



# POS (Point of Sale) System Check & Power Backup Checklist (Daily/Weekly)

## - Connectivity, battery backup

### Daily - Network Connectivity

Daily checks focused on ensuring reliable network connection for transaction processing.

#### Internet Connection Status

- ☐ Connected & Stable
- ☐ Intermittent Connection
- ☐ Disconnected

#### Ping Time (ms)

#### Network Cable Condition

- ☐ Good
- ☐ Minor Damage
- ☐ Significant Damage - Requires Replacement

#### Firewall Status

- ☐ Enabled & Active
- ☐ Disabled
- ☐ Error - Review Logs

### Notes/Comments (Connectivity)

Write something...

## Daily - POS System Login & Basic Functionality

Confirms users can log in and perform basic POS operations.

### Login Attempt Time

### User Login Successful?

☐ Yes

☐ No

### User ID Logged In

Write something...

### POS System Running?

☐ Yes

☐ No

### Product Search Functionality Working?

☐ Yes

☐ No

### Test Transaction Amount (for basic functionality)

Enter a number...

### Notes/Comments on Login & Functionality

Write something...

## Daily - Payment Terminal Connectivity

Verification of connectivity for all payment terminals (credit card, debit card, contactless).

### Credit Card Terminal - Connectivity Status

- ☐ Connected
- ☐ Disconnected
- ☐ Error

### Debit Card Terminal - Connectivity Status

- ☐ Connected
- ☐ Disconnected
- ☐ Error

### Contactless/NFC Terminal - Connectivity Status

- ☐ Connected
- ☐ Disconnected
- ☐ Error

### **Ping Response Time (ms) - Credit Card Terminal**

Enter a number...

### **Ping Response Time (ms) - Debit Card Terminal**

Enter a number...

### **Ping Response Time (ms) - Contactless Terminal**

Enter a number...

### **Any Error Messages/Notes**

Write something...

## **Weekly - Internet Connection Speed Test**

Measure internet upload and download speeds to ensure optimal POS performance.

### **Upload Speed (Mbps)**

Enter a number...

### **Download Speed (Mbps)**

Enter a number...

### Ping/Latency (ms)

Enter a number...

### Test Method Used

- ☐ Online Speed Test (e.g., Speedtest.net)
- ☐ POS System Diagnostic Tool
- ☐ ISP Provided Tool

### Notes/Observations

Write something...

### Date of Test

Enter date...

### Time of Test

## Weekly - Network Device Status (Router/Modem)

Check the status lights and logs of the router and modem for any errors or warnings.

### Router Uptime (Hours)

Enter a number...

**Modem Uptime (Hours)**

Enter a number...

**Router Status Lights (Check each light)**

- ☐ Power
- ☐ Internet
- ☐ LAN
- ☐ WAN
- ☐ Wireless

**Modem Status Lights (Check each light)**

- ☐ Power
- ☐ Online
- ☐ DS (Downstream)
- ☐ US (Upstream)

**Router System Log Review (Brief Summary)**

Write something...

**Modem System Log Review (Brief Summary)**

Write something...

### Any Error Messages Displayed?

☐ Yes

☐ No

### If Yes, Describe Error Messages (and any actions taken)

Write something...

## Weekly - Battery Backup System - Visual Inspection

Visual inspection of battery backup units, including physical damage and wiring.

### UPS Unit Model Number

Write something...

### UPS Unit Serial Number

Write something...

### Condition of UPS Unit (Physical)

☐ Excellent

☐ Good

☐ Fair

☐ Poor - Requires Attention

### Battery Voltage (per battery cell - if accessible)

Enter a number...

### Signs of Damage (Cables, Connectors)

- ☐ None
- ☐ Minor Wear
- ☐ Damaged - Needs Replacement


### Notes/Comments (Visual Inspection)

Write something...

### Dust/Debris Build-up

- ☐ None
- ☐ Minor
- ☐ Significant - Requires Cleaning

### Photo of UPS Unit (Optional)

 Upload File

## Weekly - Battery Backup System - Self-Test

Run self-tests on UPS/battery backup units according to manufacturer's instructions.

### UPS Self-Test Result Code

Enter a number...

### Self-Test Passed?

☐ Yes

☐ No

### Details of Self-Test Results (if failed)

Write something...

### Date of Self-Test

Enter date...

### Time of Self-Test

### Battery Voltage (if measurable by UPS)

Enter a number...

### Battery Status Indicator (if available on UPS)

☐ Good

☐ Warning

☐ Replace Soon

☐ Replace Now

### Notes/Comments regarding battery backup self-test

Write something...

## Weekly - Battery Backup System - Load Test (if applicable & trained personnel)

Simulate a power outage to test the battery backup's ability to sustain POS system operation (requires trained personnel and following safety protocols).

### Detailed Load Test Procedure Followed

Write something...

### Load Test Duration (minutes)

Enter a number...

### Battery Runtime During Load Test (minutes)

Enter a number...

### Load Test Result

- ☐ Pass
- ☐ Fail
- ☐ Partial Failure

### Notes/Observations During Load Test (e.g., unusual noises, error messages)

Write something...

### UPS Status After Test (visual inspection)

- ☐ Normal
- ☐ Warning
- ☐ Error

### Date of Load Test

Enter date...

### Time of Load Test

## Monthly - Configuration Review

Review of POS and network configurations to ensure security and optimal performance.

### Last Configuration Change Date (YYYYMMDD)

Enter a number...

### Description of Last Configuration Change

Write something...

**Firewall Rules Reviewed?**

- ☐ Yes
- ☐ No

**POS Software Version Current?**

- ☐ Yes
- ☐ No


**Number of Active User Accounts**

Enter a number...

**Security Protocols Verified (Select all that apply)**

- ☐ Encryption (SSL/TLS)
- ☐ Strong Passwords
- ☐ Two-Factor Authentication
- ☐ Regular Security Audits

**Configuration Backup File (Optional)**

 Upload File