



COMMANDER SITE CONTROLLER ASSOCIATE TRAINING CHECKLIST

Date: ____ / ____ / ____ Store: _____

Associate: _____

Trainer: _____

Register Components

	Associate	Trainer	N/A
Register Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to change printer paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Main Menu

	Associate	Trainer	N/A
Main Menu / CSR Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to lock your POS workstation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Basics

	Associate	Trainer	N/A
How to sign in and out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to operate hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to operate keyboard / touchscreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to open a shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to do a Cashier Close	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Methods of Payment, Safe Drops and Safe Loans

	Associate	Trainer	N/A
How to accept methods of payment (Cash, Credit etc.)			
How to use quick tender keys and "Rest in Gas"			
How to do a Safe Drop			
How to do a Safe Loan			
How to handle prepaid, un-dispensed fuel			
How to split payment on a single transaction			

Merchandise Sales

	Associate	Trainer	N/A
How to ring up scannable PLUs			
How to ring up non-scannable PLUs			
How to use PLU Modifiers (Modify Key)			
How to ring up multiples of PLUs (QTY Key)			
How to ring up PLUs from a Menu			
How to ring up open Department sales			

Gift Card Sales

	Associate	Trainer	N/A
How to sell/activate gift cards			
How to recharge gift cards			

Corrections

	Associate	Trainer	N/A
How to do an Error Correct			
How to do a Line Void			
How to do a Transaction Void			
How to do a Price Override			
How to do a Refund			

Other Sales Functions

	Associate	Trainer	N/A
How to reprint receipts			
How to Suspend a transaction			
How to Recall a suspended transaction			
How to use age verification			
How to do a Price Check			
How to do a Lottery Paid Out			
How to perform a Pay In and Pay Out			
How to do a No-Sale			

Car Wash Sales

	Associate	Trainer	N/A
How to ring up a Car Wash			
How to refund a Car Wash			

Fuel Sales			
	Associate	Trainer	N/A
How to use Fuel Sales Icons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to authorize a calling pump (postpay)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to cancel postpay authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to add a postpay fuel sale to a transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to set a prepay fuel sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to move a prepay fuel sale between fueling positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to void a prepay fuel sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to accept multiple prepays on a single transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to handle under-dispensed prepay sales (cash/debit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to execute mixed sales (fuel and merchandise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to stop pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to restart stopped pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to print fuel receipts (all methods)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to reprint DCR receipts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to do a Pump Test (prepay and postpay)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to set fuel prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to initialize fuel prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to clear "Reserved" fueling positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



How to clear pumps "On Hold"

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Associate Acknowledgment

I hereby acknowledge that I have received training on the above POS procedures and therefore feel capable of operating the POS workstations associated with Commander Site Controller.

Signature: _____ **Date:** _____

Trainer Acknowledgment

Signature: _____

Company: _____ **Date:** _____