

Inputting meals for a previous day
POS Machine as to be logged out

End of Day/Open Previous Day
Click OPEN PREVIOUS DAY

Open Previous Day Search

School	Serving Period	Serving Date	Opened By

Open Previous Day

If district has more than one building, select building you need to backdate

Open Previous Day Maintenance

School Name : * Adams Elementar... ▼

Serving Period : * Breakfast ▼

Serving Date : *

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8		

Cancel Save

You can only have one serving period open at a time.

You can only go back 30 days without Help Desk intervention

Select a school

Select a serving Period

Select a date

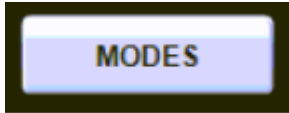
Click SAVE

NOTE: Once the entries have been entered, the cashier has to do end of day.

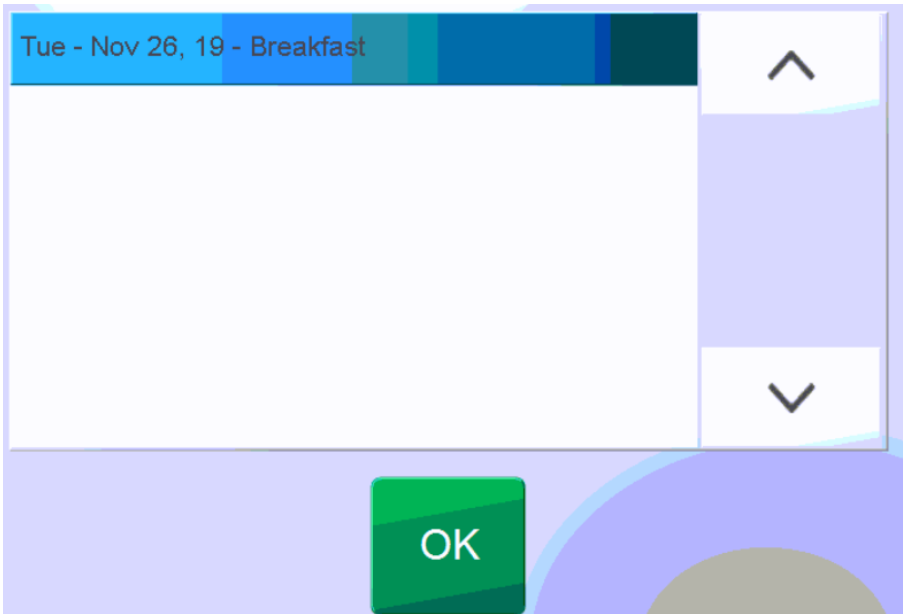
Manger then has to RE close the End Of day

Mosaic – Back Dating at POS

Once you have set the backdate, go to the POS.
Log in and select meal service



Click in upper right corner
You will be taken to a screen to select the date you. High light the date and click OK



You will get a message to verify the date.
Once you are in, the ALERT banner will appear and the date you are backdating will show

