

# Remove PINs From POS Accounts

Last Modified on 10/21/2024 8:21 am CDT

[Remove PINs](#) | [Account Management Report](#)

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

Tool Search: Account Management Wizard

This option removes the PIN from patrons who have an inactive account in Campus. For example, an account where the **Active** checkbox on the [Account Details](#) tool has been cleared. When a PIN is removed the **Location School** field is set to "Default" on the [Account Details](#) tool.

## Family Accounts

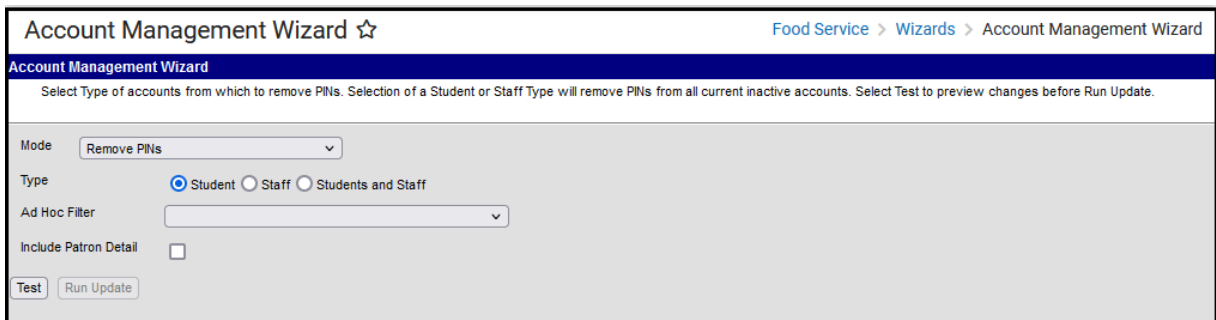
If a family account is inactive and you select **Student** in the **Type** field, the PIN is only removed from the student on the family account. To remove staff PINs from family accounts, select **Staff** or **Staff and Student** in the **Type** field. If there are any patrons on a family account with no enrollment or employment record, you must manually remove the PIN or use an Ad Hoc filter.

## Food Service Cashier and Food Service Manager

The Account Management Wizard only removes personal PINs from an account. If an inactive staff account includes Cashier and Manager PINs, these PINs will no longer work on the Point of Sale Terminal; however, these PINs will not be removed from the account. Cashier and Manager PINs must be manually removed.

# Remove PINs

1. Select **Remove PINs** from the **Mode** dropdown list.



The screenshot shows the 'Account Management Wizard' interface. At the top, there is a breadcrumb trail: 'Food Service > Wizards > Account Management Wizard'. Below this, the title 'Account Management Wizard' is displayed. A subtitle reads: 'Select Type of accounts from which to remove PINs. Selection of a Student or Staff Type will remove PINs from all current inactive accounts. Select Test to preview changes before Run Update.' The main form area contains the following elements:
 

- Mode:** A dropdown menu set to 'Remove PINs'.
- Type:** Radio buttons for 'Student' (selected), 'Staff', and 'Students and Staff'.
- Ad Hoc Filter:** A dropdown menu.
- Include Patron Detail:** An unchecked checkbox.
- At the bottom left, there are two buttons: 'Test' and 'Run Update'.

2. Complete one of the following account selection options.

Option	Description
Select one of the <b>Type</b> radio buttons	<ul style="list-style-type: none"> <li>- <b>Student</b>. This option removes PINs from inactive student accounts only.</li> <li>- <b>Staff</b>. This option removes PINs from inactive staff accounts only.</li> <li>- <b>Students and Staff</b>. This option removes PINs from student accounts and staff accounts.</li> </ul>
Select an <b>Ad Hoc Filter</b>	This option allows you to select an <a href="#">ad hoc filter</a> that you have made to select staff and/or students. If you do not select All Schools/All Calendars, the Ad Hoc tool will use the specific Year, School and Calendar selected in the toolbar. If you do not have Tool Rights to All Schools and All Calendars, Ad Hoc will generate based on the specific year, school and calendar selected in the toolbar.

3. Mark the **Include Patron Detail** checkbox to include details like the account numbers and names on the [Account Management Report](#). (optional)
4. Click the **Test** button.

Testing is required before the **Run Update** button becomes active. No data is written to the database.

**Result**

The Account Management Wizard tests the update and displays the [Account Management Report](#).

5. Review the [Account Management Report](#).
6. Click the **Run Update** button to remove PINs.

**Result**

A confirmation window displays.

7. Click **OK**.

**Result**

The Account Management Wizard removes the PINs from inactive accounts and displays the [Account Management Report](#).

# Account Management Report

100 Plainview Schools District 123 Main Street, Metro City MN 55555 Generated on 11/27/2023 03:48:03 PM Page 1 of 2		Account Management Report Mode: Remove PINs Type: Students and Staff	
<b>Student Section</b>			
<b>Summary</b>			
# of PINs Removed			<b>9</b>
<b>Patron Detail</b>			
Inactive Account #	Patron Name	Grade	PIN Number Removed
5661	Abegg, Dylan	12	5661
5827	Abegg, Wallace	12	3519
5628	Alborough, Dallas	12	5628
3999	Atwood, Nadia	12	3999
5639	Baum, Mary	12	5639
5657	Cardinal, Peggy	12	5657
5778	Carlson, Michael	12	5778
5949	Fleischmann, Christine	12	1951
5008	McCoy, Murt	12	2390
<b>Staff Section</b>			
<b>Summary</b>			
# of PINs Removed			<b>4</b>
<b>Patron Detail</b>			
Inactive Account #	Patron Name		PIN Number Removed
2390	Abbott, Kale		2390
3150	Abra, Dean		3510
2752	Addy, Joseph		2752
2298	Anderson, Bob		2298

Report example of PINS removed from staff and students

Report Section	Description
<b>Summary</b>	This section reports the total number of PINs removed.
<b>Patron Detail</b>	<p>This section is sorted alphabetically by patron names and includes the following columns.</p> <ul style="list-style-type: none"> <li>• <b>Student Section:</b> Inactive Account #, Grade and PIN Number Removed.</li> <li>• <b>Staff Section:</b> Inactive Account # and PIN Number Removed.</li> </ul>