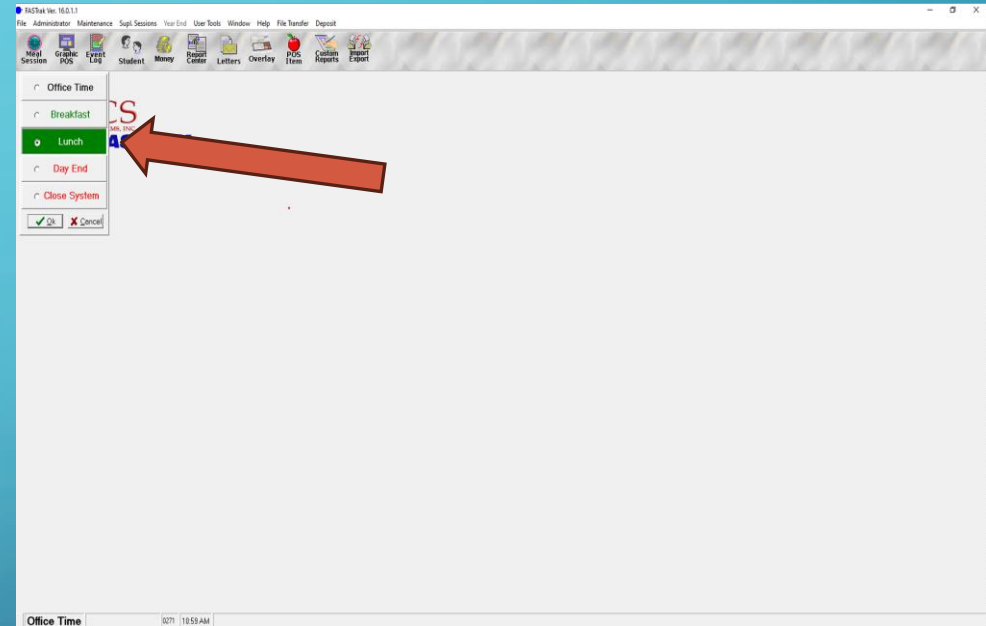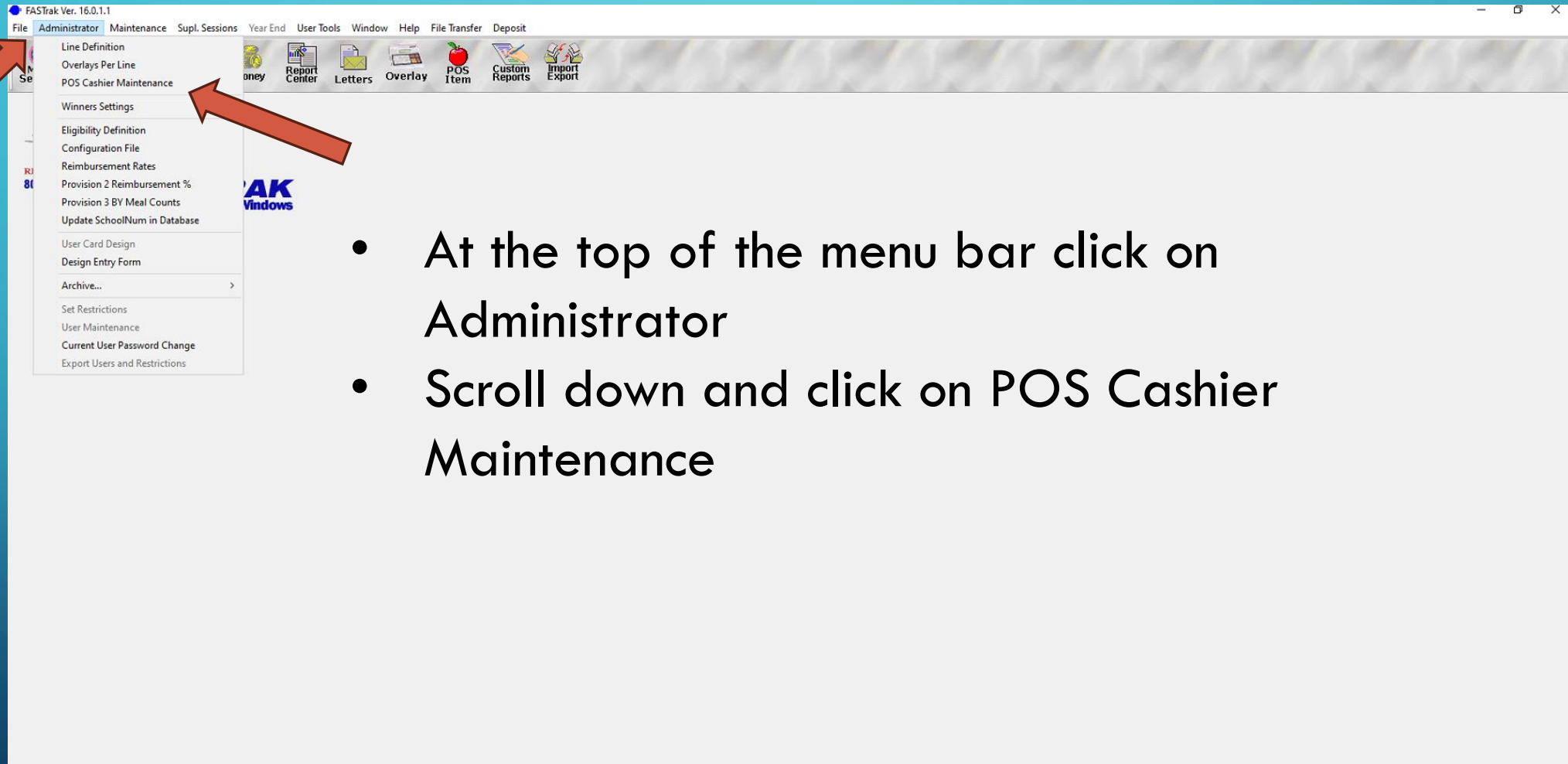# CASH REGISTER BASICS

BEFORE TURNING THE CASH REGISTER ON
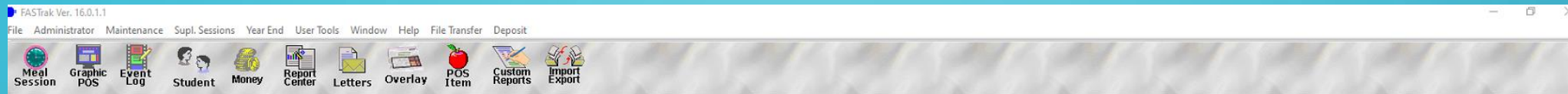
In the Manager's Computer:

- Open FASTrak and change mode to Breakfast or Lunch.

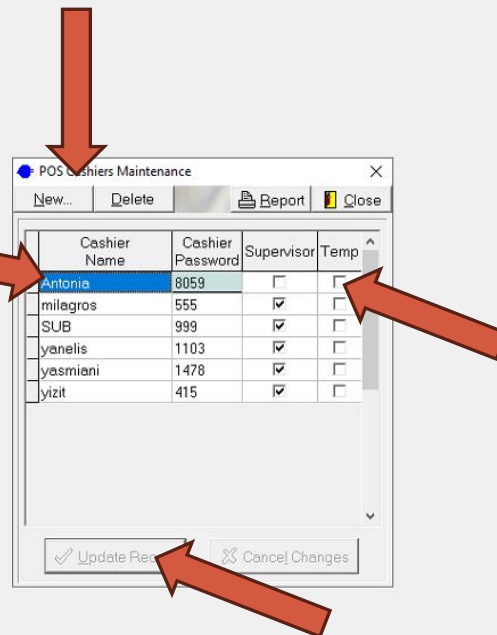- Prepare the Overlay.

SETTING UP NEW CASHIER PASSWORDS

- At the top of the menu bar click on Administrator
- Scroll down and click on POS Cashier Maintenance

1. On the next screen click New and add the following information:
   - Cashier's Name
   - Cashier's Password
   - Double click on the box under Supervisor next to the Cashier's Password
2. Click Update Record

POS OPERATION

- Turn on the register.
- Once the school information appears on the register's screen, input cashier's password and press CARD key.
- Once the current menu is loaded, VOICE, EXACT & FULL keys are automatically turned on.
- The light on the keypad should change from RED to GREEN indicating it is ready.
- Input the Employee ID number on the keypad to verify that it is working.
- If the keypad is not working, call the Help Desk.

POS OPERATION

- The Student must enter or scan their ID number on the keypad and then press the GREEN key. Press RED key to clear any mistakes.

- The Cashier must press the menu items that are on the student's tray. Then press SUBTOTAL, TOTAL & NEXT.

Note: Cashier can also enter student account number in the POS (register) and press CARD. This is only done if the student needs assistance or the keypad is down.

POS OPERATION

- To load additional Menu items during service, press MAINT Key and then #2

- Once load is completed, press EXACT key, then FULL and Void simultaneously so all 3 lights are on.

STUDENT IDENTIFICATION

- Student must scan or enter their student identification number on the keypad.

- It is required that the student's name be stated by either the cashier or by the student.

OFFER VS SERVE

Reimbursable Breakfast

Students are given the opportunity to select
- 3 or 4 meal items
- One component must be a fruit, vegetable or juice

Reimbursable Lunch

Students are given the opportunity to select
- 3, 4 or 5 meal components
- One component must be a fruit, vegetable or juice

POINT OF SALE REQUIREMENTS

- Cashiers must know and be able to recognize a reimbursable meal.

- Cashiers cannot "ghost" items or ring up items that are not physically on the tray.

- Current "AND JUSTICE FOR ALL" poster must be posted and visible by each POS.

- Current Offer vs Serve poster must be posted and visible for students.

- Remember to SMILE, it will make someone's day!