

In order to help Clerks operate their POS efficiently each POS station should have a POS Clerk's Notebook. The notebook should contain a student roster, forms and instructions that a clerk needs to perform their job efficiently. You will find PDFs of the forms and instructions on the Systems Design support page: <http://www.systemsdesignusa.com> and then click on the Orange Support bubble or the "Our Support" link.

You may want to tailor this list for your district and even individual POS stations. This is a suggested list but you may need to add or exclude item if your district doesn't offer a service or use certain equipment, then that material does not need to be included in their notebook.

- A few copies of the [Clerk Manual Deposit Sheet](#) in the event the network or computer system goes down for one or more days
- [Barcode Scanner Reset Sheet](#) if the POS has a scanner so the clerk can reset her scanner quickly
- A fresh student roster (such as FS-15-20 HOMEROOM BAR CODE LIST) in the event the network or computer system goes down. Texas Department of Agriculture recommends this be reprinted every other day during the first 30 school days and then weekly after that.
- [Cashier's Manual](#)
- [Correcting Cash Mistakes @ POS](#)
- [Correcting Meal Mistakes @ POS](#)
- [How To Record the Manager's Deposit](#) for the manger's and assistant managers notebooks
- [How To Reload Function Keys](#) (this one may need to be updated due to recent program changes) would only be or those using Littefoot or Amir terminals
- [End of Day Routine](#)
- [How to Unlock a Terminal](#)
- [Summer Feeding - Cashier Instructions](#) if they participate in that program

If you have other ideas, recommendations or suggestions, please share them with us.

Materials you might need to put together your notebooks might include:

- one notebook per POS station
- dividers for each notebook
- sheet for printing standard tab
- a Table of Contents for the front