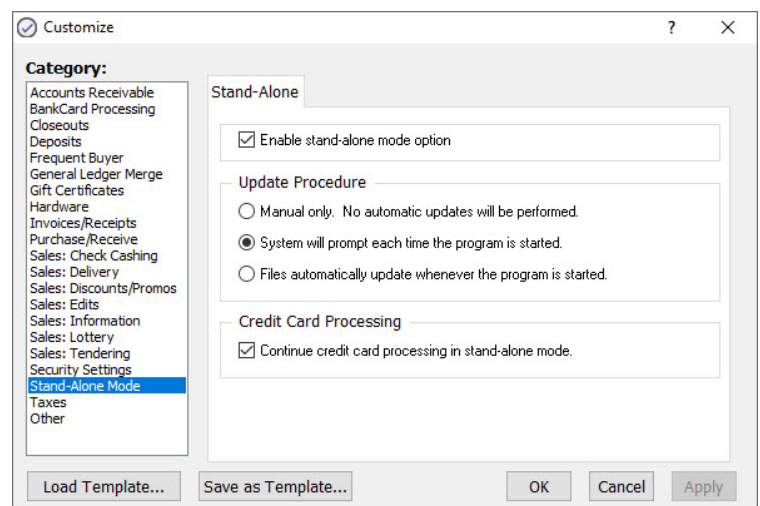


## Tech Tip: Stand Alone Procedures

In the event the store Server and/or Network goes down, the LiquorPOS Stand Alone feature will allow you to continue to process sales and take care of your customers! Before trying to address any issue, put at least one register in Stand Alone to ensure the smooth continuation of business. In Stand Alone, you will only be able to sell. All drawer closing, end of day and other reports as well as Receiving will have to wait until the network or Server is restored.

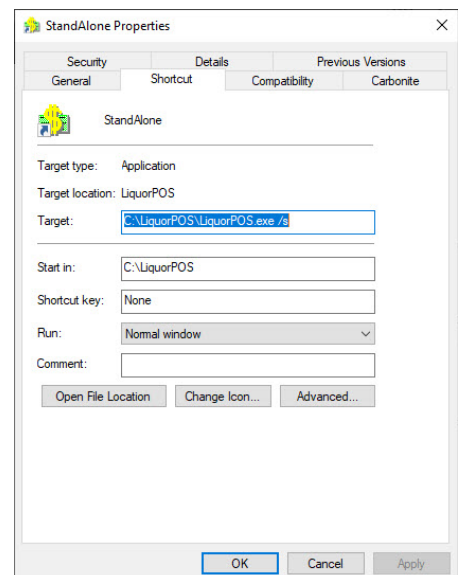
### To set up Stand Alone:

1. Go to Edit/Customize/Stand Alone Mode.
2. Check 'Enable Stand Alone Mode Option.'
3. Select the update option best for you. If you have really nice, fast computers I suggest 'Files automatically update whenever the program is started.' With this option there is no chance you won't have an updated file to work with. Systems running a bit slower will do better with the option 'System will prompt each time the program is started.' With this option you can say Yes the first time you go into LiquorPOS on each station each day and then skip it for the rest of the day and still maintain a pretty current file. Just don't leave it on Manual only as no one ever remembers to do that.
4. If you are running credit cards with the PAX S300s and your internet is still up and running, you will be able to continue processing credit cards if you additionally check 'Continue Credit Card processing in Stand Alone Mode'.
5. Click on Apply and then ok.



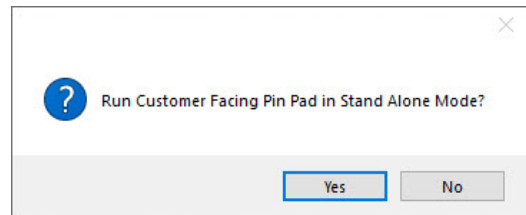
### To create a Stand Alone Icon:

1. Right click on the LiquorPOS BackOffice icon on your desktop. Left click on Copy.
2. Right click on some blank spot on the desktop and left click on Paste.
3. Then right click on the new icon and left click on Properties.
4. The Shortcut tab will come up and you will add a single space and /s to the Target Line. See image.
5. We also suggest you change the name of the icon to Stand Alone and change the icon itself – by clicking on 'Change Icon' and selecting one you like. This way you limit the possibility of folks running in Stand Alone by mistake.
6. Click on Apply and then OK.



### To launch Stand Alone:

1. Close LiquorPOS, you may have to go to the Task Manager. Right click on the Tool Bar at the bottom of your screen, then left click on Task Manager. Highlight LiquorPOS and click on End Task, might have to do that twice. LiquorPOS will close.
2. Click on the Stand Alone icon on the desktop. Stand Alone will launch and run a quick Reindex, do not interrupt this process as it is normal.
3. Stand Alone will look identical to the live version of LiquorPOS except that you will see Stand Alone on the LiquorPOS tool bar.
4. Launch the Sales Screen and:
  - a. If you have internet connectivity still available answer YES to the prompt. This will allow you to continue to process credit cards using the PAX units.
  - b. If you have no internet and are going to use some back up form of credit card processing such as Square or backup unit, answer NO to the prompt.



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*NOTE: Answering this question accurately and making certain you are charging a credit card and receiving an authorization code on either the PAX or your backup form of processing is critical. Without that authorization code, you will not get paid for a transaction.*

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5. Process sales as normal until the Server and/or the Network is restored.

### To Merge Stand Alone sales:

1. Once the Server and/or Network has been restored, exit the Stand Alone Sales Screen and then the Stand Alone Back Office.
2. Open the live version of LiquorPOS.
3. Go to File/Administration/Stand Alone and select Stand Alone Merge.
4. Make sure the dates offered are correct and if you see old dates, just call me before you merge so I can remove anything that is from a prior date.
5. Once you are sure you have the right drawer, click Yes.
6. LiquorPOS will merge the sales, update quantity on hands and customer records and report 'Merge Successful! Ok to clear out transactions in Stand Alone Directory? Answer yes so there is no risk of merging these sales again.
7. This process can -- if there are a lot of sales and your machines are on the older, slower side -- take a while but just let it run. If you know it is going to take a while you might try bringing one station at a time out of Stand Alone and back on line as you cannot interrupt this process.

