

WINSNAPI\WEBSMARTT PROCEDURES


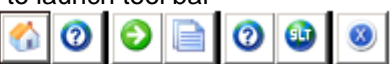


Elementary Schools

with touch screen

LOG ON COMPUTER

- Hold down the Ctrl+Alt+Delete keys to log into computer.
- Key in password, and hit "Enter"

START MEAL SESSION

- Double click on the Apple  to launch tool bar
WebSMARTT Quick Launch 
- Click on the Green Arrow  to bring up POS session
- Click "Start" **Start**
- Choose Meal Session (*Breakfast* **Breakfast** OR *Lunch* **Lunch**)
- Click on "computer" 
- Key in cashier number and click "Sign On/Off" **Sign On/Off**
- Select "No" for Single Action Mode
- Choose appropriate quadrant (A, B, C, or D) **A** for breakfast or **B** for *most* lunch items

PREPAYMENTS

- Click Prepay button **Prepay**
- Enter Student ID #, Click "Enter" button/key
- Key in the amount collected and click "Enter" button/key
- For check payments, enter check number **OR** hit the "Enter" button for cash payments

ADULT EARNED MEALS

- Select "Adult" **Adult**
- Choose food item (*Breakfast* **BRKFAST** OR *Lunch* **LUNCH**)
- Hit the "Earned" button **Earned**
- Repeat for all earned meals

SERVING

- After student inputs lunch ID, name will appear in upper left-hand corner.
- For each student, choose food item, (*Breakfast* **BRKFAST** OR *Lunch* **LUNCH**) and collect amount due
- click "Finish Cash" **Finish Cash**





QUEUE

- When too many students enter their IDs at the same time, the Queue will fill with names **Customer in queue. Press Queue ID# Key.**
 - ❖ Once the queue is full, all other students will be ignored until queue is emptied
- Click on "Queue ID#" **Queue ID#**
 - ❖ If only one name is sitting in the queue, you will see the next student in the upper left-hand corner
 - ❖ If there are multiple names in the queue, they will appear near the bottom of the screen. Click on the next name until the queue is empty.
- Continue serving

ENDING MEAL SESSION



- When meal service is over, click on "Sign On/Off" **Sign On/Off**
- Select "No" to enter cashier deposit
- Select "Yes" to close POS Client
- Click "End"
- Choose "Yes" to end session

ENTER DEPOSIT

- Enter Deposit - from the quick launch toolbar, click on the House 
- Click "Yes" to Proceed
- Enter Username & Password and click **Login**
- Make sure the correct site **Current Site:** **Clinton-Mendenhall** is selected
- Click "Point of Sale" **Point of Sale** tab
- Choose "Bank Deposit Management"  **Bank Deposit Management**
- Verify Date and click "Next" **Next**
- Skip - click "Next" **Next**
- Select "Single Breakdown Deposit"  **Single breakdown deposit**
- Click "Next" **Next**
- Using the TAB key, enter Currency, Coin, and Checks from the Bank Deposit Slip
- If correct, select "Complete Deposit" **Complete Deposit**
- Verify amounts
- If correct, click "continue" **Continue** If wrong, go back and "change" **Change**
- Log out **Logout** and close screen (click on the **X** at the top right hand corner) 



VERIFY TOTALS & DATA

- From the quick launch toolbar, click on "reports" 
- After WinSNAP EZ Views screen pops up, verify the "Total Cash Expected" is correct. If you are over or short more than \$5.00, please send a note with explanation to the central kitchen.
- When finished verifying totals, click on the "X" to close the EZ View window 

LOCK COMPUTER

Always LOCK the computer after every meal session

1. To *LOCK* the computer, hold down the “**Windows**” key while pressing the “**L**” (Windows key + L key)




When the computer is locked, you will see a screen similar to the one below:





- Turn off monitor\touch screen
- Always leave computer plugged into electrical outlet and data port
- Roll computer\cart in secure location (e.g. kitchen)

REBOOT COMPUTER EVERY FRIDAY AFTERNOON

Click on “Start”  located at the bottom left hand corner of screen

Select “Shut Down...” 

When asked, “*What do you want the computer to do*”, make sure the “**Restart**” option is highlighted in the blue field box 

To change options, click on the arrow  next to the blue field