

Focus L3 Training Skills Checklist

— INSTRUCTIONS —

- AD Trainer conducts the first of three Focus training sessions for Franchisee prior to store opening. AD is required to dedicate no less than 6 hours to the first training session.
- AD Trainer conducts two follow-up sessions one to two weeks after store opening to ensure all unanswered questions and issues are resolved and that the Franchisee has a reasonable level of comfort with the Focus system.
- AD or Franchisee checks off each skill as it is **CERTIFIED**—that is, after AD has explained and demonstrated the skill and provided feedback while the franchisee practiced the skill and asked questions to ensure their understanding of the specific skill.
- AD and Franchisee sign the bottom of this Focus Training Skills Checklist, indicating their agreement that Focus training has been provided in full.
- AD faxes this completed form to (480) 362-4796 Attn: Greg Poindexter to initiate payment to the AD (Focus training fees are included in the POS Equipment invoice).

Franchisee Name		Franchisee Phone	Franchisee E-mail		
Store #	Street Address		City	Slate	Zip
AD Trainer Name		AD Phone	AD E-mail		

CERTIFIED		
BACK OFFICE		
1	Toolbars	
2	Shortcut Icons	
3	inFocus	
4	System Alerts	
5	Close of Day	
6	Run Close of Day	
7	Batches – Check for Successful Batch	
8	Miscellaneous – Payroll Options	
9	Tax Rates	
10	Tax Rates by Order Type: Dine In/To Go	
11	Tax Rates by Location: CSC/TH/RMCF	
12	Locations – Menus	
13	Locations – Guest Check Header and Footer	
14	Job Codes – Timeout Floor/Office	
15	Job Codes – Rights	
16	Job Codes – Break Options	
17	Job Codes – Commands	
18	Employees – Personal Data	
19	Employees – Options	
20	Employees – Jobs	
21	Employees – Pay Rate	
22	Time Cards	
23	Menu Items Pricing	
24	External Terminal – Functions, Reports, Settlement	
25	Clock In/Clock Out – Hours	

CERTIFIED		
POS		
26	Item Edit – Set Count	
27	rainina Mode	
28	Access Code/Sign On	
29	Open Drawer	
30	Ring Items	
31	Multiple Quantities	
32	Modify Items	
33	Delete Item (error correct)	
34	Void Item	
35	Void – All Items	
36	Hold Order	
37	Recall Order	
38	Open Coupon/Open Discount	
39	Discounts	
40	Activate Gift Card	
41	Reload Gift Card	
42	Tender Order – Cash	
43	Tender Order – Gift	
44	Tender Order – Credit	
45	Manual Authorization – Credit	
46	Manual Authorization – Gift	
47	Balance Inquiry Gift Card	
48	Tax Exempt Order	
49	Reprint a Check	
50	Sign Off at \$0.00	
51	Quit	
52	Refund Item	
53	Void – Payment and Order	

CERTIFIED		
54	Item Edit – Modify Pricing	
55	Item Edit – Set Count	
56	Item Edit – Set Out of Stock	
57	Drops	
58	Paid In	
59	Paid Out	
60	Add/Edit Tips	
61	Process Credit/Gift Cards Offline/Place Back Online	
62	Checks - Display	
63	Checks – Find Information (Electronic Journal)	
64	Place Service Call	
65	Closing Procedure	
66	Daily Sales (to balance drawer)	
67	Concept (co-brand stores)	
68	Register	
69	All w/ Labor	
70	Hourly Sales	
71	Weekly Sales Report	
72	Daily Item	
73	Voids/Discounts	
74	Paid In/Paid Out	
75	CC Batches	
76	Attendance	
77	Payroll	
78	Timekeeping Edits	
79	Labor %	
80	Overtime	
81	Employee Performance	
82	Contests	
REPORTS		
Focus Training has been provided in full by the AD to the Franchisee		
Sign to indicate agreement	Franchisee	
	AD	