

Terminals

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This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

Classic View: Point of Sale > Administration > Terminals

Search Terms: Terminals

The Terminals tool contains system information and settings for all Point of Sale terminals within a district. It also contains system information related to Cafeteria Serve and Class Serve functionality.

What can I do?	What do I need to know?
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Terminal Editor Column Descriptions

The Terminal Editor displays at-a-glance system information for each terminal within a district. The Terminal editor indicates a terminal's current operating status.

When a terminal is made active/inactive, the numbers shown in the **Events** and **Responses** columns may fluctuate as messages are delivered/queued. However, during regular terminal operation, values in these columns should be at or near zero.












Terminals ★

[Food Service](#) > [Administration](#) > [Terminals](#)

New

 Print All

Terminal Editor

Name	Last IP Address	Events	Responses
 AES-1		0	0
 Arthur Elem		79	0
 CAFETERIA SERVE		0	0
 CLASS SERVE		0	0
 CM	10.26.247.233	0	0
 CM-2	10.35.60.32	0	0
 CS-1		0	0
 HHS-1	10.200.60.200	0	0
 POS-1	10.26.246.168	0	0
 SERVER		0	0
 VBHS-1		0	0



Terminal Editor

Column

Description

Colored Dot

The colored dot to the left of the POS terminal name indicates whether the terminal is currently connected to the network.

Dot	Description
	A green dot indicates the terminal is currently online and active.
	A red dot indicates the terminal is not online. If the text is gray, the terminal is also inactive.

Column	Description						
Name	The color of the POS terminal name indicates whether it is currently active. Active/inactive terminals are set by marking/unmarking the Active checkbox of the Terminal Detail editor.						
	<table><tr><th>If the terminal name displays in...</th><th>The terminal is considered...</th></tr><tr><td>black</td><td>an active terminal and ready for operation at any time.</td></tr><tr><td>gray</td><td>inactive and may not be ready for use. Inactive terminals are always offline and will always have a red dot.</td></tr></table>	If the terminal name displays in...	The terminal is considered...	black	an active terminal and ready for operation at any time.	gray	inactive and may not be ready for use. Inactive terminals are always offline and will always have a red dot.
	If the terminal name displays in...	The terminal is considered...					
	black	an active terminal and ready for operation at any time.					
gray	inactive and may not be ready for use. Inactive terminals are always offline and will always have a red dot.						
Last IP Address	IP address of the terminal as last reported to Campus.						
Events	Messages waiting to be sent to the terminal from the Campus application server; <i>e.g.</i> , enrollment updates and account changes.						
Responses	Messages to be sent to the Campus application from the terminal; <i>e.g.</i> , POS Data Reload command.						

Types of Terminals

All terminals listed in the Terminals tool are used in reporting and allows reports to indicate where/how a transaction occurred. Reports indicate whether a transaction occurred as part of Cafeteria/Class Serve functionality, through a manual adjustment on a patron's [Journal](#) tab (indicated by the *Server* terminal), or through an actual POS terminal.

The following types of terminals display in the Terminal Editor.

Terminal Type	Description
POS	The majority of terminals are standard POS terminals that represent actual physical terminals used to process food service transactions. These terminals are created by the district.
Class Serve	This terminal represents Class Serve functionality although an actual physical terminal is not used. This terminal is built-in by Infinite Campus and cannot be changed or deleted.

Terminal Type	Description
Server	This terminal represents the Campus application although an actual physical terminal is not used. This terminal is built-in by Infinite Campus and cannot be changed or deleted.

Best Practices for Terminal Setup

The best practices described here are the preferred setup recommended by Infinite Campus.

- Create terminal(s) for each cafeteria.
- Keep the terminal name short or use an abbreviated form. Terminal names should be under eight (8) characters.
 - If there is one school type and one terminal at each site (Main High School, Main Middle School, Main Elementary), the terminal names should be abbreviated to the school type. For example, HS_01, MS_01, EL_01. If another terminal is added in the future, additions should be named HS_02, MS_02, EL_02, etc.
 - If there are two or more school types and only one terminal at each site, such as East Elementary and West Elementary, the terminal names could be East_01 and West_01.
 - If there is only one school type and more than one terminal at that site, the terminal names could be HSPizza, HSGrill, HSAC, MSGrill, MSPizza, which would indicate the physical location of the terminal within the cafeteria.

Option	Cafeteria Structure	Terminal Structure
A	<p>This options is best for the following cafeteria structure:</p> <ul style="list-style-type: none"> • Each school has a physical building • Each physical building has a cafeteria. • Each cafeteria may have one or more terminals. 	<ul style="list-style-type: none"> • Name the terminal something that signifies where the terminal is located and the type of serving line in which the terminal will be used. • Only assign one school to a terminal.

Option	Cafeteria Structure	Terminal Structure
B	<p>This option is best for the following cafeteria structure:</p> <ul style="list-style-type: none"> Each school may or may not have a physical building. One or more schools share a cafeteria; i.e., the high school and middle school share a cafeteria. The cafeteria is shared by multiple schools yet housed at one school building. All schools shares a cafeteria located at one physical site. The cafeteria may have one or more terminals. Students are processed at any terminal. 	<ul style="list-style-type: none"> If there is one physical cafeteria with one or more terminals where all students are served, assign all schools to the terminal(s). If there are two physical cafeterias where students from one school type are served and another cafeteria where students from another school type are served, assign the terminal to the appropriate school type. <p>If more than one school is assigned to a terminal, each school's enrollments will appear on the terminal. This also allow students to be charged at their correct eligibility.</p>

Add a New Terminal

- Click the **New** button.

Result: The Terminal Detail area displays.

Terminals ★ Food Service > Administration > Terminals

Save New Delete Print Print All

Terminal Editor

Name	Last IP Address	Events	Responses
AES-1		6798	0
Arthur Elem		79	0
CAFETERIA SERVE		0	0
CLASS SERVE		0	0
CM	10.26.247.233	0	0
CM-2	10.35.60.32	0	0
CS-1		0	0
HHS-1	10.200.60.200	32532	0
POS-1	10.26.246.168	61886	443
SERVER		0	0
VBHS-1		0	0

Terminal Detail

*Name

School

Active ☐

Add a New Terminal

- Enter a unique **Name** for the terminal (duplication is not allowed).
- Select the **School**(s) for which the terminal will be used.

The School selected in this field determines the patrons who appear for processing on the terminal. The School also appears on reports.

- Mark the **Active** checkbox if the terminal is ready to be used.

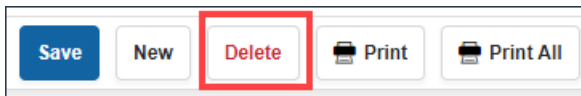
A terminal should NOT be made active; i.e., the Active checkbox should not be marked,

until it is configured and is ready to receive/load student data from Campus. The Active checkbox is automatically marked if a POS Data Reload is requested from the terminal. The Server, Cafeteria Serve, and Class Serve terminals do not have the Active checkbox selected.

Delete a Terminal

Terminals cannot be deleted after they are used to complete Point of Sale transactions.

1. Select the terminal you want to delete
Result: The Terminal Detail area displays.
2. Remove Schools from the terminal by pressing **Ctrl** and clicking the School.
3. Click the **Delete** button.



Result: The Terminal is deleted and removed from the Terminal Editor.

Install a Terminal

To install a...	See...
POS Terminal	Terminal Installation and Configuration <div> <div>Terminals ★</div> <div> <div>Save</div> <div>New</div> <div>Delete</div> <div>Print</div> <div>Print All</div> <div>Install Terminal</div> <div>Install Terminal Enhanced</div> <div>Get District Secret</div> </div> </div>

Get the District Secret

The District Secret authorizes the terminal to pull data from Campus and prevents users from using the URL from another district to load district data on the terminal.

1. Click the **Get District Secret** button to display the Authenticate POS with District Secret screen.

Terminals ★

Food Service > Administration > Terminals

Save New Delete Print Print All Install Terminal Install Terminal Enhanced **Get District Secret**

Terminal Editor Terminal Detail

Terminals ★

Authenticate POS with District Secret (Terminal Enhanced Only)

Instructions
During initial setup of a terminal, copy the following District Secret and paste it into the POS Terminal Admin screen's Configurations section. This authorizes the terminal to pull data from Campus.

District Secret

YklEhdKPAFFK*7ac)XkpJ\$Z97@)A3B()

Click to copy District Secret

Close

Get District Secret

2. Click the copy icon  to copy the District Secret.
3. Paste the District Secret in the **District Secret** field on the POS Terminal Admin.

Configurations

Campus Login URL

Press Ctrl+V to paste your Campus Login URL

District Secret

Press Ctrl+V to paste your District Secret

Verify Campus

Data Interchange URL

District Secret Field

See the [Terminal Installation and Configuration](#) article for more information about the POS Terminal Admin.