

Category: EXPRESSPOINT CASHIER QUICK CARD	Document Type: Quick Card	Author: Content Team	Software Version: 2.0.1	Updated: 7/9/2020
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## CONDUCT AN EXPRESSPOINT SESSION

- Double click/tap the ExpressPoint App icon on your screen
- Enter your username and password credentials, then click/tap **Login**
- Click/tap the **Open Service** tab to create a new session
- Count and enter your opening balance and click/tap the **Open Service** button
- **TO SERVE** - Select the Day, Meal Type and Menu Grid to serve from the Serving Screen
- Load patron information via a PIN pad, barcode scanner, Lookup feature or manually enter PIN
- Select a meal and/or a la carte item(s) for the patron
- Click **Charge** to debit the patron's account - or
- Select **Pay** to purchase items using Cash or Check
- **TO CLOSE** - Click the **Three-line Menu** icon and select **Close Service** to close the session
- Enter any ending coin and bill denominations and click **Close Service**
- Lastly, click the **Three-line Menu** icon and select Sign Out

## COMMONLY USED BUTTONS AND ICONS

	This button is used to void out of a transaction as long as the items have not been charged.
	This feature is used to search and load patrons onto the Serving Screen by Name, Homeroom or Special Roster.
	This button charges the patron's account for items listed in the transaction; use this when no money is involved.
	This button is used when a <b>Cash</b> or <b>Check</b> payment is given to complete a purchase.
	This button adds funds whether <b>Cash</b> or <b>Check</b> to a patron balance.
	This button shows previous transactions that have occurred which can be marked for review.
	This button displays food restrictions including a la carte, special instructions and payment preferences. Restrictions, if any, will auto populate on screen when a student is entered. To refer back to the restrictions, cashiers can click the <b>Alerts</b> button and the information will appear on screen.
	This button is used when a mistake is made that impacts a student's account balance. The cashier will be able to mark the transaction for review to ensure that the problem is corrected in the End of Day/Reconciliation process.