SchoolCafé
A CYBERSOFT SOLUTION

PROPRIETARY AND CONFIDENTIAL

Category: **POS QUICK CARD**	Document Type: **Quick Card**	Author: **Content Team**	Software Version: 6.2	Updated: 3/09/2023
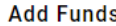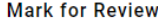
CONDUCT A POS SESSION

- Log in to SchoolCafé, then click the **SIGN IN** button
- Click the **Accountability** icon, then select **POS** from the left-hand navigation
- Click **Open Service** to create a new session
- Count and enter your opening balance and click the **Open Service** button
- **TO SERVE** - The Day and Meal Type will automatically populate
- Select the Menu Grid from the Serving Screen
- Load patrons via a PIN pad, barcode scanner, LOOKUP feature, or manually enter a PIN
- Select a meal and/or a la carte item(s) for the loaded patron
- Click the **Charge** button to debit the patron's account
OR
- Click the **Pay** button to purchase items using Cash or Check
- **TO CLOSE** - Click the **Hamburger** button ☰ and select **Close Service** to close the session
- Enter any ending coin and bill denominations and click the **Close Service** button
- Lastly, click the **Hamburger** button ☰ and select **Sign Out**

COMMONLY USED BUTTONS AND ICONS

⊗ Void	This button is used to void out of a transaction as long as the items have not been charged.
LOOKUP	This feature searches and loads patrons onto the Serving Screen by Name, Homeroom, or Special Roster.
Charge	This button charges the patron's account for items listed in the transaction; use this when no money is involved.
Pay	This button is used when a **Cash** or **Check** payment is given to complete a purchase.
Add Funds	This button adds funds, whether **Cash** or **Check** to a patron balance.
🗏	This button shows previous transactions that can be marked for review.
Alerts*	This button displays food restrictions, including a la carte, special instructions, and payment preferences. Restrictions, if any, will auto-populate on the screen when a student is entered. Cashiers can click the **Alerts** button to refer to the restrictions, and the information will appear on the screen.
Mark for Review	This button is used when a mistake impacts a student's account balance. The cashier will be able to mark the transaction for review to ensure that the problem is corrected in the End of Day/Reconciliation process.
👥 Queue 1	This button lets the cashier see students who have entered their PIN numbers and are in the queue. This button is used if students jump out of line or are in a different order than when they entered their PIN number.

Accountability

SERVING OPTIONS SCREEN

a. **Open Service** opens a new session where the beginning coin and bill denomination counts are entered to allow for balancing when closing service.

b. **Transactions** displays the transactions and details previously entered from the terminal/device.

c. **Bulk Sales** rings up multiple students at once, grouped by homeroom or roster. **Bulk Sales** will give the student the first reimbursable meal per meal type.

    This does not record second meals or consider allergens, restrictions, student balances, and charge limits.

d. **Summary Sale** rings up counts of meals, but not for specific students. Instead, the counts are entered based on person type (Program Adult, Student, Staff, Visitor, etc.).

e. **Payments** allows the recording of cash and check payments to a patron's balance.

f. **Device Information** provides information on the device used for POS transactions.

SchoolCafé

Serving Options for
3000 - GENTRY MIDDLE

Terminal 1-3000

🍴 Open Service   a
📋 Transactions   b
👥 Bulk Sales   c
📋 Summary Sale   d
💵 Payments   e
🛟 Device Information   f

NOTES