



Assyst POS Start/End of Day Procedures for Windows

Start of Day Procedures

Go to the main POS computer. It is recommended that the system be restarted once per week.

Ensure that no DVDs or diskettes are in the computer.
Using the mouse, click on Start, then click on Shut Down.
Select the Shutdown in the popup window and click OK, or click the Shutdown button with the mouse.

The computer will now reboot.

1. Wait until the Windows login appears, and login to the computer.
2. To open the POS system, Double click on the POS icon. This will load the POS system. This step is not necessary for the tills to run.

Login the tills


1. Ensure that the server is logged into Windows.
2. Power on the till and double-click on the AccuTill icon.


To sign into a till: Enter your Clerk ID and then the CLERK # key. The till is now ready to process transactions.

End of Day Procedures

NOTE: If your system is configured to run Automated End of Day, you need not perform these functions.

1. Close the till program on each and every till by pressing '88' and the **ACTION CODE** key. If required, click on Start and then Shutdown to power off each till.
2. Check all terminals and to make sure they are not logged into the POS and Pharmacy systems. If any are still running POS or Pharmacy, close all sessions. (These terminals could be in Receiving, Office, or the dispensary)
3. At the server, confirm that all Assyst POS or Pharmacy sessions are logged out as well. To do this, press **Tab** on any running Assyst Rx-A sessions until Exit to Login appears. Press **Y** to exit to the login. Close any running copies of Assyst Point of Sale except one. Only one session of Assyst POS should be running on the server.
4. Click on the End of Day icon in **End of Day** section of the POS Functions ribbon group.

NOTE: If you see a window displaying **Application User Sessions**, go back to step 2. Once you have confirmed that there is nobody working on any terminal, select each session other than the current one in turn and click on the **Kill Session**  button.

5. Tomorrow's date will appear as the Next End of Day. Make sure this is the correct **NEXT** business day, if tomorrow is not your next business day, enter the correct date in the proper format. If you are unsure, select the next business day from the **Calendar** .
6. A reminder appears onscreen throughout selection of the next End of Day and/or End of Day Type. Make sure the correct printer is selected, the correct backup disk or thumb drive is in the computer, and that there is paper in the printer. If all is OK, click **Continue**.
7. You may now go home, reports will print and backup will occur.

NOTE: You may quit the End of Day routine without running it by clicking .