Terminals

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> This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

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The Terminals tool contains system information and settings for all Point of Sale terminals within a district. It also contains system information related to Cafeteria Serve and Class Serve functionality.

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Terminal Editor Column Descriptions

The Terminal Editor displays at-a-glance system information for each terminal within a district. The Terminal editor indicates a terminal's current operating status.

> When a terminal is made active/inactive, the numbers shown in the **Events** and **Responses** columns may fluctuate as messages are delivered/queued. However, during regular terminal operation, values in these columns should be at or near zero.

Column	Description
Colored Dot	The colored dot to the left of the POS terminal name indicates whether the terminal is currently connected to the network.

Dot	Description
🟢	A **green** dot indicates the terminal is currently online and active.
🔴	A **red** dot indicates the terminal is not online. If the text is gray, the terminal is also inactive.

Column	Description
Name	The color of the POS terminal name indicates whether it is currently active. Active/inactive terminals are set by marking/unmarking the Active checkbox of the Terminal Detail editor.

If the terminal name displays in...	The terminal is considered...
black	an active terminal and ready for operation at any time.
gray	inactive and may not be ready for use. Inactive terminals are always offline and will always have a red dot.

Column	Description
Last IP Address	IP address of the terminal as last reported to Campus.

Column	Description
Events	Messages waiting to be sent to the terminal from the Campus application server; *e.g.*, enrollment updates and account changes.
Responses	Messages to be sent to the Campus application from the terminal; *e.g.*, POS Data Reload command.

Types of Terminals

All terminals listed in the Terminals tool are used in reporting and allows reports to indicate where/how a transaction occurred. Reports indicate whether a transaction occurred as part of Cafeteria/Class Serve functionality, through a manual adjustment on a patron's Journal tab (indicated by the *Server* terminal), or through an actual POS terminal.

The following types of terminals display in the Terminal Editor.

Terminal Type	Description
POS	The majority of terminals are standard POS terminals that represent actual physical terminals used to process food service transactions. These terminals are created by the district.
Cafeteria Serve	This terminal represents Cafeteria Serve functionality although an actual physical terminal is not used. This terminal is built-in by Infinite Campus and cannot be changed or deleted.
Class Serve	This terminal represents Class Serve functionality although an actual physical terminal is not used. This terminal is built-in by Infinite Campus and cannot be changed or deleted.
Server	This terminal represents the Campus application although an actual physical terminal is not used. This terminal is built-in by Infinite Campus and cannot be changed or deleted.

Best Practices for Terminal Setup

The best practices described here are the preferred setup recommended by Infinite Campus.

- Create terminal(s) for each cafeteria.
- Keep the terminal name short or use an abbreviated form. Terminal names should be under eight (8) characters.
  - If there is one school type and one terminal at each site (Main High School, Main Middle School, Main Elementary), the terminal names should be abbreviated to the school type. For example, HS_01, MS_01, EL_01. If another terminal is added in the future, additions should be named HS_02, MS_02, EL_02, etc.
  - If there are two or more school types and only one terminal at each site, such as East

Elementary and West Elementary, the terminal names could be East_01 and West_01.

- If there is only one school type and more than one terminal at that site, the terminal names could be HSPizza, HSGrill, HSAC, MSGrill, MSPizza, which would indicate the physical location of the terminal within the cafeteria.

Option	Cafeteria Structure	Terminal Structure
A	This options is best for the following cafeteria structure: • Each school has a physical building • Each physical building has a cafeteria. • Each cafeteria may have one or more terminals.	• Name the terminal something that signifies where the terminal is located and the type of serving line in which the terminal will be used. • Only assign one school to a terminal.
B	This option is best for the following cafeteria structure: • Each school may or may not have a physical building. • One or more schools share a cafeteria; i.e., the high school and middle school share a cafeteria. • The cafeteria is shared by multiple schools yet housed at one school building. • All schools shares a cafeteria located at one physical site. • The cafeteria may have one or more terminals. • Students are processed at any terminal.	• If there is one physical cafeteria with one or more terminals where all students are served, assign all schools to the terminal(s). • If there are two physical cafeterias where students from one school type are served and another cafeteria where students from another school type are served, assign the terminal to the appropriate school type. If more than one school is assigned to a terminal, each school's enrollments will appear on the terminal. This also allow students to be charged at their correct eligibility.

Add a New Terminal

1. Click the **New** button.
   Result: The Terminal Detail area displays.
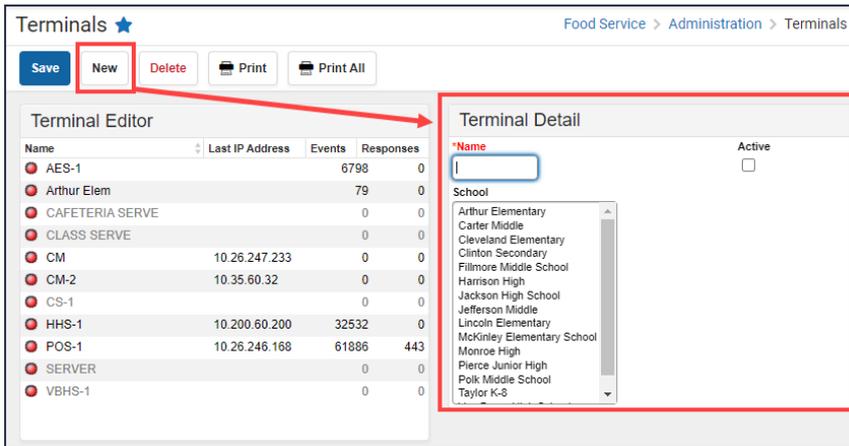
2. Enter a unique **Name** for the terminal (duplication is not allowed).
3. Select the **School**(s) for which the terminal will be used.

> The School selected in this field determines the patrons who appear for processing on the terminal. The School also appears on reports.

4. Mark the **Active** checkbox if the terminal is ready to be used.

> A terminal should NOT be made active; i.e., the Active checkbox should not be marked, until it is configured and is ready to receive/load student data from Campus. The Active checkbox is automatically marked if a POS Data Reload is requested from the terminal. The Server, Cafeteria Serve, and Class Serve terminals do not have the Active checkbox selected.

Delete a Terminal

> Terminals cannot be deleted after they are used to complete Point of Sale transactions.

1. Select the terminal you want to delete
   Result: The Terminal Detail area displays.
2. Remove Schools from the terminal by pressing **Ctrl** and clicking the School.
3. Click the **Delete** button.
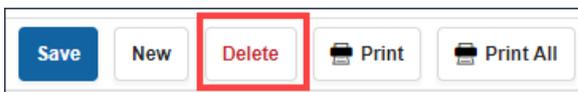
**Result**: The Terminal is deleted and removed from the Terminal Editor.

Install a Terminal

To install a...	See...
POS 1.0 Terminal	Terminal Installation and Configuration
POS 2.0 Terminal	Terminal Installation and Configuration (POS 2.0)

Get the District Secret

> This feature is **only** for POS 2.0 terminals.

The District Secret authorizes the terminal to pull data from Campus and prevents users from using the URL from another district to load district data on the terminal.

1. Click the **Get District Secret** button to display the Authenticate POS with District Secret screen.
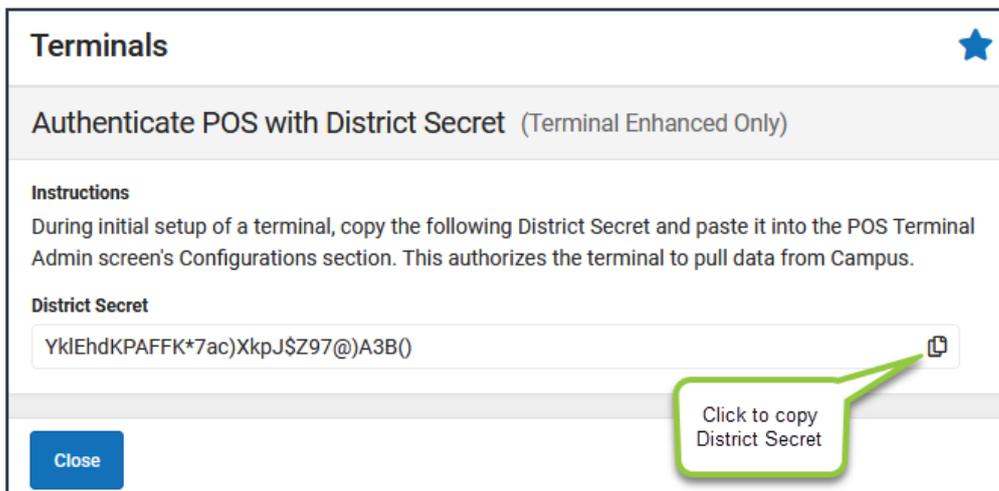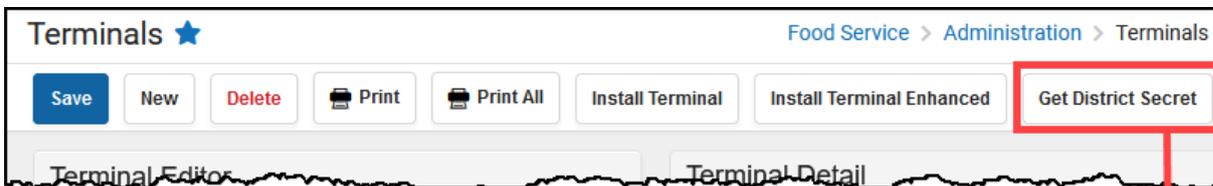
2. Click the copy icon ⧉ to copy the District Secret.

3. Paste the District Secret in the **District Secret** field on the POS Terminal Admin.

See the Terminal Installation and Configuration (POS 2.0) article for more information about the POS Terminal Admin.