

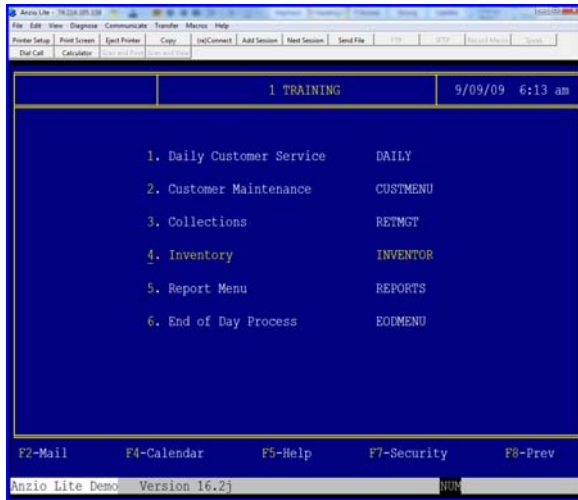
The first step of RSSS Training is to begin by self-registering on the RSSS Video Training site. Print the **“Self Registering for RSSS Video Training Site”** document and follow this document to self-register. You will watch videos on this site and then login to a separate training server to practice RSSS transactions.

Screen Shot from RSSS Video Training Site

The screenshot shows the RSSS Video Training Site interface. On the left, there are three main menu sections: 'Main Menu' with links for Home, Contact Support, Search, 12.5 Executive Overviews, and 12.5 Training Videos; 'User Login' with the text 'Hi, fancuser' and a 'Logout' button; and 'User Menu' with links for 'Your Details' and 'Logout'. The main content area is titled '12.5 Videos' and contains a list of training topics:

- [Basic Skills](#) (2 items)
covers changing your security passcode, function keys, navigating within RSSS and time clocking.
- [Customer Service](#) (16 items)
covers customer service activities utilized at the front counter from adding or looking up customers, adding new rental agreements, taking payments, closing and inquiring on rental agreements, refunds and cash sales.
- [End of Day](#) (5 items)
covers the daily snapshot and end of day activities necessary for balancing your till with RSSS.
- [Inventory Functions](#) (6 items)
covers various ways to lookup inventory, utilize inventory reports and transfer inventory and receive inventory from a purchase order.
- [Collections](#) (1 items)
covers onscreen collections.
- [Purchase Order](#) (1 items)
covers adding requisitions and all aspects of purchase orders.
- [Barcoding](#) (6 items)
covers strategies for barcoding your inventory, the barcode scanner, physical inventory using the barcode scanner, ordering, loading and printing barcode labels.
- [Time and Attendance Functions](#) (11 items)
covers time and attendance menus, checking employees time, remote time clocking and fixing an employee's time.

After you have finished watching your first training video you will want to login into the RSSS Training Server and practice what you learned from the video. To do this, you will use an Anzio Lite connection session from your PC Desk-top. There should be an RSSS TRAINING icon on the same computer desktop you are using to watch the training videos. If for some reason the RSSS TRAINING icon is not on your desk-top, then contact RSSS at 361 -993-1790 or email support@rsss.com and we will have a tech assist you with installing Anzio. Otherwise print and follow the **“Accessing RSSS Training Server”** document on how to login to the RSSS training server.



Screen Shot of RSSS Training Server

Once you establish connection to the RSSS TRAINING server, you will do a series of practice sessions on the RSSS Training Server from the **“RSSS Lesson Plan”** document. Print out the Practice Sessions documents for your instructions on which RSSS activities to do on the training server. When you have completed watching the videos and completed your RSSS practice transactions on the RSSS TRAINING server, you can notify your manager so an audit can be done of your work to ensure you have completed the RSSS Training.

If you have any questions or concerns, please contact your supervisor or RSSS at 361-993-1790 or email support@rsss.com.