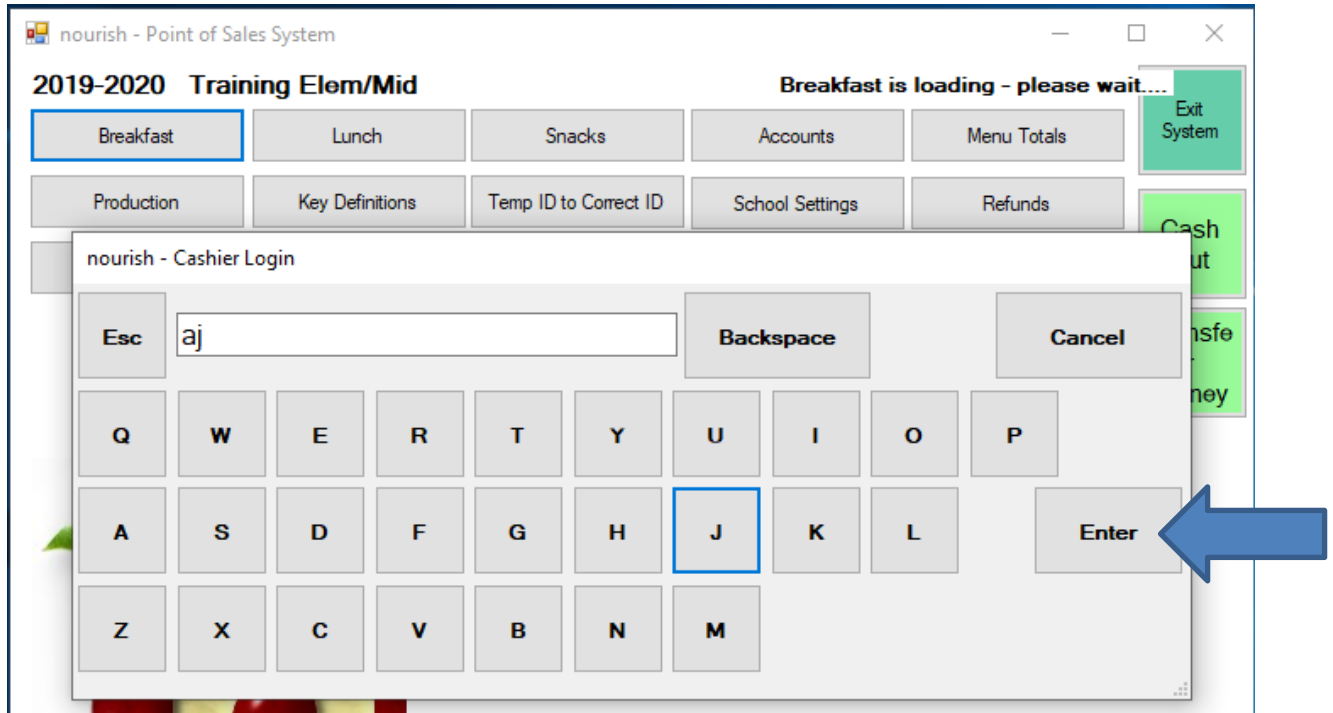


ID Form

The **Cashier Login** form displays the first time the **Breakfast or Lunch** button is selected for the day. The keys on the monitor must be used to enter a cashier login. The cashier login can be either the name or initials of the cashier. Click **Enter**.

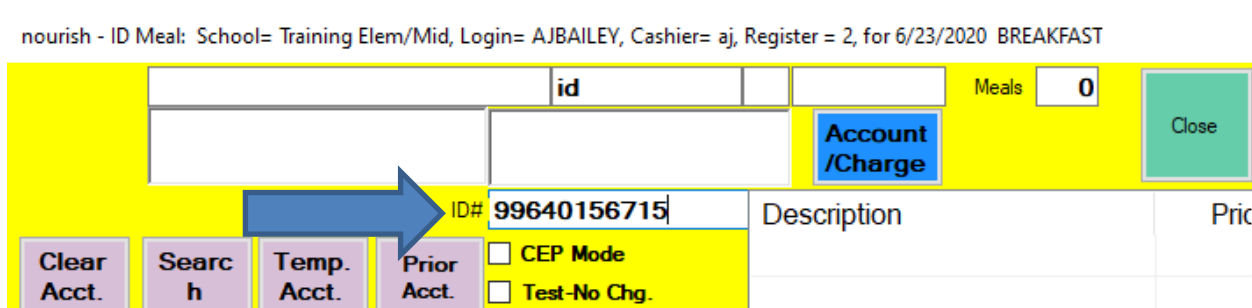
If Breakfast or Lunch is accidentally selected, simply click the Cancel button



The background of the ID Meal form appears in two colors



To display an account, enter the account number in the **ID#** field and select the **Enter** key on the keyboard.

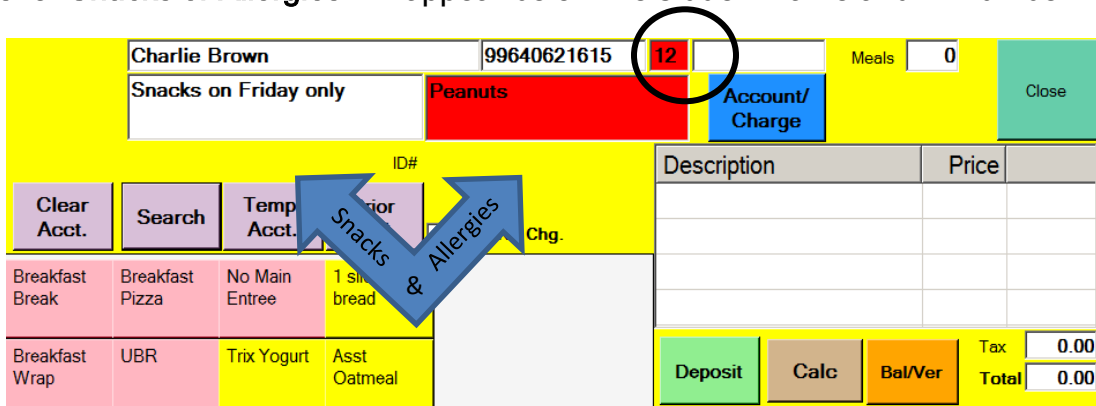


Account Form

The student grade will appear in one of three different colors:

- Paid students = red background
- Reduced students = yellow background
- Free students = green background

Notes for Snacks or Allergies will appear below the student name and ID number.

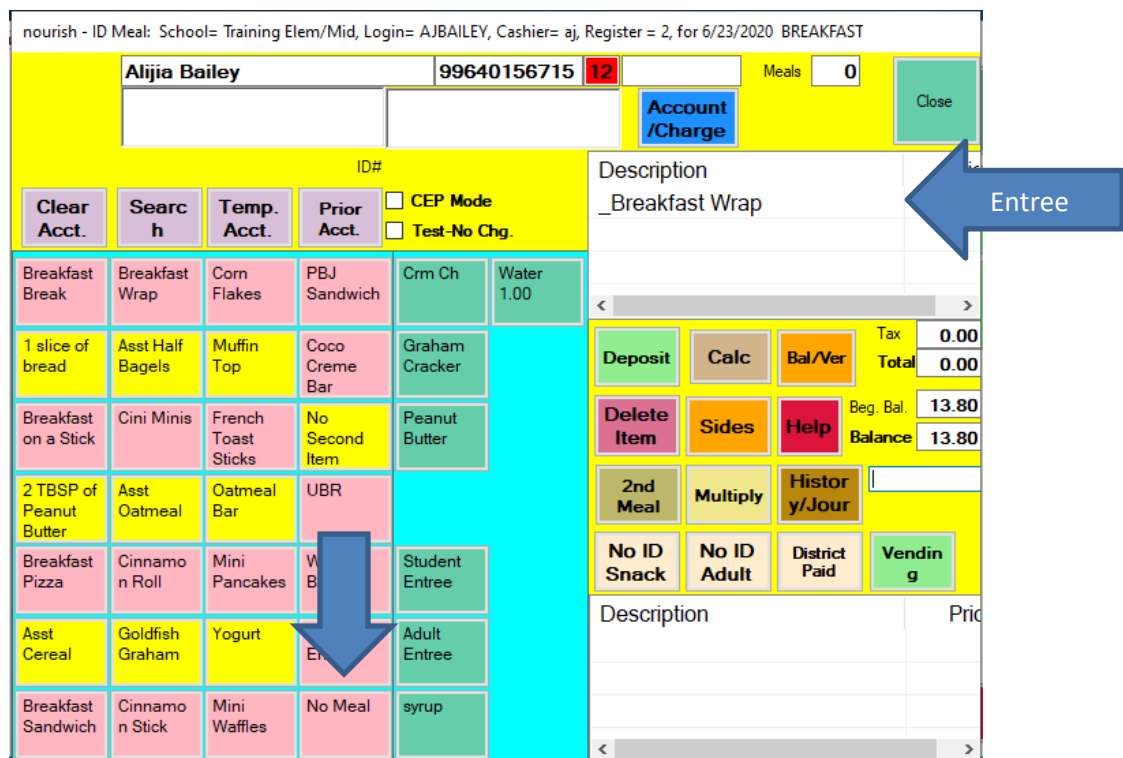


Charlie Brown		99640621615		12	Meals	0	Close
Snacks on Friday only		Peanuts		Account/Charge			
Clear Acct.	Search	Temp. Acct.	Prior Acct.	CEP Mode			
Breakfast Break	Breakfast Pizza	No Main Entree	1 slice bread	Test-No Chg.			
Breakfast Wrap	UBR	Trix Yogurt	Asst Oatmeal				
Deposit	Calc	Bal/Ver	Tax	0.00			
			Total	0.00			

Menu Selection

For districts using NutriKids, the menu will appear with entrée items in pink and the 'two sides' options in yellow.

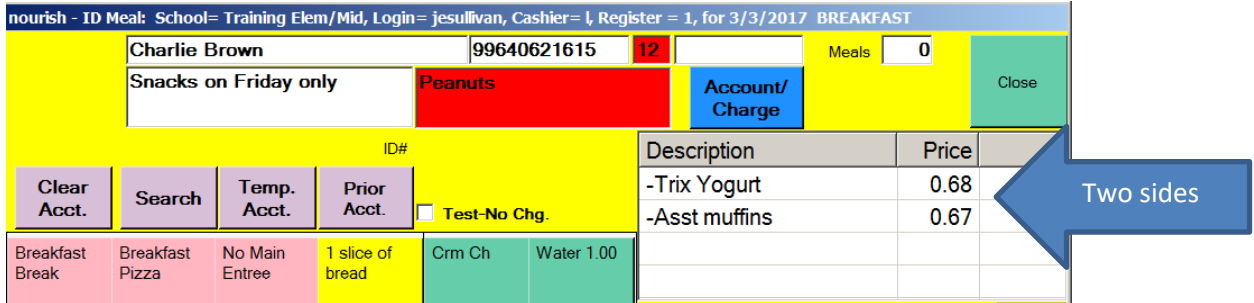
If the customer is not getting a meal, select the No Meal button to display all items.



nourish - ID Meal: School= Training Elem/Mid, Login= AJBAILEY, Cashier= aj, Register = 2, for 6/23/2020 BREAKFAST							
Aljia Bailey		99640156715		12	Meals	0	Close
Clear Acct.	Search	Temp. Acct.	Prior Acct.	CEP Mode			
Breakfast Break	Breakfast Wrap	Corn Flakes	PBJ Sandwich	Crn Ch	Water	1.00	
1 slice of bread	Asst Half Bagels	Muffin Top	Coco Creme Bar	Graham Cracker			
Breakfast on a Stick	Cini Minis	French Toast Sticks	No Second Item	Peanut Butter			
2 TBSP of Peanut Butter	Asst Oatmeal	Oatmeal Bar	UBR				
Breakfast Pizza	Cinnamon Roll	Mini Pancakes	W B	Student Entree			
Asst Cereal	Goldfish Graham	Yogurt	Entree	Adult Entree			
Breakfast Sandwich	Cinnamon Stick	Mini Waffles	No Meal	syrup			
Deposit	Calc	Bal/Ver	Tax	0.00			
			Total	0.00			
Delete Item	Sides	Help	Beg. Bal.	13.80			
			Balance	13.80			
2nd Meal	Multiply	History/Jour					
No ID Snack	No ID Adult	District Paid	Vending				

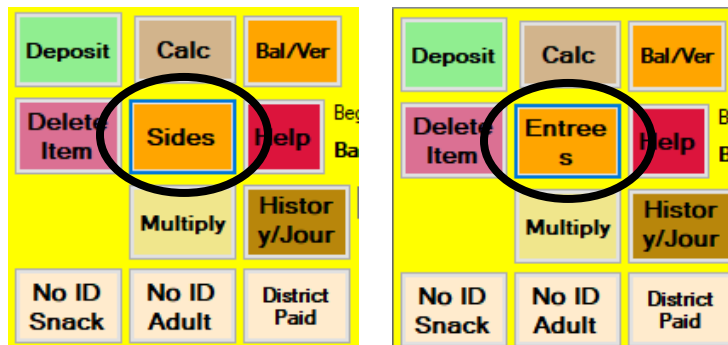
Entrée items display with an ‘_’ (underscore) at the beginning and ‘**Two Sides**’ items display with ‘-’(dash). Select additional items if necessary.

For districts not using NutriKids, the _Meal will display in the list and a complete menu will appear.



More Menu Items

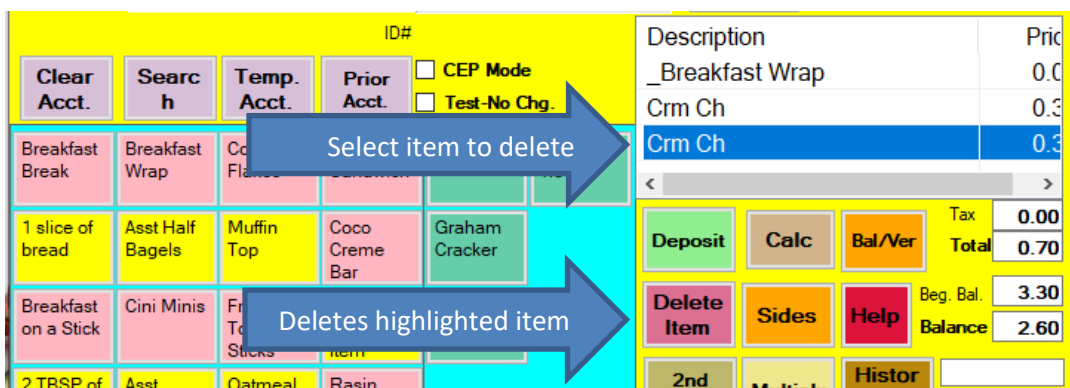
If there is an item in the menu section that you think is missing, simply click the **Sides** button that populates “overflow” sides in the menu section of your screen. Then click it again, now that it says **Entrees** to bring up the rest of the menu again.



Deleting an Item

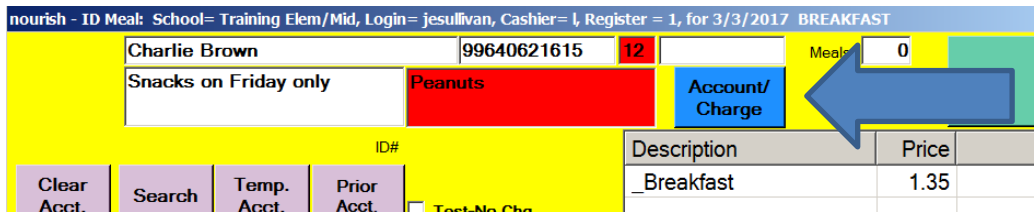
If the wrong item is selected, highlight the item and select the **Delete Item** button.

**** NOTE - Both items are deleted for breakfast if the selection was ‘Two Sides’**



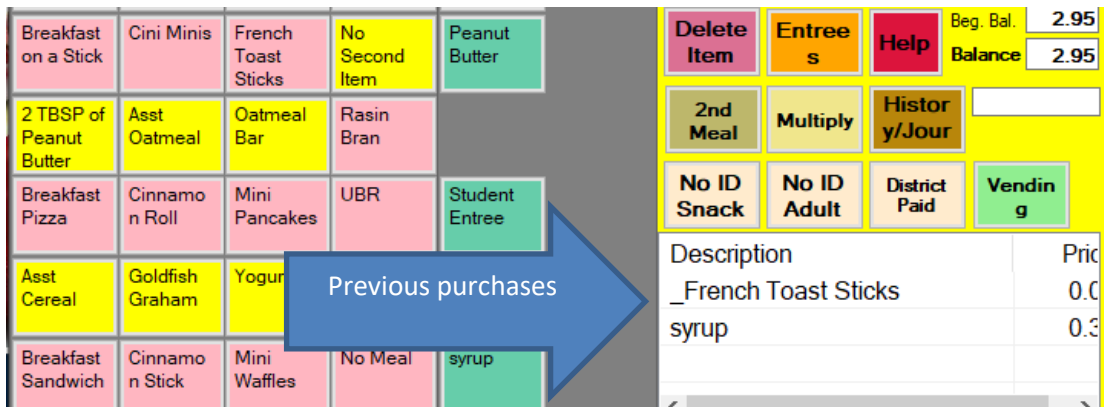
Account Charge

Once all items are displayed, select the **Account/Charge** button to complete transaction.

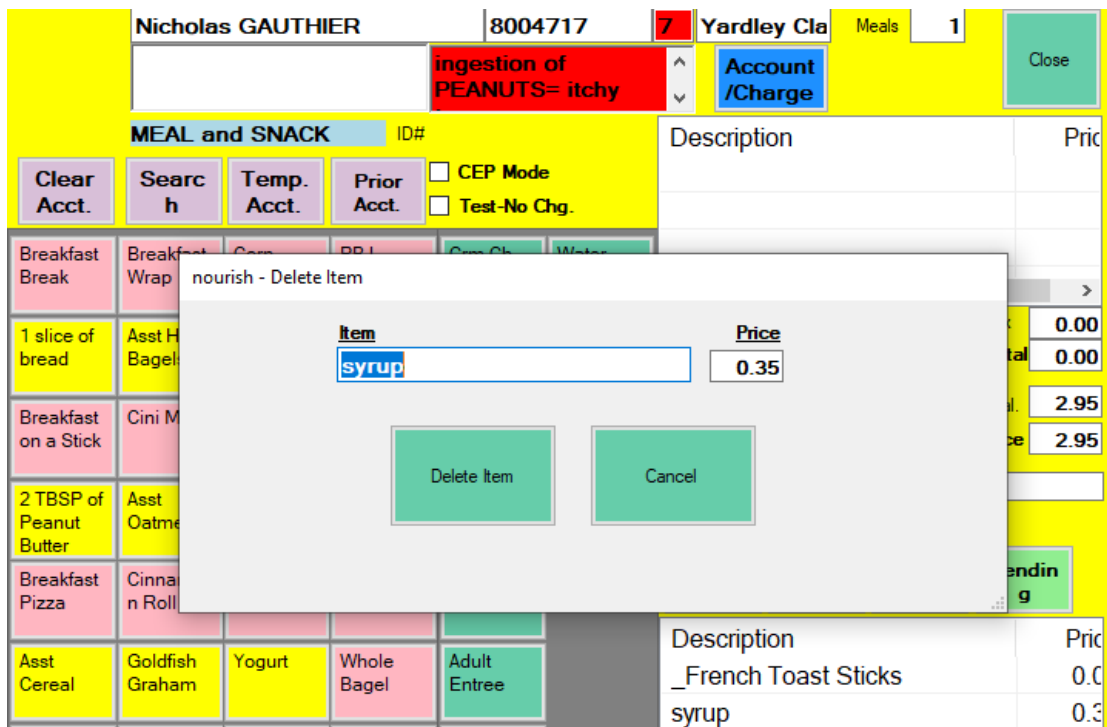


Deleting Purchased Items

Items previously purchased at the register for the meal service display at the bottom right. If necessary, select an item to delete.

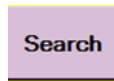


Select the **Delete Item** button if the item is to be deleted. Select the **Cancel** button if not.



Search Button

Select the **Search** button to begin a search.

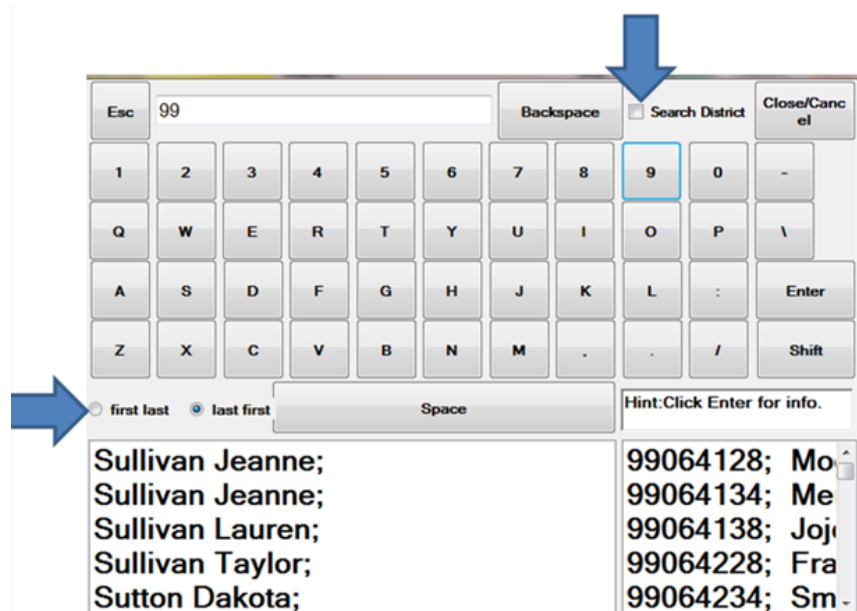


Using the on-screen keyboard, begin typing the name. As accounts are found, they will display on the right sorted by ID # and on the left by name. As soon as the desired account is displayed, select it.

The name sort defaults to last name, first name. You can search by first name, last name if you check the **first last** radio button.

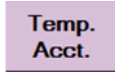
For customers from another school within the same district, select the **Search District** check box and then begin typing the name.

Select the **Close/Cancel** button if you don't need to search for an account.



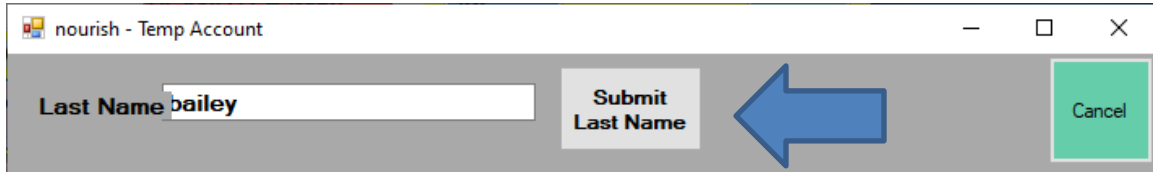
Temp. Acct. Button

Selecting the **Temp Acct.** button allows the creation of a temporary account.



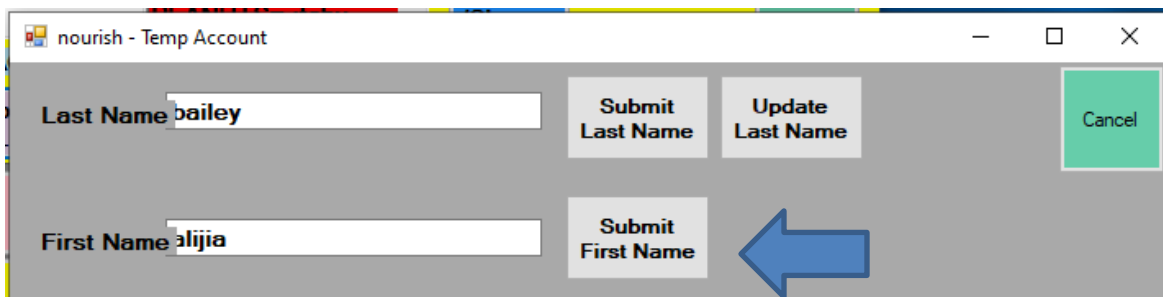
Type the letters of the last name using the on-screen keyboard.

Once the last name has been entered, select the **Submit Last Name** button.



The updated form displays the last name. Type the first name using the on-screen keyboard.

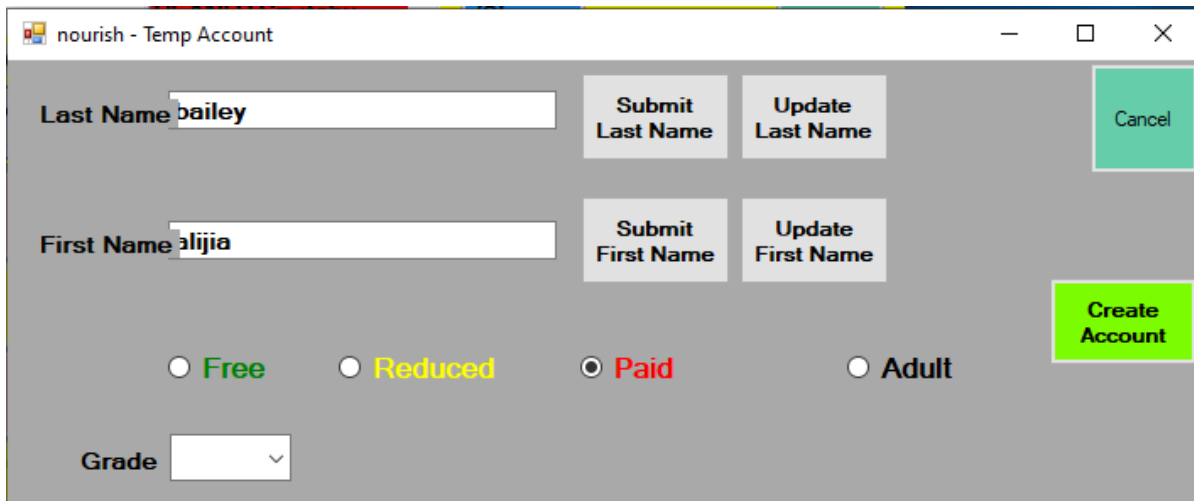
Once the first name has been entered, select the **Submit First Name** button.



The updated form displays both the last name and the first name entered.

If necessary select **Update Last Name** or **Update First Name** to correct spelling.

Once the last and first names are correct, select the account type (Free, Reduced, Paid or Adult).





Nourish Point-Of-Sales System

When the Free, Reduced or Paid option is selected the following form displays.

Select the grade level from the dropdown, then select **Create Account**.

First Name

Free Reduced Paid Adult

Grade

The ID Form then appears and you are ready to complete the transaction.

nourish - ID Meal: School= Training Elem/Mid, Login= AJBAILEY, Cashier= j, Register = 2, for 6/4/2020 BREAKFAST

Meals

ID#

CEP Mode Test-No Chg.

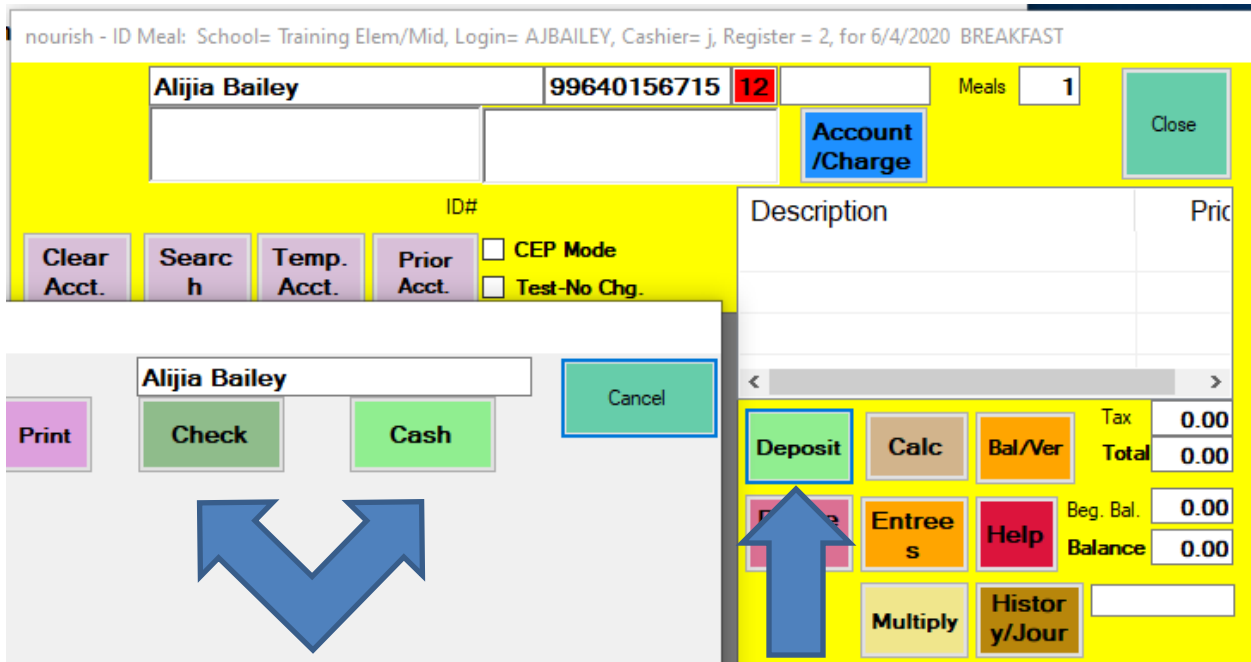
Breakfast Break	Breakfast Wrap	Corn Flakes	PBJ Sandwich
1 slice of bread	Asst Half Bagels	Muffin Top	Coco Creme Bar
Breakfast on a Stick	Cini Minis	French Toast Sticks	No Second Item
2 TBSP of Peanut Butter	Asst Oatmeal	Oatmeal Bar	Rasin Bran
Breakfast Pizza	Cinnamon Roll	Mini Pancakes	UBR
Asst Cereal	Goldfish Graham	Yogurt	Whole Bagel
Breakfast Sandwich	Cinnamon Stick	Mini Waffles	No Meal

Tax
 Total
 Beg. Bal.
 Balance

Description Price

Deposit Button

To make a deposit into the customer account, bring up the account and select the **Deposit** button, then select either **Check** or **Cash**.

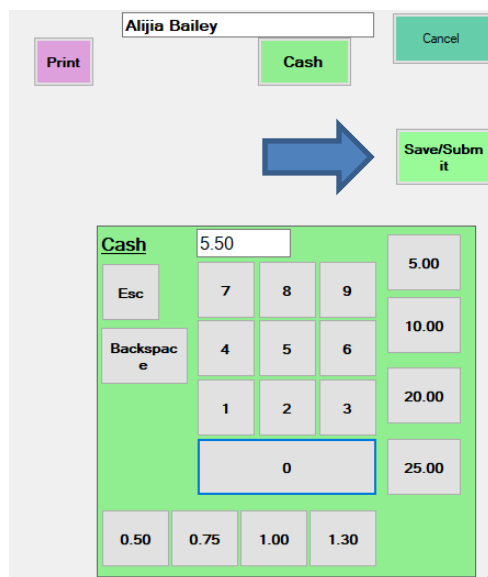


Cash Deposit Button

For **Cash** Transactions

Enter the dollar amount using the on-screen keypad or use quick keys in pre-determined amounts of \$5.00, \$10.00, \$20.00 or \$25.00, ect.

Verify the amount is correct and select **Save/Submit**.

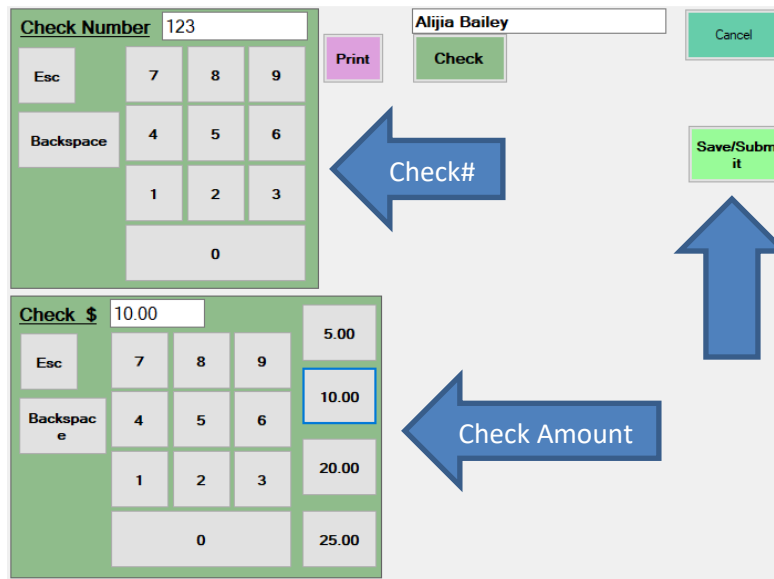


Check Deposit Button

For **Check Transactions**

Enter the **check number** in the **top** portion and the **check amount** in the **bottom** portion. Enter the dollar amount using the on-screen keypad or use quick keys in pre-determined amounts of \$5.00, \$10.00, \$20.00 or \$25.00, ect.

Verify the check number and amount are correct and select **Save/Submit**.



The screenshot shows a software interface for entering a check deposit. At the top, there is a text field for 'Check Number' containing '123' and a text field for the cashier's name 'Alijia Bailey'. Below these are buttons for 'Print', 'Check', and 'Cancel'. A keypad is displayed with 'Esc' and 'Backspace' buttons, and numeric keys 0-9. A blue arrow labeled 'Check#' points to the keypad. Below the keypad is another keypad for 'Check \$' with 'Esc' and 'Backspace' buttons, and numeric keys 0-9. To the right of this keypad are four buttons: '5.00', '10.00', '20.00', and '25.00'. A blue arrow labeled 'Check Amount' points to the '10.00' button. At the bottom right, there is a 'Save/Submit' button.

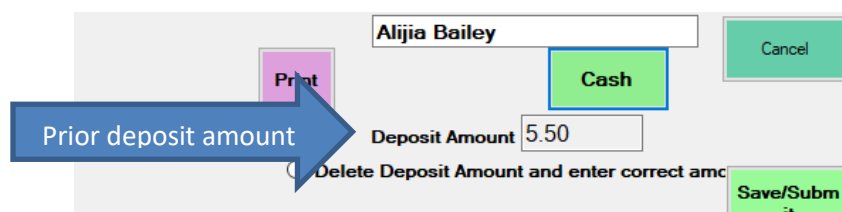
Deposit Button

If a previous deposit has already been made the deposit amount will display.

The cashier has two options

- The first option (**Delete Deposit Amount and enter correct amount**) removes the prior deposit amount from the account balance. The new amount entered will then be the deposit total and will be added to the existing account balance.
- The second option (**Leave Deposit Amount - adding additional money**) leaves the prior deposit amount in the account balance and increases the account balance by the new amount entered at this time.

This update can also be done for check deposits.



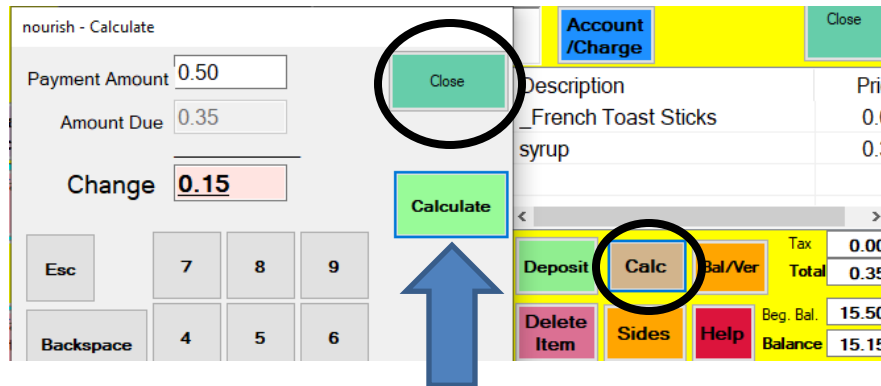
The screenshot shows a software interface for entering a deposit. At the top, there is a text field for the cashier's name 'Alijia Bailey' and a 'Cancel' button. Below are buttons for 'Print', 'Cash', and 'Save/Submit'. A 'Deposit Amount' field contains '5.50'. Below this field is a button labeled 'Delete Deposit Amount and enter correct amount'. A blue arrow labeled 'Prior deposit amount' points to the '5.50' in the 'Deposit Amount' field.

Calc Button

The **Calc** button calculates the amount of change due the customer. The **Amount Due** automatically displays. Use the on-screen keypad to input the amount of the payment then select **Calculate** to generate the change amount owed to customer.

Once the change has been provided to the customer, select **Close**.

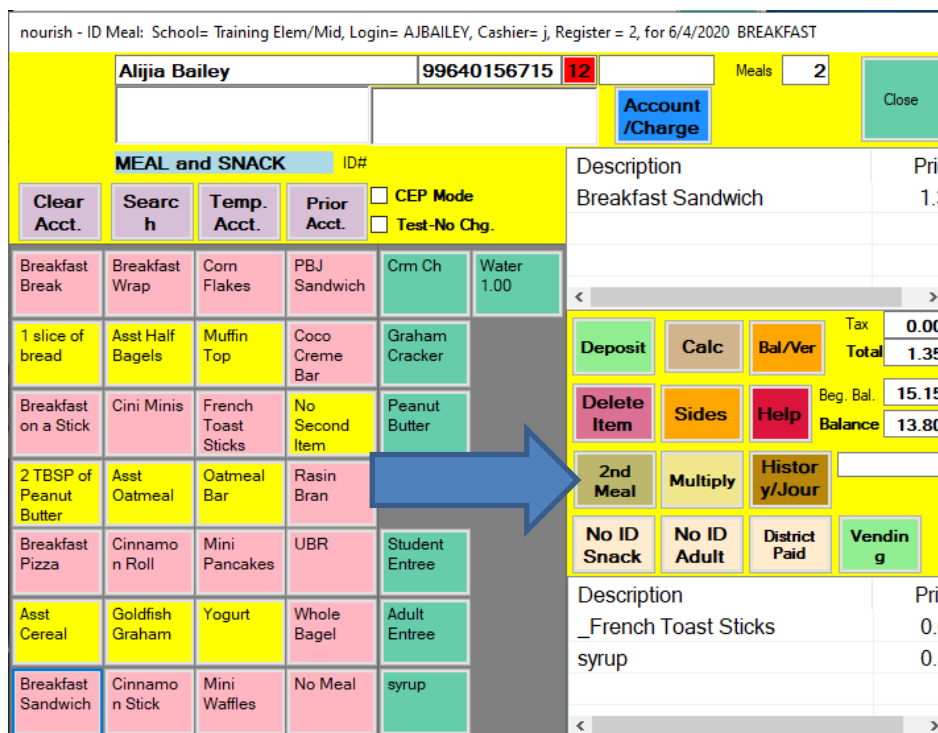
Select **Deposit** to enter the amount of the purchase and then select **Account/Charge** to complete the transaction.



2nd Meal Button

The **2nd Meal** button is for students who are purchasing a 2nd full meal. Select **2nd Meal** and then select the item from the menu.

Select **Account/Charge** to complete the transaction.



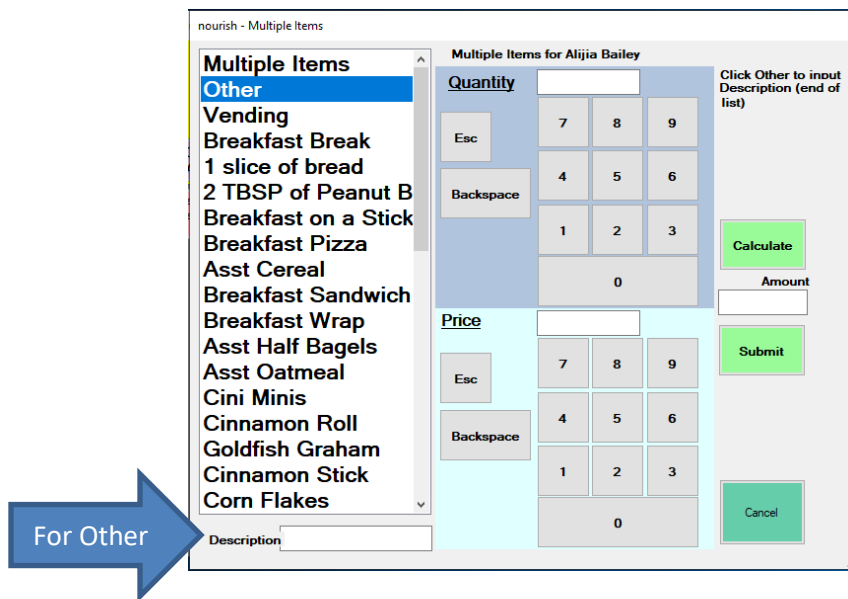
Multiply Button

The **Multiply** button is used for the purchase of several of the same items, money from the vending machines or for a large purchase amount.

Select **Multiple Items**, **Vending**, **Other** or the item from the list. If the **Other** option is selected, a **Description** must be entered at the bottom left.

Using the on-screen keypad enter the **Quantity** at the top then enter the **Price** at the bottom. Select **Calculate**. If the amount is correct, select **Submit** to return to the ID Form.

Select **Account/Charge** to complete the transaction.



nourish - Multiple Items

Multiple Items for Alijia Bailey

Multiple Items

- Other
- Vending
- Breakfast Break
- 1 slice of bread
- 2 TBSP of Peanut B
- Breakfast on a Stick
- Breakfast Pizza
- Asst Cereal
- Breakfast Sandwich
- Breakfast Wrap
- Asst Half Bagels
- Asst Oatmeal
- Cini Minis
- Cinnamon Roll
- Goldfish Graham
- Cinnamon Stick
- Corn Flakes

Quantity

Esc 7 8 9

Backspace 4 5 6

1 2 3

0

Price

Esc 7 8 9

Backspace 4 5 6

1 2 3

0

Calculate

Amount

Submit

Cancel

Click Other to input Description (end of list)

Description

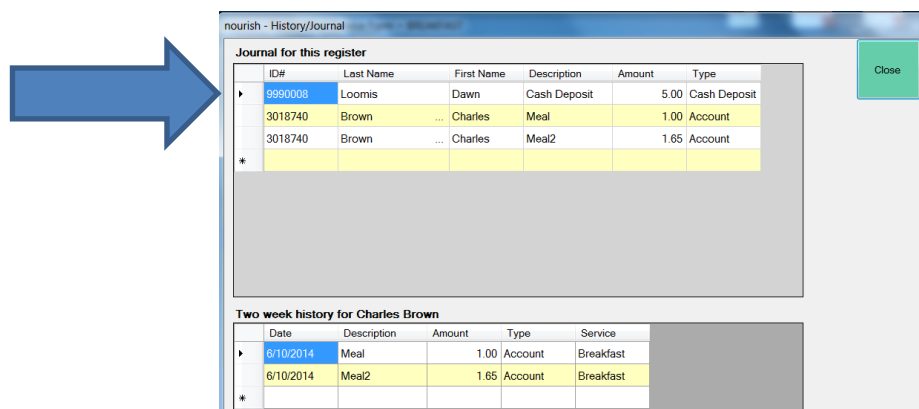
For Other

Hist/Jrnl Button

The grid at the top displays the transactions for this register's meal service. Select the gray box to the left of the desired account name to return to the student transaction.

The bottom grid displays a two week history for the selected account.

Select **Close** to exit the History/Journal screen.



nourish - History/Journal

Journal for this register

ID#	Last Name	First Name	Description	Amount	Type
9990008	Loomis	Dawn	Cash Deposit	5.00	Cash Deposit
3018740	Brown	Charles	Meal	1.00	Account
3018740	Brown	Charles	Meal2	1.65	Account

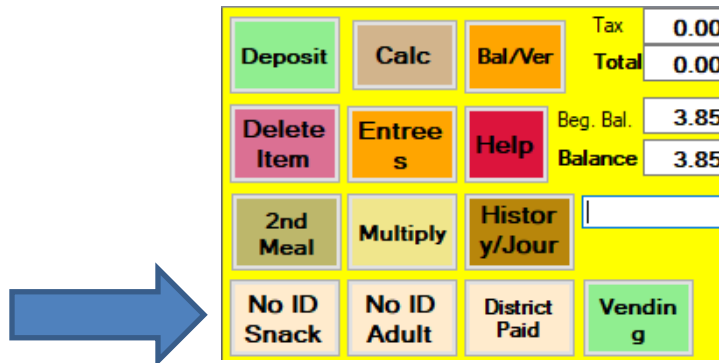
Two week history for Charles Brown

Date	Description	Amount	Type	Service
6/10/2014	Meal	1.00	Account	Breakfast
6/10/2014	Meal2	1.65	Account	Breakfast

Close

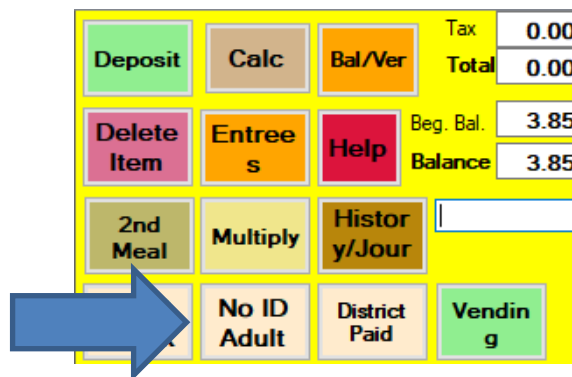
No ID Snack Button

The No ID Snack button is for student purchases. Select **No Id Snack** then select the items. Select **Cash** to complete the transaction.



No ID Adult Button

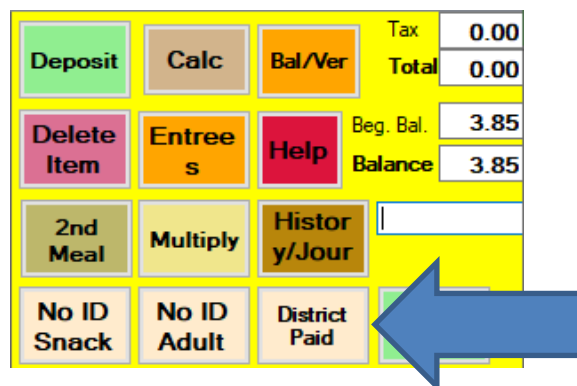
The No ID Adult button is for adult purchases. Select **No Id Adult** then Select **Menu** and select the items. Select **Cash** to complete the transaction.



DistPaid Button

The **DistPaid** button is used for any customers for whom the district will pay food service expenses. Example Custodians, maintenance staff, grandparents.

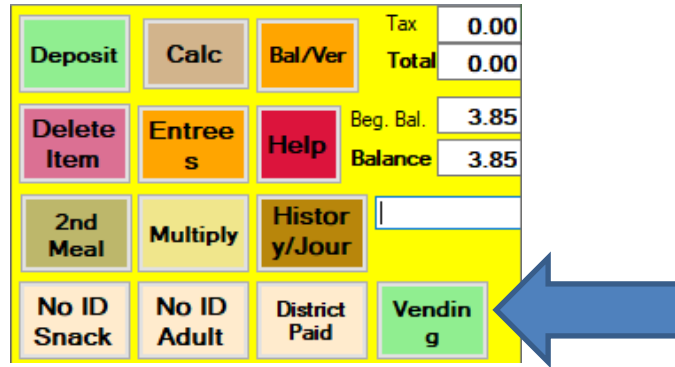
Select **DistPaid** then select the items. Select **Charge** to complete the transaction.



Vending Button

The vending button is used to record the money from vending machines. Select **Vending** and then Select **Multiply**. The multiply button is explained above (page 23).

Select **Cash** to complete the transaction.



Test-No Chg Option

The **Test-No Chg** option is used for breakfast on testing days when the district will pay food services for the meals purchased by the students. The items will display with the correct price, however, the amount is not deducted from a student's balance.

***If additional items are being purchased which are not reimbursable from the district, remember to uncheck Test-No Chg.*

