

Propel POS Learning Journey | eLearning

The following courses are available on the [Retail Learning Academy](#). Click [here](#) to learn more about the Retail Learning Academy. Taking courses in order will ensure success while learning Propel POS. In total, the courses are approximately 4.5 – 5 hours of eLearning. Once the courses are completed, a question and answer (Q&A) session will be held with an experienced trainer.

Getting Started

1. Starting and Logging into Propel POS
2. Propel POS Main Menu
3. Creating Employee Records and Managing Password

Creating Customer and Vendor Accounts

1. Creating Customers and Vendor Accounts

Creating and Managing Product

1. Creating and Managing Products

Printing Shelf Labels and Creating Promotions

1. Printing Shelf Labels
2. Creating and Maintaining Store Promotions

Till Functionality

1. Processing Basic Transaction Using the Green Function Bar
2. Managing Transactions Using the Red Function Bar
3. Till Activities Using the Yellow Function Bar
4. Applying Coupons, Discounts and Tax Exemptions Using the Purple Function Bar and Balancing the Till

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

4. Receiving product from McKesson and Direct Vendors

Transaction Log Viewer Reports

1. Reviewing end of day reports in Transaction Log Viewer

Propel POS Learning Journey | Continued

Following the completion of the eLearning courses, instructor lead sessions will be as follows:

Phase 1: Question & Answer

Q&A with an experienced trainer.

This session is a time to ask questions you may have while completing the eLearning courses before your Go Live day. Be sure to note down any questions along the way. The trainer will review and demonstrate anything that may require additional clarification. At this time, they will also ensure your preferences are set for when you're ready to open. If you've purchased the Mobile Mini device training will also be provided at this time.

Phase 2: Go Live

Training and support during pharmacy hours of operation.

1. Support as you serve customers
2. Sending orders
3. Workflow integration (if applicable)
4. Mobile Mini (if applicable)

Phase 3: Day after Go Live

Training and support during pharmacy hours of operation.

1. Review of go live learning
2. Support as you serve customers
3. Balancing the Till
4. Receiving Inventory
5. Extras

Phase 4: Follow up Support

Follow up post Go Live at 3, 7, 15, 30 and 90 days.

1. Review POS Reports
2. Printing Monthly Accounts Receivable Statements
3. Inventory Control – Inventory Control, Scientific Ordering, Min/Max Ordering, Holding Tank
4. Loyalty Training (if applicable)
5. Advanced Gift with Purchase (if applicable)