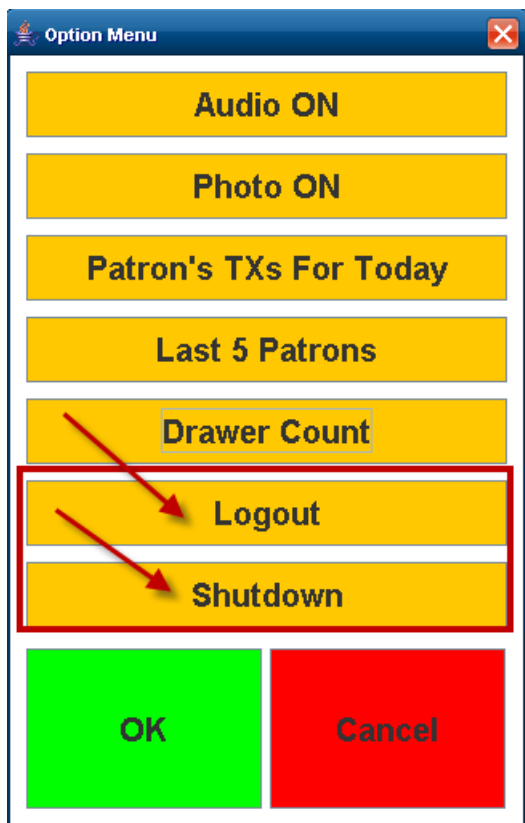


# Logging Out and Shutting Down POS Terminals

Last Modified on 06/27/2023 2:43 pm CDT

Point of Sale 1.0 has been deprecated as of 7/1/2023. Please see the [Cashier Cheat Sheet](#).

After the last patron has been processed, the cashier should, at the very least, log out of the terminal.



## Logging Out

Logging out is recommended for security purposes. Cashiers should select Logout from the Options menu to end the current processing session.

Terminals should be logged off between breakfast and lunch periods, though they do not need to be shut down.

## Shutting Down

Terminal and server data is saved if it is not successfully uploaded prior to shut down. Each time the terminal boots up, it downloads pending data from the terminal to the Campus server or from

the Campus server to the terminal. For this reason, proper shut down is important.

- To make sure all data has been processed, the terminal should only be shut down after a cashier has been logged out for at least fifteen minutes. This allows time for the final terminal transactions to be sent to the patrons' accounts.
- Terminals may be shut down between breakfast and lunch if necessary. The terminal will resume data transfer when rebooted.

### **Shutting Down a Terminal**

1. Log into the terminal (after having logged out for at least fifteen minutes).
  2. Select the **Shutdown** option from the Options menu.
  3. Verify the terminal has completely shut down before unplugging from the power supply.
-