

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 ~				
Туре	$ullet$ Student \bigcirc Staff \bigcirc Students and Staff			
Ad Hoc Filter				
Include Patron Detail				
Test Run Update				

2. Complete one of the following account selection options.



Option	Description
Select one of the Type radio buttons	 Student. This option removes PINs from inactive student accounts only. Staff. This option removes PINs from inactive staff accounts only. Students and Staff. This option removes PINs from student accounts and staff accounts.
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		Mode: Remove PI	Account Management Report Mode: Remove PINs Type: Students and Staff	
Student Sectio	n			
otadont occuo				
Summary			100	
# of PINs Remo	oved		123	
Patron Detail				
Inactive			PIN Number	
Account #	Patron Name	Grade	Removed	
14806-6382	Aamut, Eria	12	8300	
17523-36547	Abditatim, Limar	11	10363	
17304-34972	Altraham, Cayanara	02	16144	
17481-19492	Annala, Sarah	11	10295	
17214-13740	Adiantes, Jan	12	10343	
2523	ADDS. ETC	08	4788	
16327-21250	Adapte, Bran	12	3867	
16391-22563	Aguilar, Susana	12	4324	
1593	Aguirre, Jaconine	05	2524	
3567	Ammed, Adus	06	6379	
483	Aufernaruff, Mitchigani	12	3794	
	Allarmandia, Scarmuzal	12	3157	
15532-15330	Present reserves and reserves	12	5107	
14372-2437	Albers, Treha	12	8303	
14372-2437 16925-33690		12 12		
15532-15330 14372-2437 16925-33690 47069-25181	Albers, Treha	12	8303	
14372-2437 16925-33690 17069-25181	Albers, Treha	12 12	8303	
14372-2437 16925-33690 47069-25181	Albers, Treha	12 12	8303	
14372-2437 16925-33690	Albers, Treha	12 12	8303	
14372-2437 16925-33690 47069-25181 staff Section	Albers, Treha	12 12	8303	
14372-2437 16925-33690 17069-25181 Staff Section		12 12	8303 3128	
14372-2437 16925-33690 17069-25181		12 12	8303 3128	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo		12 12	8303 3128	
14372-2437 16925-33690 77069-25181 Staff Section Summary F of PINs Remo Patron Detail		12 12	8303 3128 	
14372-2437 16925-33690 27069-25181 Staff Section Summary of PINs Remo Patron Detail Inactive	ved	12 12	8303 3128 	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account #	ved Patron Name	12 12	8303 3128 300 300 300 300 300 300 300 300 300 30	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account # 4426-2967	ved Patron Name	12 12	8303 3128 364 364 364 364 364 13 13 PIN Number Removed 8369	
14372-2437 16925-33690 17069-25181 taff Section summary of PINs Remo Patron Detail Inactive Account # A426-2967 4856-6797	ved Patron Name	12 12	8303 3128 3128 3128 3128 3128 3128 3128 312	
14372-2437 16925-33690 27069-25181 Summary Control Control	ved Patron Name	12 12	8303 3128 3128 3128 3128 3128 3128 3128 312	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account # 4426-2967 4856-6797 90 6257-20455	ved Patron Name	12 12	8303 3128 364 364 364 13 13 PIN Number Removed 8369 10376 5190 4978	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account # 4426-2967 4856-6797 '90 6257-20455 7093-10005	ved Patron Name	12 12	8303 3128 3128 3128 3128 3128 3128 3128 312	
14372-2437 16925-33690 17069-25181 14ff Section 17069-25181 1707 1707 1707 1707 1707 1707 1707 1707 1005 17276-23933	ved Patron Name	12 12	8303 3128 3128 3128 3128 3128 3128 3128 312	
14372-2437 16925-33690 27069-25181 Staff Section Summary Control Detail Inactive Account # 4426-2967 709 6257-20455 7093-10005 7276-23933 6944-33792	ved Patron Name	12 12	8303 3128 3128 3128 3128 3128 3128 3128 312	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account # 4426-2967 4856-6797 90 6257-20455 7093-10005 7276-23933 6944-33792 7794-28057	ved Patron Name Galantia Galantia Addition Galan	12 12	8303 3128 364 364 364 365 13 13 PIN Number Removed 8369 10376 5190 4978 10014 10014 10014 10014 10014 10718	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account # 4426-2967 4856-6797 90 6257-20455 7093-10005 7276-23933 6944-33792 5391-13163	ved Patron Name	12 12	8303 3128 324 13 PIN Number Removed 8369 10376 5190 4978 10014 10129 3244 10718 10144	
14372-2437 16925-33690 17069-25181 5taff Section 5ummary 6 of PINs Remo Patron Detail Inactive Account # 4426-2967 4856-6797 90 6257-20455 7093-10005 7276-23933 6944-33792 7794-28057 5391-13163	Ved	12 12	8303 3128 324 13 PIN Number Removed 8369 10376 5190 4978 10014 10129 3244 10014 10129 3244 10718 10144 10041	
14372-2437 16925-33690 17069-25181 staff Section summary of PINs Remo Patron Detail Inactive Account # 4426-2967 4856-6797 90 6257-20455 7093-10005 7276-23933 6944-33792 5391-13163	ved Patron Name	12 12	8303 3128 364 364 364 365 10 10 10 10 10 10 10 10 10 10 14 10 114	

Report example of PINS removed from staff and students

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