



Note: When using WinSNAP the computer must stay powered up day and night to ensure that scheduled tasks and communications occur.


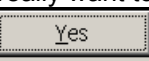
## First Things First

1. Turn on your monitor and printer.
2. Update customers and keyboards, as necessary. See directions on the flip side of this guide.





## Starting A Meal Session

1. Click  on the EZ Bar.
2. Check that the correct date is shown.
3. Click .
4. Click the appropriate meal session button.









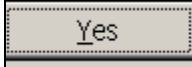
## Ending a Meal Session

1. Click . You will be asked if you really want to end the session. Click .

## View POS Transaction Log

1. Click  on the EZ Bar.
2. Click .
3. Press  and select Detailed Transaction Log or Transaction Log.
4. Click  to view the report on screen. Review the report and make a list of necessary corrections and record transaction numbers.






## Edit POS Information

1. Click  on the EZ Bar.
2. Check to ensure that the correct date is displayed for the session that you plan to edit.
3. Click .
4. Click the appropriate meal session button.
5. Click , enter your cashier ID and  to POS Client.
6. Make necessary corrections using the POS Client. Add new transactions as you would any normal sale. To void a transaction, click . Select 3 and click . Enter the Transaction Numbers for the transactions that need to be corrected and click .
7. Click the Exit button in the lower left corner.
8. Click the  button on the Point of Sale Operating screen.
9. Click  to verify that you wish to close the session.



## Repeat Steps for Additional Meal Sessions

## Reboot Machine Daily

## Entering Bank Deposits

1. Click on the  icon on the EZ-Bar.
2. Click  or  on the Tool Bar from the Bank Deposit EZ View to display the date you wish to update.
3. Click  on the Tool Bar.
4. Type in the total deposit amount, with decimals and click .

## Daily Reports



1. From the Bank Deposit EZ View, click .
2. Select the first checked off report from the list below and click .
3. Repeat steps one and two to print the rest of the reports shown below which are checked.

| <u>End of Day Reports</u> | <u>Print</u>             |
|---------------------------|--------------------------|
| Sales & Meal Counts       | <input type="checkbox"/> |
| Cashier Summary           | <input type="checkbox"/> |
| Item Sales                | <input type="checkbox"/> |
| Item Sales by Terminal    | <input type="checkbox"/> |
| Customer Account Activity | <input type="checkbox"/> |
| _____                     | <input type="checkbox"/> |
| _____                     | <input type="checkbox"/> |
| _____                     | <input type="checkbox"/> |



## End of Day

1. Close WinSNAP by selecting **FILE | EXIT** from the WinSNAP Menu Bar..
2. Turn off **only** your monitor and printer; leave the CPU (computer) running.




## Update / Print Keyboards

1. From the EZ Views Cascading Menu, select Point of Sale | Keyboards.
2. Click  or  on the EZ Bar to display the keyboard you wish to update.

### TO EDIT:

1. Click  on the Tool Bar.
2. Use the mouse to move the cursor to the fields that you wish to update.
3. Click  when finished.



### TO PRINT:

1. Click  Reports.
2. Click  Keyboard Templates.
3. Select Regular Sized Keyboard.
4. Click .



## Update Cashiers

1. From the EZ Views Cascading Menu, select Point of Sale | Cashier.

### TO EDIT:

- To change Cashier information, click on the cashier in the list control, click on the  icon on the Tool Bar, make changes then click .



### TO ADD:

- To Add, click the  icon on the Tool Bar add information then click .



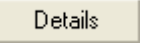
## Update Customer Information

- Click  on the EZ Bar.



### TO ADD:

1. Click  on the Tool Bar.
2. Enter the information in the fields provided and click  when finished.



### TO FIND:

1. Click  on the Tool Bar.
2. Type in the customer's customer id, last or first name, bar code, grade or homeroom. You can search by any field or combination.
3. Click .
4. Double-click on the desired customer in the find list. You can also highlight a customer then click  to view basic information.

### TO EDIT:





1. Click  on the Tool Bar.
2. Make necessary changes to the record and click  when finished.

## Customer Prepayments

1. Click  on the EZ Bar.
2. Type in the customer Id, Bar Code or the last name and press [TAB]. If you typed in the last name, double click on the correct customer in the find list.
3. Type in the Total Prepayment Amount and press [TAB].
4. Select the Prepayment Type and press [TAB].
5. Enter in additional information, if necessary and click  when finished.
6. Click on the appropriate answer from the popup screen.

**Note:** For information on Split Prepayment, please refer to your User Guide.

## Print Customer Reports

1. Click  on the EZ Bar.
2. Click .
3. Select the desired report type from the Report Type drop-down box.
4. Select the desired report from the Report Name drop down box.
5. Select the desired group & sort options. Click  to print or  to display the report on screen.

**Note:** Descriptions of each report and how to use all the various selection and sort options are available in the Setup and User Guides.