





WEBSMARTT – PREPAYMENT

- 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
- 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
- When finished, 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