Department of
Food and Nutrition

Eating Healthy Every Day!

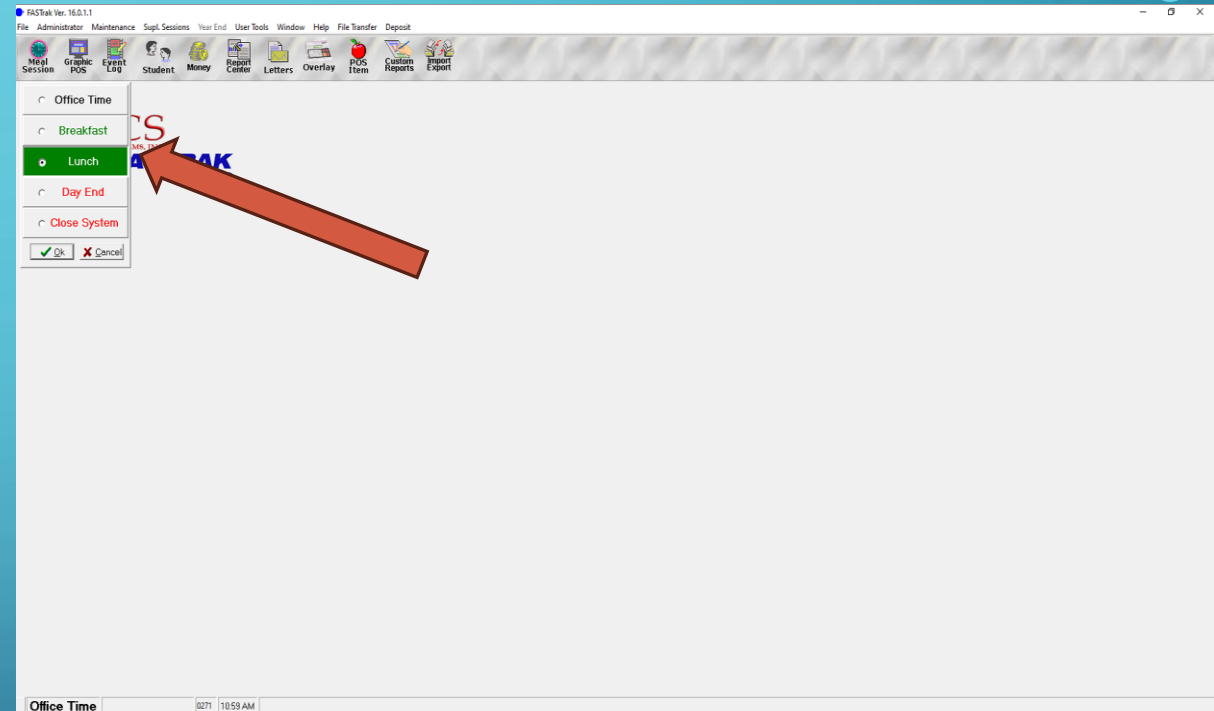# CASH REGISTER BASICS

TURNING THE CASH REGISTER ON

In the Manager's Computer:

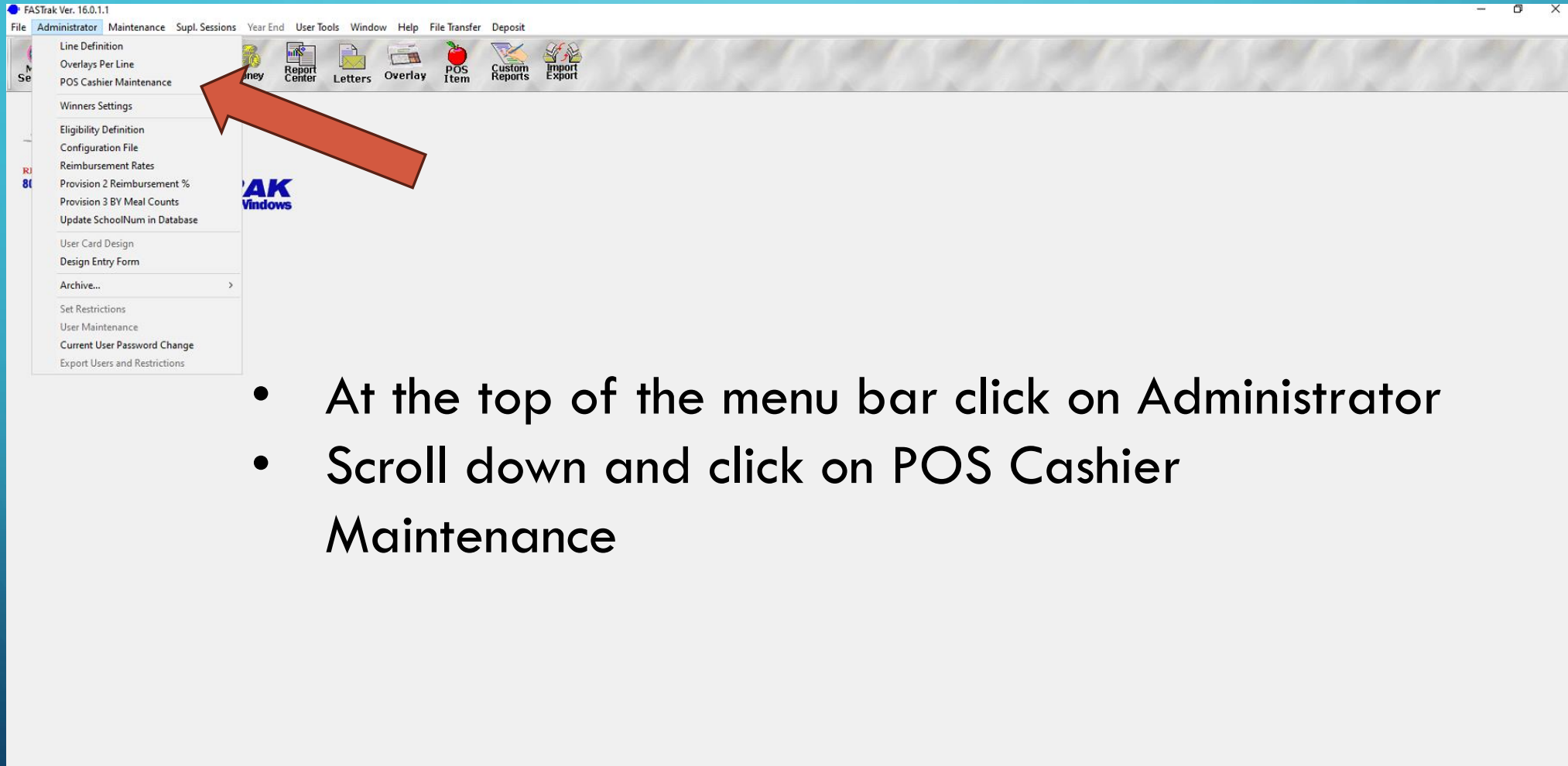Open FASTrak and change mode to Breakfast or Lunch.

Turn on the register and input the Cashier's Password.

Input the Employee ID number on the keypad to verify that it is working.

If the keypad is not working, call the Help Desk.
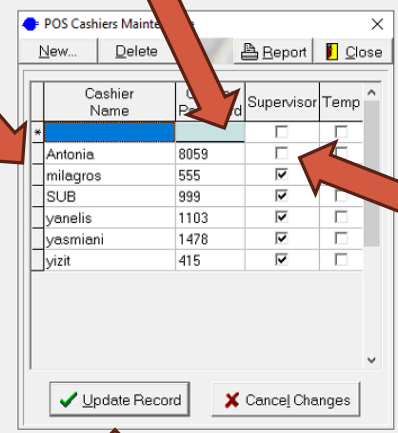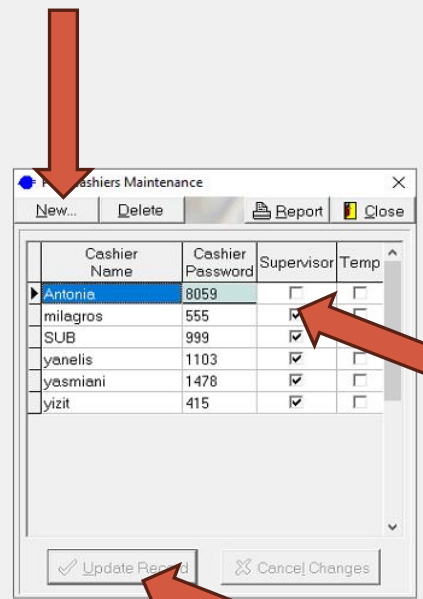
SETTING UP NEW CASHIER PASSWORDS

- At the top of the menu bar click on Administrator
- Scroll down and click on POS Cashier Maintenance

1. On the next screen click New and add the following information:
   - Cashier's Name
   - Cashier's Password
   - Double click on the box under Supervisor next to the Cashier's Password
2. Click Update Record

POS OPERATION

- To turn the POS on, the PC must be on Breakfast or Lunch mode.

- Once the school information appears on the register's screen, input cashier password and press CARD key.

- Once the current menu is loaded, VOICE, EXACT & FULL keys are automatically turned on.

- The light on the keypad should change from RED to GREEN indicating it is ready.

POS OPERATION

- The Student must enter or scan their ID number on the keypad and then press the GREEN key. Press RED key to clear any mistakes.

- The Cashier is to enter the menu items that are on the student's tray. Then press SUBTOTAL, TOTAL & NEXT.

Note: Cashier can also enter student account number in the POS (register) and press CARD. This is only done if the student needs assistance or the keypad is down.

POS OPERATION

- To load additional Menu items during service, press MAINT Key and then #2
- Once load is completed, press EXACT key, then FULL and Void simultaneously so all 3 lights are on.

STUDENT IDENTIFICATION

- Student must scan or enter their student identification number on the keypad.

- It is required that the student's name be stated by either the cashier or by the student.

OFFER VS SERVE

Reimbursable Breakfast

Students are given the opportunity to select
- 3 or 4 meal items
- One component must be a fruit, vegetable or juice

Reimbursable Lunch

Students are given the opportunity to select
- 3, 4or 5 meal components
- One component must be a fruit, vegetable or juice

POINT OF SALE REQUIREMENTS

- Cashiers must know and be able to recognize a reimbursable meal.

- Cashiers cannot "ghost" item or ring up items that are not physically on the tray.

- Current "AND JUSTICE FOR ALL" poster must be posted and visible by each POS.

- Current Offer vs Serve poster must be posted and visible for students.

- Remember to SMILE, it will make someone's day!