

## Main Office Functions

The back office will be responsible for the following:

1. Printing notification letters
2. Filing applications
3. Printing master lists
4. Direct certification
5. Updating temporary applications
6. Audit of all applications

## Questions

Please refer to the provided CD documentation for the initial questions you may have.

You are always invited to call our software support office for assistance.

## TROUBLE SHOOTING

### PRINTER

- If the printer does not print check the electrical connections first then be sure that the paper supply is adequate and that the proper lights are on.
- Then call the food service office as the printer may need attention i.e. needs to be attached.

### TERMINAL

- If you just get a blinking cursor and no login
- Be sure power is on to the terminal
- Be sure power is on to the monitor
- Check all connections to the terminal and monitor to be sure that they are all plugged in.
- Be prepared to look at the lights on the portserver if so directed.

## If You Have A PC With Windows

Some installations have points of sale that use a pc instead of a terminal. These pc's are use MS Windows 98 and are used to emulate a standard terminal but may be used by the operator to connect to other services of the district network. To log onto the Food Service System follow these directions.

To Log On to the system

1. Turn on the PC at the power strip and the computer power switch.
2. Wait until the PC boots up and the Windows desktop appears.
3. Mouse Click on the icon that says System Design and press enter.
4. You are then at the blue screen with logon and a blinking cursor and may proceed as normal.

To Log Off the system

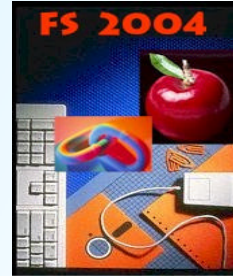
1. Proceed to the login prompt as in the instructions below.
2. When the Windows desktop appears Mouse Click on the Start box in the lower left of the screen.
3. Point and Mouse Click on the Shut Down button.
4. Point and Mouse Click on the OK button.
5. When the screen says that is safe to turn off the computer you may turn off the power strip.

Remember that you must be at

Login:

When you are finished for the day

Entering **99** as the menu option will permit you to go back through the programs so that you can log off or you can enter **QU** and get there quickly.



**QUICK START CARD**  
**Free and Reduced Applications**



**SYSTEMS DESIGN**

FOOD SERVICE MANAGEMENT SYSTEMS  
CORPUS CHRISTI, TEXAS

**SYSTEMS DESIGN**  
YOUR LINK BETWEEN FOOD SERVICE AND INFORMATION  
TECHNOLOGY

## LOG ON TO THE SYSTEM

Turn on power	The first thing to do is be sure that the screen says "Login" and the cursor is blinking. This means that you have a connection to the server.
Login:	Type in your login which is unique to your particular terminal. Your login is: <span style="float: right;">enter</span>
Password:	Type in your password. Your password is: <span style="float: right;">enter</span>
PASSWORD	Type in your second password. Your password is:
ENTER OPERATOR INITIALS	Type in your 3 initials
IS ALL OK?	Enter Y for Yes
ENTER MENU OPTION	Enter <b>LA</b> for FOOD SERVICE <span style="float: right;">enter</span>
ENTER MENU OPTION	Enter <b>01</b> for Applications Masterfile maintenance <span style="float: right;">enter</span>

lower case

UPPER CASE

Remember to type in your log in very carefully. If you make a mistake in typing then the system will not let you in. The login is designed to be sure that the person logging in is authorized to do so. You must also be sure to use upper and lower case letters in the proper place. If you do not then the system will not let you log on.

You are now ready to enter applications. Remember that we must be very accurate and enter all data carefully. Look at the applications before entering so that we may insure that all data necessary is available to us for entry. If not you may want to consider getting the information prior to entering data into the application system.

## Entering Data

- 1 Press Enter to bypass family code
- 2 Enter the first student IID Number (?=lookup)
- 3 Enter for today's date (or enter date)
- 4 Enter and application number put in –automatic
- 5 Scroll thru and change info if necessary
- 6 In field 15 put y or n for food stamps
- 7 If y in field 15 put case number in field 16
- 8 In field 17 put y or n for TANF
- 9 If y in field 17 put case number in field 18
- 10 Put family size in field 19 ( must do this)
- 11 Put y in field 20 if this is a foster child
- 12 In field 21 put the income amount if one person
- 13 If more than one person has income then
- 14 Put ? In field 21 and box pops up
- 15 Put each person's income in this box
- 16 Be sure to put the correct frequency for each
- 17 Frequency is W(weekly),M(monthly),A(annual)
- 18 In field 25 put y if this is a temporary status
- 19 Field 27 hit enter and this date will be entered
- 20 Field 28 put how many days for temporary
- 21 Field 29 put ending date of temporary status
- 22 Field 30 is a memo field (put anything )
- 23 Enter Y if all is ok
- 24 Enter Y if you want to calculate the app

## Second Page of the Entry Screen

- 25 Enter the next student on the app
- 26 Use ? To look up student if necessary
- 27 Put all additional students in this way.
- 28 Press Enter when finished entering students
- 29 Put y for all ok and to start next application.

## Important Notes

Do not enter a family code– the first student number entered in the student id number field will be the automatic entry for the family code.

Do not enter in an application number—the system enters this automatically.

Be sure to write down the family code and the application number on the paper application for reference purposes.

Be sure to have the **correct number of family members** on the application and the correct income amounts because this will determine the status of the family.

Enter the **correct students** on each application. Remember that there are many students with the same name. If in doubt– ask your supervisor.

If you have an incomplete application-be sure to ask your supervisor about the process for temporary status if you feel that it is necessary to do so.

When you answer Y to the calculate now question the information is processed and the **family status is changed** in the masterfile.