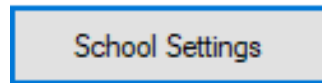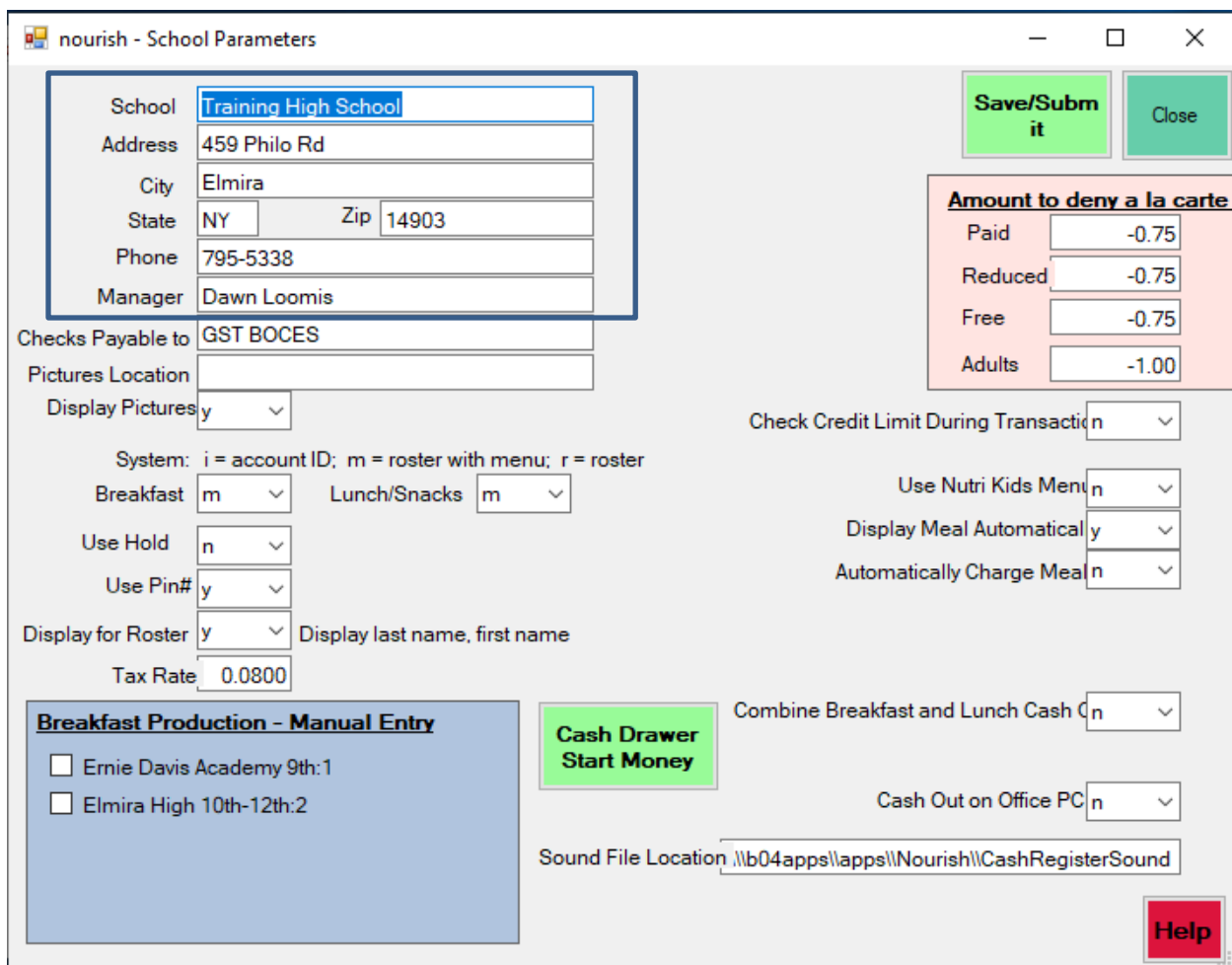## School Settings Button

The **School Settings** Button is used to define school information in Nourish. These settings should only be changed by a cafeteria manager.

To access School Settings select the **School Settings** button from the Nourish Main Menu.

School Settings

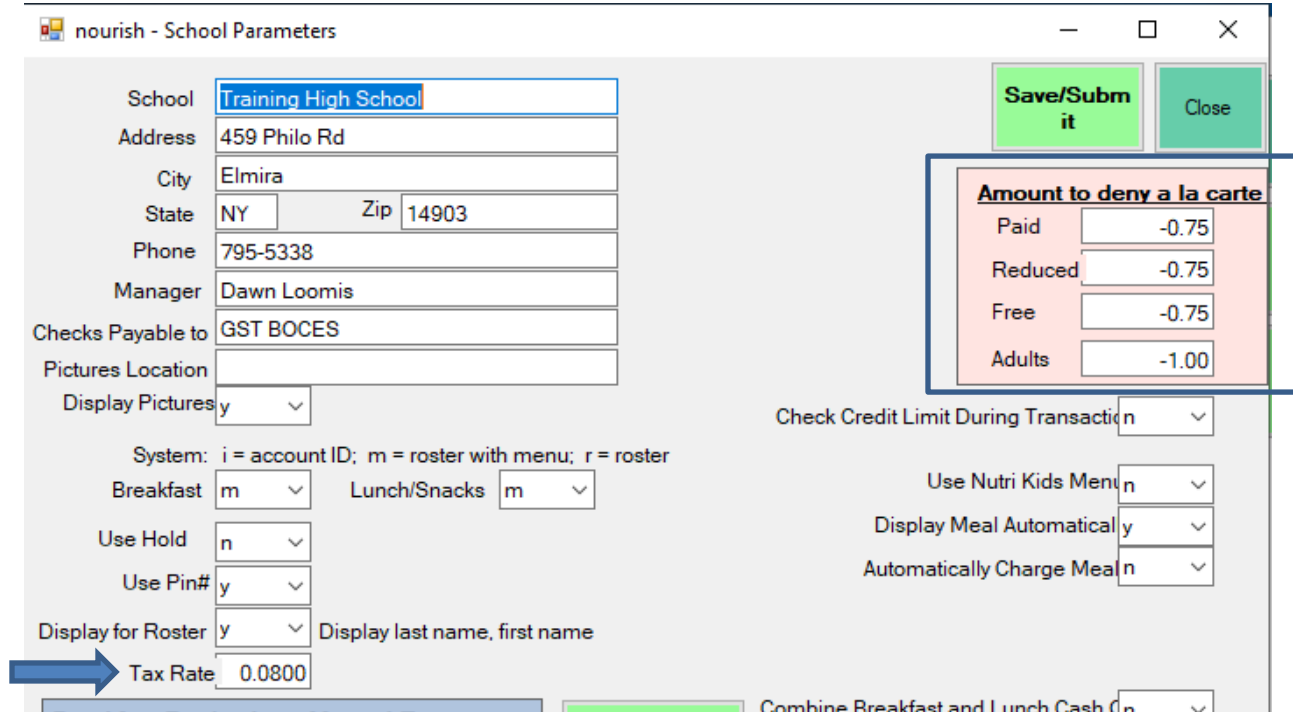The School demographic information; Name, Address, Phone and Manager are listed in the first section.

The following fields are described below:

- *Checks Payable To* – This is an optional field indicating how a check payee should be made out when receiving a check payment
- *Pictures Location* – No need to change this field as this is the network location of the photo files
- *Display Pictures* – This option, when set to Y, will display student photos on the Breakfast/Lunch forms
- *System* – This option will display Breakfast/Lunch in either Account ID, Roster with Menu or Roster form
- *Use Hold*- This option allows Nourish to hold the screen until the cashier is ready to move forward
- *Use Pin#* - This option is used when utilizing student badges with unique numbers
- *Display last name, first name* – This option sets the order for the student names; n will display first, last name and y will display last, first name

Checks Payable to	GST BOCES
Pictures Location	
Display Pictures	y

System:	i = account ID; m = roster with menu; r = roster		
Breakfast	m	Lunch/Snacks	m
Use Hold	n		
Use Pin#	y		
Display for Roster	y	Display last name, first name	

The **Amount to deny a la carte** section is determined at the school level. These settings will indicate at which negative dollar amount a student may no longer charge a la carte items. The amounts entered should all begin with a minus (-) to indicate a negative balance.

The **Tax Rate** field indicates the current tax to charge for Adult meals.

The remaining section contains the following fields:

Check Credit Limit During Transaction – This option will check the account against the school settings to deny a la carte purchases during the transaction
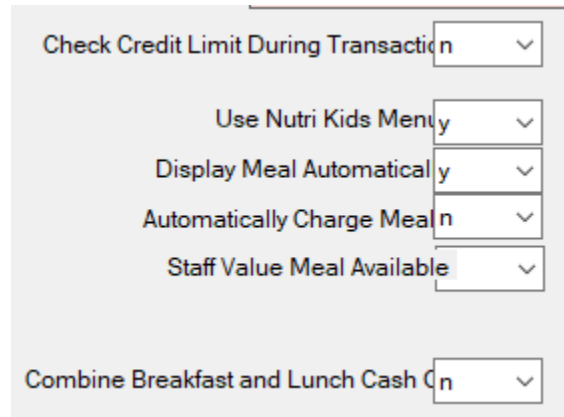*Use Nutri Kids Menu -* This Y/N option turns on or off the Nutri Kid menu
Display Meal Automatically – This option is for district NOT using Nutri Kids menu
Automatically Charge Meals - This option will deduct a meal charge for the selected student
Staff Value Meal Available – This option is used for schools who offer Value Meals to Staff
Combine Breakfast and Lunch Cash Out – This option is determined at the school level

When all options have been set, select the *Save/Submit* button to save the changes. An update verification window will appear to confirm changes. Select *OK* to close verification window.

Select *Close* to finish.