Logging On
Each workstation is logged on by entering the workstation number located on the screen and pressing ENTER.

Transactions (All transactions must be run through the workstations.)
1) Enter the item or items the customer is purchasing. Be sure to verify amounts on the display.
2) If you accidentally add an item or the customer changes their mind, you can remove the item by highlighting it using the arrows and pressing the VOID key.
3) When all items are entered, identify the tender method (CAMPUS MEAL / CREDIT CARD / COUPON / CASH).
   a. CAMPUS MEAL / CREDIT CARD – press CREDIT CARD / ETC. and swipe card. A receipt will be printed to be signed for CREDIT CARD purchases over $25.00
   b. COUPON – enter amount of purchase and press COUPON key. No change is to be given.
   c. CASH – enter amount given you and press CASH key. Pressing CASH key alone acts as exact change.
4) Receipts can be given only while the transaction is on the screen. Once you begin a new transaction you will not be able to print a previous receipt.

Return/Refund (You will need a supervisor for this.)
1) Press MNGR REFUND and enter product to be return
2) Identify reason by selecting the code then select tender method.
3) The supervisor will need to swipe their card multiple times to verify the refund.

Committing Stand Sheet
1) Before continuing, be sure to enter your hawking totals and any returns you have not completed.
2) Once you have counted your inventory press the LOG OFF/CLOSE to log off as a cashier. Supervisor will then need to swipe their card and press START STAND SHEET.
3) Follow prompts to enter ending inventory, gratis and spoilage.
4) You will be prompted to commit stand sheet, if you have made a mistake do not commit sheet. If it is correct, you can commit.
5) If you make a mistake you can edit your stand sheet prior to committing it by not committing and then pressing EDIT STAND SHEET. You will then be asked to enter the item number.

Important Notes
Opening Cash Drawer
A Manager or Supervisor will need to press the NO SALE key and swipe card.
Revenue Financial Report
Cashier will log out, the supervisor will log in (swipe card), then press the RVC REPORT key.
Problems
Many can be solved simply by following the prompts the workstation gives you. If you are unable to resolve an issue, contact the concession management.