**RESTAURANT POS CHECKLIST**

This checklist aims to provide assistance to the restaurant business before embarking on its quest to find and adapt a POS system for its business operations. Use this checklist through ticking the boxes of what your restaurant has and what your restaurant needs in relation to the POS system.

|  |
| --- |
| **OBJECTIVES OF THE RESTAURANT BUSINESS FOR THE POS SYSTEM** |
| * [INSERT FIRST OBJECTIVE OF YOUR RESTAURANT BUSINESS IN YOUR PLAN TO ACQUIRE POS SYSTEM THROUGH THE USE OF THIS POS CHECKLIST]
 |
| * [INSERT SECOND OBJECTIVE OF YOUR RESTAURANT BUSINESS IN YOUR PLAN TO ACQUIRE POS SYSTEM THROUGH THE USE OF THIS POS CHECKLIST]
 |
| * [INSERT THIRD OBJECTIVE OF YOUR RESTAURANT BUSINESS IN YOUR PLAN TO ACQUIRE POS SYSTEM THROUGH THE USE OF THIS POS CHECKLIST]
 |
| **GENERAL CONSIDERATIONS OF RESTAURANT BUSINESS ON POS SYSTEMS** |
| **RELEVANT STATEMENTS** |  | **REMARKS** |
| The software company’s assurance on the reliability of the POS system to be used by the restaurant business. | ◻ |  |
| The provision of the software company on elaborate and specific details with regards to the quality assurance program on the POS system. | ◻ |  |
| Upgrade provisions are clearly provided as well as its relevant terms and conditions which benefits both the software company providing and the restaurant business using the POS system. | ◻ |  |
| Information on the credibility of the software company which includes details on its years of experience in the industry. | ◻ |  |
| The operating systems associated with the POS system and which of these systems are compatible or complementary with the system/s followed by the restaurant business. | ◻ |  |

|  |  |  |
| --- | --- | --- |
| Employees/staff of the restaurant business can learn with ease the POS system to be installed because of its software’s user friendly processes. | ◻ |  |
| The provisions of automatic data backup which is essential in order for the restaurant business using the system to have backup information and details stored safe even on unforeseen events. | ◻ |  |
| The availability and the usability of reliable and fast network and/or communication platform which may be standard or upgraded for the use of the POS system. | ◻ |  |
| Availability of the necessary hardware as well as the software within the package to be agreed upon between the software company and the restaurant business. | ◻ |  |
| The provision of a training period to be conducted by the software company to the employees/staff of the restaurant business until full transition is achieved.  | ◻ |  |
| **ESSENTIAL SECURITY FEATURES OF THE POS SYSTEM FOR THE RESTAURANT** |
| **LISTS AND DESCRIPTIONS** |  | **REMARKS** |
| The level of security access involving the persons assigned to the usage of the POS system, to name a few, as follows:* [INSERT NAME OF ASSIGNED RESTAURANT PERSON WHO ARE GIVEN ACCESS TO THE USE OF THE POS SYSTEM PLANNED TO BE INSTALLED]
* [INSERT NAME OF ASSIGNED RESTAURANT PERSON WHO ARE GIVEN ACCESS TO THE USE OF THE POS SYSTEM PLANNED TO BE INSTALLED]
* [INSERT NAME OF ASSIGNED RESTAURANT PERSON WHO ARE GIVEN ACCESS TO THE USE OF THE POS SYSTEM PLANNED TO BE INSTALLED]
 | ◻ |  |
| Clear distinctions on the control functions relevant to the security level of the POS systems and the people involved or given access to these control functions. | ◻ |  |
| The provision of a Fingerprint ID, if applicable, for the following employees/staff of the restaurant business:* [INSERT POSITION/TITLE OF EMPLOYEE/STAFF OF THE RESTAURANT OF ACCORDED WITH THIS ACCESS].
* [INSERT POSITION/TITLE OF EMPLOYEE/STAFF OF THE RESTAURANT ACCORDED WITH THIS ACCESS].
* [INSERT POSITION/TITLE OF EMPLOYEE/STAFF OF THE RESTAURANT ACCORDED WITH THIS ACCESS].
 | ◻ |  |
| The provisions of a Card swipe ID, if applicable, for login functions in the POS system to be availed by these restaurant business employees/staff:* [INSERT POSITION/TITLE OF EMPLOYEE/STAFF OF THE RESTAURANT ACCORDED WITH THIS ACCESS].
* [INSERT POSITION/TITLE OF EMPLOYEE/STAFF OF THE RESTAURANT ACCORDED WITH THIS ACCESS].
* [INSERT POSITION/TITLE OF EMPLOYEE/STAFF OF THE RESTAURANT ACCORDED WITH THIS ACCESS].
 | ◻ |  |
| A set list recorded in the POS system or program which will make prevention in unauthorized access to the system of the software. | ◻ |  |
| [INSERT OTHER SECURITY FEATURES ON THE POS SYSTEM WITH WHICH YOUR RESTAURANT BUSINESS IS CONCERNED WITH ASIDE FROM THE AFOREMENTIONED LISTS/DESCRIPTIONS ABOVE] | ◻ |  |
| [INSERT OTHER SECURITY FEATURES ON THE POS SYSTEM WITH WHICH YOUR RESTAURANT BUSINESS IS CONCERNED WITH ASIDE FROM THE AFOREMENTIONED LISTS/DESCRIPTIONS ABOVE] | ◻ |  |
| [INSERT OTHER SECURITY FEATURES ON THE POS SYSTEM WITH WHICH YOUR RESTAURANT BUSINESS IS CONCERNED WITH ASIDE FROM THE AFOREMENTIONED LISTS/DESCRIPTIONS ABOVE] | ◻ |  |
| **NECESSARY HARDWARE AND SOFTWARE OF THE POS SYSTEM FOR THE RESTAURANT**  |
| **LISTS AND DESCRIPTIONS** |  | **REMARKS** |
| workstation by which the POS system is installed and is used for business operations which involves the following equipment:* Touch Screen Monitor
* Cash Drawer/Register
* Cash Receipt Printer
* [INSERT OTHER EQUIPMENT FOR THE POS SYSTEM WHICH YOUR RESTAURANT BUSINESS NEEDS IN YOUR DAILY OPERATIONS]
 | ◻ |  |
| * [INSERT OTHER EQUIPMENT FOR THE POS SYSTEM WHICH YOUR RESTAURANT BUSINESS NEEDS IN YOUR DAILY OPERATIONS]
* [INSERT OTHER EQUIPMENT FOR THE POS SYSTEM WHICH YOUR RESTAURANT BUSINESS NEEDS IN YOUR DAILY OPERATIONS]
 |  |  |
| Price displays, Order confirmation displays, Kitchen display system and other displays which will guide the employees/staff of the restaurant in their daily business operations and services to their customers.  | ◻ |  |
| Barcode scanner, Check reader, and other scanning devices which will be used in the accurate recording of product sales and real-time inventory deductions. | ◻ |  |
| * [INSERT OTHER HARDWARE/SOFTWARE TO BE USED IN INSTALLING THE POS SYSTEM ASIDE FROM THE AFOREMENTIONED LISTS/DESCRIPTIONS ABOVE]
 | ◻ |  |
| * [INSERT OTHER HARDWARE/SOFTWARE TO BE USED IN INSTALLING THE POS SYSTEM ASIDE FROM THE AFOREMENTIONED LISTS/DESCRIPTIONS ABOVE]
 | ◻ |  |
| * [INSERT OTHER HARDWARE/SOFTWARE TO BE USED IN INSTALLING THE POS SYSTEM ASIDE FROM THE AFOREMENTIONED LISTS/DESCRIPTIONS ABOVE]
 | ◻ |  |