



COMMANDER SITE CONTROLLER MANAGER TRAINING CHECKLIST

Date: ____ / ____ / ____ Store: _____

Manager: _____

Trainer: _____

Configuration Client - Users

	Manager	Trainer	N/A
How to log into Configuration client			
How to add employees			
How to configure access levels			
How to remove employees			

Configuration Client - Operations

	Manager	Trainer	N/A
How to create/maintain Categories			
How to create/maintain Departments			
How to create/maintain PLUs			
How to create/maintain Menus			
How to execute a Group Price Change			
How to set up a Touchscreen key			
How to set up a keyboard Softkey			
How to use Banner File			
How to use Logo/Slogan File			

POS Report Functions

	Manager	Trainer	N/A
How to configure POS reports			
How to close a period (Shift, Day, Month & Year)			
How to print/reprint period reports			
How to create/maintain Menus			
How to print Flash Reports			
How to print a Cashier Worksheet			
How to close a Cashier Report			
How to print a Cashier Report			
How to force close a Cashier Report			
How to print Payroll Reports			
How to access/print Network Reports			

Report Navigator Functions

	Manager	Trainer	N/A
How to log into Report Navigator			
How to save/archive reports			
How to view individual report segments			
How to configure/modify Group Reports			
How to run pre-configured Group Reports			

Journal Browser Functions

	Manager	Trainer	N/A
How to log into Journal Browser			
How select current/previously closed period			
How to apply search filters			

Transaction Manager Functions

	Manager	Trainer	N/A
How to log into Transaction Manager			
How to save/archive period data			
How select current/previously closed period			
How to apply search filters			
Transaction Manager vs. Transaction Viewer			

Network Functions

	Manager	Trainer	N/A
How to test network connectivity			
How to print network reports			

POS Procedures

	Manager	Trainer	N/A
How to log into Sales Mode			
How to access CSR Menu			
How to lock POS workstations			
How to change fuel prices			
How to process Pump Tests			
How to process Refunds			
How to do a Price Override			
How to Void a ticket			

Basic Troubleshooting

	Manager	Trainer	N/A
Communication Errors – Fuel			
Communication Errors – DCRs			
Fuel troubleshooting – Pumps Reserved			
Fuel Troubleshooting – Pumps on Hold			



Store Manager Acknowledgments

I hereby acknowledge that I have received copy of Verifone's PA-DSS Implementation Guide from the installer.

Signature: _____ **Date:** _____

I hereby acknowledge that I have received training for the Back Office Commander Site Controller Procedures and feel capable of completing the tasks accurately and effectively.

Signature: _____ **Date:** _____

Trainer Acknowledgments

I hereby acknowledge that I have provided training for the Back Office Commander Site Controller Procedures as well as a copy and explanation of the Verifone PA-DSS Implementation Guide.

Signature: _____

Company: _____ **Date:** _____