

Protecting Your Assets: Step-by-Step POS Checklist for Temporary Restaurant Closures

Restaurateurs facing temporary closures have a tremendous amount of pressure and concern to ensure the health, safety and long-term viability of their business.

The process can be overwhelming, so we've laid out a simple checklist to help you protect your assets.

Powering down restaurant POS devices:

- Run all required local POS reports.**
- Empty all cash drawers.**
- Instruct staff to:**
 - Wash their hands before cleaning Oracle devices.
 - Use eye protection and latex/nitrile gloves.
- Execute controlled power down of all devices.** Do not unplug workstations and printers; instead turn them off using power buttons.
- Disconnect power cables after device is powered down for energy management.**
- Place device on a secure stable surface before disconnecting any peripherals.**

Passwords

- Make a note of all your Symphony or RES passwords.**
- Reset your *Enterprise Management Console and Reporting & Analytics* passwords.**
- If you are using RES make a note of the *Sys Admin* password.**
- Collect all your Magnetic Cards.**

Cleaning guidelines:

- Use 70 percent isopropyl alcohol solution to disinfect and clean surfaces; this concentration is optimal for killing bacteria and viruses. Prepare the cleaner using the following instructions:**
 - Obtain 99 percent isopropyl alcohol – available over the counter.
 - Obtain distilled water – available over the counter.
 - Prepare a spray bottle by rinsing the inside with distilled water to flush out contaminants.
 - Mix 7 parts alcohol to 3 parts distilled water.
- Clean the surfaces of hardware devices by:**
 - Gently spraying surfaces with the alcohol mix and wiping with a dry nonabrasive cloth or paper towel.



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Inventory Management:

- Disable *Order Cycles*.**
- Ensure all outstanding receipts, production, orders, and transfers have all been booked.**
- Book waste for items being discarded.**
- Perform a current inventory count to correct stock on hand.**

Labor Management:

- Run *Auto Clock Out* report.**
- Correct any outstanding time punch edits.**
- Validate *Tip Pool* distributions.**
- Add or adjust any applicable *Premium Pay* or *Other Pay*.**
- Manually run a payroll preprocessing report.**
- Close pay period, if applicable.**

Gift and Loyalty:

- Disable or extend point/value expiration for existing programs using expiration.**
- Disable coupon segmentation to prevent any automated offers from running.**
- If using an email marketing tool connected to G&L, notify customers of closure plan and disable recurring jobs.**

Omni-Channel:

- Notify 3rd party providers of closure plan and turn off order acceptance where applicable.**
- Disable Omni-Channel Social Media Campaigns where applicable.**
- Update Website/Online Ordering where applicable.**
- Update voicemail for call-in orders.**

Need additional tips or support? Reach us by phone: US: +1 866-287-4736; UK: +44 207 5626 827; AU: 1300 366 386; LAD: 52 559 178 3146 | [or chat anytime.](#)

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