

Training Program Agenda

Training Session: **FOH Project Manager 101**

Location: **Horizon Corporate Headquarters**

Session Length: **3 Days**

Tuesday | Day 1

08:30 – 08:45	Introductions, Facilities Tour, & Review of Course Schedule & Materials
08:45 – 09:00	K-12 Circular Data Flow
09:00 – 09:15	Overview of OneSource Installations & Parent-Child Relationships
09:15 – 09:20	SQL Server & LIC Files
09:20 – 10:20	Hardware/Software Installation
10:20 – 10:30	BREAK
10:30 – 10:45	Log In & Home Page Navigation
10:45 – 11:15	User Management
10:30 – 10:45	Log In & Home Page Navigation
10:45 – 11:15	User Management
11:15 – 12:00	Sites Management
12:00 – 01:00	LUNCH
01:00 – 01:10	Global System Setup
01:10 – 01:30	Reporting Setup
01:30 – 01:45	Report Center Overview
01:45 – 02:15	Reports

02:15 – 02:30
BREAK

02:30 – 03:00

Reports Continued

03:00 – 03:30

Communications

03:30 – 04:00

Utilities

Wednesday | Day 2

08:30 – 09:30

POS Import SIS

09:30 – 10:15

Customers

10:15 – 10:30
BREAK

10:30 – 11:00

File Setup Options

11:00 – 12:00

Menu Planner

12:00 – 01:00
LUNCH

01:00 – 01:15

Front of the House Tasks

01:15 – 01:30

Free and Reduced File Setup

01:30 – 01:45

Application Entry Search

01:45 – 02:15

Processing Applications

02:15 – 02:30
BREAK

02:30 – 03:00

Verification

03:00 – 03:30

Free and Reduced Reports

03:30 – 04:00

Accountability File Setup Options

Thursday | Day 3

08:30 – 08:55	Site Cashier Start of Day Procedures
08:55 – 09:00	Log In
09:00 – 09:05	Open Terminal
09:05 – 09:15	Point of Service screen
09:15 – 09:25	Process Sales Screen Part 1
09:25 – 09:30	Tender Screen
09:30 – 09:35	Process Sales Screen Part 2
09:35 – 09:40	Switching Serving Periods
09:40 – 09:55	Close Terminal
09:55 – 10:10	Log Off/Exit
10:10 – 10:25	BREAK
10:25 – 10:55	Site Manager Procedures
10:55 – 11:05	Home Page
11:05 – 11:10	Daily Procedures
11:10 – 11:30	Day End Processing
11:30 – 12:00	Reports
12:00 – 01:00	LUNCH
01:00 – 01:15	Letters
01:15 – 01:30	Review & Wrap Up
01:30 – 02:00	Final Exam