How To Enter MiSiS 5 Column Roster for Students Breakfast at Non-CEP Sites

OPEN THE CAFETERIA MANAGER TERMINAL
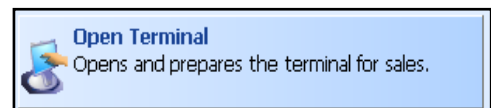
1. Click the **Front of The House** button.
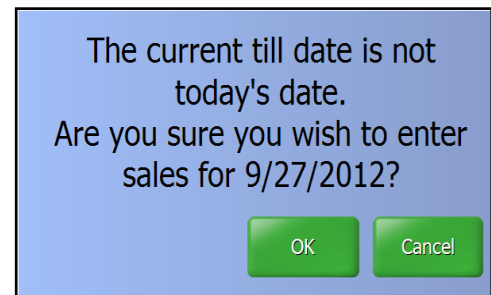
   Front of the House

2. Click the **Point of Service** button.

   Point of Service

3. Click the **Open Terminal** button.

   Open Terminal
   Opens and prepares the terminal for sales.

4. Verify that the serving date matches the serving date you served the meal. If the date is correct, click "***Yes"***.
   - If the date is incorrect, click "***No"*** and select the correct date from the calendar that appears.

   The current till date is not today's date.
   Are you sure you wish to enter sales for 9/27/2012?

   OK   Cancel

5. Leave the opening till on the Manager's computers $0.00. The Manager's computer does not require a change fund and click **Enter.**

   Opening Till: **$0.00**

7	8	9	Clear
4	5	6	Back
1	2	3	Enter
0		00	

6. Choose **Breakfast** as the serving period.

   Current Serving Date is 7/27/2022
   Please Choose the Serving Period

   Breakfast
   Lunch
   Snack
   Supper
   Special

   Change Date   Cancel

8.8.22

7. Once you are on the CMS Process Sales Page click **Sale By Group.**

8. Select the **Correct Classroom Room Number** by verifying the classroom on the **Five Column Roster**.

9. Click on .
   A.) **Auto Sale**
   B.) **Multi-Select,**
   C.) **Select All** button.

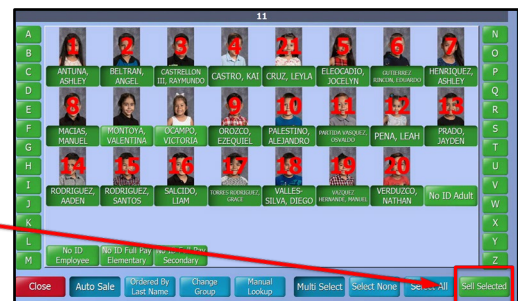10. Red numbers will appear showing count of selected students.

8.8.22

11. To de-select students who did not participate, click, on their names to remove red number.

12. After de-selecting, ensure only participating students have been selected before pressing **Sell Selected.**

13. CMS will complete the sale and confirm the amount of meals sold. Press **OK.**

There were 21 sales completed.

14. After meal service is entered the selected student's names will turn red. Use the **change group** button to switch to a new classroom and repeat the process for all remaining classrooms.

7.29.22