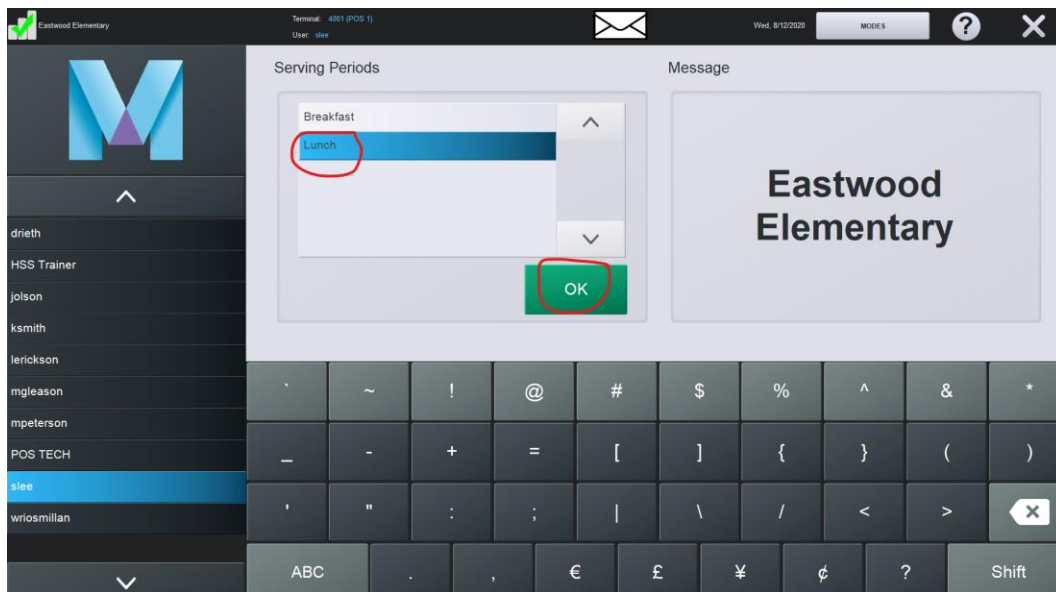


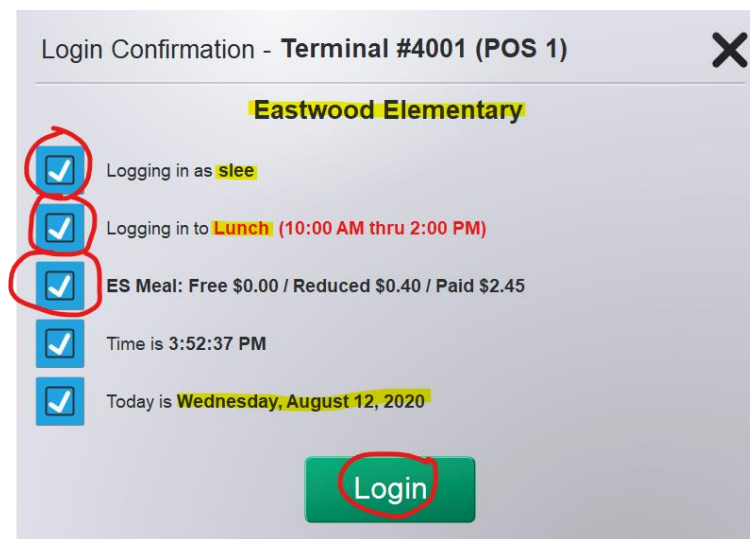


Mosaic-Charging Meals in Elementary Schools

1. Open **Mosaic POS**
2. **Login** to Mosaic
3. Click serving period '**Breakfast**' or '**Lunch**'
4. Click '**OK**'



5. Click all check boxes and verify info.
6. Click '**Login**'





Mosaic-Charging Meals in Elementary Schools

7. Leave amount set to **\$0.00**
8. Click **'Enter'**

Enter Starting Cash Amount

\$0.00

| | | |
|---|---|-------|
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| 0 | . | Enter |

9. Click **'Yes'**

Starting Cash?

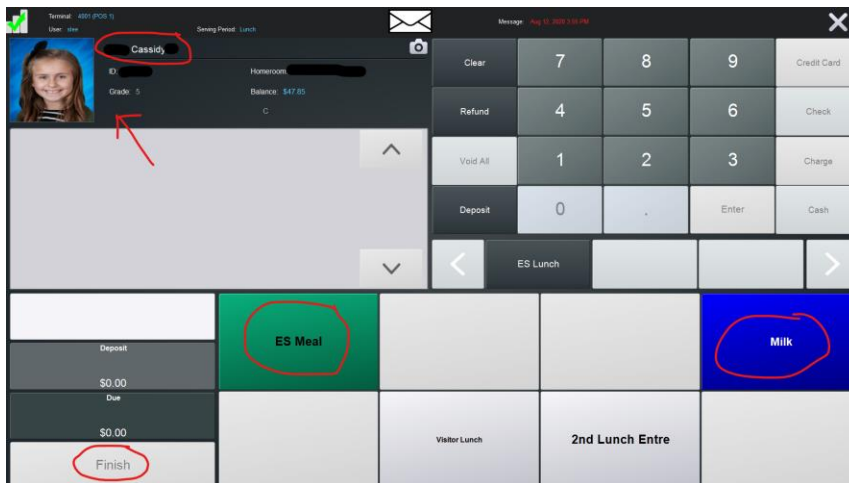
Is \$0.00 correct?

Yes No

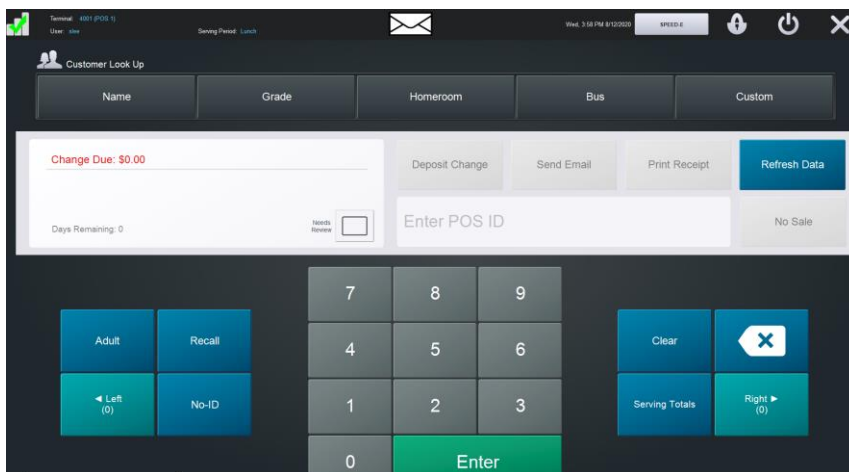


Mosaic-Charging Meals in Elementary Schools

19. The student screen below will show up.
20. You will need to verify that it is the correct student.
21. Click what they chose to eat that day.
 - Ex. ES Meal
 - Ex. Only chose to get a milk, etc.
22. Click **'Finish'**



23. You will then be taken back to this page below to enter in your next student.



24. When you are finished charging all students for breakfast and lunch for the day, please follow the **'End of Day Process'** Mosaic instructions.

25. If you need to set up a new user in Mosaic for your school, please contact Sheena Lee, Food Service.



Mosaic-Charging Meals in Elementary Schools

If you have any questions, please contact Sheena Lee

(701) 499-1984

slee@west-fargo.k12.nd.us