

# Ready for Reopen: Oracle MICROS Sports and Entertainment Customer Point-of-Sale Checklist

After a temporary closure, we recommend that Oracle MICROS point-of-sale sports and entertainment customers follow this detailed checklist to ensure your POS and inventory management systems are ready to service guests on opening day.



## General:

- Power on all point-of-sale devices and peripherals**
- Make sure to log in to all Point of Sale platforms (EMC, Simven, Suites, Vending, Reporting and Analytics)**
  - Check that your passwords are still active and have not expired
- Make sure all events are closed**
  - Ensure there are no pending transfers, PO's or receiving documents
- Update event calendar**
  - Modify any events that were missed or cancelled and add new dates
- Ensure employee credentials are active**
  - If you are reassigning responsibilities make any necessary adjustments to employee classes/job codes

## Concessions:

- Create a test event**
  - Run concession transfers to locations inside of the test event to ensure transfers are working correctly
  - Initialize test event
  - Print out stand sheets
  - Ring in test transactions and payments at open locations
  - Place event day transfers
  - Check to make sure sales are posting in Reporting and Analytics
  - Make sure any gift and loyalty, mobile ordering, kiosk or any 3rd party platforms are working
  - Close event as you would normally
- Make sure menu items are correct and prices are accurate**
- Run end of event reports**
- Clean all terminals using cleaning guidelines below**

## Suites/Premium:

- Create and open suites test event**
  - Place pre event suite orders to the test event
  - Place suites game day orders
  - Close event las you would normally
- Run end of event reports**
- Make sure any gift and loyalty, mobile ordering, kiosk or any third-party platforms are working**
- Make sure menu items are correct and prices are accurate**
- Clean all terminals using cleaning guidelines below**

## 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

**We hope this checklist is helpful in managing your POS. If you need assistance strategizing on how to improve the guest experience while maintaining social distancing, we can help. [Contact us anytime.](#)**

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