Terminal Shutdown Procedures

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> As of 7/1/2023, Point of Sale 1.0 has been deprecated. Please see the Migration Checklist (POS 2.0) for details.

Proper shutdown of the terminals is completed with the **Shutdown** button located on the Admin POS Menu, Campus POS Menu or in the Cashier Options Menu. Terminals should NOT be shut down by holding the power button or unplugging.

Improper terminal shutdown may cause data loss.

If a user attempts to shut down the terminal before message delivery is complete, a progress bar will appear to indicate the progress of message delivery. If necessary, the terminal can be shut down when messages are still pending delivery. The cashier can bypass waiting for messages to deliver by clicking the Shutdown Now button.

If a user chooses to bypass the delivery of pending messages, they will NOT be delivered until the next time the terminal is booted. In the meantime, those messages are stored in a queue and will be delivered the next time the terminal is actively connected to the network.

For shutdown issues, administrators should review the POS Troubleshooting article and contact Campus Point of Sale Support for additional issues.

Cashiers

As a best practice, cashiers should allow fifteen minutes between cashier logout and terminal shut down. Doing so allows the terminal message queue to clear so all update messages may be sent from the terminal to the Campus database.

To shutdown a Point of Sale Terminal, select the **Options** button and the **Shutdown** button.