Test – No Charge Option
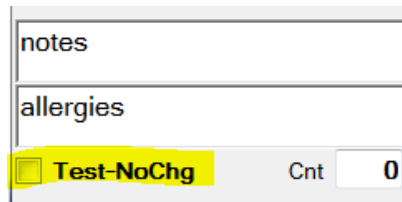
The ***Test-no Chg.*** option is used during testing windows when students need to purchase meals without having the meal charged to their account. Meals are tracked and will show up in student history while the button is active.
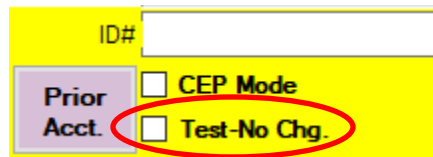
ROSTER form

The ***Test-no Chg.*** checkbox is located in the lower left hand corner of the screen below the notes and allergy fields:
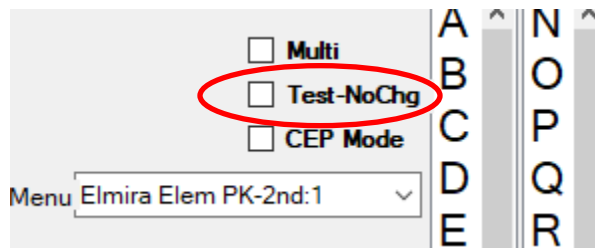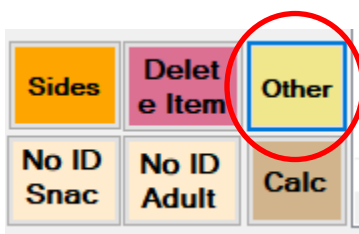

ID form

The ***Test-no Chg.*** checkbox is located in the center, upper third of the screen, below the ID# field:
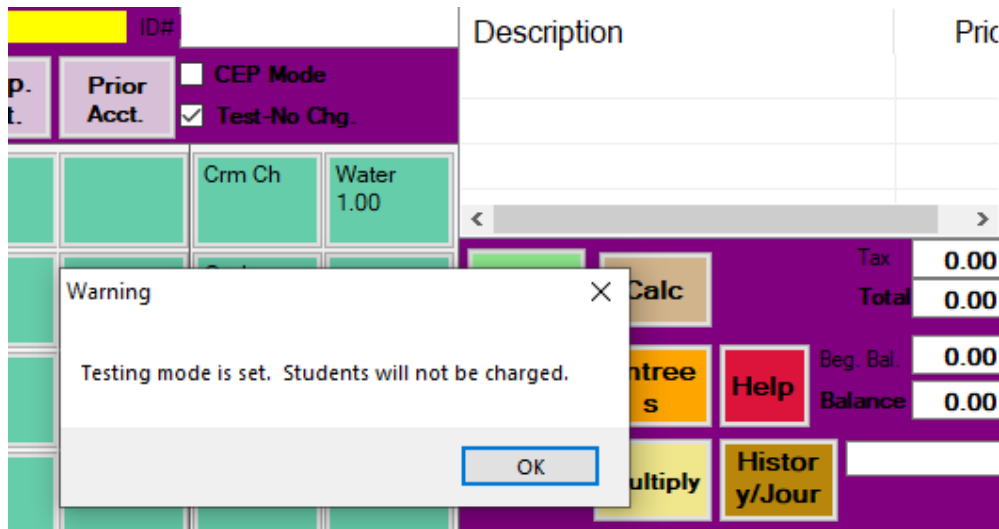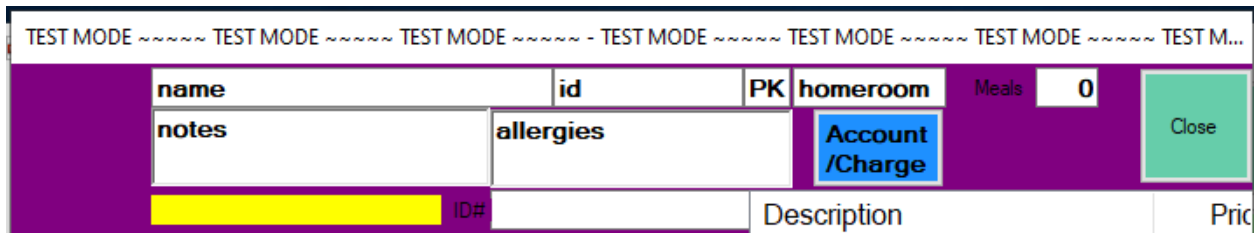

Roster with Menu form

The ***Test-no Chg.*** checkbox is located within the **Other** button, on the upper right of the screen, below the red **Help** button:

Checking the **Test-no Chg.** box will turn the screen background purple to indicate the option has been activated. A pop up window will appear indicating the option is active. Click **OK.**

After clicking "OK" on the previous screen, a banner will appear on the top of the window indicating the test mode is active.

Both indicators will continue to appear when entering breakfast or lunch services until the option is turned off.

To return to normal mode, uncheck the "Test-No Chg." check box.