

To Do	✓
Before Class	
Print out this checklist first.	
Depending upon your class participants, do one of the following: <ul style="list-style-type: none"> ✓ Print out the POS Touch Screen Associate Workbook (one for each student). ✓ Print out the POS Touch Screen Management Workbook (one for each student). 	
Make sure each register can print a receipt; test it	
Gather the following: <ul style="list-style-type: none"> ✓ 1 pack of pens for each student to ring cash transactions as part of their activity while in training ✓ 1 pack of pencils for each student to ring cash transactions as part of their activity while in training ✓ 1 red and 1 yellow license plate for each student. This will be for activities relative to returns 	
After Class	
Make sure the pens and pencils have been returned to the shelves.	
Make sure the license plates and any receipts from the training are disposed of.	
Make sure evaluations have been completed.	