



Complete Computer Solutions for the Hotel Industry since 1984

## Training Plan

Welcome Computer Systems™

### Buttons EPOS Management Training (4 Hours)

- Amending / Creating PLUs 45 mins
  - Department
  - Name
  - StockRef
  - Price
  - Open Price
  - Linked
  - Qualifier
  - Half/Small
- "Sum Of..." PLUs 5 mins
- Keypad Layouts 30 mins
  - PLU Buttons
  - Menu Buttons
  - Page Buttons
  - Half Button
- Stock Set-up 45 mins
  - Ranges
  - Conversion Factors
  - Recipes
  - Suppliers
  - Allowances
- Stocktake Cycle 60 mins
  - Entering Deliveries
  - Starting a New Stocktake
  - Entering Counted stock
  - The Un-counted items ?
  - Stock Summary Report
  - End of Period
  - Using Ranges to perform a partial stock-take
- Z-Reads 60 mins
  - Previewing Z-Reads
  - Confirming Z-Reads
  - The POS Account
  - Z-Read Lists
  - Earlier Sessions

Call us on 0845 4582121 or email [sales@welcome-computers.co.uk](mailto:sales@welcome-computers.co.uk) to book your place at the next available training session.

