

TILL CHECKLIST

Best Practice - Check till operations and functions before use



- Turn the till on and check that the PoS (point-of-sale) loads correctly
- Restart till if it has been left on
- Check for Windows Updates
- Clean touch screen
- Check touch screen
- Check till retail software loads correctly
- Check staff POS logins
- Check scanner
- Check Printer
- Check A4 network printers used for delivery notes/invoices from PoS
- Check Kitchen Printer
- Check Chip and Pin
- Check Magswipe
- Check Line Display
- Check Customer Facing Screen display
- Check cash drawer
- Check Screen design layouts

Run test transactions

- Process a transaction with Chip and Pin with contactless and pin entry in advance of opening
- Process a transaction with vouchers/cash in advance of opening.
- Refund a transaction in advance of opening
- Print an order to Kitchen Printer in advance of opening
- Check cash drawer fires and receipt prints
- Check A4 delivery notes/invoices print