



**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 will 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 us if you have any questions on hardware connections.**

The POS software is located on the thumb drive inside the large envelope. We'll install the POSitive Software together, 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 3-4 phone training visits (45-60 minutes). We are requesting that you commit to a schedule of 3 or more phone visits (spanning no more than 4 weeks)

**Session 1 - Date \_\_\_\_\_ Time \_\_\_\_\_**

**Please Fax the POS Training Commitment to: 248-556-0561**

Software install & test all hardware. Review your hardware connections PC, Cables, back-up methods, and Network management. Database Entry training: Employees & Time Clock, Departments & Categories, Vendors, Inventory  
 Have 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), or a item that comes in a case (bulk), a food-prep item that appears on smart keyboard (cookie).

✓ **Session 2 - Date \_\_\_\_\_ Time \_\_\_\_\_**

Review & print all the data entry work in session 1. Laser Report Printer required (network or USB cable). Inv. Reports & Labels (1" x 2 5/8" Avery-type, mailing labels 30/pg) Create a POS Training clone. 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 & Sales reports. Customer Maintenance: House Accounts (AR), Customer category auto-discounts (staff, employees, clubs..)  
 You'll need to have your student cashiers & managers practice & role-play sales in the POS Training Clone before going live!

✓ **Session 3 - Date \_\_\_\_\_ Time \_\_\_\_\_**

Review all the sales & report role-playing from session 2. Physical Inventory Counting, Inv. Valuation, Vendor Purchasing & PO Receiving options, Mix-Match pricing, Calendar Promotion, Performance Reports, Sales Snapshots & Graphs

✓ **Session 4 (Optional) - Date \_\_\_\_\_ Time \_\_\_\_\_**

Review all the 1-3 Sessions. Advance Features to discuss (your choice): Inactive Inventory, Seasonal Receipt & Pole messages Inventory Combo Pricing Sales, Special Orders & Layaways, Satellite Sales (football game), Coupon Manager, Tag-a-long & Accessory Manager, Customer Loyalty Tracking, Using Student ID Card barcodes, Year-End Administration: Data Archiving, Hardware Storage. POS Upgrades, Consignment/Trade-Ins, Web Store, Credit & Debit card processing, GL Accounting, DVR-Camera & POS text integration...

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