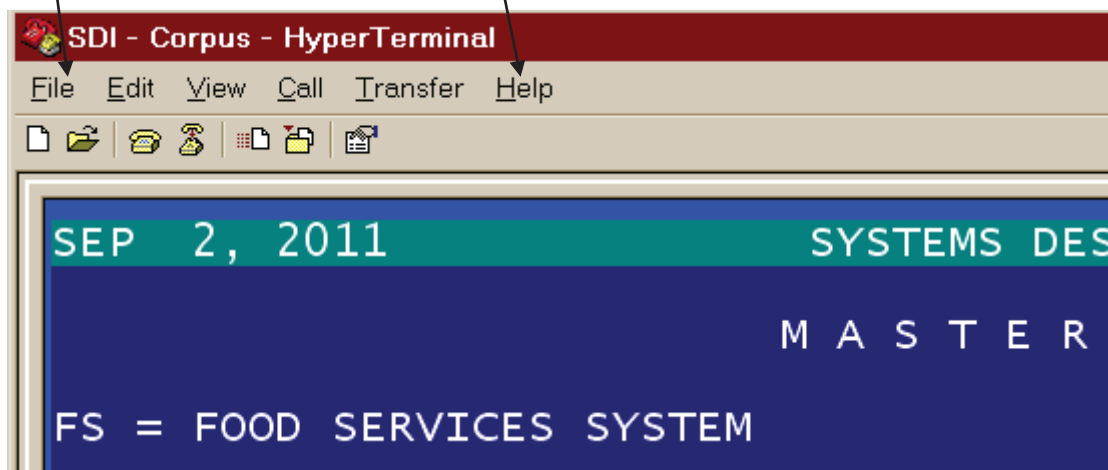
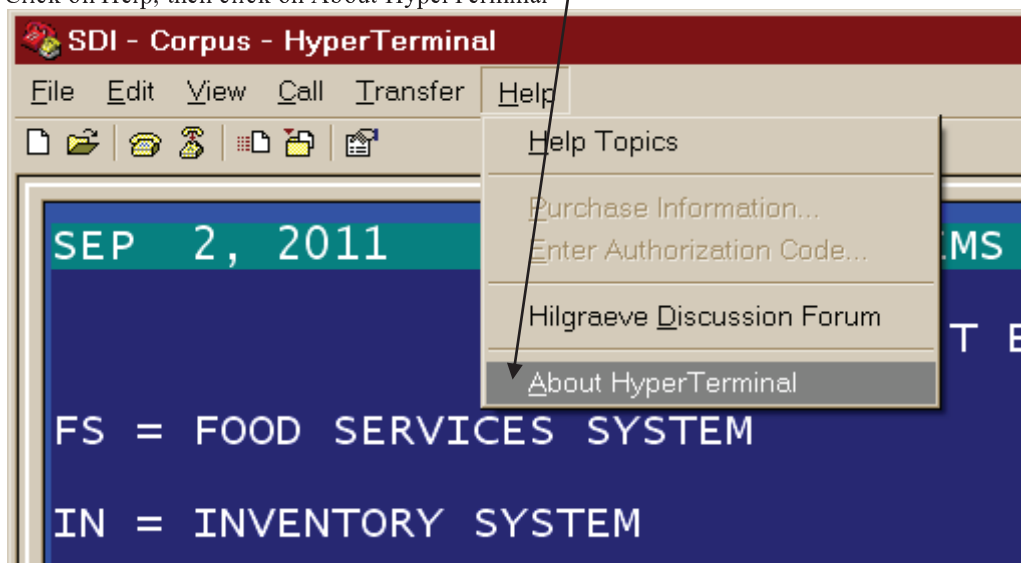


TX-UNPS SNP Site Claim Form

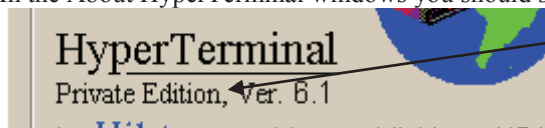
The TX-UNPS SNP Site Claim Form [FS-04-24-02] produces a file containing information about your district's meal serving history as required by TDA. This program uses a download feature which is part of HyperTerminal Private Edition (HTPE). If you are using HTPE it should look similar to the following. Specifically you should see the second line has the headings "File Edit View Call Transfer Help". If you do not see these headings, then you are not using HTPE and you cannot use this program option. You will need to install and configure HTPE. Please go to **HyperTerminal Installation** on page 7.



Click on Help, then click on About HyperTerminal



In the About HyperTerminal windows you should see the words "Private Edition" under the program name.

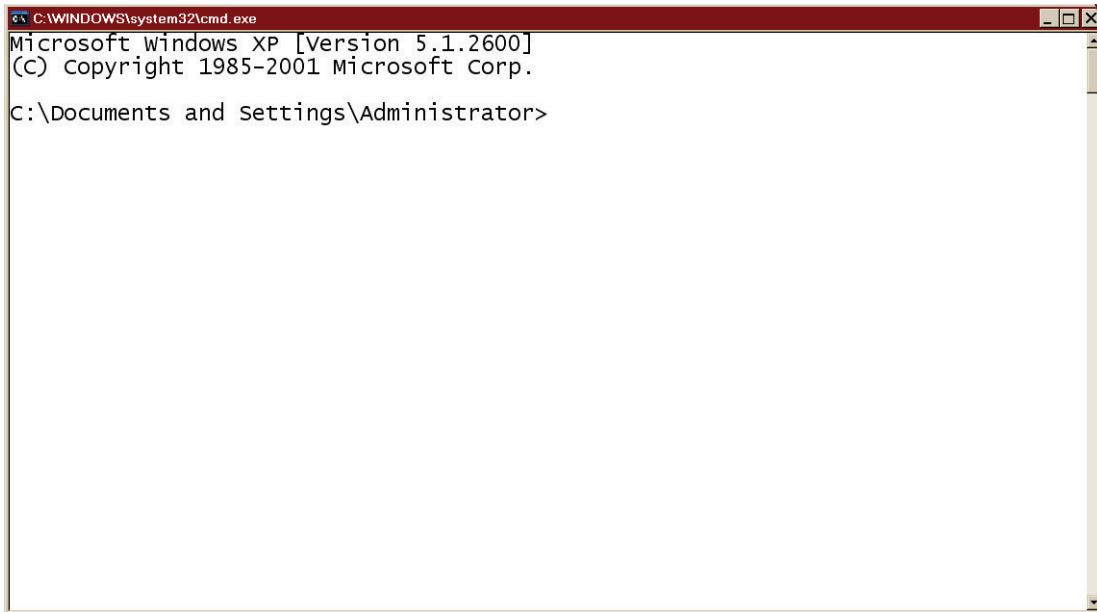


Click OK to close the About window.

If you have met these conditions then you are ready to proceed with configuring your system. If not, then call the Systems Design Support line and discuss your setup with one of the support staff.

Before we configure HyperTerminal, we need to setup a new directory on your computer. Please perform the following steps:

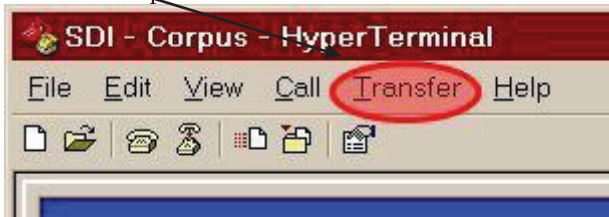
1. Hold down the Start button (second key to the left of the space bar, it usually has a Windows Flag on it and while it is held down, press and release the letter R. This will cause a Run Dialog box to open. In the box labeled Open, type **cmd** and click on **OK**. A command window (MS-DOS Window) will open and look something like:



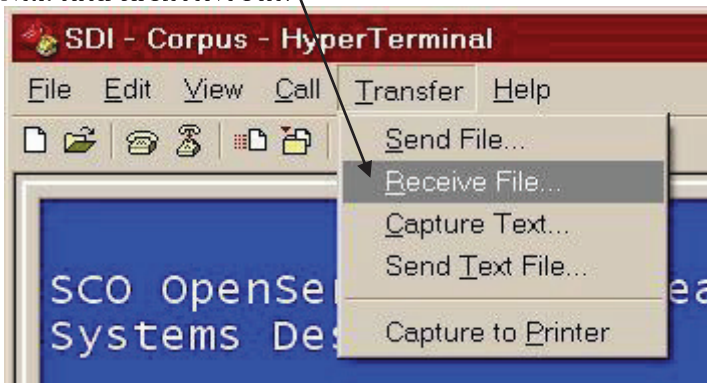
2. Type **mkdir \CSDI\Claims** and press **Enter**. You should just get another prompt. If you see the message “A subdirectory or file \CSDI\Claims already exists.” it is okay and just means the Claims directory is already setup.
3. Type **exit** and press **Enter**. The window should close.

Configure HyperTerminal

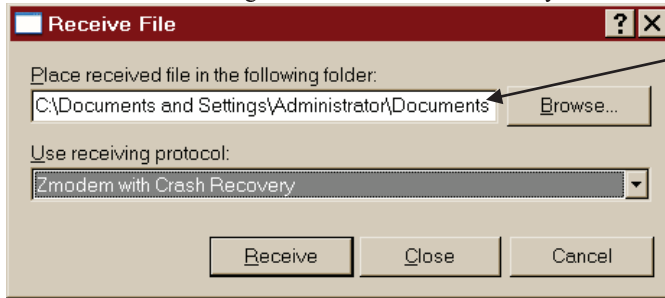
1. We want to configure HTPPE with a one-time setup. When you are logged into HTPPE look at the top of your screen for the Transfer option and click on it.



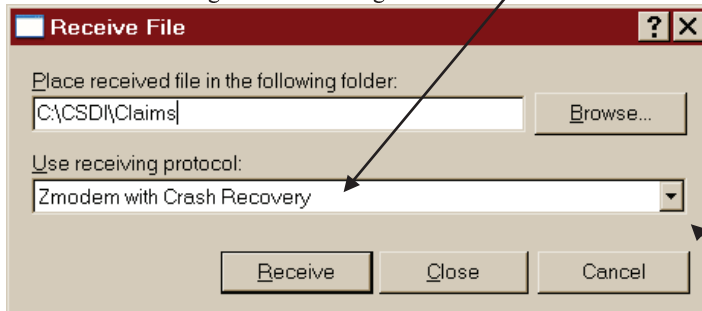
2. Next click on Receive File.



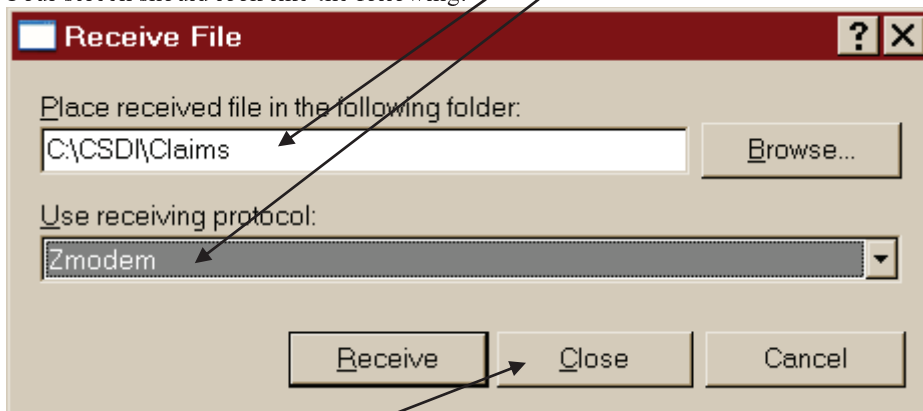
3. The Receive File dialog box will show the directory where downloaded files will be kept.



4. Type in **C:\CSDI\Claims**
5. We must now change the Receiving Protocol



6. Click on the down arrowhead at the right and a drop-down list will appear
7. Select Zmodem which is the next-to-last entry. **DO NOT** use Zmodem with Crash Recovery.
8. Your screen should look like the following:



9. Click on the Close button and your changes will be kept.

District Static Information

We now need to verify a setting in your District Static Information record

1. **FS** = FOOD SERVICES SYSTEM
2. **01** = MASTERFILE MAINTENANCE MENU
3. **05** = DISTRICT STATIC INFO MAINT
4. TYPE-[1] for DIST INFO MAINTENANCE
5. FUNCTION-[C] for change and your district's record displays