# Minfos Till Management learning pathway checklist

## Track your progress on the checklist as you move through each of the topics in the Till Management learning pathway.

| **Topic** | **Completed** |
| --- | --- |
| 1. [Handle hotkeys](https://help.minfos.com.au/en/support/solutions/articles/51000175962)* Create hotkeys
* Edit hotkeys
* Remove hotkeys
 |[ ]
| 2. [Manage discounts](https://help.minfos.com.au/en/support/solutions/articles/51000176162)* Set up and use reportable discounts
* Reportable discounts report
* Quick discount keys
 |[ ]
| 3. [Check & correct General Product sales](https://help.minfos.com.au/en/support/solutions/articles/51000176163)* Check General Product usage
* Correct non-scanning products
* Correct General Product sales
 |[ ]
| 4. [Display Till messages](https://help.minfos.com.au/en/support/solutions/articles/51000176166)* Set up Till messages
* Edit Till messages
* Disable Till messages
 |[ ]
| 5. [Useful Till reports](https://help.minfos.com.au/en/support/solutions/articles/51000176196)* Till Summary report
* Previous Takings report
* Till Exceptions report
 |[ ]
| 6. [Docket messages](https://help.minfos.com.au/en/support/solutions/articles/51000176197)* Add Till docket messages
* Update Till docket messages
 |[ ]