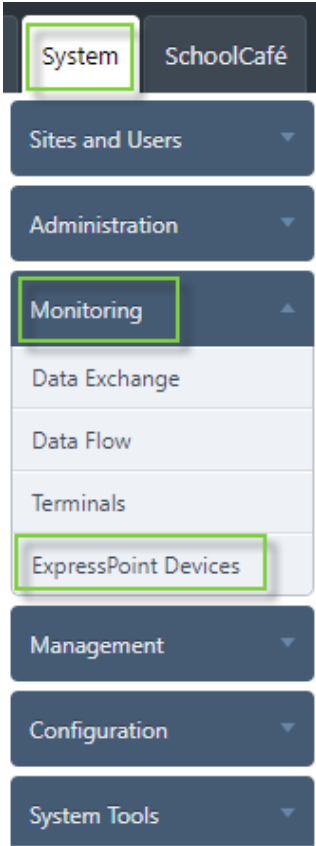
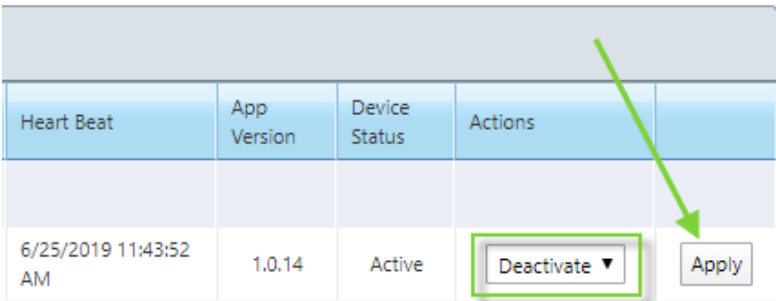
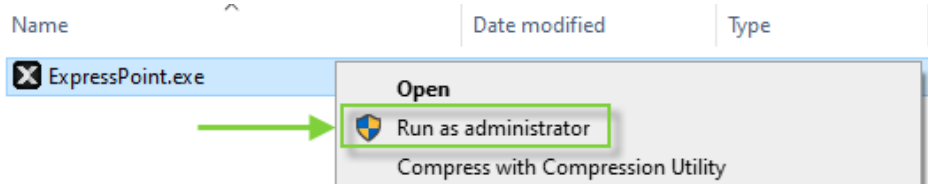

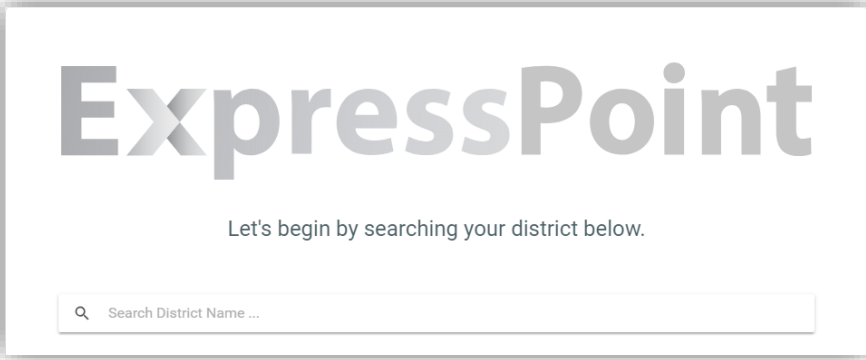
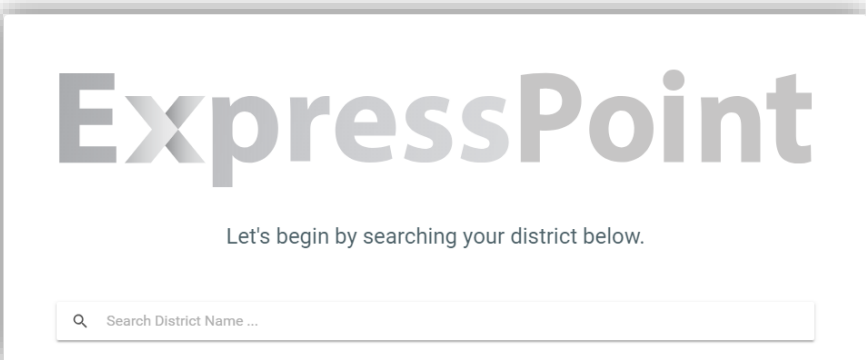
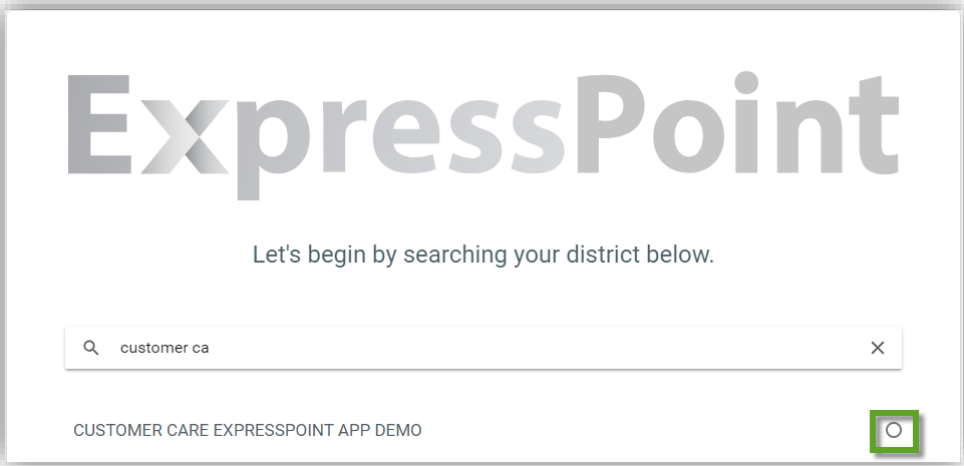
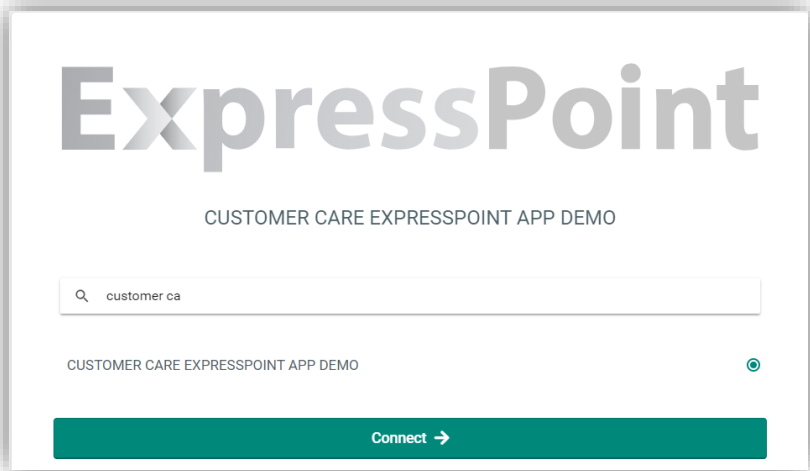
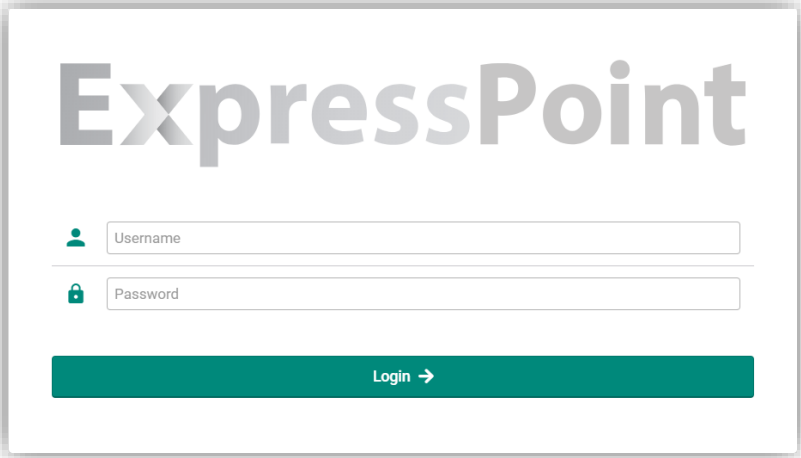


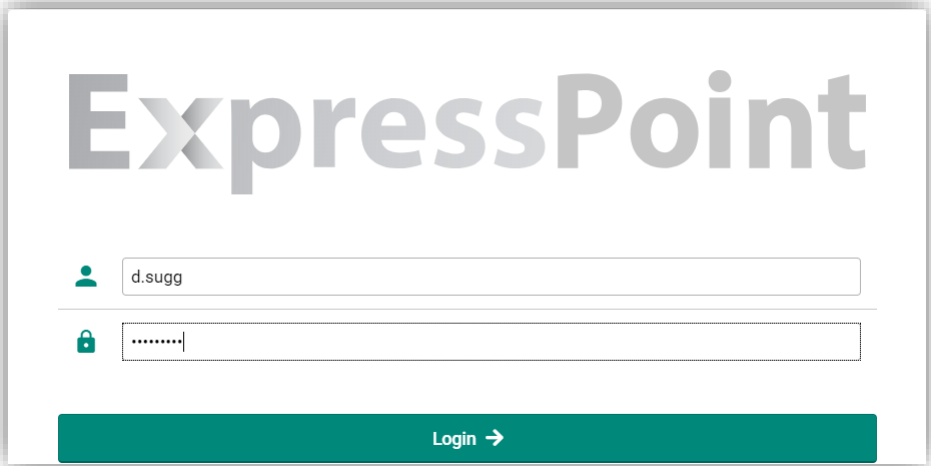
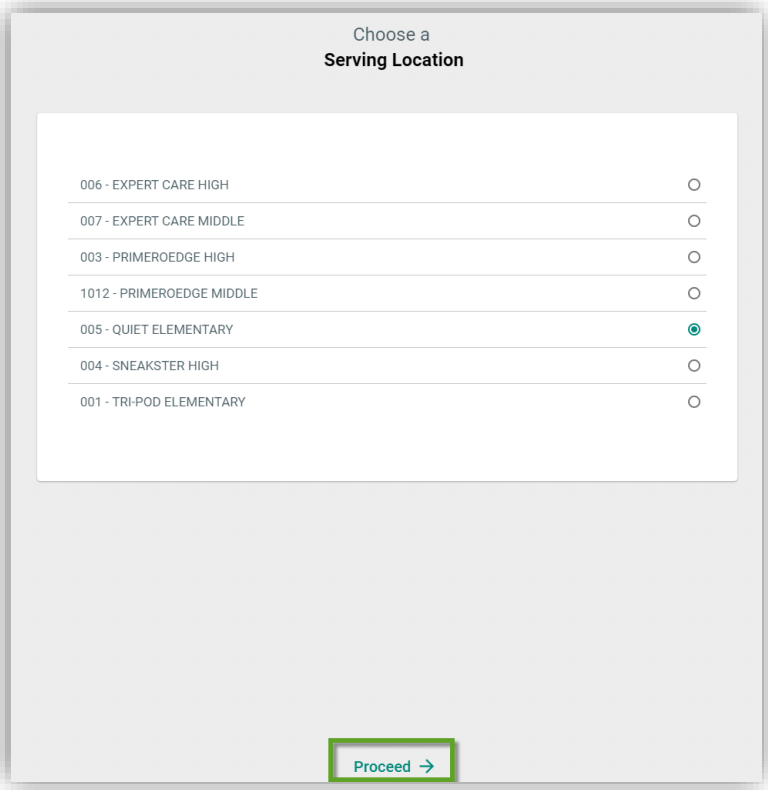
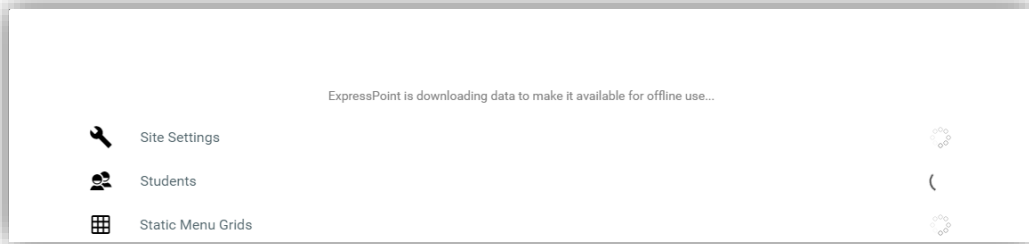
Category: ADMINISTRATION	Document Type: Quick Steps	Author: Customer Care Team	Software Version: 2.0.25	Updated: 01/01/2020
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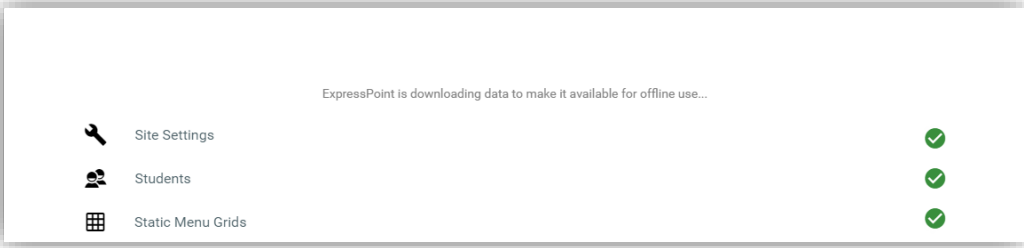
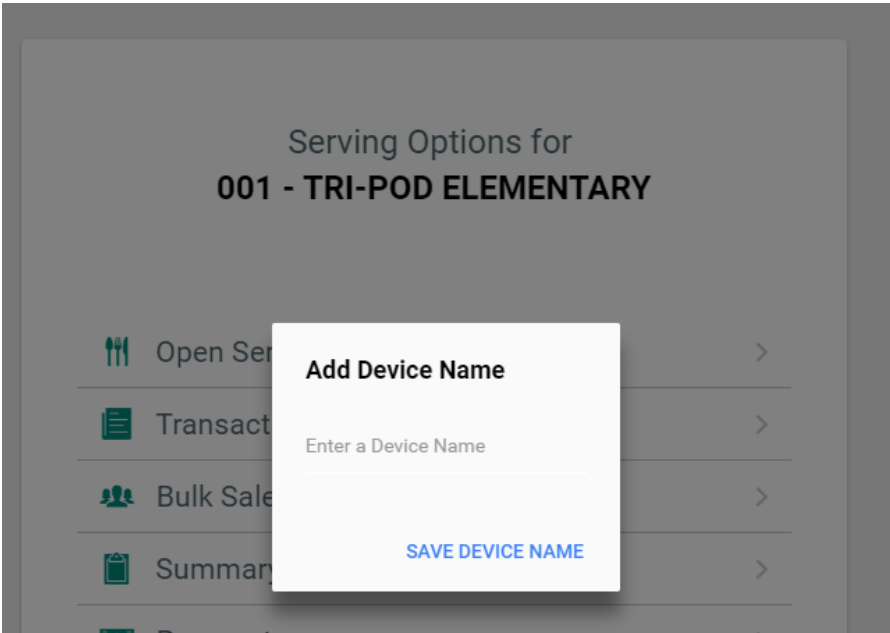
INSTALLING EXPRESSPOINT

Process / Descriptions	Images
<p>If this is a new install, on a new device start with step 2</p> <p>Upgrading from 1.0 to 2.0, be sure to deactivate the machine on PrimeroEdge under the ExpressPoint Devices page.</p> <p><i>System > Monitoring > ExpressPoint Devices</i></p> <p>Note: Deactivating previously used ExpressPoint devices helps keep the Primeroedge UI clean of unused devices. Also, deactivating devices allows reuse of device names. (If you are not using the machine name)</p>	
<p>1. Choose the designated machine name, change the dropdown to <i>Deactivate</i>, and click <i>Apply</i>.</p>	
<p>2. After downloading the Installer from the ExpressPoint App website, right click on the installer and choose <i>Run as Administrator</i>.</p> <p><i>If there is no ExpressPoint Icon on the desktop after installation, it wasn't run with high enough credentials.</i></p>	

Process / Descriptions	Images
<p>3. This is what you will see after double clicking on the icon while ExpressPoint is installing.</p>	
<p>4. Once ExpressPoint is installed using the .EXE, this is the screen you will see, indicating that the installation is complete.</p>	
<p>5. To complete the next steps, you will need to have proper permission to setup POS device.</p> <p><i>Select your School District from the list. The field is smart search capable.</i></p>	

Process / Descriptions	Images
<p>6. Type in your district name to find it. Once you have located your district, choose the radio button to the right of your district name as highlighted in the green box.</p>	
<p>7. When the radio button is selected next to your district name it will populate the Connect button. Click Connect.</p>	
<p>8. This is what you will see after clicking the green connect button.</p>	

Process / Descriptions	Images
<p>9. Log in with your PrimeroEdge credentials. After you have entered in your username and password, click the green login button.</p>	
<p>10. When you log in, you will need to select the correct school by clicking the appropriate radio button and click <i>Proceed</i> at the bottom of the screen.</p>	
<p>11. Once you click <i>Proceed</i> in the above step, the following will show on the screen while the device is syncing;</p>	

Process / Descriptions	Images
<p>12. Once the sync is complete, you will get all green checks.</p>	 <p>The screenshot shows a white background with a grey header area. Below the header, there is a message: "ExpressPoint is downloading data to make it available for offline use...". Underneath this message is a list of three items, each with a green checkmark to its right: "Site Settings", "Students", and "Static Menu Grids". Each item has a small icon to its left: a key for Site Settings, a group of people for Students, and a grid for Static Menu Grids.</p>
<p>13. Once the sync is being processed, it will ask for the device name.</p>	 <p>The screenshot shows a dark grey background with a white modal dialog box in the center. The modal has a title "Add Device Name" and a text input field with the placeholder "Enter a Device Name". Below the input field is a blue button labeled "SAVE DEVICE NAME". In the background, there is a menu titled "Serving Options for 001 - TRI-POD ELEMENTARY" with several items: "Open Ser...", "Transact...", "Bulk Sale...", and "Summar...". Each item has a small icon and a right-pointing chevron.</p>

14. The screen will then proceed to the main home page of ExpressPoint and you are ready to serve.

Note: User permissions will determine what options you will see here.

