# Minfos Sales Clerk Essentials learning pathway checklist

## Track your progress on the checklist as you move through each of the topics in the Sales Clerk Essentials learning pathway.

| **Topic** | **Completed** |
| --- | --- |
| 1. [Getting started](https://help.minfos.com.au/support/solutions/articles/51000161103-sales-clerk-essentials-getting-started)   * Clerk codes * Open the Minfos Till |  |
| 2. [Create a sale](https://help.minfos.com.au/support/solutions/articles/51000161139-sales-clerk-essentials-create-a-sale)   * Search for products * Sell non-prescription products * Add prescriptions to a sale * Use hotkeys * Use General GP products |  |
| 3. [Process payments](https://help.minfos.com.au/support/solutions/articles/51000161144-sales-clerk-essentials-process-payments)   * Cash payments * EFTPOS & credit card payments * Mixed tender * Cheque payments * Customer account sales & payments |  |
| 4. [Frequently used Till functions](https://help.minfos.com.au/support/solutions/articles/51000161145-sales-clerk-essentials-useful-till-functions)   * Price Check * Hold & recall sales * Discounting * Add sales notes * Cancel sales |  |
| 5. [Returns, Voids & Exchanges](https://help.minfos.com.au/support/solutions/articles/51000167649-sales-clerk-essentials-returns-voids-and-exchanges-at-the-till)   * Return items * Void entire sales * Exchange items |  |
| 6. [End of Day processes](https://help.minfos.com.au/support/solutions/articles/51000167650-sales-clerk-essentials-end-of-day-process)   * Till Summary * Settle EFTPOS * Open Till drawer * Close Minfos |  |