



Technology Helper

Changing Student Lunch Account to Free/Reduced or Back to Full Price

1. Log in to Café Terminal.
2. Click on File Maintenance
3. Click on Enter/Edit Patron
4. Click on Find Patron to bring up a list to select the correct student.
5. Highlight the patron and select OK.
6. Click on Edit Patron
7. Change the letter in the STATUS box.
 - D = Denied (Full Price)
 - R = Reduced
 - F = Free
8. Then click on Save Patron