How to Manually Communicate in CMS

Open OneSource, Click "System Management"

- 1. Click on Communications
- 2. Click on Manual Communications
- 3. Click <u>all the boxes</u> In the Send Up and Send Down columns
- 4. Click on Communicate, the screen will close
- 5. Click on Monitor Communications
- 6. The Monitor Communication screen comes up.
 - a. Look at the <u>Last Communicated</u> column and make sure that Communications and Orders both have the current time showing, if they do not then click on Refresh Now until the time becomes current then click close.

How to Manually Communicate in CMS

🐱 OneSource		
Elle Edit Go To Qu	uick Create F <u>a</u> vorites <u>H</u> elp	
Make Selection	LAUSD Central Office - KIMBERLY Goebel - Communications Connected	5/23/2012 1:09 PM
	Users Management Maintenance of users, user group, and security options.	
	Sites Management Maintenance of site information, site types, and site groups.	
	Global System Setup Maintenance of Global System Options including COA codes and Software Updates.	
	Reporting Setup Setup of reporting options, reporting types, and the "Al-In-One" function.	
	Communications 2	
	Utilities Setup and perform application maintenance.	
	Location://_System Management/1	
My Home Page	Front of Back of System Properts Contine Help Management Properts Contine Help Find Answers	

- 1. Click on System Management
- 2. Click on Communications
- 3. Click on Manual Communications

ConeSource		X
<u>File E</u> dit <u>G</u> o To <u>Q</u> u	uick Create Favorites Help	
Make Selection	PARK WESTERN EL - Tech Support -	5/23/2012 1:29 PM
🐝 Users Management	Monitor Communications Monitor the status of communications.	
Global System Setup	View and setup communications configuration.	
Communications	Manual Communications Communicate immediately with the publish	
ස්ථි Utilities	Configure Health Monitoring Data Data.	
	Location:// System Management/ Communications/	
Home F	ront of 🙀 Back of 🕵 System 🍊 Reports 🧭 Online Help	
My Home Page	ne Mouse Management Reporting	

💽 Ma	anual Communication	IS	X
Sele click	ect the publications wi k on the Communicate	hich you would like to e e button.	either communicate to your publisher immediately and/or your subscribers immediately and
	Send Up	Send Down	Publication
	2		Communication
			Environment Diagnostic Information
			Inventory - Setup
			Inventory - Transactions/Physical Inventory
		4	Menu Planner
2			Orders
			OSC Interval Configuration
			POS Menu Planner Including Inventory
			POS Patron Photos
			POS Patrons and Accounts
			POS Sales Data
			POS Transactions and Account Balances
			Production
			System Management
			User Management
			5 Communicate Cancel
			Process ID: 100603

- 4. Click in the <u>Send Up</u> and <u>Send Down</u> column and choose <u>all boxes</u>
- 5. Click on Communicate, the screen will close
- 6. Click on Monitor Communications

🗽 OneSource				_ <u>8</u> ×
<u>File E</u> dit <u>G</u> o To <u>Q</u> u	uick Create F <u>a</u> vorites <u>H</u> elp			
Make Selection	PARK WESTERN EL - Tech Support -			5/23/2012 1:29 PM
Users Management	Monitor Communications Monitor the status of communications.	6		
Global System Setup	Communications Setup View and setup communications configuration.			
Reporting Setup	Manual Communications Communicate immediately with the publisher.			
and the second s	Health Monitoring Data Configure Health Monitor Statistic Information Data.			
	Import and Export Data Manually Import and Export Communication Data.			
	Location:// System Management/ Comm	nunications/		
A Home	ront of 🛛 📷 Back of 👘 🛄 System	n Reports	M Online Help	
My Home Page	he House Manager	ment Reporting	HA Find Answers	

🚾 cm1457501					
😭 🗈 🐼 😏 🛷 觸 ar	rt Att 🔒	3 B I I I			
ConeSource	0 1				_ 0 ×
Eile Edit Go To F	Favorites	Help			
Make Selection	HOODER				8/36/3014 6:55 AM
A	nooren				5/20/20110.005
Communications	Mon	itor Communications tor the status of communications.	Please click on the	e + sign next t	ιο
	Man Com	ual Communications municate immediately with the publisher.	your sites name		
	ſ	Monitor Communications	>	×	
		You can use this screen to monitor commu	nication between sites and POS terminals.		
		Filter	Publications Scheduled Tasks Statistics		
		E LAUSD Central Office	Publication Statuses		
		B HOOPER EL	Description	/ Last Communication Date	
			Communication	09/26/2014 05:36:05	
			Environment Diagnostic Information	09/26/2014 04:36:14	
			Inventory - Setup	09/26/2014 01:36:51	
			Inventory - Transactions/Physical Inventory	09/26/2014 01:36:23	
			Menu Planner	09/26/2014 04:36:40	
			Orders	09/26/2014 06:36:04	
			OSC Interval Configuration	09/26/2014 01:36:03	
			POS Menu Planner Including Inventory	09/26/2014 01:36:12	
		N N	POS Patron Photos	09/26/2014 04:36:11	
		La .	POS Patrons and Accounts	09/20/2014 00:30:09	
			POS Sales Data	09/26/2014 05:26:00	
			Production Production	09/26/2014 04:36:06	
			System Management	09/26/2014 04:36:35	
			User Management	09/26/2014 06:36:03	
		Conly Show Machines with Potential Problems		Refresh	
				Process ID: 100601	
\setminus	0				
	Location:	// System Management/ Communications.	L		
My Home Page	Front of he House	Back of System	Reports Reporting		
📀 🚞 🥝	W	🕅 🔯 🔊 OneSource		P	🌁 🌺 🕪 🛱 🥙 🔰 6:55 AM 9/26/2014

- 7. Click on the + sign next to LAUSD Central Office, then click on the + sign next to your sites name.
- 8. The Monitor Communication screen will come up. Look at the **Publication** and **Last Communicated** columns

	Site ID 7	7	Site Name			Data	Timeout
PARK WESTERN EL					•		
Publication 🗠				 Last Communicated 		Data	Timeout
	Assets			2	2		
	Communication	•		11/15/2011 03:28:02 PM		0	•
	Environment Diagno	stic Information		11/15/2011 05:28:35 AM		0	•
	Inventory - Setup			11/15/2011 02:28:38 PM		0	
	Inventory - Transact	ons/Physical Invento	ory 7	11/15/2011 02:28:23 PM		0	0
	Menu Planner			11/15/2011 05:28:55 AM		0	
	Orders		11/15/2011 03:28:02 PM		0	0	
	OSC Interval Configu	iration	11/15/2011 02:28:02 PM		0	•	
	POS Menu Planner I	ncluding Inventory	11/15/2011 04:01:24 PM		0	•	
	POS Patron Photos		11/15/2011 05:28:18 AM		<u> </u>		
· · · · (POS Patrons and Acc	ounts	11/15/2011 03:28:02 PM			•	
	POS Sales Data		11/15/2011 03:28:04 PM		0	•	
	POS Transactions an	d Account Balances	11/15/2011 03:28:18 PM		0	•	
	Production		11/15/2011 05:28:37 AM		<u> </u>		
	System Managemen	t		11/15/2011 05:29:24 AM		0	•
	User Management			11/15/2011 03:28:03 PM		0	
	Terminal Number	Computer Name	Site ID	Site Name		Data	Timeout
÷.	2	POS1601301-02	1601301	PARK WESTERN EL			

- a. Find the rows under the **Publication Column** named "Communication" and "Orders"
 - i. Check the date and time next to the above two rows in the <u>Last Communicated</u> <u>Column</u>.
 - ii. Both should have the current date and time of day showing.
 - iii. If they do not, then click **"Refresh Now"** until the correct time and date appears on both rows.
 - iv. Then click close.