

Food Service Administration - Study Guide

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This study guide is designed for administrative personnel setting up and managing Food Service.

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Non-Food Service Settings

Settings in the following areas outside of Food Service should be reviewed prior to using Food Service.

Creates Alerts to Display on POS Terminals

Flags provide a way to warn staff of student concerns such as food allergies. Any number of flags can be created for a school or district, and any number of flags can be assigned to a student.

+ [Documentation](#)

+ [Video](#)

Settings for School Breakfast and National School Lunch Programs

This topic provides information about USDA Program Settings.

+ [Documentation](#)

Zones

Zones are used to communicate between the Campus server and Point of Sale terminals.

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Food Service Administration

Item Categories

Item Categories are used for reporting and processing purposes. Item Categories created on this tool populate the required Item Category field of the Purchasable Items tool and apply to all schools within the district.

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Purchasable Items

The Purchasable Items tool lists all food items available for purchase in a district, including meal items, à la carte items, snacks and concessions. Purchasable items existing on this tool are available for selection in service layouts/menus in the Application Manager tool.

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Application Manager: Application Setup for POS Terminals

The Application Manager lists the sites of food service (schools), the serving periods (such as breakfast or lunch) and the purchasable items available at that location.

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Service Layout Copy Wizard

To save time and effort, the Service Layout Copy Wizard can be used to copy existing services and service layouts (menus) between schools/applications.

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Payment Location

The Payment Location list provides a way to display where a payment to a Point of Sale account was made. This can be used for deposits and sorting reports.

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Terminals Setup

The Terminals tool contains system information and settings for all Point of Sale terminals within a district.

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Terminal Manager

The Terminal Manager tool allows administrators to remotely manage all terminals within the district.

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POS Preferences: General

The General POS Preference tool allows a school and/or district to set preferences for the POS system.

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POS Preferences: PIN Auto Gen

The PIN Auto Generate tool allows users to set constraints for how PIN numbers are automatically generated for food service administrators, cashiers and student/staff members.

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Class Serve

The optional Class Serve functionality allows classroom teachers to record items served in the classroom, such as breakfast or milk programs.

Class Serve Preferences

In order for teachers/staff to use the Class Serve tool within their classroom, Class Serve Preferences must be established.

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Class Serve Used by Teachers

Teachers can use Class Serve to record meals or snacks distributed to students in their classroom and deduct the cost from students' food service accounts.

+ [Documentation](#)

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Food Service Patron Accounts

Add a Person to Census

Before a food service account can be created, the patron must exist in Campus.

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Assign Food Service Alert to a Student

A Flag is a warning which informs a staff member that a student has an important concern, such as a food allergy. Flags are created in Student Information and can be marked to display on the Point of Sale terminal.

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Add Account

The Add Account wizard allows districts to create POS accounts for new students and families moving to the district.

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Mass Account Creation

The Mass Account Creation Wizard creates Point of Sale accounts for individuals en masse.

+ Documentation

+ Video
