

To access the program to modify the notices for Negative Balance, Low Balance and Other Notices go to:

- **F S** = FOOD SERVICES SYSTEM
- **0 1** = MASTERFILE MAINTENANCE MENU
- **0 8** = NOTIFICATION PARAMETER MAINT

Once you select the last option you will be prompted for your printer #. Enter your printer # and confirm it is correct. The program will not print unless you select the option to print

The program has five options allowing you to Add, Maintain (change or update), Display the parameter (notice) file on the screen, Delete a parameter and Print the parameter (notice) file. We recommend you first perform 5 - PRINT PARAMETERS and then exit the program so the report will print listing all notices that you have set up in this section. Even though you selected the PRINT PARAMETERS option, the report will not print **until** you exit the program.

Option 5 will queue all notices to print. You must exit the program, before they will actually print on your printer.

Options 1-4 display a menu to select the type of notice to maintain:

- 1=NEGATIVE BALANCE
- 2=LOW BALANCE
- 3=OTHER (often this is a notice to parents asking them to help their children learn their meal account number; it can be used for other purposes as well.)

Next it will ask you the type of recipient to maintain:

- 1=STUDENT
- 2=EMPLOYEE

Next it will ask you the language of the notice to maintain:

- 1=ENGLISH
- 2=SPANISH

The first screen is the Header section. It displays the Heading, the Greeting and indicates whether it is a Notice or Letter and it will indicate whether or not the Footer is to print on the letter (We recommend you set it to Y and then if you choose to no put anything in the footer section it will not matter.) In maintenance if you indicate you want to make changes you can change the (F) Footer, (G) Greeting or (H) Header. You cannot change the type between Notice and Letter. If you want to do that you will need to delete the current one (Notice/Letter) and then add the new type (Letter/Notice).

The next screens are the actual body of the document. Notices will use a single screen of 10 lines whereas letters will have four screens (Body 1, Body 2, Body 3 and Footer). The screen name displays in the lower right corner for your reference. Each Body section supports 10 lines. The Footer section supports 8 lines. All lines are 64 characters in length.

The amount prompts (\$\$\$\$.\$\$-) is indicated underneath the body as a reminder of the characters to enter for the account balance to print. You must enter all 8 characters (four \$ signs, a period, two \$ signs and a minus) for the field to be recognized.