



# CASH REGISTER BASICS

## TURNING THE CASH REGISTER ON

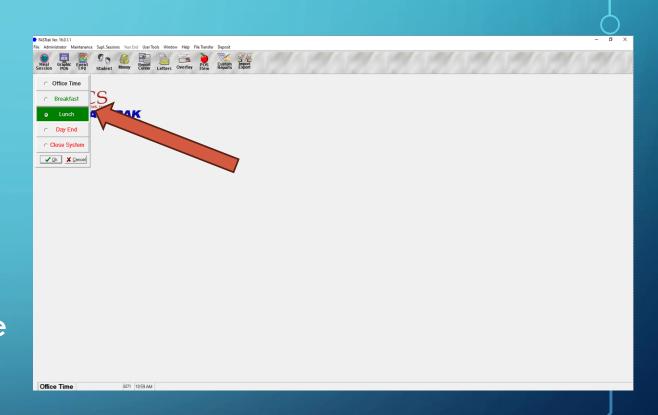
In the Manager's Computer:

Open FASTrak and change mode to Breakfast or Lunch.

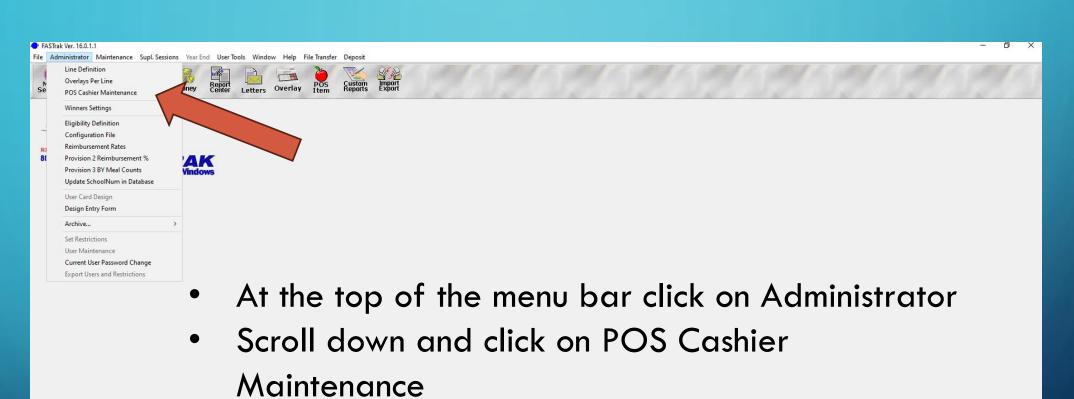
Turn on the register and input the Cashier's Password.

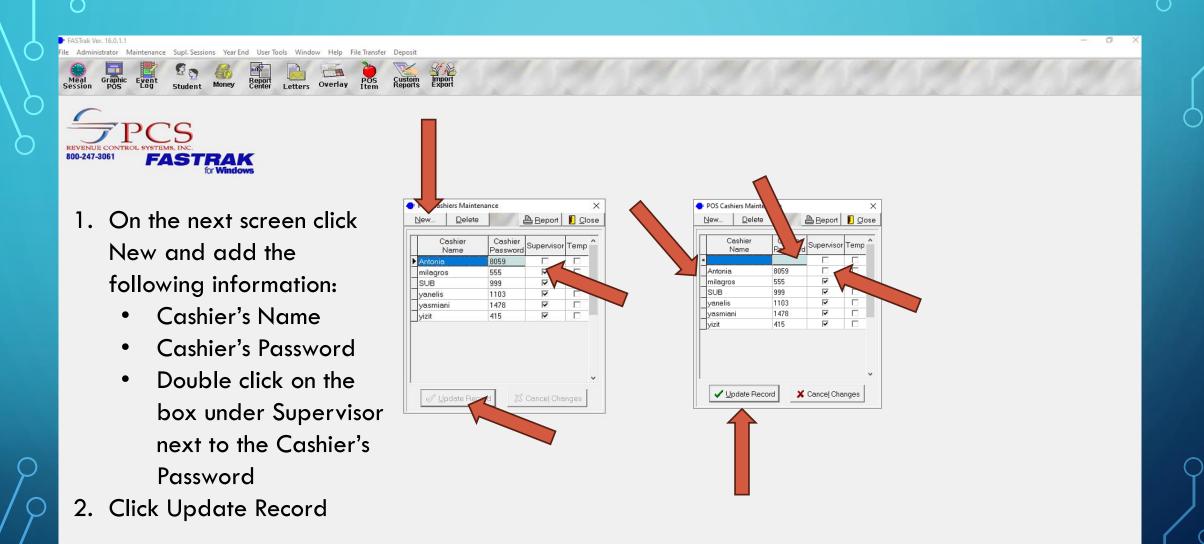
Input the Employee ID number on the keypad to verify that it is working.

If the keypad is not working, call the Help Desk.



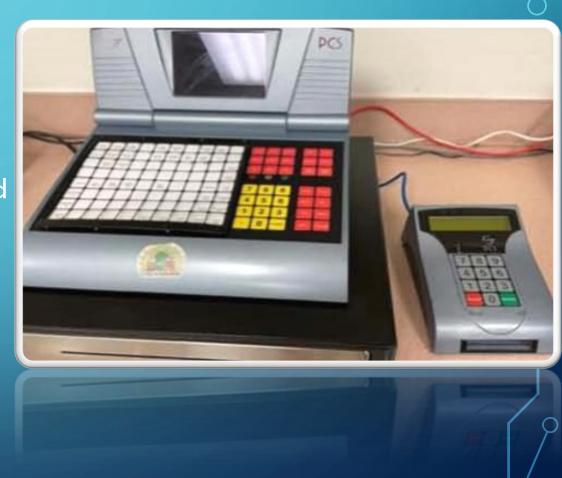
## SETTING UP NEW CASHIER PASSWORDS





## **POS OPERATION**

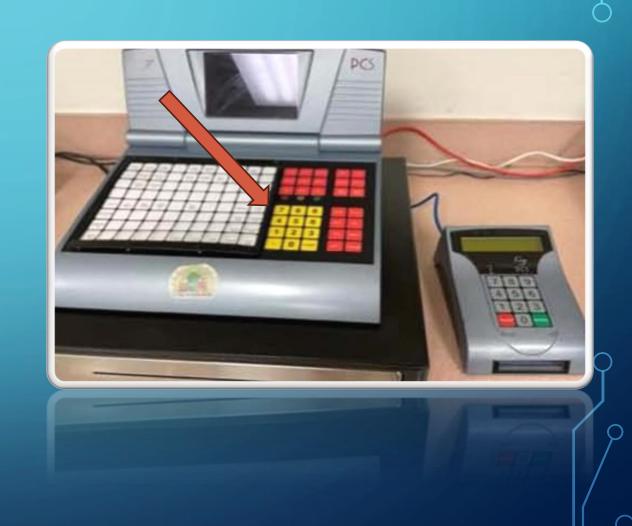
- To turn the POS on, the PC must be on Breakfast or Lunch mode.
- Once the school information appears on the register's screen, input cashier password and press CARD key.
- Once the current menu is loaded, VOICE, EXACT & FULL keys are automatically turned on.
- The light on the keypad should change from
  RED to GREEN indicating it is ready.



## **POS OPERATION**

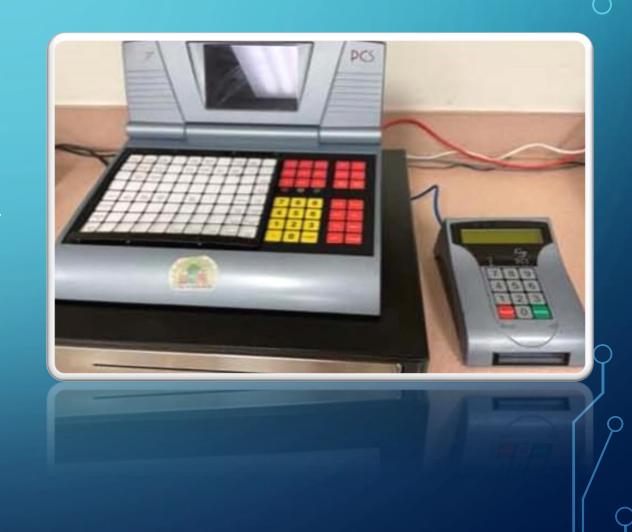
- The Student must enter or scan their ID number on the keypad and then press the GREEN key. Press RED key to clear any mistakes.
- The Cashier is to enter the menuitems that are on the student's tray.
  Then press SUBTOTAL, TOTAL & NEXT.

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

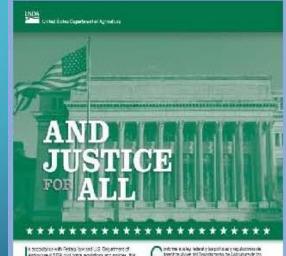


## POINT OF SALE REQUIREMENTS

- 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!







is accordance with Federal Invited U.S. Department of Agriculture 6.3716 your lights recolled on an problem, this is destined by problemed from determining on the case of how, u.m. informationgs, said, against destining and somewhat in reliabilities to great meli implificationsly. We all problemes focus is only to off programming.

Program controller in spilor nature intelligence in program plant formangine. Program is the colorated are in plants alternation in many or communication for spilors efformation one. Braille register in addition, and interest is a register of solic large part and other program efformation on contact in exposerble State allows Assertations administration for program or IPS No. Poly 101 General per 1021 (2004) the control TTM occident NEIGH Interest in Polymonia (1988) exposera 1998, 87 × 200.

To the a program contribution conglishin, a complicate information and office of the Court, (CSA Program Direct information of the plant in the collection of the direction of the collection of

PART II.S. Department of Agriculture District of the Australia Secretary for Dail Plant 1440 Income day to Annual SA

fee: 820(2)x-1000 x (000)090-1443

ernet. programi handissou gov

(30) 106-9525 5 (307) 160-7045 comes electedrical feature trad-alterdaysts.

Educations is the webbillion was a white

nationalists of the Post of the in Commercial profession on the department

A Committee of State of State

A STATE OF THE PARTY OF THE PAR