

Retail Store POS System Startup Procedures

1. Pre-Startup Checklist

- Ensure all hardware devices (terminal, receipt printer, barcode scanner, cash drawer) are connected.
- Check cables and power sources for proper connection.
- Verify availability of necessary supplies (receipt paper, pens, bags, etc.).
- Ensure safe and secure environment for system start.

2. Powering On Devices

1. Switch on the main POS terminal.
2. Power on peripherals: receipt printer, barcode scanner, customer display, and cash drawer (if electronic).
3. Wait for the system to finish booting before proceeding.

3. Starting the POS Software

1. Double-click the POS software icon on the desktop or select from the device menu.
2. Enter user credentials to log in (username and password or swipe card).
3. Confirm successful login and that the main dashboard is visible.

4. System Checks & Opening Procedures

- Perform connection test with receipt printer and barcode scanner.
- Run a test sale and print a sample receipt to verify printer and cash drawer operation.
- Check barcode scanner for accuracy using a sample product.
- Count beginning cash float and enter in POS cash management module.
- Verify correct date and time are set on the system.

5. Ready for Operation

- Notify manager or supervisor that the POS terminal is ready for daily operation.
- Ensure that all staff are logged in with individual credentials as needed.
- Proceed with normal register functions and customer service.

Notes

- Report any system errors or hardware issues to IT immediately.
- Follow store security and safety protocols when handling cash.
- Document any deviations from the standard startup procedure.