Multi-Day Serve (Process Patron Transactions)

Last Modified on 07/15/2024 1:49 pm CDT

The Multi-Day Serve option allows you to hand out meals for multiple days using a single transaction on the point of sale. This eliminates the need for meals distributed in bulk to be manually entered on each day. Multi-Day Serve does **not** allow deposits or cash/check payments.
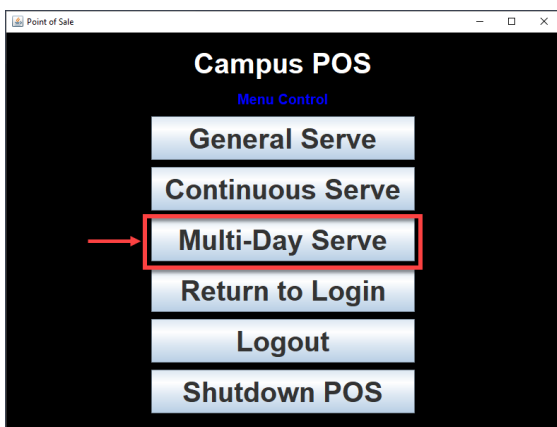
1. Choose the item(s) patrons are purchasing then select **Done**.
   **Result**
   Two weeks display--the current week and following week.
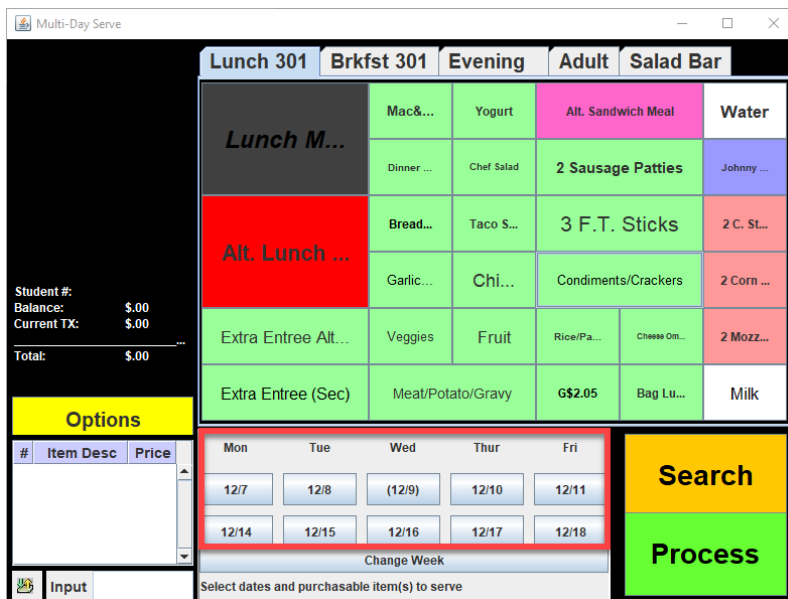
You can only process transactions for the days displayed on the terminal. If necessary, you can change the weeks by clicking the **Change Week** button and selecting a new

week - dates you previously selected are cleared. You can enter meals that were purchased in the past by changing the start week to a past week.

▸ Click here to expand...
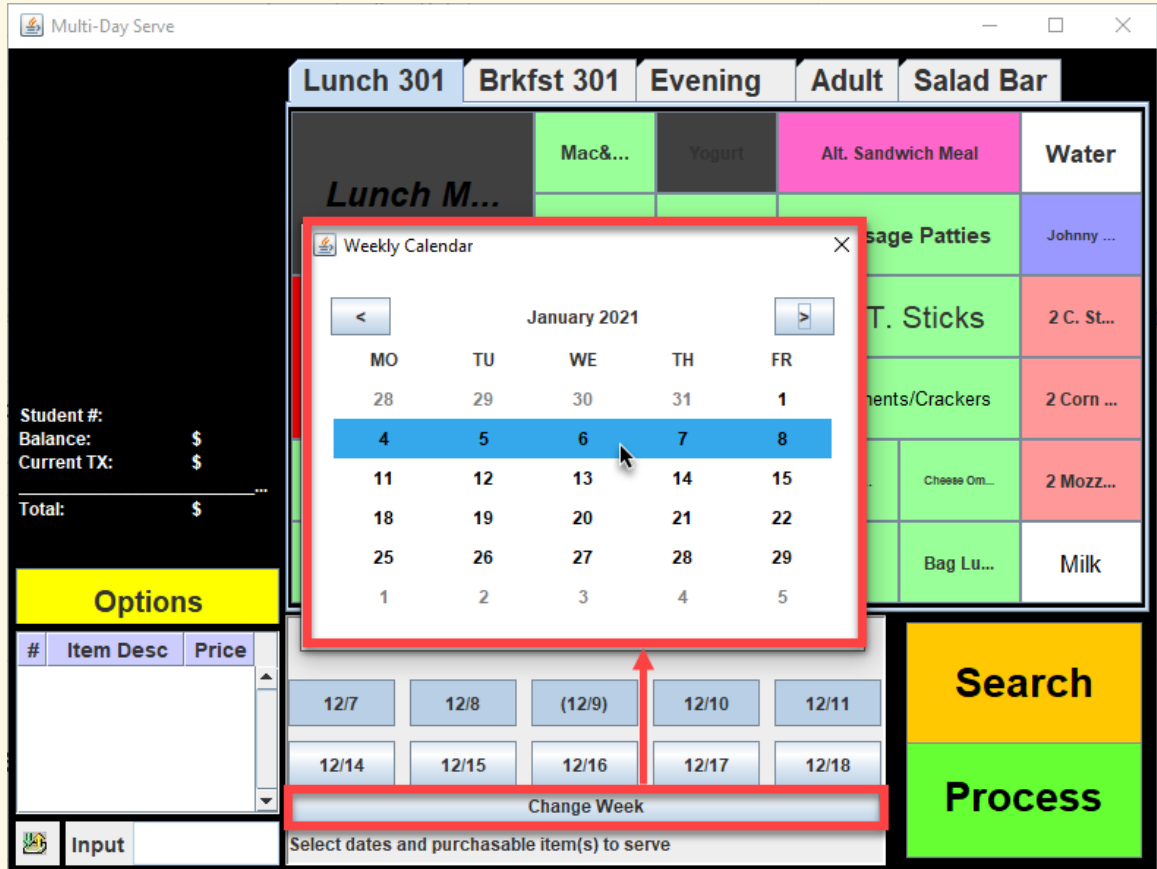
2. Patrons can enter their PIN or you can use the **Search** button to locate the correct student.

> If you need to clear the patron without processing a transaction, you can unselect the items or the days then select **Process**.

3. Verify the items appear in the white **Item Description** box in the screen's lower left corner and that the item quantity in the transaction is equal to the number of selected days.
4. Select **Process** to complete check-out.
   Result
   The patron account is debited normally and the transaction is complete.
5. At the end of the serving period, log out of the Multi-Day Serve application by selecting the **Options** button and selecting **Logout.**