

NOTIFICATION PARAMETER MAINT (FS-01-08) has five options allowing you to Add, Maintain (change), Display, Delete 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.

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

Options 1-4 display a menu for which 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 (1=STUDENT, 2=EMPLOYEE).

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 (I recommend you set it to Y and then if you don't 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 screen is the actual body of the document. Notices will use a single screen of lines, letters will have four screens (Body 1, Body 2, Body 3 and Footer) which is displayed in the lower right corner for reference.

The screen supports 10 lines of 64 characters. 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.