



How To Enter BIC Adult Meals (All Sites)



OPEN THE CAFETERIA MANAGER TERMINAL



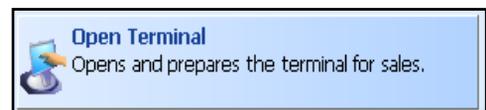
1. Click the **Front of The House** button.



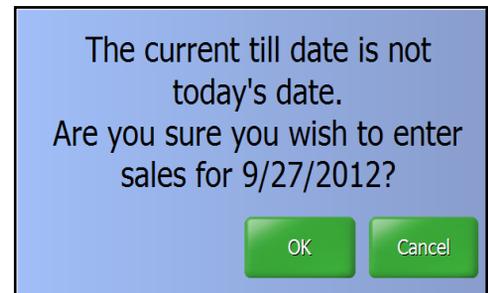
2. Click the **Point of Service** button.



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



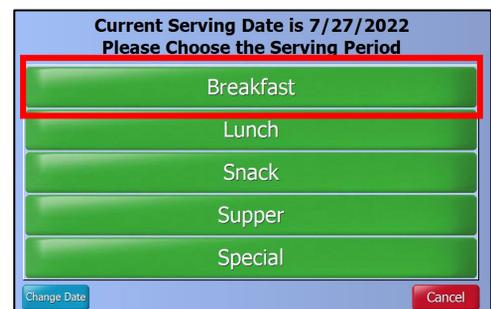
4. Verify that the serving date matches the serving date you served the meal. If the date is correct, click **"Yes"**.
 - If the date is incorrect, click **"No"** and select the correct date from the calendar that appears



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.

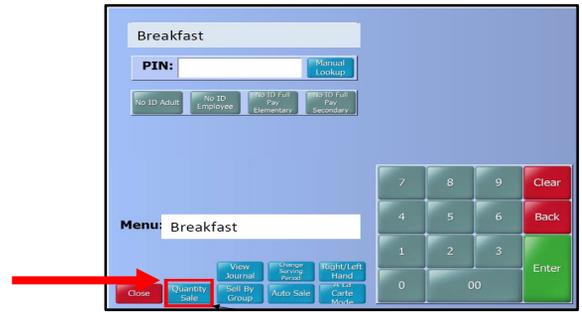




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- Verify Breakfast is selected on the Menu dropdown. Next click on the **Quantity Sale** button.



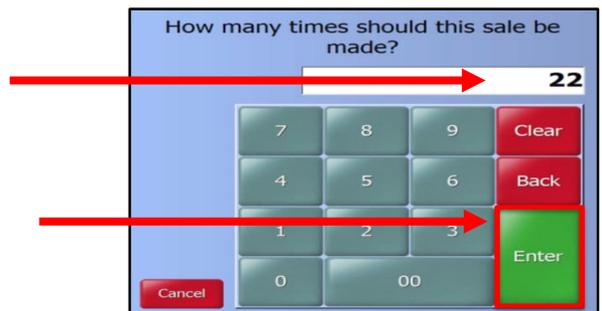
- Click on the tab **Faculty BIC**.
 - Next click the drop-down on the eligibility field and select **Adult**
 - Now click the Red **BIC Adult Meal** button



- Click on **Quantity** field and a box will pop up to input the number of faculty meals that were served.



- Type in the number of adult BIC meals were served then click **ENTER**.



- Verify the correct number of meals and press **OK**.

