

Training Options



“Train the Trainer”

We have found that the “Train the Trainer” method is the most cost efficient way to convey the knowledge, skills, solutions and appropriate technology to our clients to achieve the highest level of success.

The first step in setting up this tried and proven training plan would be the selection of key employees, designated as MiChoice Technologies coordinators who are proficient in the manual procedures pertaining to each software application purchased. The basic educational requirements for the coordinators are the skills to operate a Windows-based computer and a good fundamental knowledge of the “Windows” operating system.

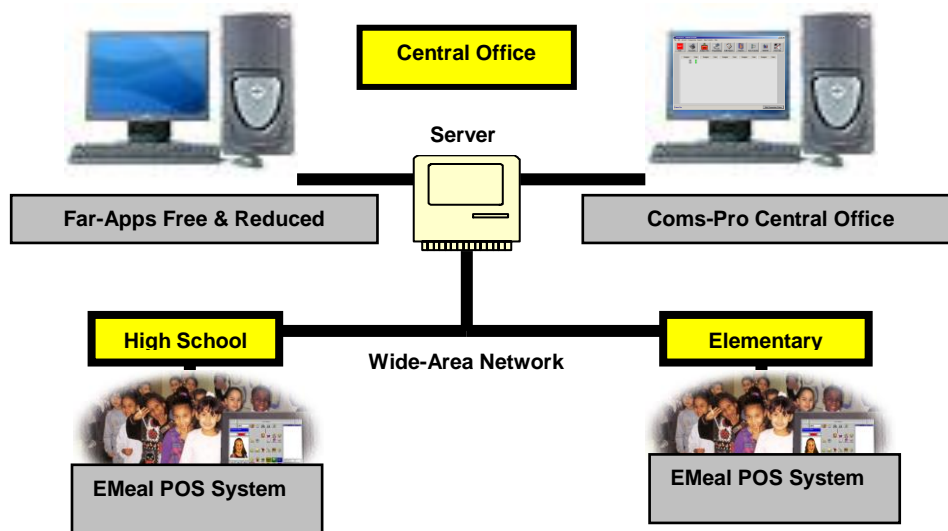
The second step is to appoint a technology assistant to aid the training coordinators in technical issues. The educational requirements for this assistant are a thorough knowledge of the” Windows” operating system as well as networking and PC hardware.

The “Train the Trainer “program is designed to effectively teach the designated coordinators and the technology assistant to apply the principles, methods, and techniques of operations to other employees.

Prior to an installation, a comprehensive training and follow-up plan is developed based on the district’s specific requirements during the pre-installation meeting.

“Train the Trainer” Program Overview

First, the MiChoice Technologies consultant/trainer would hold a session with the district’s MiChoice coordinators to review in-depth the system software integration. In this session, the MiChoice trainer will assist the districts coordinators in developing an implementation plan for rolling out the software modules after the districts coordinator training has been completed.



Next, MiChoice Technologies consultant/trainer would conduct comprehensive “How To” on-site training sessions for the district’s designated coordinators or individually at each location for the following products. The subject matter that is covered in each training session is listed under each product title.

EMeal Point of Sale System

Students Will Learn How To:

- Define start-up information
- Define menu items, pricing and descriptions
- Set-up reimbursable menu item buttons
- Define operational parameters of the system (Charges, Charge limits, Low Cash Limits, Low cash and Charge collection letters, and AccuClaim data)
- Set-up Patron meal accounts
- Import patron meal accounts
- Assign meal classifications to patron meal accounts
- Set-up automatic patron meal classifications with Far-Apps Free & Reduced
- Set-up patron meal account ala carte purchase restrictions
- Credit patron meal accounts with pre-paid deposits
- Refund patron meal accounts
- Operate of the POS system during the meal services (ringing up sales, correcting sales opening patron meal accounts, making pre-pay deposits to patron meal accounts, and debiting patron meal account purchases)
- Closing out of the meal service
- Run end of day reports
- Understand the reports
- Daily backup of the program database

- Set-up the automatic transfer of data to Coms-Pro Central Office program
- Troubleshooting procedures

Coms-Pro Central Office Software

Students Will Learn How To:

- Set-up the program to communicate with school site(s) eMeal POS software
- Import the district enrollment database
- Set-up patron meal accounts
- Edit patron meal accounts
- Set-up integration with Far-Apps Free & Reduced software
- Set-up automatic patron meal classifications
- Enter patron meal account dietary messages
- Set-up automatic transfer updates for school sites eMeal POS patron meal account database
- Set-up automatic transfer updates for school sites POS parameters (meal prices, menu item descriptions, AccuClaim Edit data, credit parameters, patron meal account ala carte restrictions, and patron meal account photographs)
- Program school site(s) menu items and pricing
- Program school site(s) POS parameters
- Daily operation of the program
- Run all the reports
- Understand the reports
- Use report filters
- Retrieve school site(s) eMeal POS system archived reports
- Edit school site(s) eMeal POS software reports
- Export reports to excel spreadsheet
- Troubleshooting procedures

Far-Apps Free and Reduced Software

Students Will Learn How To:

- Import State Direct Certified data
- Import Head Start data
- Set-up automatic integration with Coms-Pro Central Office software
- Set-up income eligibility tables, verification parameters, user passwords, default language, temporary approval dates, school district and campus names
- Enter application information
- Look-up applications
- Edit applications
- Make applications temporary

- Add notes to applications
- Automatically select applications for verification
- Print verification letters
- Edit verification letters
- Run all the reports
- Comprehend all the reports
- Use the report filters
- Export report data to excel spreadsheet
- Troubleshooting procedures

EZ Task Basic/Plus Inventory Software

Students Will Learn How To:

- Set-up user password and privileges
- Set-up item numbers
- Set-up item descriptions
- Set-up item classifications
- Set-up item category
- Set-up item sub-category
- Set-up item manufacture
- Set-up item manufacture number
- Set-up item bar code number
- Set-up item pack size
- Set-up item reorder quantity
- Set-up item stock level
- Set-up commodity item
- Link commodity item to purchase item
- Set-up item primary vendor,
- Enter primary vendor item number
- Enter primary vendors name, address, telephone, fax, email
- Set-up item cost
- Set-up item default vendor lead time
- Set-up item alternate vendor
- Set-up item alternate vendor cost
- Set-up item alternate vendor lead time
- Enter item specifications
- Enter school(s), warehouse locations
- Enter physical inventory count for each item
- Create requisitions at School Site(s)
- Create requisitions at Central Office
- Edit requisitions at Central Office
- Check item inventory level before approving requisition
- Check for commodity item available before approving requisition
- Approve requisitions at Central Office

- Create purchase orders at Central Office
- Edit purchase orders at the Central Office
- Create transfer orders at Central Office
- Receive purchase orders at School Site(s)
- Receive partial items on purchase orders at School Site(s)
- Receive transfer orders at School Sites(s)
- Receive purchase orders at Warehouse
- Receive transfer orders at Warehouse
- Adjust (add/remove/transfer) inventory items at School Site(s)
- Adjust (add/remove/transfer) inventory items at Central Office
- Enter month end physical inventory counts at school site(s)
- Enter month end physical inventory counts at Central Office
- Use of the program at the Central Office and School Site(s)
- Run all the Central office reports (300+)
- Run all the School Site(s) reports (70+)
- Understand all the reports
- Use the report filters
- Use the drill down feature on all reports
- Export the report data to excel spreadsheet
- Troubleshooting procedures

We know that training administration is a complex job. That's why our programs come with comprehensive printed documentation and customized cheat sheets to assist the users.



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