

Propel POS Classroom Learning Journey

Get ready to embark on an exciting new journey with our Propel POS Classroom Training, specifically tailored to those who are new to Propel POS. This training is crafted with new hires and/or new managers in mind, providing a solid foundation in Propel POS. We're excited to help you gain the skills and confidence needed to excel in your role and make a positive impact on your team.

Getting Started

1. Starting and logging into Propel POS
2. Propel POS Main Menu
3. Creating employee records and managing passwords

Creating Employee, Customer and Vendor Accounts

1. Creating employee sign-ins and maintaining passwords
2. Creating customers and vendor accounts

Creating and Managing Product

1. Creating and managing product files

Printing Shelf Labels and Creating Promotions

1. Printing shelf labels
2. Creating and maintaining store promotions

Till Functionality

1. Processing basic transactions using the green function bar
2. Managing transactions using the red function bar
3. Reviewing till activities using the yellow function bar
4. Applying coupons, discounts and tax exemptions using the purple function bar

Cash Management

1. Balancing the Till
2. Reprinting Reports
3. Reviewing Monthly Summary Report

Transaction Log Viewer Reports

1. Reviewing end of day reports in the Transaction Log Viewer

Accounts Receivable

1. View and post account transactions
2. Print monthly charge account statements

Purchasing Product

1. Create purchase orders for both McKesson and non-McKesson items
2. Upload McKesson orders to the PharmaClik Ordering website
3. Create a replenishment order.

Receiving Product

1. Receiving product from McKesson and Direct Vendors.
2. Returning product back to vendors

Wholesaler Catalogue Manager

1. How to use the Wholesaler Catalogue Manger
2. Importing items from the Catalogue tab
3. Importing price changes and printing labels