

# Back of House Checklist

**Store:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_

**Trainee(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## My Orders:

Complete	Demonstrate
	Customer Orders for current batch
	Order Details
	Archived Orders
	Payments
	Cash Management reports in details (discuss drawer and user cash outs)

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## Reports:

Complete	Demonstrate
	Discuss report categories, reports, date and batch filters, output types.
	Run a sales summary report as a demonstration. Discuss output
	Deposit Reporting
	Security Reporting
	Discuss how long Tonic caches data for (5 years)

## Clock In/Out:

Complete	Demonstrate
	Current Attendance
	Scheduling Employees
	Duplicating scheduled by day/week
	Reconciling.voiding employee time stamps
	Attendance Settings
	Time and Attendance Reporting, date filters and output

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## Menus:

Complete	Demonstrate
	Creating Menus, Sections, Recipes. Link item to printer and menu
	Preparations
	Combo Group/Items
	Sale Groups

## Set-up:

Complete	Demonstrate
	Store Info
	Petty Cash
	Taxes
	Comps
	Broadcast Message
	Remote Authorization (alerts)
	Staff
	Roles
	Discounts