
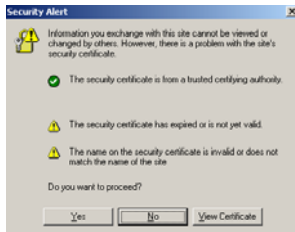



Printing Reports for Satellite Kitchens

1. Double click on the “Red Apple” 
2. When the WebSMARTT Quick Launch pops up in the upper right-hand corner, click on the “House”

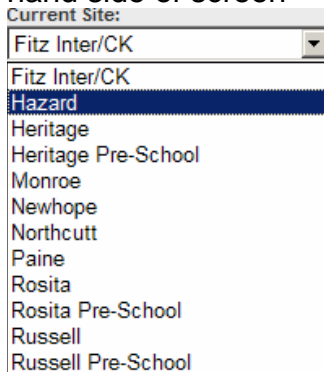


3. Click “Yes” when the Security Alert box appears



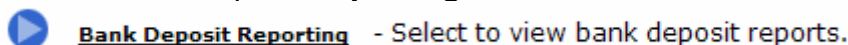
4. Type in the Central Kitchen user ID and Password, then click “**Login**” 

5. Select the correct satellite kitchen from the scroll down list located on left-hand side of screen



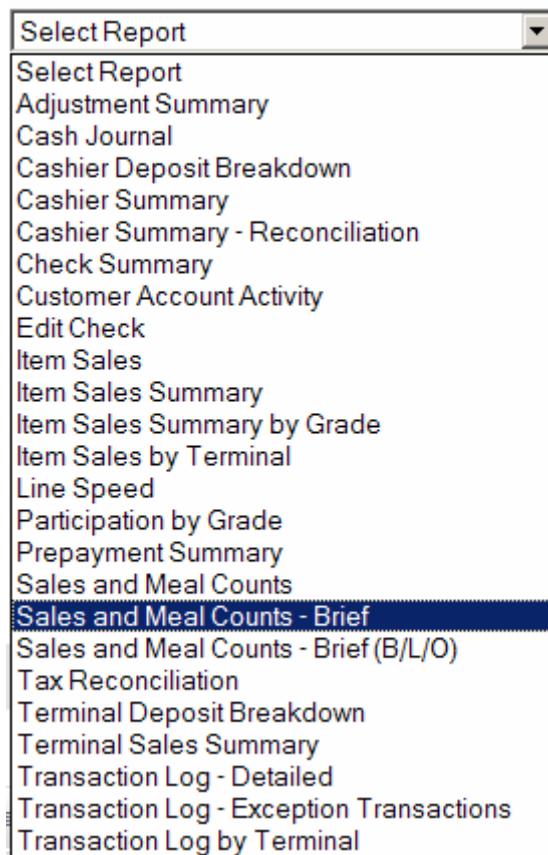
6. After the next page loads, click on “Point of Sale”  located near the upper part of the page on the left-hand side

7. Select “Bank Deposit **Reporting**”



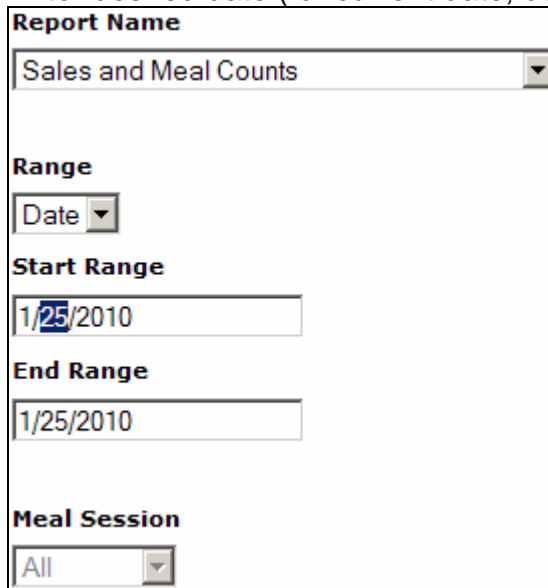
8. Select Report Name from the scroll down list located on the left-hand side of screen (for end-of-day, select "Sales and Meals Counts – Brief")

Report Name








A screenshot of a web application's report selection interface. At the top is a dropdown menu with the text "Select Report" and a downward arrow. Below this is a scrollable list of report names. The list includes: "Select Report", "Adjustment Summary", "Cash Journal", "Cashier Deposit Breakdown", "Cashier Summary", "Cashier Summary - Reconciliation", "Check Summary", "Customer Account Activity", "Edit Check", "Item Sales", "Item Sales Summary", "Item Sales Summary by Grade", "Item Sales by Terminal", "Line Speed", "Participation by Grade", "Prepayment Summary", "Sales and Meal Counts", "Sales and Meal Counts - Brief" (which is highlighted with a blue background), "Sales and Meal Counts - Brief (B/L/O)", "Tax Reconciliation", "Terminal Deposit Breakdown", "Terminal Sales Summary", "Transaction Log - Detailed", "Transaction Log - Exception Transactions", and "Transaction Log by Terminal".

9. Enter desired date (for current date, do nothing)



A screenshot of a web application's report configuration interface. At the top is a dropdown menu with the text "Sales and Meal Counts" and a downward arrow. Below this is a section titled "Range" with a "Date" dropdown menu. Underneath is a "Start Range" text input field containing "1/25/2010". Below that is an "End Range" text input field also containing "1/25/2010". At the bottom is a "Meal Session" section with a dropdown menu containing the text "All".

10. Click "View"  located on the right-hand side of screen

11. After the report opens, click on the printer icon  at upper left-hand side of screen
12. Click on the "X"  to close report
13. Always click on "Logout"  before closing WebSMARTT
14. Click on the "X"  to close WebSMARTT webpage

SAMPLE:

Sales and Meal Counts											Page 1
Site: Hazard			Date Range: 1/25/2010 to 1/25/2010				Session: All				
Site: 22 Hazard							Days: 1				
I. Operating Revenue											
Breakfast						Lunch					
	POS Cash	Partial Cash	Meal Credits	Acct Cash	Total	POS Cash	Partial Cash	Meal Credits	Acct Cash	Total	
Free Meals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Reduced Meals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Paid Meals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Student Meals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Free Second:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Reduced Second:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Paid Second:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Student Second:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Free A la Carte:				\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Reduced A la Carte:				\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Paid A la Carte:				\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Student A la Carte:				\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Adult Meals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Adult Second:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Adult A la Carte:	\$0.00			\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Adult Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total (without Tax):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sales Tax:	\$0.00			\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
Total (with Tax):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
II. Participation											
Reimbursable Meals / Breakfast						Reimbursable Meals / Lunch					
	POS Cash	Acct Credits	Acct Cash	Earned	Total	POS Cash	Acct Credits	Acct Cash	Earned	Total	
Free Meals:	0	0	0	0	0	0	0	0	0	0	
Reduced Meals:	0	0	0	0	0	0	0	0	0	0	
Paid Meals:	0	0	0	0	0	0	0	0	0	0	
Total Student Meals:	0	0	0	0	0	0	0	0	0	0	
Non-reimbursable Meals / Breakfast						Non-reimbursable Meals / Lunch					
	Meals	Earned	Sec. POS Cash	Sec. Acct Credits	Sec. Acct Cash	Sec. Earned	Total				
Adult Meals:	0	0	0	0	0	0	0	0	0	0	
Free Meals:			0	0	0	0	0	0	0	0	
Reduced Meals:			0	0	0	0	0	0	0	0	
Paid Meals:			0	0	0	0	0	0	0	0	
Total Student Meals:			0	0	0	0	0	0	0	0	
III. Credit											
Breakfast						Lunch					
	Free	Reduced	Paid	Adult	Total	Free	Reduced	Paid	Adult	Total	
Repaid:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Extended:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	