Terminals

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Point of Sale (POS) tools are available with Campus Food Service.

Tool Search: Terminals

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

See the Terminals Tool Rights article for information about rights needed to use this tool.

What can I do?	What do I need to know?
• Add a New Terminal • Delete a Terminal • Install a Terminal • Get the District Secret	• Terminal Editor Column Descriptions • Types of Terminals • Best Practices for Terminal Setup

If a Campus Point of Sale has not communicated with the server for three weeks, it will be inactivated and all pending messages from Infinite Campus will be deleted to improve server performance.

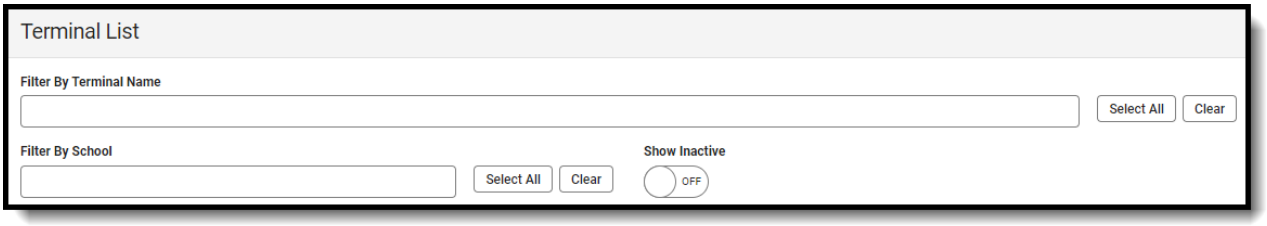
Users can reactivate the terminal and update POS data by performing a Data Reload one of two ways:

- From the POS Terminal app: Perform a Data Reload from the POS Terminal Admin screen. This will auto-activate the terminal on the Terminal List and update all data on it.
- From Campus SIS: Click Active on the Terminal Detail (Food Service > Administration > Terminals) and then perform a data reload using the Terminal Manager screen (Food Service > Administration > Terminal Manager) to update all data on the terminal.

Campus Point of Sale can still be used before the reload, but data will not be sent from Infinite Campus to the POS terminal app until the terminal is reactivated.

Terminal List Filters

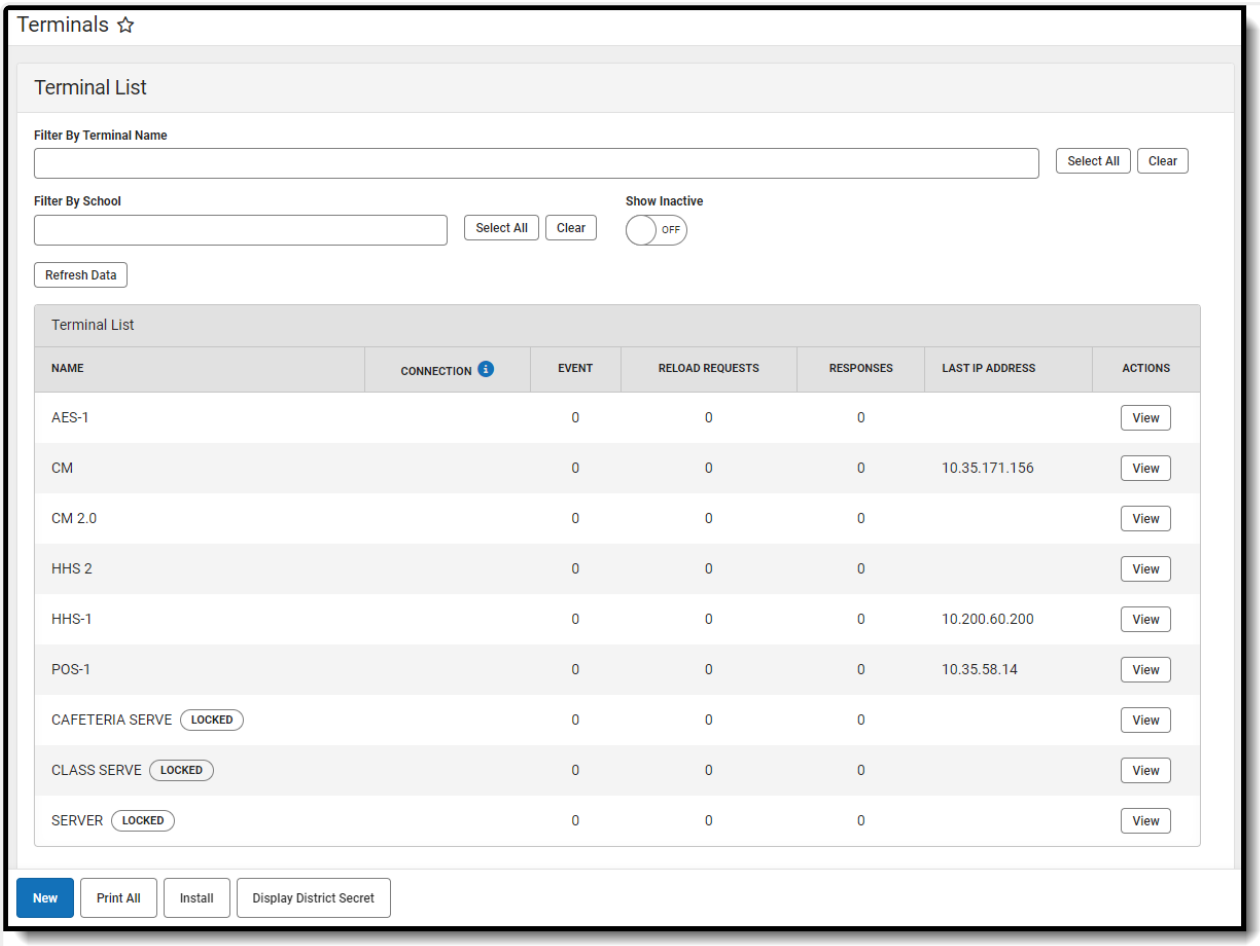
Filters can be used to limit the terminals that appear within the Terminal List. Terminals can be filtered by Terminal Name and School. Additionally, the Show Inactive switch can be turned ON to have terminals that are not Active appear.



Terminal List Column Descriptions

The Terminal List displays system information for each terminal within a district and a terminal's current operating status.

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



Terminal List

The Refresh Data button above the Terminal List can update the data displayed within Connection, Event, Reload Requests, and Responses without resetting the filters.

Column	Description
Name	The Name column displays the POS terminal name and indicates whether it is active. Inactive terminals will show an "Inactive" status in the name column. Active terminals are set by marking the Active checkbox in the Terminal Detail panel.
Connection	Indicates if a terminal is online. Online terminals will show "Online" in the Connection column, while offline terminals will not display any status. Connection messages from the terminal are sent at the same rate as the Disconnected Status Time set in General Preferences. Click the Refresh Data button periodically to see updated data and connection statuses. There may be up to a 30 second delay.

Column	Description
Events	Messages waiting to be sent to the terminal from the Campus application server, such as enrollment updates and account changes.
Reload Requests	Tracks Reload Requests made from this terminal that are currently not complete.
Responses	Messages to be sent to the Campus application from the terminal, such as POS Data Reload command.
Last IP Address	IP address of the terminal as last reported to Campus.
Actions	Upon clicking the View button, the Terminal Detail panel opens. This panel allows users to edit the terminal name and active status, add or remove selected schools, print terminal information, delete the terminal, or review terminal reloads requests.

Types of Terminals

All terminals listed in the Terminals tool are used in reporting, allowing 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 are displayed in the Terminal List.

Terminal Type	Description
POS	Most terminals are standard POS terminals that represent actual physical terminals used to process food service transactions. The district creates these terminals.
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.
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.

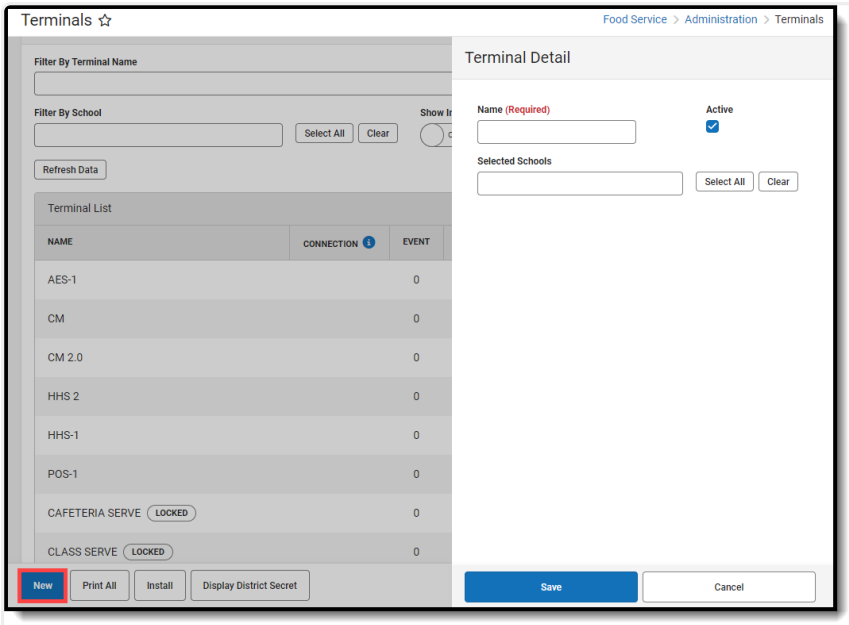
- Create terminal(s) for each cafeteria.

- 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	This options is best for the following cafeteria structure: • Each school has a physical building • Each physical building has a cafeteria. • Each cafeteria may have one or more terminals.	• 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.
B	This option is best for the following cafeteria structure: • 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.	• 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. 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.

Add a New Terminal

1. Click the **New** button.
   Result: The Terminal Detail area displays.



Add a New Terminal

2. Enter a unique **Name** for the terminal (duplication is not allowed).
3. Select the **Selected 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.

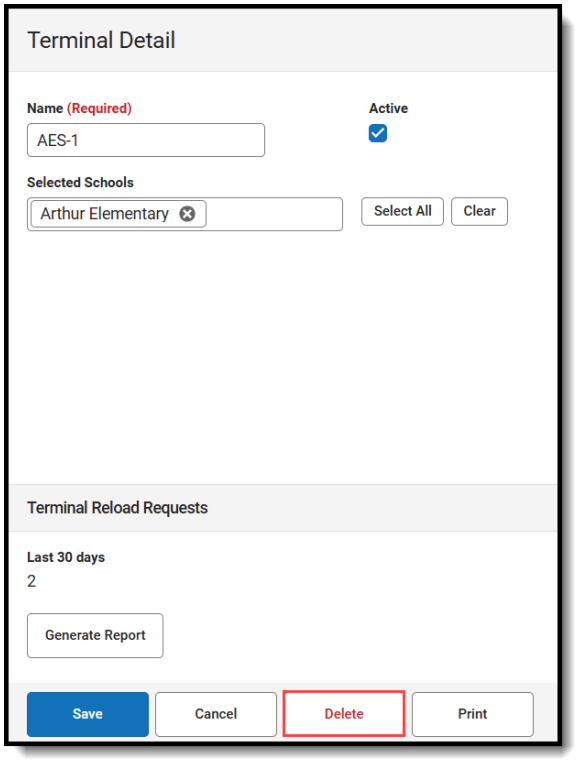
4. The **Active** checkbox is active by default. Uncheck that field to make it inactive.

   A terminal should not be made active until it is configured and is ready to receive/load student data from Infinite Campus.

Delete a Terminal

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

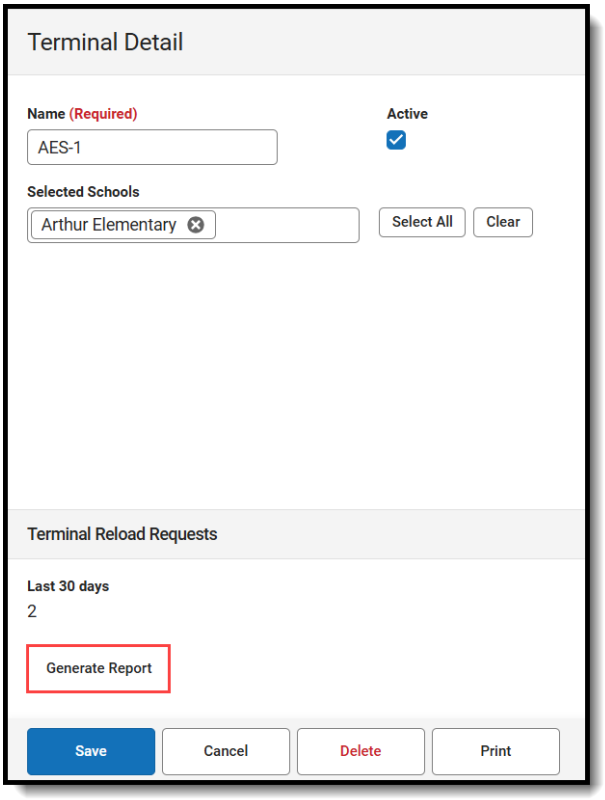
1. Click the **View** button of the terminal you want to delete. The Terminal Detail panel will open.
2. Click the **Delete** button. A Confirm Delete prompt will appear.



3. Click **Delete**. The Terminal is deleted and removed from the Terminal List.

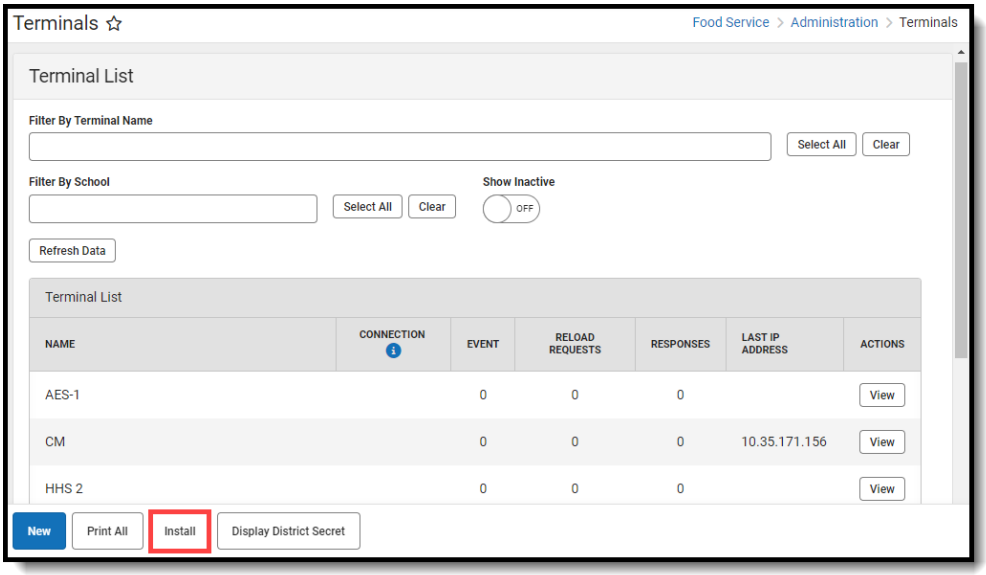
Generating a Terminal Reload Request Report

The Terminal Reload Requests section shows how many terminal reloads have been initiated in the last 30 days. This is done by reloading a terminal from the Terminal Manager tool or by loading data in the POS Terminal Admin. A report of any reloads for that specific terminal over the last 30 days, and if the request was made via the POS Terminal Admin or Terminal Manager, can be generated by clicking **Generate Report**.



Install a Terminal

To install a...	See...
POS Terminal	Terminal Installation and Configuration

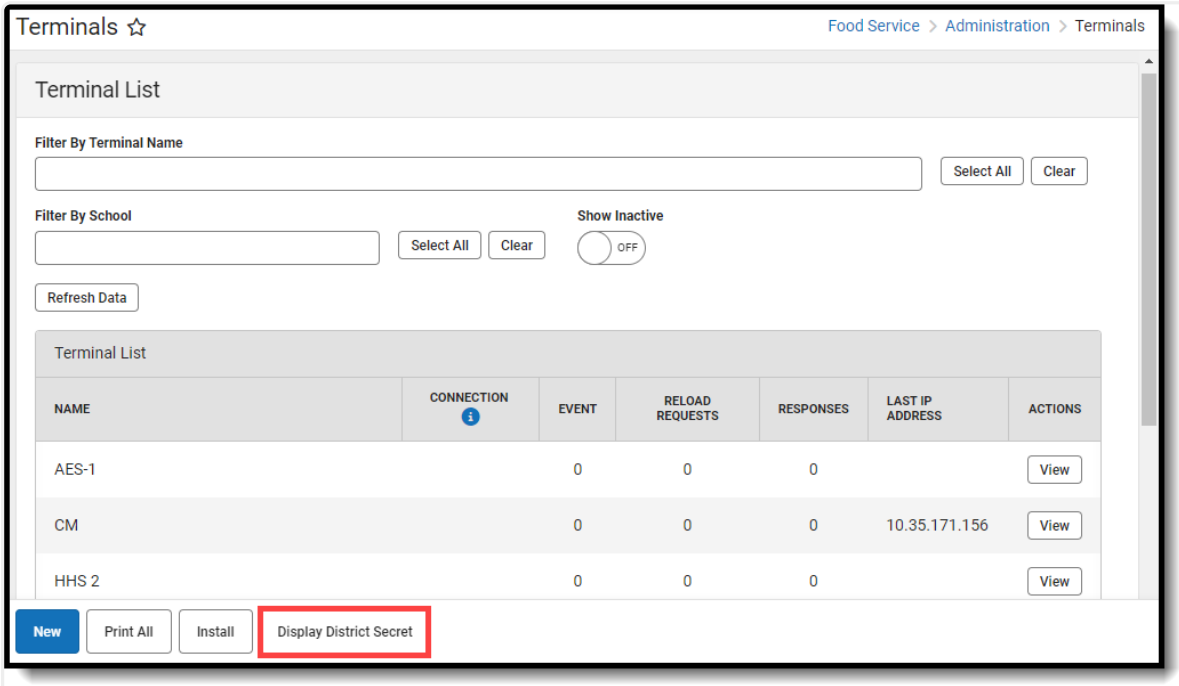


Display District Secret

The District Secret authorizes the terminal to pull data from Campus and prevents users from

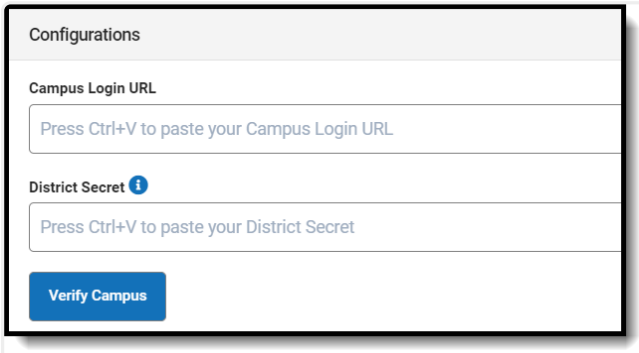
using the URL from another district to load district data on the terminal.

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



Display 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.



District Secret Field

See the Terminal Installation and Configuration article for more information about the POS Terminal Admin.