

# POS Terminal Setup (Application Manager)

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Point of Sale 1.0 has been deprecated as of 7/1/2023. Please see the [Migration Checklist \(POS 2.0\)](#).

**Classic View:** Point of Sale > Administration > Application Manager

**Search Terms:** Application Manager

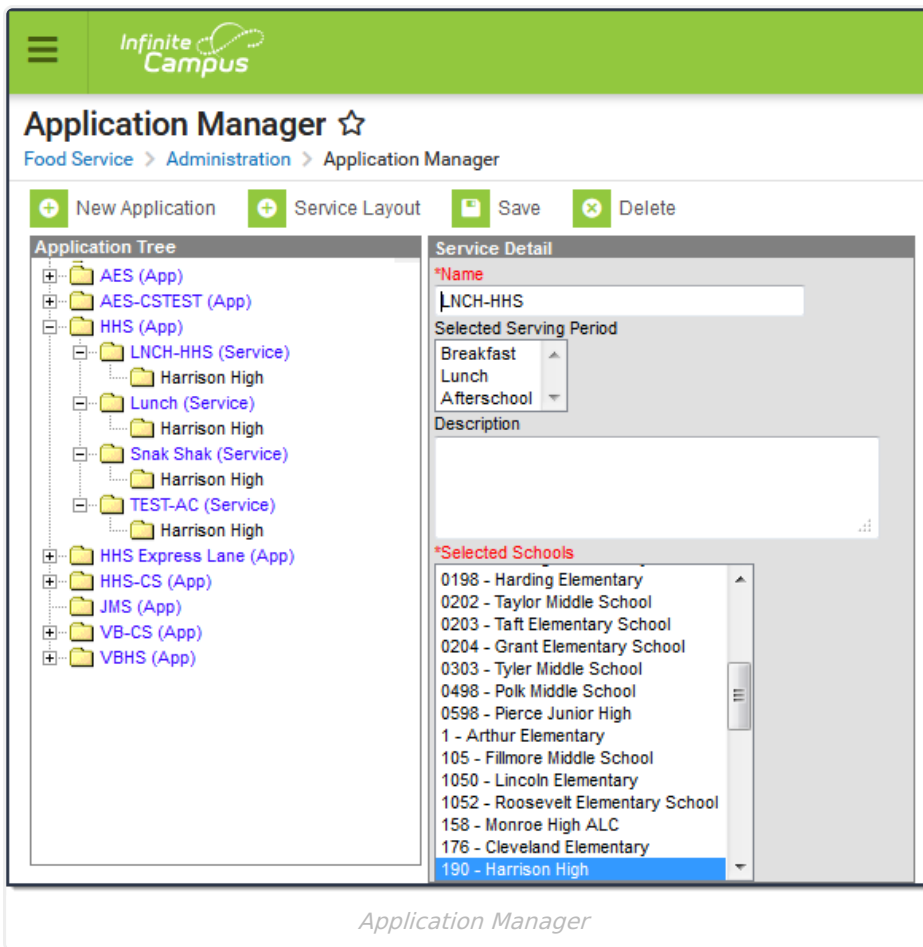
The Application Manager lists the sites of food service (schools) and the types of service (food options/menus) available at that location. New schools will need to build the list of applications.

This article covers Point of Sale 1.0 applications and terminals, which use the Java applet to build service layouts. For information on Point of Sale 2.0, see [Application Manager \(POS 2.0\)](#)

## Application Manager

Food Service administrators can create new applications and services at any time. Refer to the [Point of Sale Best Practices](#) article for detailed setup of the Application Manager.

The application (the name of the school) for the POS service needs to be created before the Services (POS menu layouts) can be created.



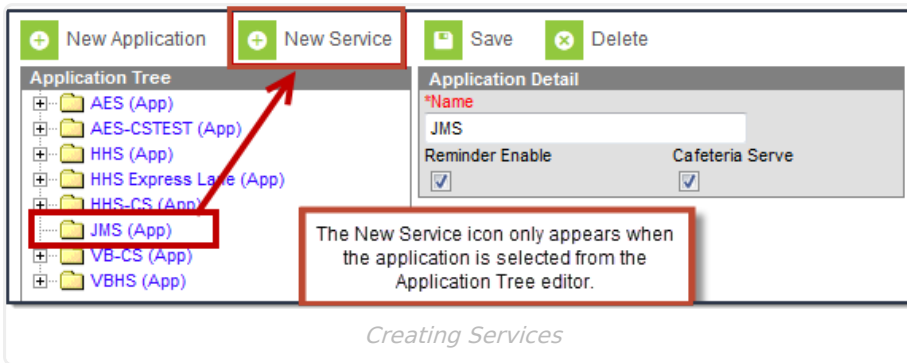
## Create a New Application

1. From the Application Manager, select the **New Application** icon. The Application Detail screen will appear to the right of the Application Tree.
2. Enter a **Name** for the application.
3. If desired, check the box to have system warnings appear in the **Reminder Enable** checkbox. This box will turn the reminder levels on for all students in the selected school if the reminder checkbox and reminder levels have been set for the student on the student account.

Be aware that setting this will cause the cashier to have an extra step by clicking the pop-up box on the POS screen.

4. Click the **Save** icon when finished. The new application will be listed in the Application Tree in alphabetical order and services can be attached to the application.

## Create Services



1. From the Application Manager, select the Application for which to assign services from the Application Tree.
2. Select the **New Services** icon. A Service Detail table will appear.
3. Enter the **Name** of the service.
4. Select the **Serving Period**.
5. If desired, enter a **Description** of the service.
6. Select the appropriate schools using this service from the list of schools. Multiple schools can be selected by using the CTRL and SHIFT keys.
7. Click the **Save** icon when finished. The new service will be listed under the Application to which it is assigned in the Application Tree.
8. Repeat this process for as many services or menu tabs there are for the application.

The menu is not based on rotating menus. This is the menu for ALL items that will be served.

Only Serving Periods marked Active within the [Attribute Dictionary](#) are allowed to be assigned to services. If you inactivate a Serving Period, you **must** complete the following tasks:

- Reselect an active Serving Period for all Services assigned to the inactive Serving Period.
- Reload POS data and reboot the POS to remove the Serving Period from appearing on the POS for use by a cashier during login.
- Do NOT inactivate a Serving Period during school hours when meals are being served or during the school year.

After creating the application and all desired services, the Service Layout can be viewed and adjusted as necessary.

## Create Service Layouts for POS Terminals

The Service Layout provides a way to customize what the POS terminal screen will look like as the students go through the lunch line. Users can increase and decrease the size of the graphic, add color and change the font type and size.

When creating a new Service Layout, it is best to organize the layout on paper before it is entered as the Service Layout.

Service Layout functionality requires the use of Java and is only supported in a Windows environment.



## Access the Service Layout

1. Select the **Service** from the Application Manager screen. This is the only way the icon will be viewable in the service layout.
2. Select the **Service Layout** icon. A new window will open. Two tabs are available: **Item Style** and **Item Color**.
3. To change the appearance of a menu item, first select the item from the layout view.

This option uses a Java applet to open. It is best to have the Java application already downloaded on the local machine.

## Define Item Styles

1. Select the desired item from the dropdown list.
2. To change the **Width** of the item, use the Decrease and Increase buttons.
3. To change the **Height** of the item, use the Decrease and Increase buttons.
4. To change the **Font Type**, select the desired option from the dropdown list. These fonts are available from the Java applet.
5. To change the **Font Size**, use the Decrease and Increase buttons.
6. To display the text in bold or italics, use the **B** or **I** buttons.

## Define Item Colors

1. To change the color of the text, select the **Foreground** radio button and selection the desired color from the matrix.
2. To change the background color of the item, select the **Background** radio button and select the desired color from the matrix.
3. The **Recent Colors** grid will list the colors that have been most recently used.
4. Click the **Save** button on the Item Style tab to save any modifications.

To quit using the Service Layout feature, click the **Quit** button on the Item Style tab.

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