

# Claiming Employee Meals



1.



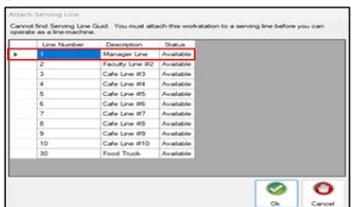
On "Point Of Sale"  
Select "Meal Control Panel"

2.



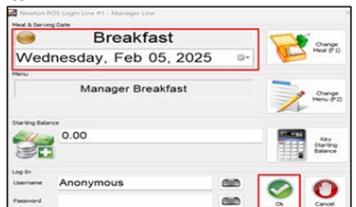
Select "Main Machine"

3.



Select Manager Line #1 then  
Click "Ok" on managers terminal.

4.



Verify correct Date and Meal  
Service, then click "OK"

- Ensure correct Meal Service is Running (Active).
- When claiming employee meals click the **Meal Control Panel** and select **(Main Machine)** on managers terminal before ending breakfast and lunch service.
- Select Manager Line #1 then click Ok.

5. Employees with an Account in the system  
Select "Group Search">Homeroom



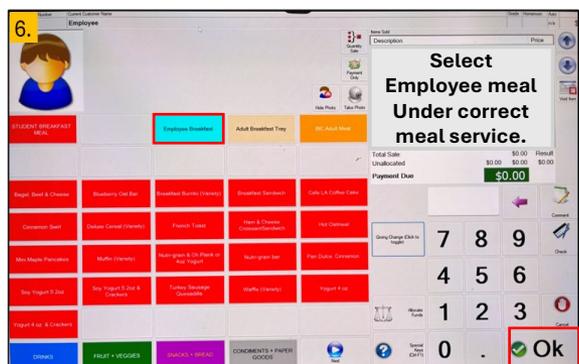
In Search Bar input  
"Employee" as classroom>Click "OK"



Your "Employees" in the system will show  
Select employee and  
Select "employee meal" click "OK"



6. Employees not in the system  
Click "Employee" for "A La Carte Mode"



Use your Café LA  
"Daily Meal Allowance Form"  
To determine the  
correct meal period  
that should be open when selecting "Meal  
Control Panel" and Clicking "Main  
Machine"  
on managers terminal.

Review Transaction to ensure correct  
employee meal was claimed.

