

LEGACY USER GUIDE INDEX

No.	Title	Contents – Note all Prism 2 Iridium 2 unless stated.
1	Email Invoices	Producing & sending local account invoices by email.
2	Processing Consumables	Process to prevent high stock of non sales items.
3	Data Housekeeping	Identify and mark for deletion any barcodes that have not been sold.
4	Barcode Reassignment	Move a barcode from one stock card to the other.
5	Stock Check HHT	Perform a real time stock check using the HHT
6	Prism Access Levels	Details levels of access to Prism.
7	Managing Cash to ATM	Reconciling cash to ATM and commissions received (applicable to all commission products).
8	Controlling Wastage	Manual & HHT entry of write offs, reporting and tips on monitoring.
9	Lottery and Scratch card Reconciliation	Recommended best practice for reconciling the lottery and scratch card sales and for posting the Camelot invoice and commission received.
10	Lottery Barcodes	Barcode details for lottery tickets and how to enter into Prism 2
11	Sales Analysis Reports	Examples of weekly sales, comparing week to week
12	Restricting SEL's	Not printing labels for any selected department. Including tobacco price list
13	Meal Deal Promotion	Traditional 3 trigger Sandwich type promotion,
14	Auto Ordering	Process and preparation required to auto order stock
15	IR2 POS users	Creating & maintaining POS users, & Templates IR2 with description of options most commonly restricted
16	POS Explorer	Including print transaction, function count & find across shifts
17	Fuel Bunkering	Sales, deliveries, commission processing and reporting of bunkered fuel.
18	Vat reporting in Prism	Details of what vat reports and audit trails available,
19	HHT Guide	9 Pages of everything HHT including trouble shooting
20	Site closed (Christmas) procedures	Adding a missing day into Daily Sales, advancing next day to reconcile
21	POS Receipts	How to change message on bottom of till receipt.
22	Month End processing	What needs to be checked / completed before
23	HHT Checking delivery to EDN	Spot checking accuracy of a supplier EDN using HHT to scan delivery.
24	Weighed and Weighted stock control	What is weighed & weighted stock, and how to maintain stock control.
25	Inventory Health Check	Using inventory health check and revaluation of stock.
26	Using Standing Orders	Creating and adding standing orders
27	Sato Printer	Printing reduction labels
28	SEL checking HO.	Label checking for HO linked sites