

# **Remove PINs From POS Accounts**

Last Modified on 10/22/2022 9:51 am CDT

### Remove PINs | Account Management Report

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

Classic View: Point of Sale > Account Maintenance > Account Management Wizard

Search Terms: Account Management

This option removes the PIN from patrons who have an inactive account in Campus. For example, an account where the **Active** checkbox on the patron's Account Info tab has been cleared. When a PIN is removed the **Location School** field is set to "Default" on the Account Info tab.

#### **Family Accounts**

If a family account is inactive and you select **Student** in the **Type** field, the PIN is only removed from the student on the family account. To remove staff PINs from family accounts, select **Staff** or **Staff and Student** in the **Type** field. If there are any patrons on a family account with no enrollment or employment record, you must manually remove the PIN or use an Ad Hoc filter.

#### **Food Service Cashier and Food Service Manager**

The Account Management Wizard only removes personal PINs from an account. If an inactive staff account includes Cashier and Manager PINs, these PINs will no longer work on the Point of Sale Terminal; however, these PINs will not be removed from the account. Cashier and Manager PINs must be manually removed.

## **Remove PINs**

1. Select Remove PINs from the Mode dropdown list.

Account Management Wizard ☆				
Account Management Wizard				
Select Type of accounts from which to remove PINs. Selection of a Student or Staff Type will remove PINs from all current inactive accounts. Select Test to preview changes before Run Update.				
Mode Remove PINs	s v			
Туре	$laces$ Student $igodoldsymbol{O}$ Students and Staff			
Ad Hoc Filter	<b></b>			
Include Patron Detail				
Test Run Update				

2. Complete one of the following account selection options.



Option	Description
Select one of the <b>Type</b> radio buttons	<ul> <li>Student. This option removes PINs from inactive student accounts only.</li> <li>Staff. This option removes PINs from inactive staff accounts only.</li> <li>Students and Staff. This option removes PINs from student accounts and staff accounts.</li> </ul>
Select an Ad Hoc Filter	This option allows you to select an ad hoc filter that you have made to select staff and/or students. If you do not select All Schools/All Calendars, the Ad Hoc tool will use the specific Year, School and Calendar selected in the toolbar. If you do not have Tool Rights to All Schools and All Calendars, Ad Hoc will generate based on the specific year, school and calendar selected in the toolbar.

- 3. Mark the **Include Patron Detail** checkbox to include details like the account numbers and names on the Account Management Report. (optional)
- 4. Click the **Test** button.

Testing is required before the **Run Update** button becomes active. No data is written to the database.

### Result

The Account Management Wizard tests the update and displays the Account Management Report.

- 5. Review the Account Management Report.
- Click the Run Update button to remove PINs. Result

A confirmation window displays.

7. Click **OK**.

### Result

The Account Management Wizard removes the PINs from inactive accounts and displays the Account Management Report.

## **Account Management Report**



0347 CAMPUS District 1234 109th Ave NE, Blaine MN 55449 Generated on 08/12/2011 10:51:33 AM Page 1 of 19		Account Management Report Mode: Remove PINs Type: Students and Staff	
Student Sectio	n		
Summary			
f of PINs Rem	oved		123
Patron Detail			
Inactive			PIN Number
Account #	Patron Name	Grade	Removed
4806-6382	Aamul, Eria	12	8300
7523-36547	Abditulim, Limar	11	10363
7304-34972	Attratiant, Casyanaira	02	16144
7481-19492	Annalia, Sarah	11	10295
7214-13740	Auflantion, Janff	12	10343
523	Adda, Eric	08	4788
6327-21250	Adapte, Brean	12	3867
6391-22563	Aguilar, Sugaria	12	4324
593	Augustre, Jacoming	05	2524
567	Administ, Adus	06	6379
83	Advented, Milethand	12	3794
5532-15330	Alameda, Samuel	12	3157
4372-2437	Alberts, Trisitia	12	8303
6925-33690	Alcarraz, Eva	12	3128
7069-25181			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
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taff Section ummary of PINs Remo atron Detail	ved		13
taff Section ummary of PINs Remo atron Detail	ved		13 PIN Number
aff Section ummary of PINs Remo atron Detail Inactive	ved		PIN Number
aff Section Immary of PINs Remo atron Detail Inactive Account #	ved Patron Name		PIN Number Removed 2360
aff Section ummary of PINs Remo atron Detail Inactive Account # 1426-2967	ved Patron Name		PIN Number Removed 8369 10376
aff Section ummary of PINs Remo atron Detail Inactive Account # 1426-2967 1856-6797 20	ved Patron Name		PIN Number Removed 8369 10376 5100
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aff Section immary of PINs Remo atron Detail Inactive Account # 426-2967 1856-6797 10 1257-20455 1093-10005 1276-2323	ved Patron Name		PIN Number Removed 8369 10376 5190 4978 10014 10120
aff Section immary of PINs Remo atron Detail Inactive Account # 1426-2967 1856-6797 00 2257-20455 7093-10005 1276-23933 2044 23702	ved Patron Name		PIN Number Removed 8369 10376 5190 4978 10014 10014 10129 2344
aff Section immary of PINs Remo atron Detail Inactive Account # 1426-2967 1856-6797 10 5257-20455 1005 1276-23933 1944-33792 1704-39757	ved Patron Name		PIN Number Removed 8369 10376 5190 4978 10014 10129 3244 40710
aff Section immary of PINs Remo atron Detail Inactive Account # 426-2967 4856-6797 10 1257-20455 093-10005 1276-23933 1944-33792 1794-28057 1901 42162	ved Patron Name Grant and		PIN Number Removed 8369 10376 5190 4978 10014 10129 3244 10718 10114
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Report example of PINS removed from staff and students

Report Section	Description
Summary	This section reports the total number of PINs removed.
Patron Detail	<ul> <li>This section is sorted alphabetically by patron names and includes the following columns.</li> <li>Student Section: Inactive Account #, Grade and PIN Number Removed.</li> <li>Staff Section: Inactive Account # and PIN Number Removed.</li> </ul>