

Cashier P.O.S Quick Reference Guide for Elementary (Newton)

Double Click the Newton Icon



Verify that the following are all correct:

1. Serving Line Number
2. Meal
3. Serving Date
4. **Starting Balance Till will be \$1.00 for cashiers**

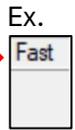


Login Username & Password



Toggle Fast-Sale:

Confirm **“Toggle Fast-Sale”** is pre-selected in the upper right corner of your screen.



If Fast Sale is not selected, click Toggle Fast-Sale:



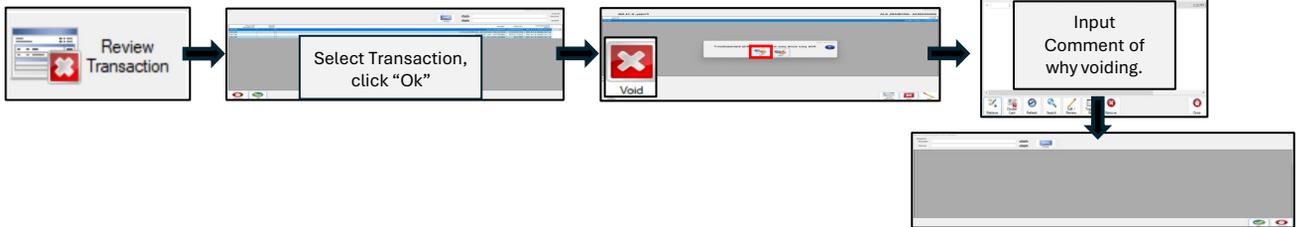
Elementary GROUP SEARCH:

Press the Group Search button to search by Homeroom/Classroom

Press the Group Search button again and select No Filter to get back to all students



Voiding a transaction - Click on Review Transactions>Select the transaction>Click void- Enter reason why voiding - press OK



Incomplete Meal- Click Once to Toggle off Fast Sale- it will read n/a on the top right corner- Press Incomplete Meal – Press OK

