more than 4 weeks)

Please Fax your POS Training Schedule to: 248-556-0561

✓ **Session 1 - Date_____ Time_____**

Software install & test hardware. Go over POS administration: back-up methods, PC, Cables & Network management.

Database Entry: Employees & Time Clock, Departments & Categories, Vendors, Inventory

Have some inventory items handy. Need information on item cost (buy by case or each), case count, retail \$, vendor, stock count.

Learn how to create: an Apparel item (normal), an item that comes in a case (bulk), an item that appears on smart keyboard (cookie).

✓ **Session 2 - Date_____ Time_____**

Need a Report Printer (network or USB cable). We'll review all the data entry in session 1. Print reports & Inv. Labels (apparel)

Create a POS Training clone (practice copy) . We'll Role-play many invoice scenarios in POS Training clone: gift cards,

Voids, Returns, Coupons, Smart Keyboard functions (or touch-screen if you have), Balancing cash drawer & do Sales reports.

Customer Maintenance: House Accounts (AR), Customer category auto-discounts (staff, employees, clubs..)

For a good start, you'll need to have your students practice & role-play sales in the POS Training Clone before going live!

✓ **Session 3 - Date_____ Time_____**

Advance POS functions: Physical Inventory Counting, Inv. Valuation, Vendor Purchasing & PO Receiving options,

Mix-Match pricing, Calendar Promotion, Inactive Inventory, Inventory Combo Pricing Sales, Special Orders & Layaways,

Satellite Sales (football game), Performance Reports, Sales Snapshots & Graphs, Seasonal Receipt & Pole messages,

Coupon Manager, Tag-a-long & Accessory Manager, Customer Loyalty Tracking, Using Student ID Card barcodes,

Year-End Administration: Data Archiving, Hardware Storage. POS Upgrades. Future POS Options: Consignment module,

Web Store, Credit & Debit card processing, GL Accounting, DVR-Camera & POS text integration...

You may also return this form via e-mail:

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