

# 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

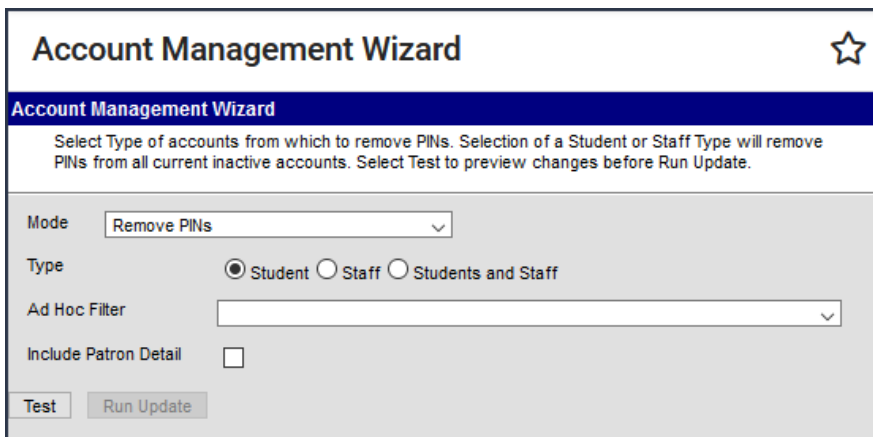
If a family account is inactive and you select **Student** in the **Type** field, the PIN is only removed from the student on the family account. To remove staff PINs from family accounts, select **Staff** or **Staff and Student** in the **Type** field. If there are any patrons on a family account with 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.



2. Complete one of the following account selection options.

Option	Description
Select one of the <b>Type</b> radio buttons	<ul style="list-style-type: none"> <li>- <b>Student</b>. This option removes PINs from inactive student accounts only.</li> <li>- <b>Staff</b>. This option removes PINs from inactive staff accounts only.</li> <li>- <b>Students and Staff</b>. This option removes PINs from student accounts and staff accounts.</li> </ul>
Select an <b>Ad Hoc Filter</b>	This option allows you to select an <a href="#">ad hoc filter</a> 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](#).
6. 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	
<b>Student Section</b>			
<b>Summary</b>			
# of PINs Removed			1237
<b>Patron Detail</b>			
Inactive Account #	Patron Name	Grade	PIN Number Removed
14806-6382	Amal, Eric	12	8300
17523-36547	Abdullah, Umar	11	10363
17304-34972	Abraham, Deyanera	02	16144
17481-19492	Adams, Sarah	11	10295
17214-13740	Adams, Jeff	12	10343
2523	Adas, Eric	08	4788
16327-21250	Ades, Brian	12	3867
16391-22563	Aguiar, Susana	12	4324
1593	Aguine, Jaonine	05	2524
3567	Ahmed, Adys	06	6379
483	Ahmed, Michael	12	3794
15532-15330	Alamella, Samuel	12	3157
14372-2437	Aders, Trish	12	8303
16925-33690	Alamir, Eva	12	3128
17069-25181		09	25181
<b>Staff Section</b>			
<b>Summary</b>			
# of PINs Removed			13
<b>Patron Detail</b>			
Inactive Account #	Patron Name		PIN Number Removed
14426-2967	Corans, Jenna		8369
14856-6797	Malbritter, Catherine		10376
790	Hanson, Sara		5190
16257-20455	Hartman, Barb		4978
17093-10005	Jacobsen, Patricia		10014
17276-23933	Kasika, Wendy		10129
16944-33792	Moe, Carol		3244
17794-28057	Pauls, Dakota		10718
15391-13163	Reck, Robert		10144
2	Rufes, Sandy		10041
450	Wagner, Barbara		7025
14672-5033	Wagner, Damon		7291
14398-2742	Ward, Samantha		8764

Report example of PINS removed from staff and students

Report Section	Description
<b>Summary</b>	This section reports the total number of PINs removed.
<b>Patron Detail</b>	<p>This section is sorted alphabetically by patron names and includes the following columns.</p> <ul style="list-style-type: none"> <li><b>Student Section:</b> Inactive Account #, Grade and PIN Number Removed.</li> <li><b>Staff Section:</b> Inactive Account # and PIN Number Removed.</li> </ul>