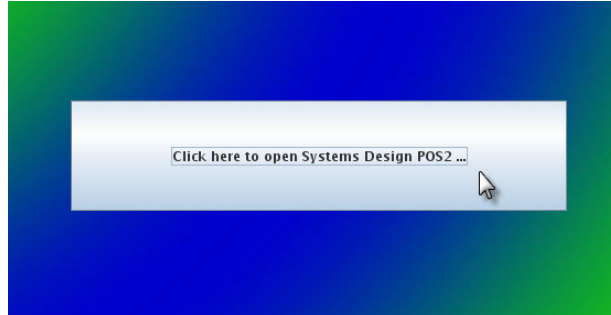


SYSTEMS DESIGN ACER THIN CLIENT TOUCH SCREEN and/or PICTURE ON SCREEN LOGIN/LOG OUT INSTRUCTIONS

This version of Systems Design will display the student's picture and/or will allow for touch screen operation. When the student's ID is entered, the picture will display next to the input screen.

LOGIN TO SYSTEM

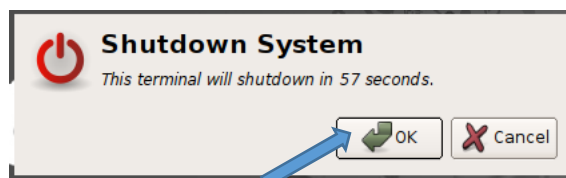
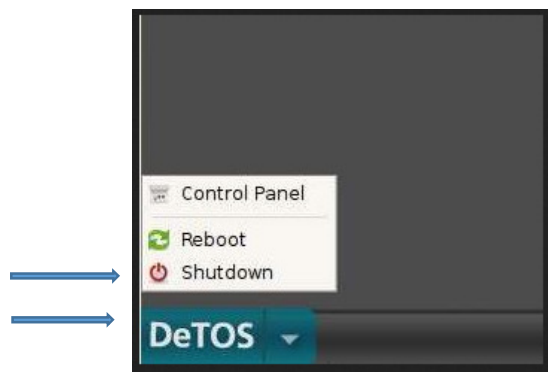
1. Turn on thin client (locate the on button on the Acer thin client) System will boot up.
2. **Note:** If screen displays, "START NEW SESSION"; click that message.
3. Screen will then display "Click here to open Systems Design POS2 ...click on this message.



4. Systems Design login window will appear (blue screen). Login as usual.

LOG OFF SYSTEM

1. At ENTER MENU OPTION; type QU and press Enter.
2. At ENTER "C" TO CONTINUE OR "X" TO LOG OFF; type X and press Enter.
3. **Close the window by clicking the X in the upper right hand corner of the window.**
4. Click on DeTOS
5. Click on Shutdown



Click on the OK button. If you do not click on the OK button the system will shut down in 60 seconds

TOUCH SCREEN OPTION

The Systems Design Touch Screen version gives the operator the flexibility to enter data using the touch screen features or the keyboard. It also allows for the option of entering data either by homeroom roster or by individual ID number. In either option, the meal input screen will be utilized for the completion of all transactions.

The information provided here is a brief explanation of the various features of the Touch Screen Option

View of Touch Screen Layout and Explanation of Options

The screenshot shows a touch screen interface for meal processing. At the top, there are three rows of function keys: 01 LUNCH MEAL, 16 S-ITEM \$1.50, and 17 S-ITEM \$2.00. Below these are rows of buttons for ESC, Cash Adult, Cash Student, Visitor, Prev Account, Generic Student, Page Staff, Balance Inquiry, Cash Inquiry, Meal Inquiry, Received Listing, SPACE BAR, BACK SPACE, and CLEAR ENTRY. The main display area shows the date AUG 6, 2012, the school name SYSTEMS DESIGN ELEMENTARY, and the clerk number SCH120II50. A menu lists five options: 1 = MEAL PROCESSING, 2 = CASH RECEIPTS POSTING, 3 = ALPHA INQUIRY, 4 = MENU ITEM INQUIRY, and 5 = TIME CARD INPUT. At the bottom, there is a keyboard layout with letters A through Z. To the right of the screen is a numeric keypad with buttons for \$, %, -, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, EXACT CHANGE, ACC TRANS, ENTER, YES, NO, and directional arrows. Numbered callouts (1-9) point to specific features: 1. Points to the top three rows of function keys. 2. Points to the ESC key. 3. Points to the Cash Adult, Cash Student, and Visitor keys. 4. Points to the Prev Account key. 5. Points to the Generic Student key. 6. Points to the SPACE BAR and BACK SPACE keys. 7. Points to the CLEAR ENTRY key. 8. Points to the Balance Inquiry, Cash Inquiry, and Meal Inquiry keys. 9. Points to the Received Listing key.

1. Three rows of fifteen for assigning function keys

2. The ESC key is used to exit meal input and to exit an account.

3. The cash adult, student, & visitor keys allows for the input of meals and/or ala Carte items for adults, students, & visitors paying cash.

4. The Prev Account key brings up the previously displayed account for editing purposes. The Café Staff key allows for the entry of café staff meals.

5. Generic Student is used for summer feeding or Provision 2. Temp Student is used if student does NOT have an ID

6. The Space bar & backspace keys function the same as on the keyboard.

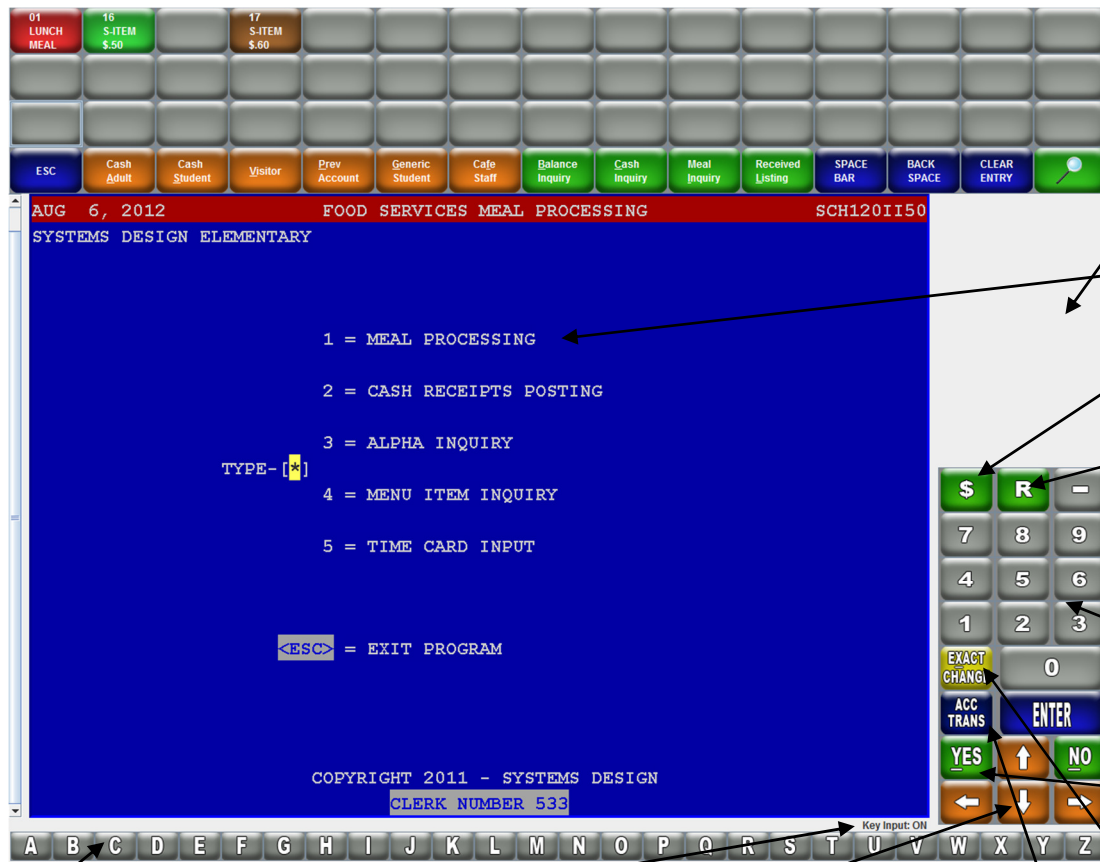
7. Clear entry is used if student enters wrong ID. The search option allows the operator to name-search a student or staff acct. It can also be used to look up menu items.

8. Balance Inquiry, Cash Inquiry, & Meal Inquiry allow the operator to inquire of each item without leaving the meal input screen.

9. Received Listing displays on screen all cash & checks posted to accounts that day.

1. The top three rows are reserved for customizing the function keys or hot keys needed at each point of sale. There are 45 keys for breakfast, 45 keys for lunch, 45 for junk line, etc. The function keys may be color coded so that like items may be grouped together and easily located on the screen. These keys are populated when the operator selects the meal type to be served.
2. The ESC key is used to exit the meal input program. It can also be used to exit an account or to remove unwanted items from an account.
3. The Cash Adult, Cash Student, and Visitor keys allow for the entry of meals and/or ala Carte items when the person does not have a specific account number. These accounts are for cash only transactions.
4. The Previous Account key allows the operator to bring on screen the account that was previously displayed for the purpose of editing the account. The Café Staff key is used to input meals for the cafeteria staff.
5. The Generic Student key is utilized to ring up meals served during summer feeding or for schools that are Provision 2. The Temp Student key is utilized to ring up reimbursable meals for students that do not have an account in the system; such as a new student.
6. The Space Bar and Back Space keys function the same as on the keyboard.
7. The Clear Entry key clears the Student ID field so the ID number may be re-entered.
8. The Balance Inquiry, Meal Inquiry, and Cash Inquiry keys allow the operator to inquire on accounts without leaving the Meal Input screen.
9. Touching the Received Listing key displays on screen the cash and checks posted to accounts for that day for that particular clerk. This is the same information that prints on the Daily Cash Transaction Report.

View of Touch Screen Layout and Explanation of Options (cont'd)



1. Picture will display here.

2. Meals, ala Carte sales, cash and checks will be entered in the meal input screen as usual.

3. Pressing the "\$" key will move the cursor to the Amount Tendered field or the money line.

4. The "R" key is used to do a reversal in the meal input screen or to Reference a check number depending on the location of the cursor when press.

5. The ten-key pad and the Enter keys functions the same as on the keyboard.

6. The "YES" and "NO" keys are used any time the system requires a yes or no response.

7. The Alphabet bar performs the same as the keyboard

8. The Key Input Indicator shows the active status of the screen.

9. The Arrow keys work in the same way as on the keyboard.

10. The ACC TRAN key accomplishes the same thing as pressing the ENTER key three times

11. The EXACT CHANGE key records receiving cash for the exact amount of the transaction.

1. The picture of the student or staff member will display in the area.
2. The Meal Input screen (blue area of the screen) functions as usual. Accessing accounts and serving meals and ala Carte items, inputting cash and/or checks will be performed in this area.
3. The "\$" key will move the cursor to the amount tendered field (money line).
4. On line 1 of the meal input screen the "R" key allows for the operator to perform a reversal on meal items entered incorrectly. When the "R" key is press at the ALL OK? In meal input, the cursor will move to the Reference Check field.
5. The ten-key pad and the enter keys perform the same functions as on the keyboard.
6. The "YES" and "NO" keys may be used any time the system prompts for a yes or no response.
7. The Alphabet bar at the bottom of the screen performs the same as on the keyboard.
8. The Key Input indicator in the lower right hand side of the screen specifies if the screen is active (YES) or inactive (NO). Key Input 'On' indicates that input from the keyboard, keypad or scanner will be received. Key Input 'Off' indicates that input from the keyboard, keypad or scanner will not be received. Use of any Touch Screen key will turn Key Input 'Off' (disables keypad during transaction input). Returning to the Student ID prompt automatically turns Key Input 'On'. Key Input may be turned 'On' at any time by touching (or clicking) in the blue input screen area
9. The Arrow keys allow the operator to move the cursor up or down or right or left on the screen, in the same way they perform on the keyboard.
10. The ACC TRANS key may be used in regular meal input to Accept a transaction when there is no \$ received - it is the same as pressing ENTER - ENTER - ENTER.)
11. The EXACT CHANGE key is used to record receiving cash for the exact amount of the transaction.

HOMEROOM ROSTER ENTRY--The homeroom roster option is used primarily by elementary schools when the children come into the cafeteria by classroom. Prior to use the flag must be set in school masterfile.













The homeroom roster entry is accessed thru the Meal Input screen. The Teacher List will appear as below. The operator will touch the teacher’s name to bring up the appropriate roster.

TEACHER LIST				
Exit Teacher List				
ANDERSON, BECKY 2231	BOYNTON, NICOLE 2201	CONRAD, ALYSHA 2223	GARZA, CELESTE 2241	HALL, CAROLE 2211
HARVEY, MADISON 2212	JACKSON, KEESHA 2296	JONES, TOBY 2221	KRUTZMAN, JACKIE 2251	LOVELL, KELLY 2232
MEAD, PAIGE 2297	PEACOCK, EVA 2252	RODGERS, DANIELLE 2202	SMITH, JOYCELYN 2242	

After the teacher’s name is selected, it takes a few seconds for the roster information to be populated and displayed on screen; shown below. In the event a picture is not on file for a particular student or staff member the screen will display “NO PICTURE AVAILABLE”. However, the name of the student and the ID number will display on screen and can be accessed.

HOMEROOM ROSTER

When changing to another classroom, press the Change Homeroom key. The teacher list will display and the operator will select another homeroom roster.

Change Home Room				
GARZA, CELESTE				
Room: 2241				
Student ID Prompt				
 AGUILAR EMILY 3008500	 ANDERSON JAMES A 3008851	 ARANDAS LETTY E 3008496	 AYON JUAN G 3007198	 BREWER BRADLEY T 3020938
 CHAGALL ABIGAIL R 3008530	 CHAVEZ SANTOS R 3005289	 CORNWELL JULIA K 3008529	 DANDEE VERONICA J 3007988	 DUANE BETHENNY M 3008536
 FRANKLIN LENNY E 3009768	 HOLSHAK JORDYN D 3008557	 HOWELL JOSHUA J 3008511	 LOMAS SUSIE 3006726	 LUKAS MARIE J 3008523
 MACARTHUR MACIE S 3008497	 MARTIN BELLA J 3008547	 MCAULIFFE LUCAS D 3008579	 MCGEE BILLY J 3007720	 MEGNA JASEN B 3010735
 MOORE PHILLIP W 3008507	 NEVAEZ RAYMOND S 3013867	 RODANTHE CHASE M 3007383	 SAENZ STEFANIE N 3013221	 SCHWEITZER NICHOLE E 3008521
 STAHL GAVIN J 3009810	 STEINER BARRET M 3008524	 WARNER HARVEY E 3012356	 WHALER JUSTEN A 3008519	

To go to the STUDENT ID prompt, press the STUDENT ID PROMPT key. Once the transaction is complete the system will return to the current homeroom roster.

To input meals, touch the picture of the appropriate child, the blue meal input screen will appear then the operator may serve additional ala carte items, post any money to the account, then press the ACC TRANS key to complete the transaction and return to the roster. The ACC TRANS key may be pressed any time during the transaction to complete the transaction. The student's ID #/name turns light gray when the account has been accessed in that roster session (not necessarily having been served anything).