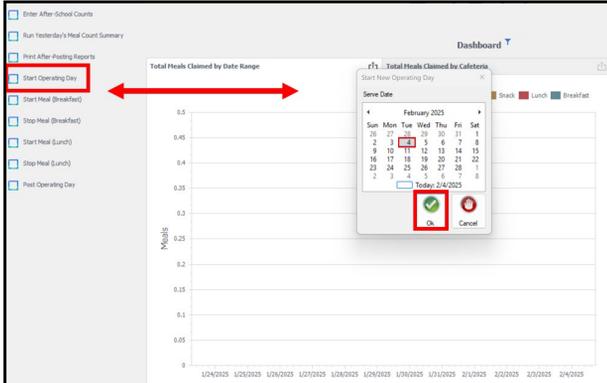


# Starting Meal Service Managers Terminal (Newton)

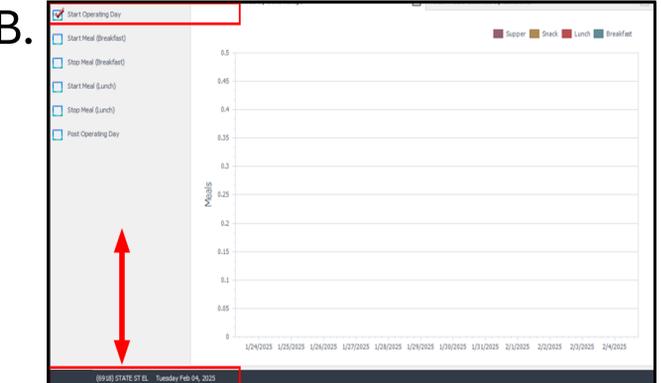
1. Log into your managers terminal.

2.  → Double Click the Newton Icon  
Login Username & Password

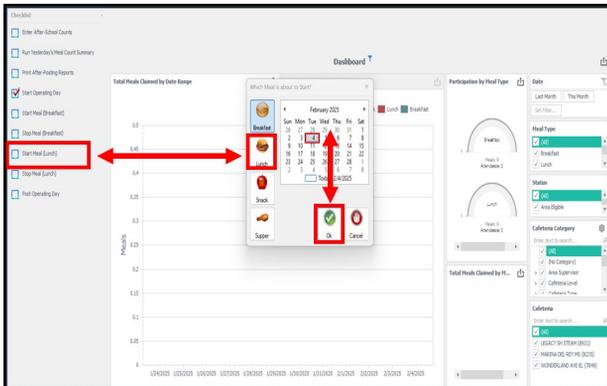
Starting Breakfast or Lunch on Managers Terminal will activate all outside point of service terminals to be opened by staff for service. 💡

**A.** 

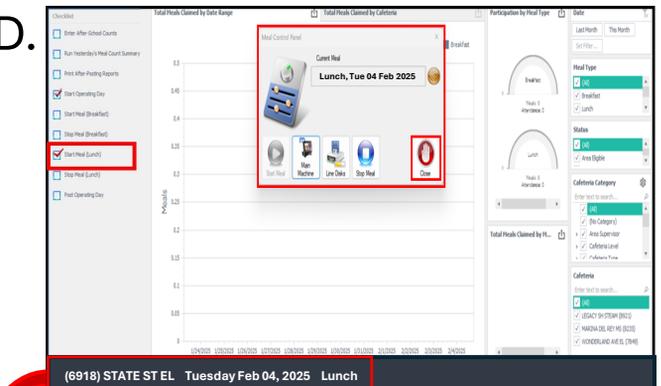
Click **Start Operating Day**  
Ensure correct date is selected  
Click **“Ok”**.

**B.** 

A check mark will show on **Start Operating Day**. Bottom ribbon will have site name and date indicating the system is active Active Day.

**C.** 

Click **“Start Meal Lunch”**  
Ensure correct lunch & date is selected.  
Click **“Ok”**.  
Repeat steps for **opening Breakfast**  
If students come through P.O.S.

**D.** 

Start Meal Lunch will be checked.  
Meal Control Box will generate **(Click Close)**.  
**Bottom Ribbon will verify Active Date & Meal Service at your site.**