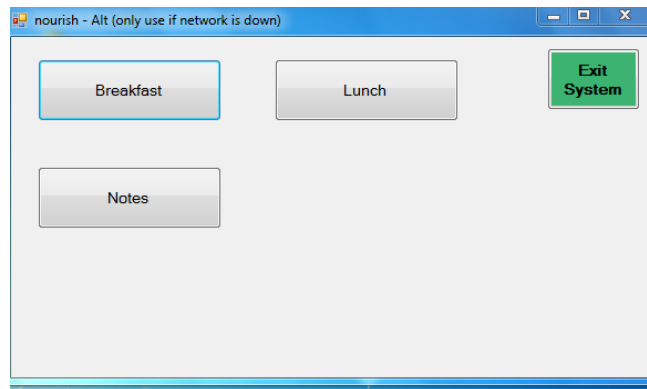## Nourish ALT

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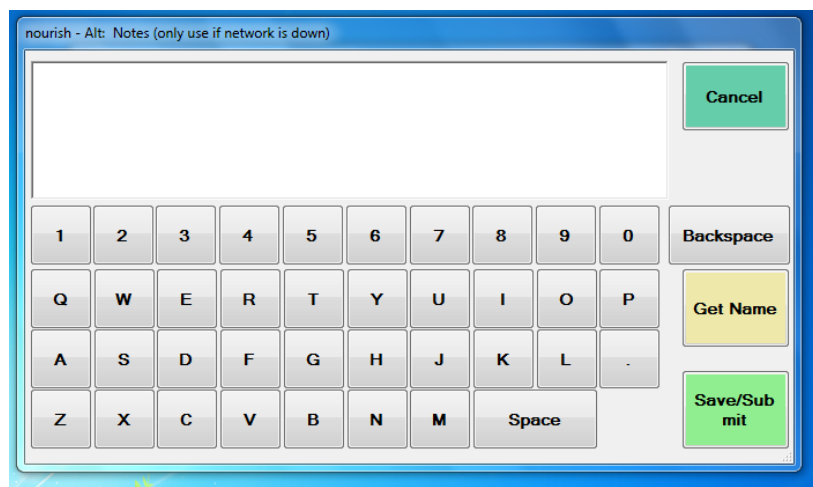
To begin, locate and select the **N-Alt icon** on the register desktop.

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.
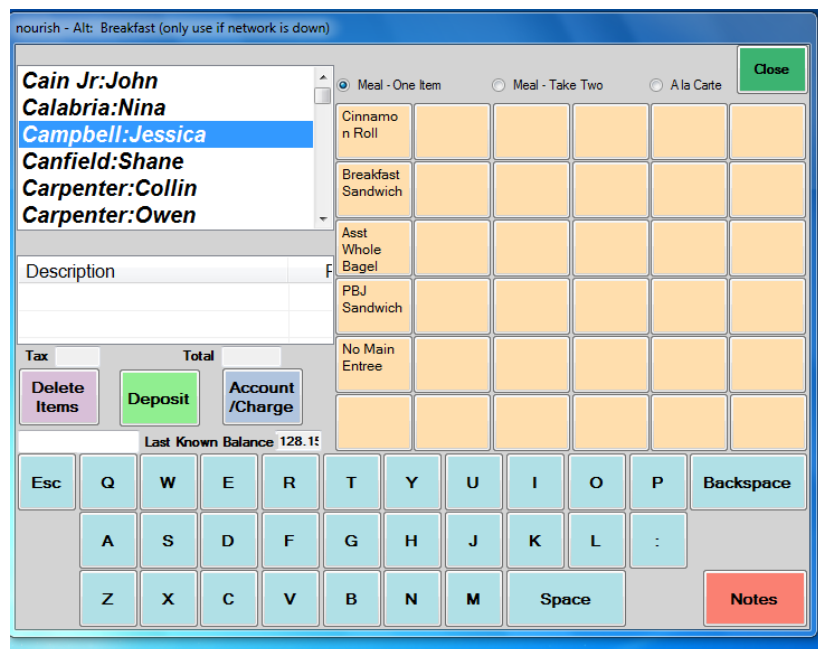
Nourish ALT

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.
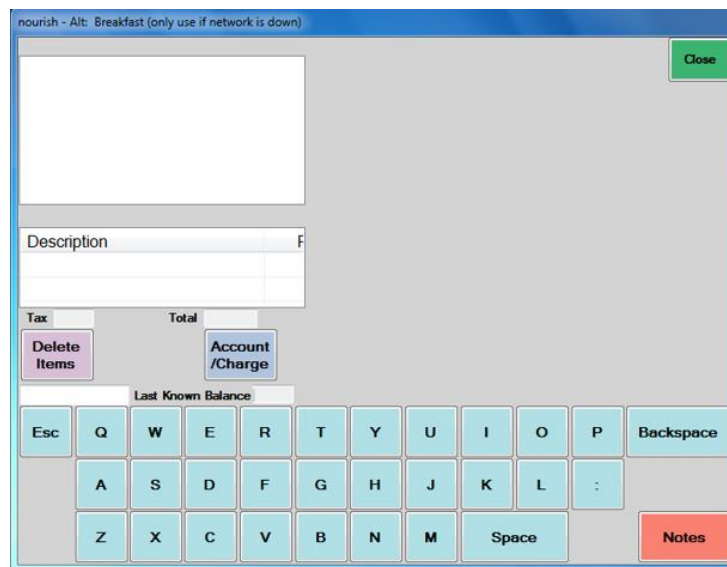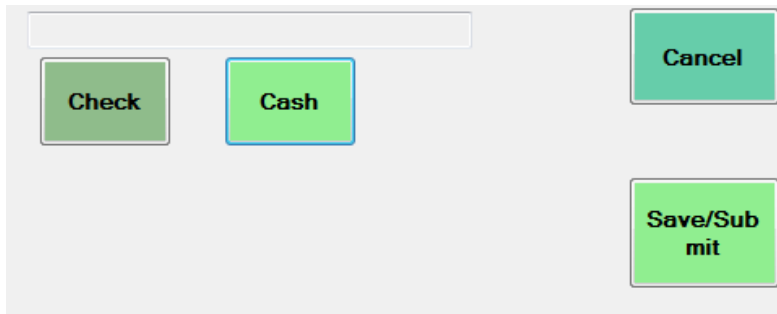

Select the appropriate student name, select radio button for **Meal, Take Two or Ala Carte** to see menu items. Select the appropriate menu item and **Account Charge** button to complete transaction.
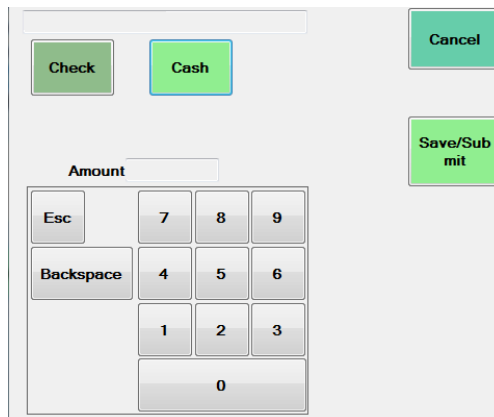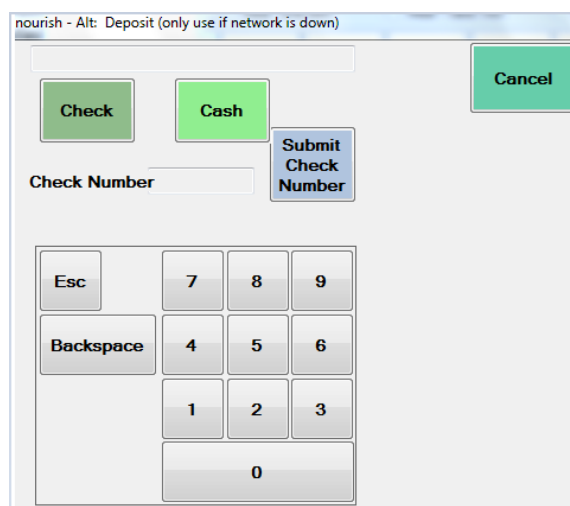
Nourish ALT

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

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

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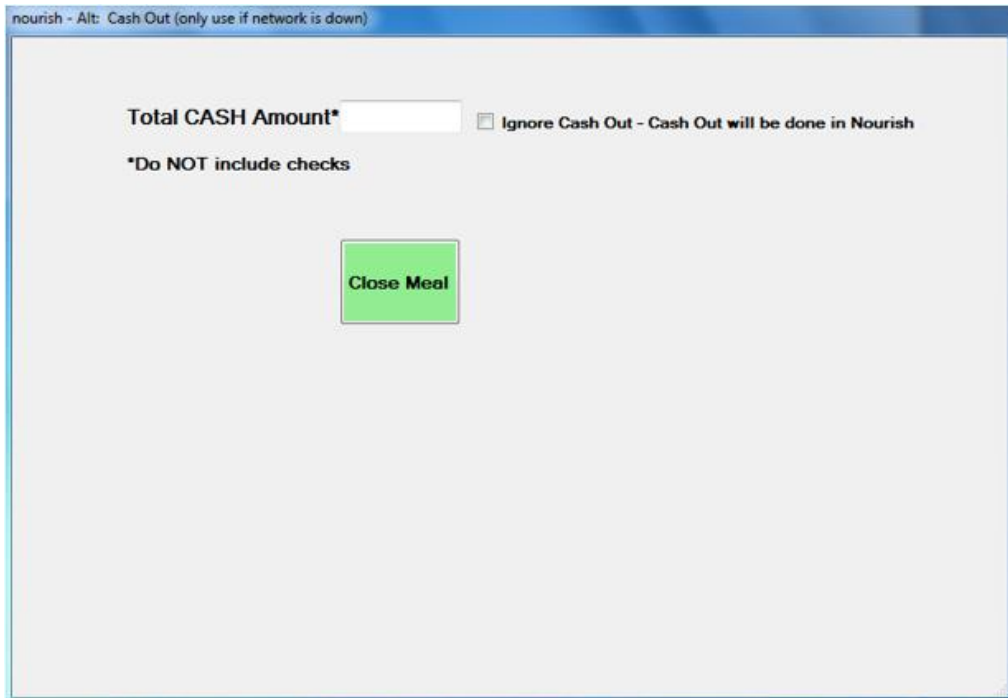
Nourish ALT

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

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**.

nourish - Alt: Cash Out (only use if network is down)

Total CASH Amount   ☐ Ignore Cash Out - Cash Out will be done in Nourish

*Do NOT include checks

Close Meal

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