



CAFETERIA MANAGEMENT SYSTEM TRAINING



3.7) PIN NOTIFICATION LETTERS

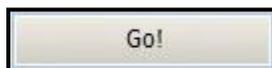
PIN Notification Letters are available to use as a communication tool. There are several types of letters and should be printed by eligibility. However, if needed it may also be printed for an individual student. Follow instructions below.

PIN Notification Letters

1. Navigate to **Reports > Letters**
2. Select the appropriate letter from the list that displays.

A screenshot of a web application interface. At the top, it says "Select a Type of Report:". Below this is a dropdown menu with "Point of Service Letters" selected. A list of options is displayed below the dropdown, with "PIN-Full Price Notification Letter -Middle" highlighted in blue. The list includes: High Balance Letter, Low Balance Letter, Negative Balance - Full Pay Letter-Princ, Negative Balance - Reduced Letter-Ma, Negative Balance - Reduce Letter-Princ, Negative Balance - Full Pay Letter-Man, PIN-Full Price Notification Letter -Middle, PIN-Reduced notification letter, PIN-Full Price Notification Letter-High S, and PIN-Free Notification Letter.

Click the **Go!** Button and a new window will appear.



Depending on the letter needed, a different set of report options will need to be selected for **Full Pay Letter, Reduced Letter or Free** see instruction below.

1. **Student Status** – Select **Active**
2. **Student Eligibilities** – Select **Individual Selection**-When selecting

<input type="checkbox"/> No ID Reduced <input checked="" type="checkbox"/> Full Pay <input type="checkbox"/> No ID Full Pay <input type="checkbox"/> Adult <input type="checkbox"/> No ID Adult <input type="checkbox"/> Teacher <input type="checkbox"/> No ID Teacher <input type="checkbox"/> Employee <input type="checkbox"/> No ID Employee <input type="checkbox"/> No ID PK/K <input type="checkbox"/> Full Pay Secondary <input checked="" type="checkbox"/> Full Pay Middle	<input type="checkbox"/> No ID Reduced <input checked="" type="checkbox"/> Full Pay <input type="checkbox"/> No ID Full Pay <input type="checkbox"/> Adult <input type="checkbox"/> No ID Adult <input type="checkbox"/> Teacher <input type="checkbox"/> No ID Teacher <input type="checkbox"/> Employee <input type="checkbox"/> No ID Employee <input type="checkbox"/> No ID PK/K <input checked="" type="checkbox"/> Full Pay Secondary <input type="checkbox"/> Full Pay Middle	<input type="checkbox"/> No ID Free <input type="checkbox"/> Direct Certification <input checked="" type="checkbox"/> Reduced <input type="checkbox"/> Temporary Reduced <input type="checkbox"/> No ID Reduced <input type="checkbox"/> Full Pay <input type="checkbox"/> No ID Full Pay <input type="checkbox"/> Adult <input type="checkbox"/> No ID Adult <input type="checkbox"/> Teacher <input type="checkbox"/> No ID Teacher	<input checked="" type="checkbox"/> Selected <input checked="" type="checkbox"/> Free <input type="checkbox"/> Temporary Free <input type="checkbox"/> No ID Free <input checked="" type="checkbox"/> Direct Certification <input type="checkbox"/> Reduced <input type="checkbox"/> Temporary Reduced <input type="checkbox"/> No ID Reduced <input type="checkbox"/> Full Pay <input type="checkbox"/> No ID Full Pay <input type="checkbox"/> Adult <input type="checkbox"/> No ID Adult
Full Pay-Middle	Full Pay-High School	Reduced	Free
Select	Select	Select	Select
Full Pay Full Pay Middle	Full Pay Full Pay Secondary	Reduced	Free Direct Certification

3. **Grade Selection** – Select **All grades (Span sites use Individual Selection and choose 6-12 grades as needed)**
4. **Student Selection** – Select **All Students**
5. **Account Balance** - Select **General**
6. Select- **All Values**
7. Click **Preview** to review letter before printing.

7. Verify the letters look correct and click the **Print Report** button  in the top left corner.

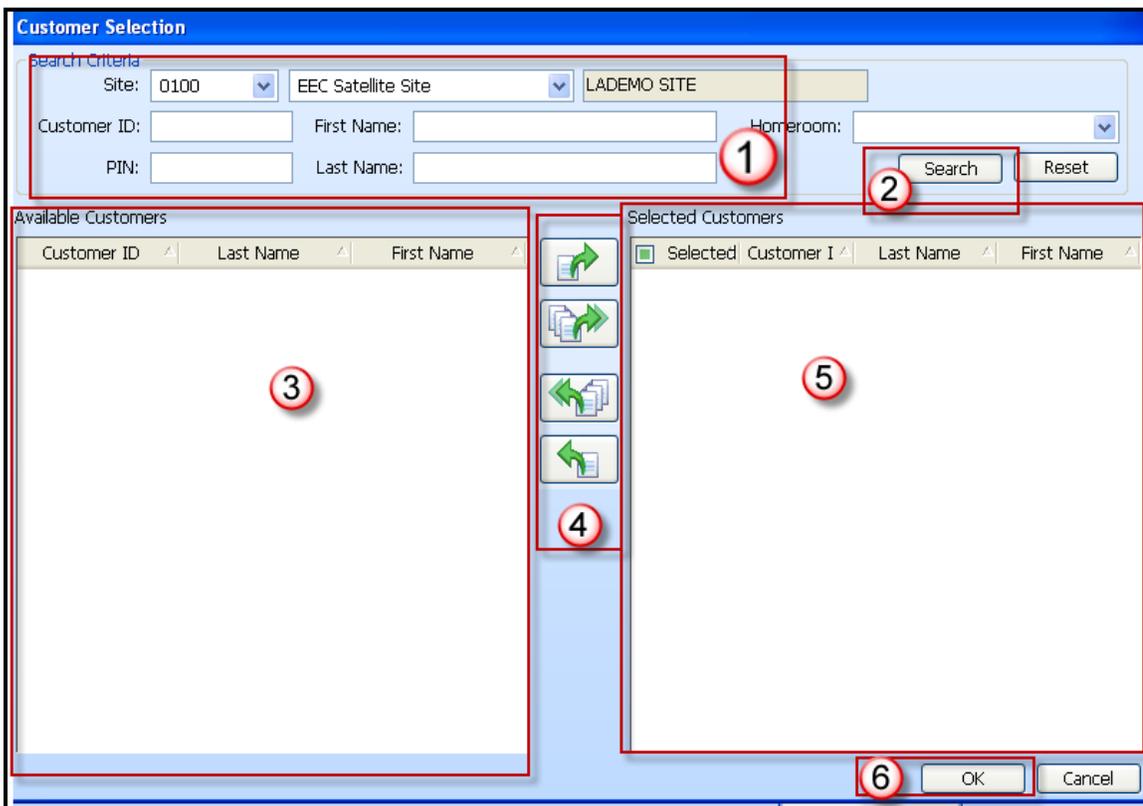
The screenshot shows the 'Criteria' section of the report generation interface. The following settings are highlighted with red boxes and numbered:

- 1:** Student Status: Active
- 2:** Student Eligibilities: Individual Selection
- 3:** Print Multiple Letters on a Single Page: Print Multiple Letters on a Single Page
- 4:** Student Selection: Print All Students
- 5:** Account Selection: Account Balance:
- 6:** All Values

Individual Student

To print a letter for specific customers, select **Print Individual Students** and click the  button. A new window will appear.

1. Search for the customer by using all or part of the ID, PIN, First, or Last name.
2. Click the **Search** button.
3. The results of the search will appear in the *Available Customers* window. Click on the name of the customer to select that customer.
4. Click the  button to move the customer to the *Selected Customers* window.
5. Multiple customers can be selected and will appear in the *Selected Customers* window.
6. Click **OK**. The window will close.
 - i. Click **Preview** to review letter before printing.
 - ii. Verify the letters look correct and click the **Print Report** button  in the top left corner.



The screenshot shows the 'Customer Selection' window. At the top, there are search criteria fields: 'Site' (0100), 'EEC Satellite Site' (LADEMO SITE), 'Customer ID', 'First Name', 'Last Name', and 'Homeroom'. A 'Search' button is circled with a '2'. Below the search fields are two tables: 'Available Customers' and 'Selected Customers'. The 'Available Customers' table is circled with a '3'. A vertical toolbar between the tables contains several icons, with the top one (a green arrow pointing right) circled with a '4'. The 'Selected Customers' table is circled with a '5'. At the bottom right, there are 'OK' and 'Cancel' buttons, with 'OK' circled with a '6'.