



WINSNAP\WEBSMARTT PROCEDURES

High Schools & Intermediate

LOG ON COMPUTER


- Hold down the Ctrl+Alt+Delete keys to log into computer.
- Type username and password, enter

START POS 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**)

PREPAYMENTS & STUDENT EARNED MEALS


PREPAYMENTS

- 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
- 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











STUDENT EARNED MEALS

- Enter Student ID #, Click "Enter" button\key
- Choose food item (*Breakfast* **BRKFAST** OR *Lunch* **LUNCH**)
- Hit the "Earned" button **Earned**
- Repeat for all earned meals
 - When finished entering prepayments and earned meals, click on "Sign On/Off" **Sign On/Off**
 - Select "No" to enter cashier deposit
 - Select "Yes" to close POS Client










BULK ENTRY

- Click on “Bulk Entry” 
- Type Operator ID (9999)

STUDENT MEALS

- Click on “Bulk Entry” 
- Type Operator ID (9999)
- Use the down arrow  to select appropriate Keyboard

- To enter Free Use the down arrow  to select meal status  Leave *Grade Level* as **ALL** and Type as **First Meals**
- Key in the Quantity, use the up\down arrows  to select\check food item, and hit the tab key (total and amount paid will appear in the last two boxes)

- Repeat for Reduce  and Paid  students
- When finished, click apply 



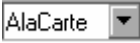



ADULT EARNED MEALS

- Click on “Bulk Entry” 
- Type Operator ID (9999)
- Use the down arrow  to select appropriate Keyboard

- Use the down arrow  to change *Customer* to **Adult**, and leave *Grade Level* as **AD**

- Under the *Type* menu, use the down arrow  to select **First Meals**, key in the Quantity, use the up\down arrows  to select\check food item, hit the tab key, and

select\check under Earn
- When finished, click apply 

ALA CARTE

- Use the down arrow  to select appropriate Keyboard





STUDENT ALA CARTE

- For **Student** ala carte, leave *Customer* as **Paid**, *Grade Level* as **ALL**

- Under the *Type* menu, use the down arrow  to select ala carte 
- Key in the Quantity, use the up\down arrows  to select\check food item, and hit the tab key (total and amount paid will appear in the last two boxes).

- Repeat for all Student Ala Carte items
- When finished, click apply 


ADULT ALA CARTE

- For **Adult** ala carte, change *Customer* to **Adult**, and leave *Grade Level* as **ALL**

Customer	Grade Level
Adult	AD

- Under the *Type* menu, use the down arrow  to select ala carte 
- Key in the Quantity, use the up/down arrows  to select/check food item, and hit the tab key (total and amount paid will appear in the last two boxes).




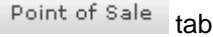
Qty	Items	Total Amt.	Amt Paid E.
2	<input checked="" type="checkbox"/> \$1.25BEV	\$2.70	\$2.70






- Repeat for all Adult Ala Carte items
- When finished, click apply 






ENDING MEAL SESSION

- 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 
- Make sure the correct site  is selected
- Click "Point of Sale"  tab

- Choose "Bank Deposit Management"  **Bank Deposit Management**
- Verify Date and click "Next" 
- Skip - click "Next" 
- Select "Single Breakdown Deposit"  **Single breakdown deposit**
- Click "Next" 

- Using the TAB key, enter Currency, Coin, and Checks from the Bank Deposit Slip
- If correct, select "Complete Deposit" 
- Verify amounts
- If correct, click "continue"  If wrong, go back and "change" hit 
- Log out  and close screen (click on the **X** at the top right hand corner) 

END OF DAY REPORTS

- When ready, print reports – from the quick launch toolbar, click on "reports" 
- Click the "Reports"  button (located at the bottom of the "EZ View" window)
- Choose "End of Day" 
- Verify school, date, and meal session (all) is correct and select "Print" 
- Repeat (print reports twice)
- Click on the "X" to close all open windows 
- Click on "Start"  located at the bottom left hand corner of screen


Select "Shut Down..." 

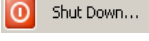
When asked, "What do you want the computer to do", select "Log Off"




- 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