



MCS Newton

Elementary Cashier Meal Service Activity

MCS Newton Cafeteria Management
765 Jefferson Road #400
Rochester, NY 14623

Heartland

A Global Payments Company

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Overview

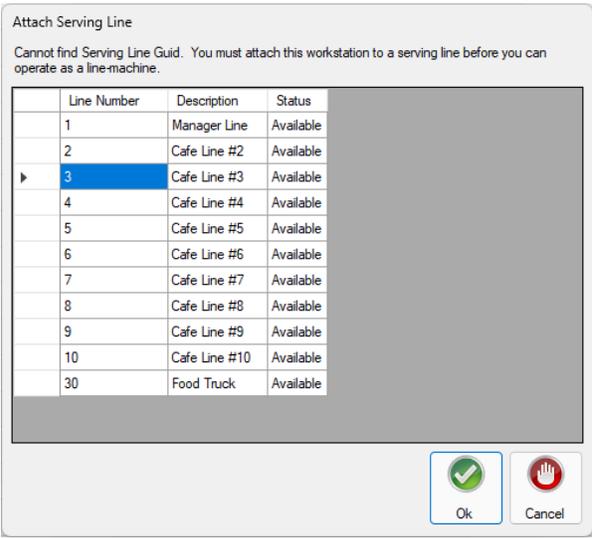
This activity will help guide you through a typical meal service using NewtonPOS. Your Cafeteria Manager will be leading you through the activity so you can become familiar with the system and learn to process the different types of transactions you will see during any given serving period.

During this activity you will go through the following steps and transaction types:

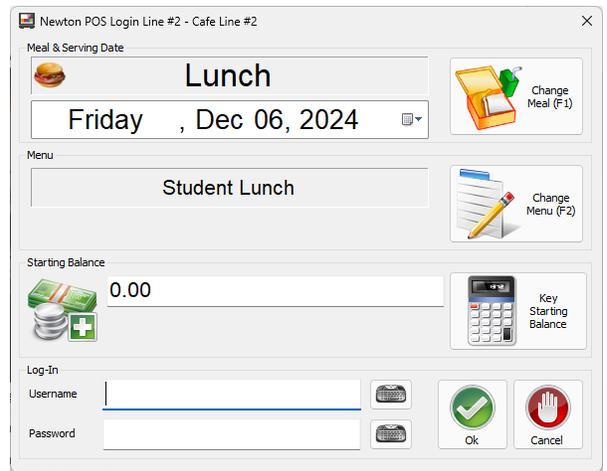
1. Login to the Register
2. Begin Elementary Lunch Service
3. Student - Incomplete Meal
4. Student - A La Carte
5. Select a New Homeroom
6. Student - Meal with A La Carte item
7. Student - A La Carte item
8. Student - Second Meal
9. Adult - Lunch Tray
10. Adult - A La Carte
11. Quit Serving Line

Login to the Register

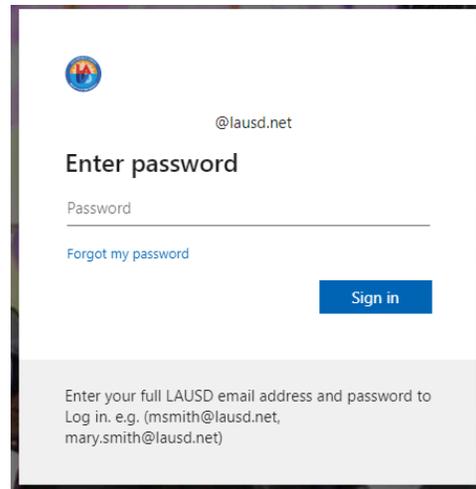
To begin, you will sign in to NewtonPOS using your LAUSD Single Sign-On.

<p>Step 1: Double-Click on the "NewtonPOS" icon on the desktop</p>																																					
<p>Step 2: If prompted, attach the serving line to the assigned number for your station. Ask your manager if you don't know the number.</p>	 <p>Attach Serving Line</p> <p>Cannot find Serving Line Guid. You must attach this workstation to a serving line before you can operate as a line-machine.</p> <table border="1"><thead><tr><th>Line Number</th><th>Description</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>Manager Line</td><td>Available</td></tr><tr><td>2</td><td>Cafe Line #2</td><td>Available</td></tr><tr><td>3</td><td>Cafe Line #3</td><td>Available</td></tr><tr><td>4</td><td>Cafe Line #4</td><td>Available</td></tr><tr><td>5</td><td>Cafe Line #5</td><td>Available</td></tr><tr><td>6</td><td>Cafe Line #6</td><td>Available</td></tr><tr><td>7</td><td>Cafe Line #7</td><td>Available</td></tr><tr><td>8</td><td>Cafe Line #8</td><td>Available</td></tr><tr><td>9</td><td>Cafe Line #9</td><td>Available</td></tr><tr><td>10</td><td>Cafe Line #10</td><td>Available</td></tr><tr><td>30</td><td>Food Truck</td><td>Available</td></tr></tbody></table> <p>Ok Cancel</p>	Line Number	Description	Status	1	Manager Line	Available	2	Cafe Line #2	Available	3	Cafe Line #3	Available	4	Cafe Line #4	Available	5	Cafe Line #5	Available	6	Cafe Line #6	Available	7	Cafe Line #7	Available	8	Cafe Line #8	Available	9	Cafe Line #9	Available	10	Cafe Line #10	Available	30	Food Truck	Available
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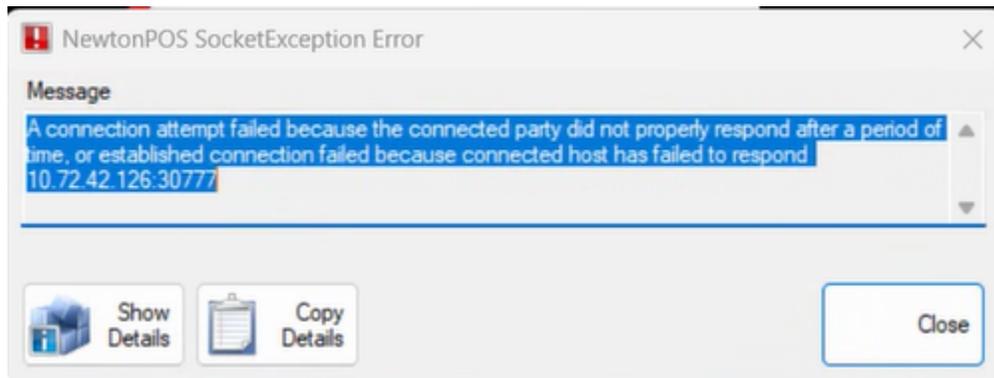
Step 3: Confirm Meal, Date & Menu then enter cash drawer starting balance (use current Cafeteria practices) and leave the Log In section blank



Step 4: Click "Ok." A window will pop up for Secure Sign On. Log in with your LAUSD credentials



Note: If you come across this error, it means your manager has not started a meal yet. Please confirm with your manager that the meal is running before attempting to log in.



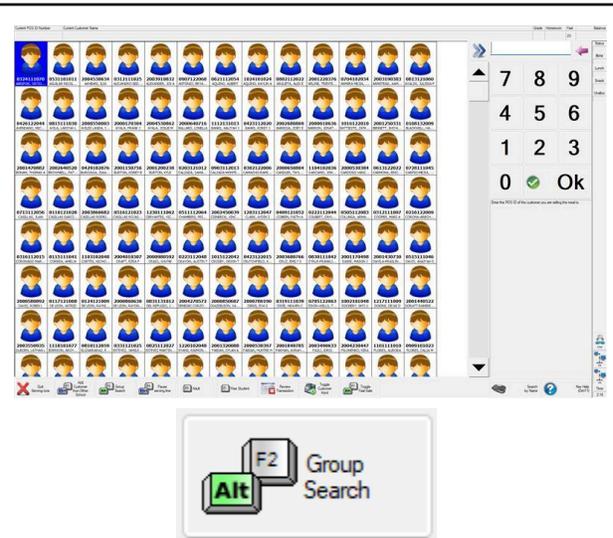
Begin Elementary Lunch Service

Now that you are logged in, you will begin completing transactions. Follow the instructions below to complete the transactions you will encounter once your site is live on Newton.

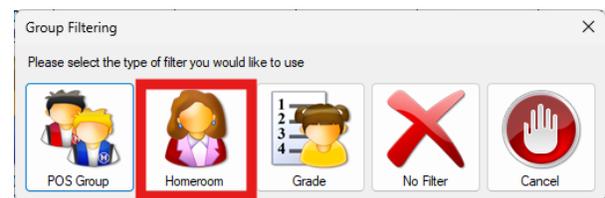
At the bottom of your screen you will see several buttons. During this activity you will be using Adult, Group Search, Toggle Fast Sale and Quit Serving-Line.



Step 1: To begin, Elementary schools will start on the Student Search screen. Navigate to **"Group Search"** at the bottom of your screen

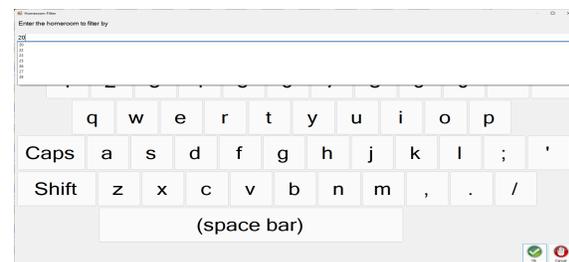


Step 2: Select **"Homeroom"** in the Group Filtering pop-up



Step 3: Search and select the Homeroom your manager assigned you for your school

Note: This is to avoid cashiers working with the same Homeroom during the practice activity



Step 4: Select any student to complete a reimbursable meal transaction. Fast Sale is enabled.

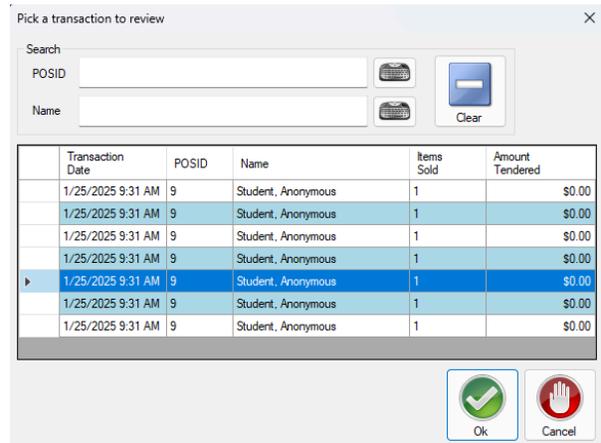
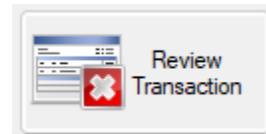
The student icon will be highlighted in green once a reimbursable meal transaction has been completed



Step 5: Repeat Step 4 a few more times to familiarize yourself with the Reimbursable Meal transactions

Optional: You can press the **"Review Transactions"** to see how many transactions were completed.

When done, press **"Cancel"**



Student - Incomplete Meal

The next transaction will be a non-reimbursable student meal. To record this transaction you will use the Incomplete Meal item. Note that this item will still be free for the student but Cashiers should verbally encourage students to take a full reimbursable meal.

Step 1: The next student comes to your till with a non-reimbursable meal, which is an "Incomplete Meal" in Newton

Tap the **"Toggle Fast Sale"** button on the bottom of your screen ONCE to turn off Fast Sale



Step 2: Confirm Fast Sale is turned off by checking the top right of your POS. It should show **"Auto n/a"** instead of **"Fast."**

If it doesn't show **"Auto n/a"**, you can hit **"Toggle Fast Sale"** again until it shows the right setting (like the picture).



Step 3: Once you confirm Fast Sale is off, select a student that has not yet been served a meal (white background).



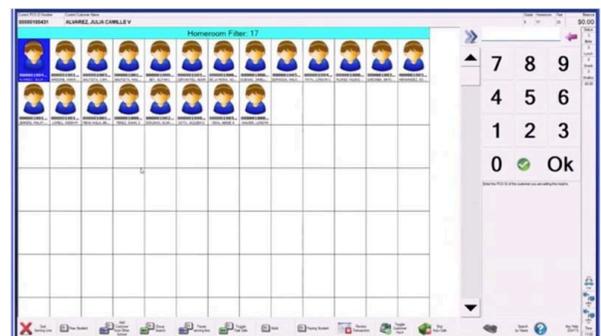
Step 4: The A La Carte screen will appear. Press the **"Incomplete Meal"** button



Step 5: Press **"Ok"** to complete transaction

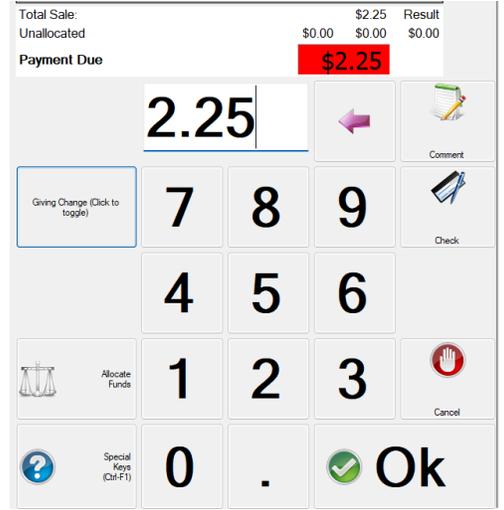


Step 6: Once the transaction is recorded, you will return back to the Homeroom Group Search screen



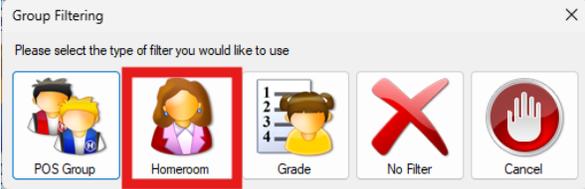
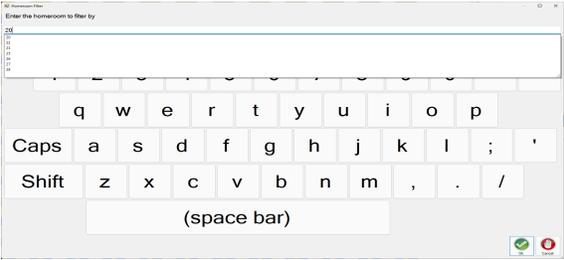
Student - A La Carte

The next transactions will be for Student A La Carte. To complete A La Carte sales Fast Sale should be disabled so the A La Carte transaction screen will appear.

<p>Step 1: The next student has an A La Carte transaction, so you will leave Fast Sale off. Select another student to bring up the A La Carte screen</p> <p>On the A La Carte screen, select a "Beef & Cheese Taquito"</p>							
<p>Step 2: The student pays with the exact amount in cash. Enter \$2.25 into the amount tendered, then tap "Ok"</p>							
<p>Step 3: Once you are back on the Search screen, tap the "Toggle Fast Sale" button twice to turn Fast Sale back on</p> <p>Confirm Fast Sale is back on by checking the top right corner</p>	 <table border="1" data-bbox="1169 1344 1331 1449"> <tr> <td>om</td> <td>Fast</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td></td> </tr> </table>	om	Fast			2	
om	Fast						
	2						
<p>Step 4: Process 2 more Reimbursable Meals with Fast Sale (select 2 more students)</p>	 <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>100296 AGUIRRE, GABRI...</p> </div> <div style="text-align: center;">  <p>100188 ALCALA, ALYSSA</p> </div> </div>						

Select a New Homeroom

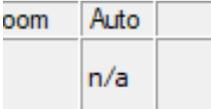
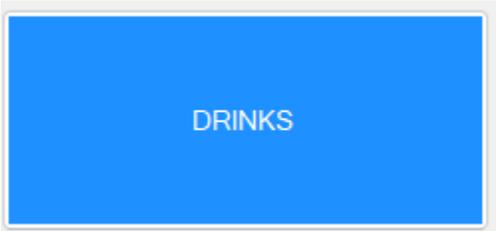
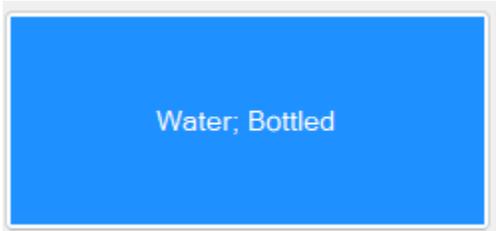
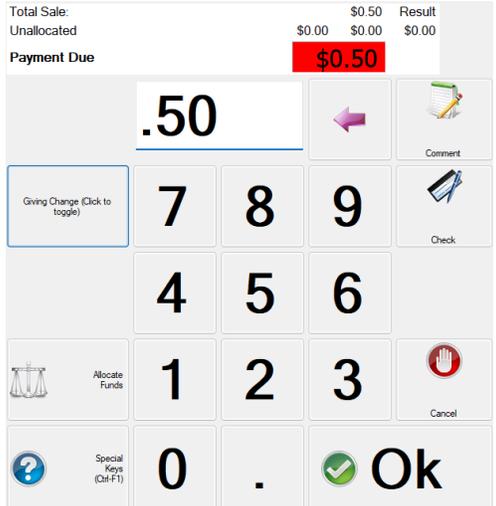
Cashiers are able to switch to a new Homeroom at any time by using the Group Search button.

<p>Step 1: Switch to the next assigned Homeroom by using the "Group Search" button on the bottom of the search screen</p>	 A button with a green 'Alt' key icon, a grey 'F2' key icon, and the text 'Group Search'.
<p>Step 2: Select "Homeroom" in the Group Filtering pop-up</p>	 A dialog box titled 'Group Filtering' with a close button. It contains the text 'Please select the type of filter you would like to use' and five buttons: 'POS Group' (with a group of people icon), 'Homeroom' (with a person icon and a red border), 'Grade' (with a list icon), 'No Filter' (with a red X icon), and 'Cancel' (with a hand icon).
<p>Step 3: Search and select the next Homeroom your manager assigned you for your school. Select "Ok" to bring up the Homeroom</p> <p>Note: This is to avoid cashiers working with the same Homeroom during the practice activity</p>	 A screenshot of a search input field with a keyboard overlay. The input field is empty. The keyboard shows keys for 'q', 'w', 'e', 'r', 't', 'y', 'u', 'i', 'o', 'p', 'Caps', 'a', 's', 'd', 'f', 'g', 'h', 'j', 'k', 'l', ';', 'Shift', 'z', 'x', 'c', 'v', 'b', 'n', 'm', ',', '.', '/', and '(space bar)'. There are also icons for a microphone and a red 'X' in the bottom right corner.

Student - Meal with A La Carte item

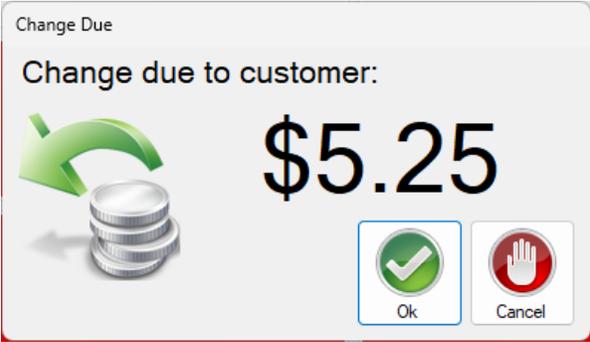
The next transaction will be a reimbursable meal with an A La Carte item for a Student. Fast Sale will be disabled.

<p>Step 1: Next, you will process a Reimbursable Meal with an A La Carte item. Tap the "Toggle Fast Sale" button to turn off Fast Sale.</p>	 A button with a green 'Alt' key icon, a grey 'F7' key icon, and the text 'Toggle Fast-Sale'.
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<p>Confirm Fast Sale is turned off by checking the top right of your POS. It should show "Auto" instead of "Fast"</p>	
<p>Step 2: Once you confirm Fast Sale is off, select a student. The A La Carte screen will now show</p> <p>Press the "STUDENT LUNCH MEAL" to add to the cart</p>	
<p>Step 3: Tap "DRINKS" on the bottom left of the menu to open the Drinks menu</p>	
<p>Step 4: Press "Water; Bottled" to add to the cart</p>	
<p>Step 5: Enter .50 for amount tendered and tap "Ok"</p>	

Student - A La Carte item

The next transaction will be an A La Carte item for a Student. Fast Sale will be disabled.

<p>Step 1: From the Homeroom Student Search screen, select another student to process an A La Carte transaction</p>	 <p>100261</p>
<p>Step 2: Select "Chicken Wings - BBQ/Buffalo 4"</p>	
<p>Step 3: Enter \$10.00 for amount tendered and tap "Ok"</p>	
<p>Step 4: Change Due window will pop up. Hit "Ok"</p>	

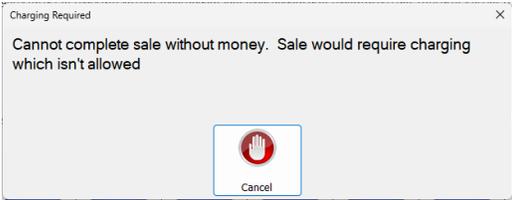
Student - Second Meal

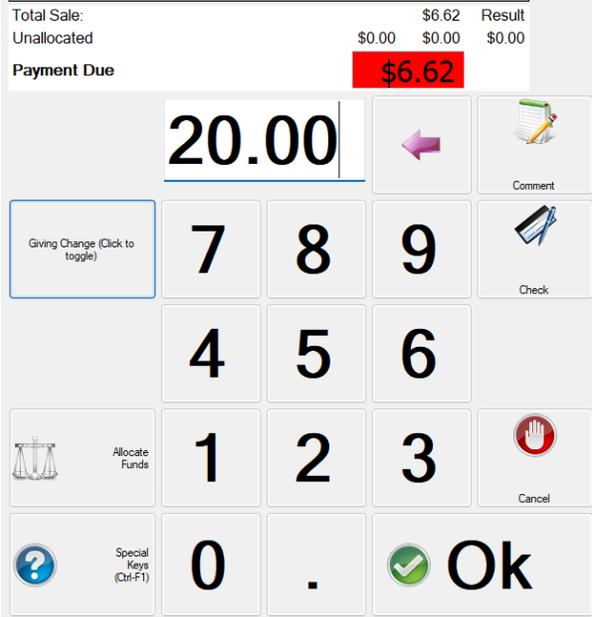
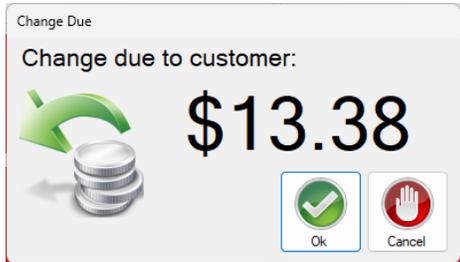
The next transaction will be a Second Meal. Students should be discouraged to take a Second Meal but use the following steps to record a Second Meal transaction.

<p>Step 1: From the Homeroom Student Search screen, select a student that has already completed a transaction (highlighted green)</p>	 <p>A student profile card with a green background. It features a cartoon illustration of a student with brown hair and a blue shirt. Below the illustration, the student ID '100564' and the name 'ABUANA, ANDRE...' are displayed.</p>
<p>Step 2: A window will pop up advising the customer has already received a reimbursable meal, tap "Ok"</p>	 <p>A yellow warning dialog box with a white border. At the top, it says 'Reimbursable meal already sold'. Below that, a yellow banner contains a warning icon and the text 'A reimbursable meal has already been sold to this customer.' At the bottom center is a white button with a green checkmark and the text 'Ok'.</p>
<p>Step 3: The transaction screen will show. Select "STUDENT LUNCH MEAL" then tap "Ok"</p>	 <p>A large red rectangular button with the text 'STUDENT LUNCH MEAL' in white, bold, uppercase letters.</p>
<p>Step 4: Now return to Fast Sale. Tap the "Toggle Fast Sale" button twice to turn Fast Sale back on</p> <p>Confirm Fast Sale is back on by checking the top right corner</p>	 <p>A 'Toggle Fast-Sale' button with a keyboard icon showing 'Alt' and 'F7' keys. Below the button is a keyboard overlay showing a grid of keys, with 'Fast' and '2' visible.</p>

Adult - Lunch Tray

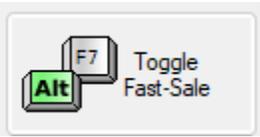
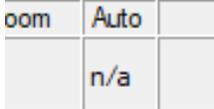
The next transaction will be a Lunch Tray for an Adult. Fast Sale will be enabled.

<p>Step 1: Now, you will be selling an Adult Lunch and giving change</p>														
<p>Step 2: Tap the "Adult" button on the bottom of the screen</p>														
<p>Step 3: A window will pop up explaining charging will be required. This is normal, tap "Cancel" to continue the transaction.</p>														
<p>Step 4: A "Student Lunch Meal" will be added to the transaction</p> <p>Note: While the screen reads "Student Lunch Meal," the system will recognize the Adult customer and charge the adult price accordingly</p>	 <table border="1" data-bbox="865 1102 1377 1150"> <thead> <tr> <th>Description</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>STUDENT LUNCH MEAL</td> <td>\$6.62</td> </tr> </tbody> </table> <table border="1" data-bbox="865 1556 1377 1644"> <tr> <td>Total Sale:</td> <td>\$6.62</td> <td>Result</td> </tr> <tr> <td>Unallocated</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Payment Due</td> <td>\$6.62</td> <td></td> </tr> </table>	Description	Price	STUDENT LUNCH MEAL	\$6.62	Total Sale:	\$6.62	Result	Unallocated	\$0.00	\$0.00	Payment Due	\$6.62	
Description	Price													
STUDENT LUNCH MEAL	\$6.62													
Total Sale:	\$6.62	Result												
Unallocated	\$0.00	\$0.00												
Payment Due	\$6.62													

<p>Step 5: Enter \$20.00 for amount tendered and tap "Ok"</p>	
<p>Step 6: Change Due window will pop up. Tap "Ok"</p>	

Adult - A La Carte

This transaction will be for an A La Carte item for an Adult with Fast Sale disabled.

<p>Step 1: Next, you will process an Adult A La Carte transaction</p> <p>The Screen will return to the Student Search Screen. Press "Toggle Fast-Sale"</p>	
<p>Step 2: Confirm Fast Sale is off by checking the top right corner</p>	

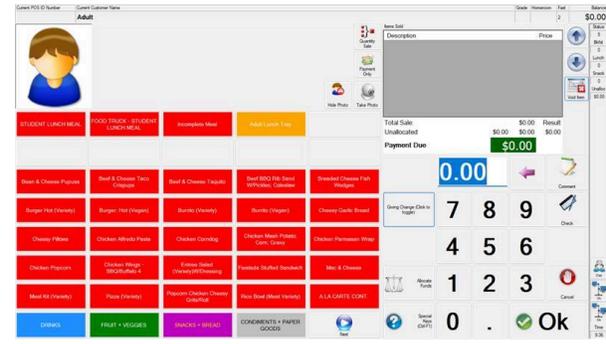
Step 3: Hit **"Adult"** button to bring up Transaction screen



Step 4: After pressing the **"Adult"** button, you will be taken to the A La Carte transaction screen.

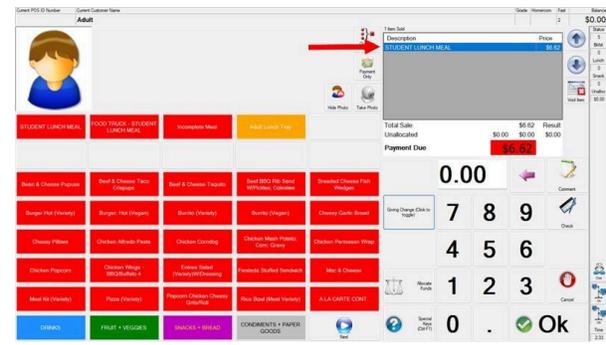
Fast Sale Disabled w/ no item in Cart

If you successfully disable Fast Sale, your cart will be empty. Skip to **Step 8** if your cart is empty.



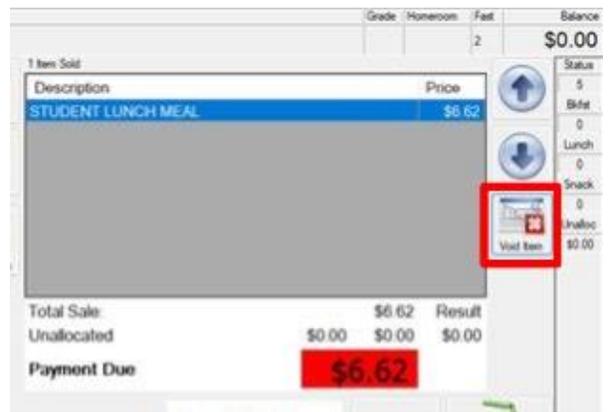
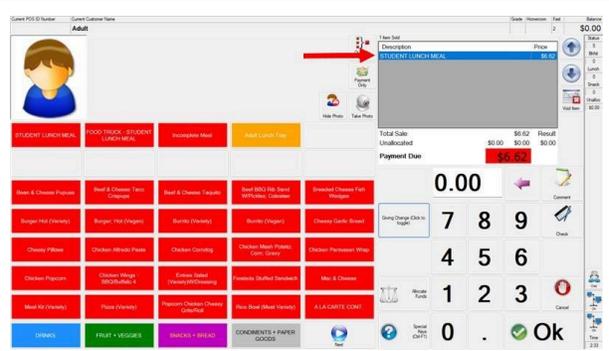
If you did not disable Fast Sale, a Student Lunch Meal will display in your cart. Proceed to **Step 5** if you have a Student Lunch Meal displayed in the cart and will need to Void the item.

Fast Sale Enabled w/ item in Cart

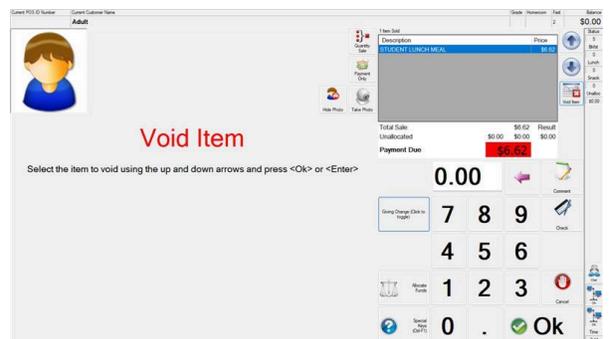


Step 5: If you made a mistake and did not turn off **Fast Sale**, a Student Lunch Meal will display in your cart.

Press **"Void Item"** once to activate the ability to void.

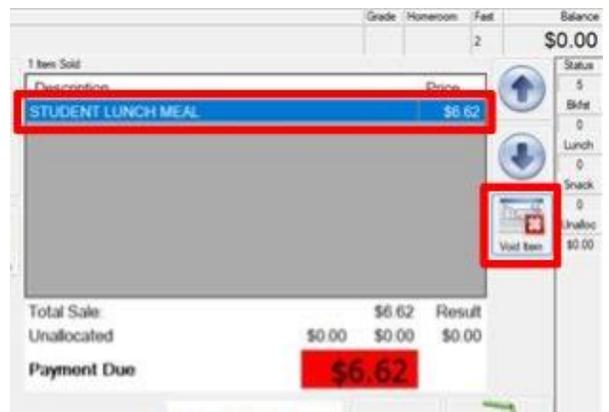


Step 6: The A La Carte screen will now be replaced with **"Void Item"**



Step 7: Now press **"Void"** again to remove the selected item in your cart. The selected item will be highlighted blue.

In this instance, there is only one item in your cart so the **"Student Lunch Meal"** will automatically be selected.



Step 8: Confirm your Adult cart is empty and select **"Chicken Wings - BBQ/Buffalo 4"**

Price should show **\$5.24** (\$4.75 + tax)

The screenshot shows a POS interface with a menu grid. The selected item is 'Chicken Wings - BBQ/Buffalo 4'. The total sale is \$5.24, unallocated is \$0.00, and the payment due is \$5.24. A red box highlights the 'Payment Due' amount.

Total Sale:	\$5.24	Result	
Unallocated	\$0.00	\$0.00	\$0.00
Payment Due	\$5.24		

Step 9: Enter **\$10.00** for amount tendered and tap **"Ok"**

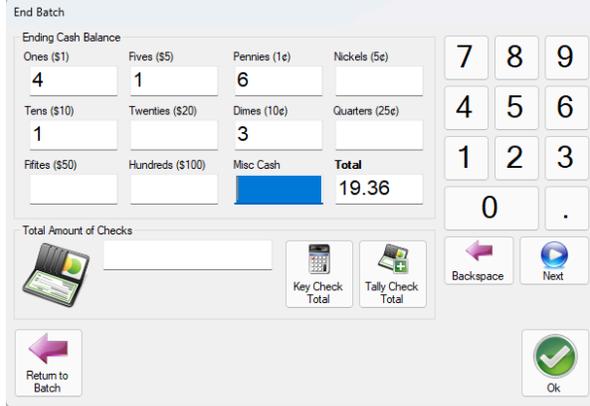
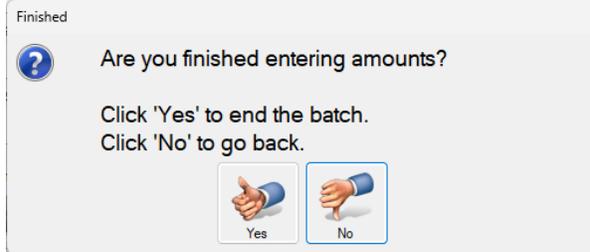
The screenshot shows a numeric keypad interface. The amount '10.00' is entered. The 'Ok' button is highlighted with a green checkmark.

Step 10: Change Due window will pop up. Hit **"Ok"**

The screenshot shows a 'Change Due' window. The text reads 'Change due to customer: \$4.76'. There is an illustration of a stack of coins with a green arrow pointing to it. The 'Ok' button is highlighted with a green checkmark.

Quit Serving Line

The last portion of this activity will be to Quit Serving Line at the end of the meal service.

<p>Step 1: Now we will conclude the meal service.</p> <p>Select "Quit Serving Line" on the bottom left, then tap "Yes"</p>	
<p>Step 2: Enter Ending Cash Balance as shown:</p> <p>Ones (\$1) - 4 Fives (\$5) - 1 Tens (\$10) - 1 Pennies (1c) - 6 Dimes (5c) - 3 Total - \$19.36</p> <p>Tap "Ok"</p>	
<p>Step 3: The following window will pop up. Click "Yes" to end the batch</p>	
<p>Step 4: Tap "Exit Point-of-Sale" to close register</p>	