

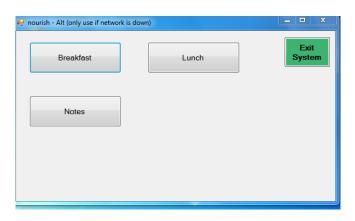
Nourish Alt was developed to provide an alternative to using paper rosters during a network outage. Nourish Alt is only to be used when the Network is down.

The district will notify the Nourish Support team after using Nourish ALT. The Nourish Support team will then import the data into Nourish.

To begin, locate and select the **N-Alt icon** on the register desktop.



A program window will open. The selections are **Breakfast**, Lunch and **Notes**.



The **Notes** function will record "notes" to individual students, similar to writing notes on the paper roster.

nourish - A	lt: Notes	(only use i	f network i	is down)									
1	2	3	4	5	6	7	8	9	0	Backspace			
Q	w	E	R	Т	Y	U		0	Р	Get Name			
Α	s	D	F	G	н	J	к	L	-				
z	×	с	v	в	N	м	Spa	ace		Save/Sub mit			

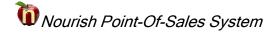


Select the appropriate meal service, **Breakfast** or **Lunch** to begin. The program will open to the meal service. Students may enter their number, or the cashier can select the student names using the onboard keypad.

nourish - A	It: Break	fast (only u	ise if netwo	ork is dow	n)						Close
Descrip Tax Delete Items				ount arge	F						
Esc	Q	w	E	R	т	Y	U	1	ο	Р	Backspace
	A	S	D	F	G	н	J	к	L	;	
	z	x	с	v	в	N	м	Spa	ace		Notes

Select the appropriate student name, select radio button for **Meal**, **Take Two or Ala Carte** to see menu items. Select the appropriate menu item and **Account Charge** button to complete transaction.

Tax Total Delete Items Deposit Account /Charge Last Known Balance 128.15			Entree	•				
Description	F Bagel PBJ Sandv	wich						
Carpenter:Owen -				,				
Canfield:Shane Carpenter:Coll	Break							
Cain Jr:John Calabria:Nina Campbell:Jess	ca	 Mea Cinna n Roll) Meal - Tal	ke Two	⊙ Ala	a Carte	



Selecting the **Deposit** button will bring up the option for **Check or Cash**.

Check	Cash	Cancel
		Save/Sub mit

For a **Cash** deposit, enter the amount and select the **Save/Submit** button.

Check	Са	sh		Cancel
Amount				Save/Sub mit
Esc	7	8	9	
Backspace	4	5	6	
	1	2	3	
		0		

For a **Check** deposit, enter the check number, select **Submit Check Number** button and then the check amount. Select **Save/Submit** to record deposit.

ourish - Alt: Deposit (only use it	f network	is down)	 _
Check Check Number	Ca		Submit Check lumber	Cancel
Esc	7	8	9	
Backspace	4	5	6	
	1	2	3	
		0		



After completing all transactions, select the **Close** button in the upper right hand corner.

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Enter the amount of **Cash**; do not include checks, into the **Total CASH Amount** field. Select **Close Meal**.

In instances where the cash out will be done in the Nourish program, select **the Ignore Cash Out – Cash Out will be done in Nourish** check box and select **Close Meal**.

Notify the Nourish Support Team that you have used NourishALT so the transactions can then be imported into Nourish.

