UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VA 22134-5001

IN REPLY REFER TO:
10110
B214

FEB 1 4 2018

BASE FOOD SERVICE MEMORANDUM 07-18

From: Food Service Officer, Food Service Branch, G-4
        Logistics
To: District Manager, Sodexo

Subj: PLAN FOR THE POINT OF SALES (POS) SYSTEM PHASE I UPDATE

Ref: (a) MCO 10110.14M
        (b) Regional Garrison Food Service Contract II

Encl: (1) How to Operate Registers in Standalone Mode

1. The Point of Sales (POS) software will be updated to MC SP 2.14.1 from February 16, 2018 until complete (on or about February 23, 2018). In order to facilitate this update all POS registers will need to be operated in Standalone Mode no later than close of business February 16, 2018. **Under no circumstances should the POS registers be put in Network Activity Mode, there are no exceptions**. Computrition will be on site February 21, 2018 to manually put each register back into Network Mode and complete the update.

2. Training was provided on how to operate in Network or Standalone Mode for Sodexo's District Manager, General Managers and cashiers. Enclosure (1) provides specific instructions to be used for setting "Standalone Mode".

3. This memorandum will temporarily supersede the instructions given in the Base Food Service Memorandum 04-18 paragraph one, subparagraph 1.b, 1.b.4, and 1.b.5. All other elements remain the same.
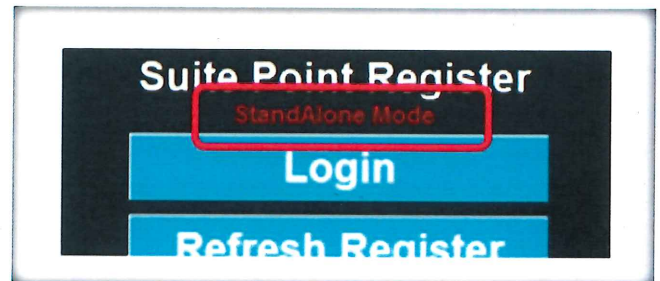
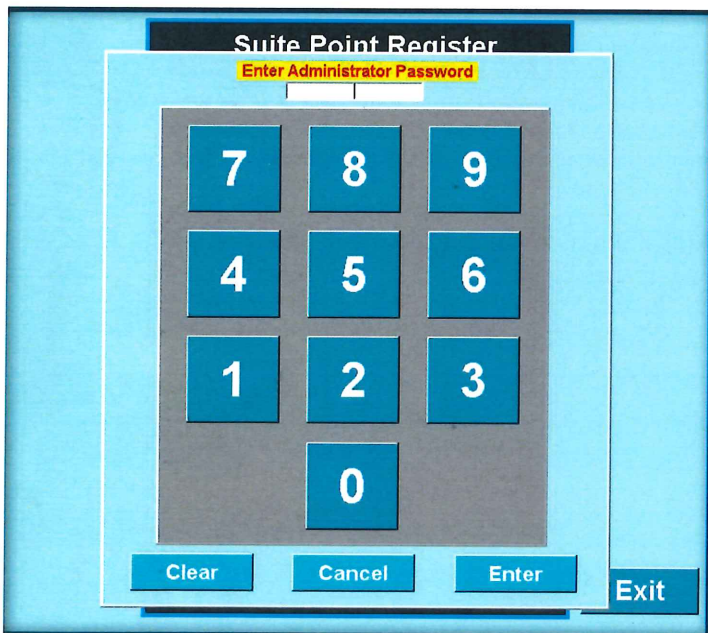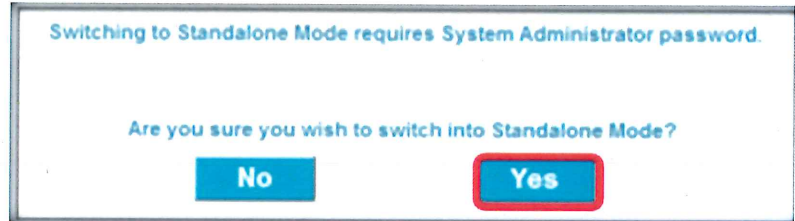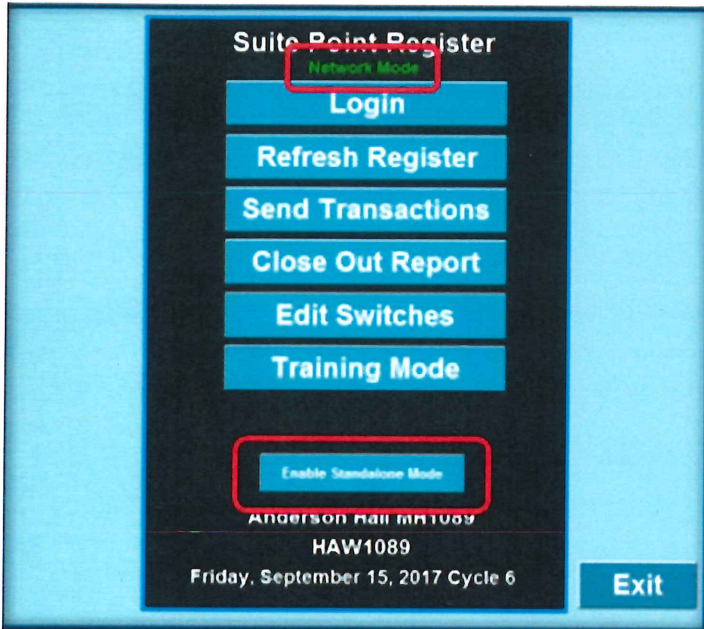4. Point of contact for this matter is MSgt Osborne at 703-784-2491.

J. P. STOCKWELL

Copy to:
TR
QAE
District Manager (SDX)
Mess Hall Managers (SDX)
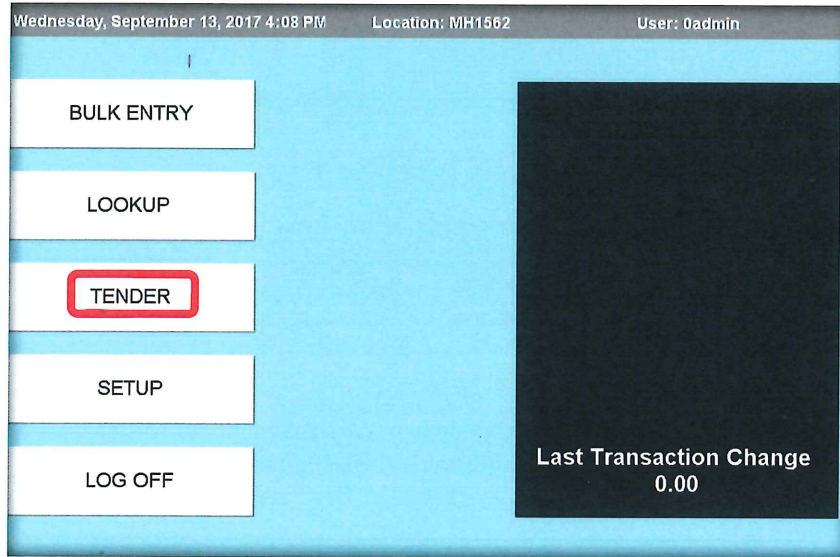File

How to Operate Registers in Standalone Mode

We recommend running in Standalone Mode for your entire meal periods for mess halls with poor network connectivity. The following are steps to properly run in Standalone Mode as well as Sending transactions and run Close Out reports at the end of each meal.

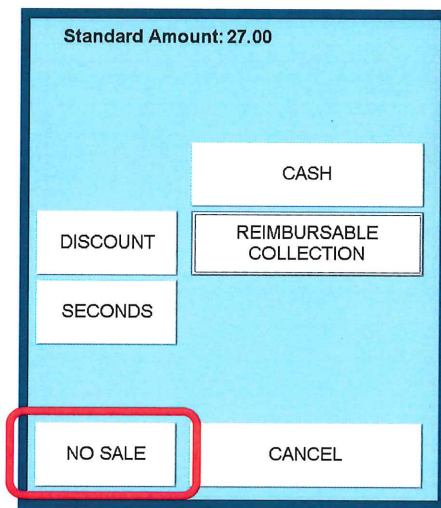1. After logging in, enable Standalone Mode and run in this state until the end of the meal.
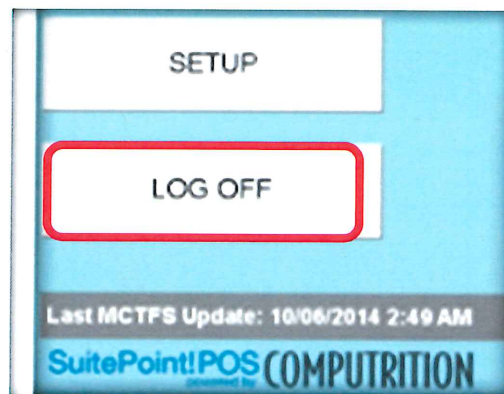
How To Close Out of Register

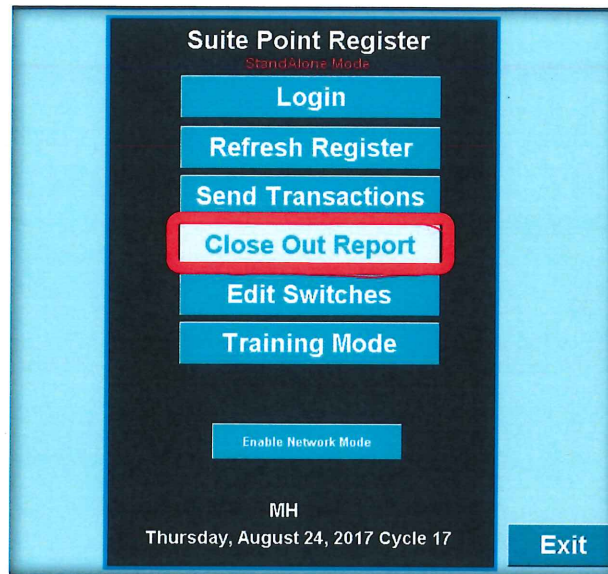1. At the end of the meal, press the Tender button

Wednesday, September 13, 2017 4:08 PM	Location: MH1562	User: 0admin

BULK ENTRY

LOOKUP

TENDER

SETUP

LOG OFF

Last Transaction Change
0.00

2. Press No Sale to retrieve cash from drawer

Standard Amount: 27.00

CASH

DISCOUNT | REIMBURSABLE COLLECTION

SECONDS

NO SALE | CANCEL

3. Press Log Off

SETUP

LOG OFF

Last MCTFS Update: 10/06/2014 2:49 AM

SuitePoint!POS COMPUTRITION
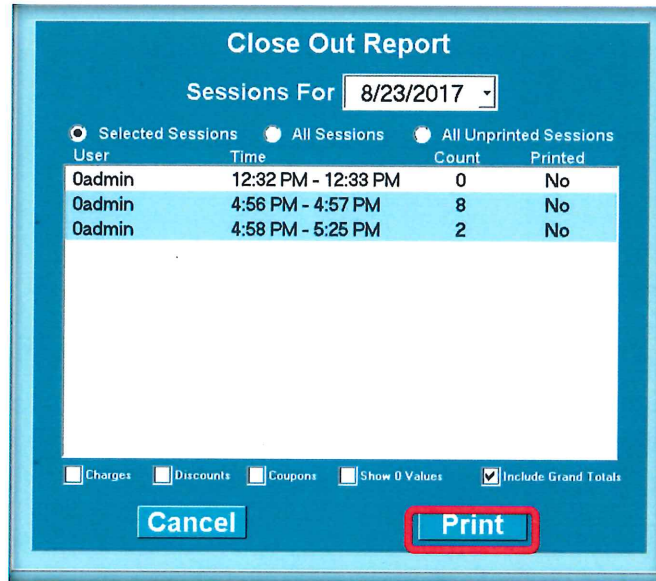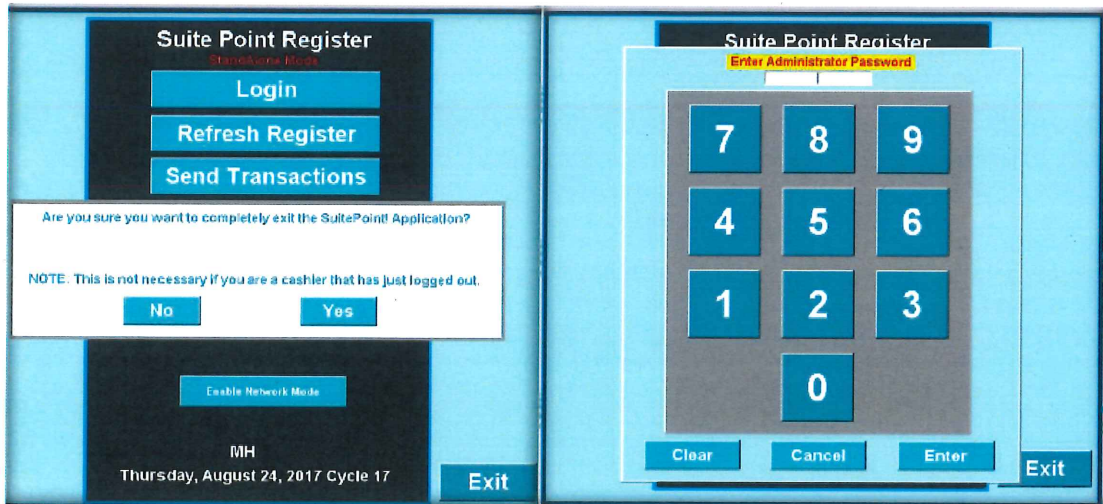
4. Press Close Out Report

5. Select the times for that meal period only or select All Unprinted Sessions. Check box at bottom right to Include Grand Totals; press Print

6. Once report is printed press Cancel to go back to the home screen

7. Press Exit; press Yes when prompted, and type in admin password. This will bring you back to the Windows Desktop

8. At Desktop, double tap on the SuitePoint! POS icon to relaunch SuitePoint!

9. SuitePoint! will start on its own. If it starts in Network Mode, you will be prompted to Send Unsent Transactions. **_DO NOT_** press the top button. Press the second button to hold unsent transactions.
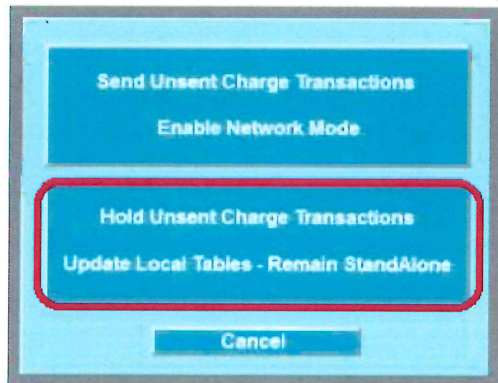
10. If it starts in Standalone Mode **_DO NOT_** press Enable Network Mode, continue to hold unsent transactions and **_REMAIN_** in Standalone Mode.