



How To Enter Quantity Sale for Students Breakfast at CEP Sites



OPEN THE CAFETERIA MANAGER TERMINAL

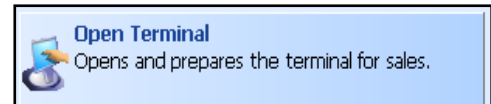
1. Click the **Front of The House** button



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

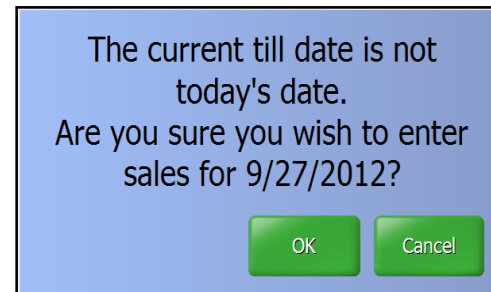


3. Click the **Open Terminal** button



4. Verify that the serving date matches the serving date you served the meal. If the date is correct, click **"Yes"**.

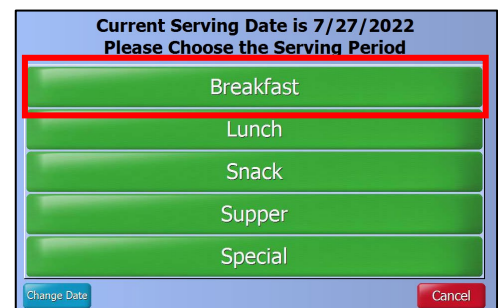
- If the date is incorrect, click **"No"** and select the correct date from the calendar that appears.



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.



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





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- Verify that **Breakfast** is selected on menu field.
 - Click on the **Quantity Sale** button.

- Click on the dropdown menu and ensure the **Free** eligibility is selected.
 - Select the **Breakfast Meal** button.

- Enter the number of meals by clicking inside the **Quantity** box—a pop-up will appear. Type the number of student breakfast meals served, then click the **Enter** button.

- Click the **End Sale** button.

- Click **OK** after confirming the amount entered.

- Click the **OK** to complete the transaction.