

RevTrak/SLOL

District Daily Procedure

Follow the steps below a minimum of once per day



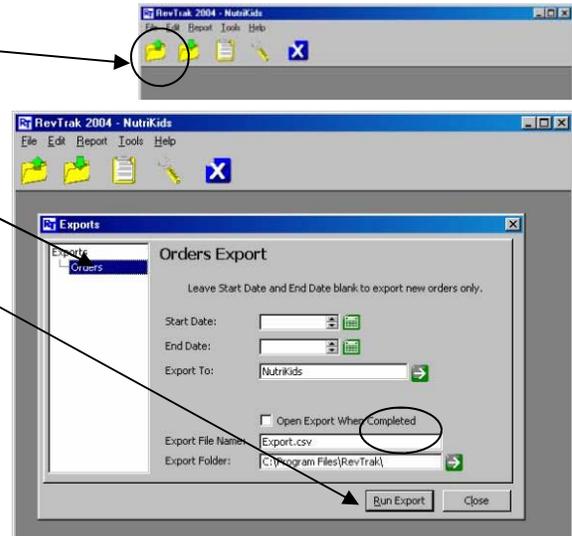
1. RUN THE REVTRAK FILE ON YOUR DESKTOP

- At the desktop of your computer, double-click on the RevTrak icon



2. EXPORT YOUR DATA FROM THE WEBSERVER (GET THE DEPOSITS)

- Click on the EXPORT folder
- Click on ORDERS
- Click on RUN EXPORT

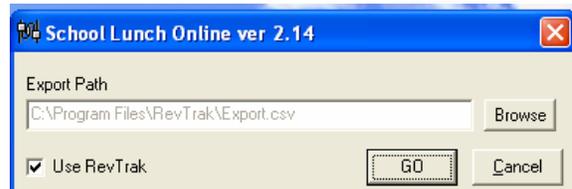


3. RUN THE SLOL.EXE FILE ON YOUR DESKTOP

- At the desktop of your computer, double-click on the School Lunch Online icon.



- This window will appear
- Be sure USE REVTRAK is checked
- Click GO



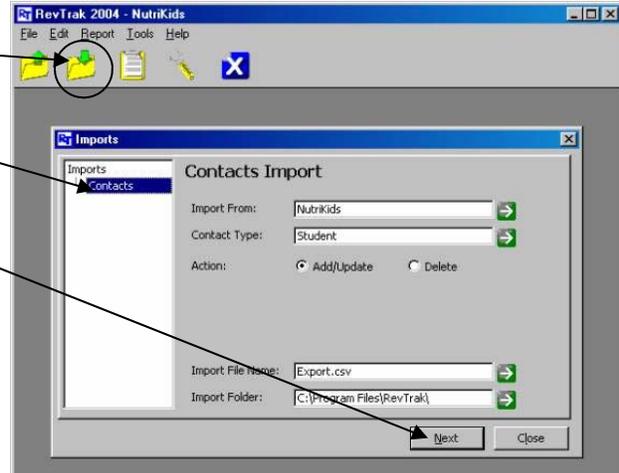
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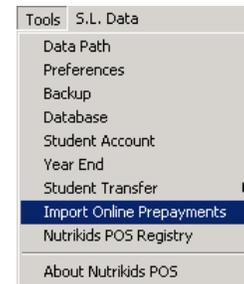
4. IMPORT YOUR DATA TO THE WEBSERVER (POST THE CURRENT BALANCES)

- Double-click on the Rev Trak icon
- Click on the IMPORT folder
- Click on CONTACTS
- Click NEXT
- Click FINISH



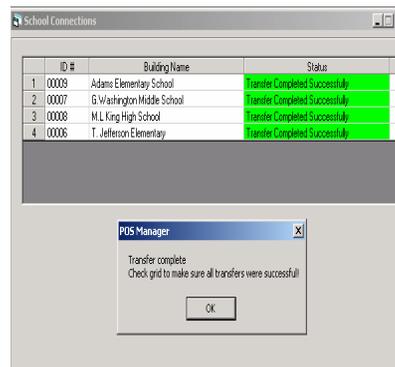
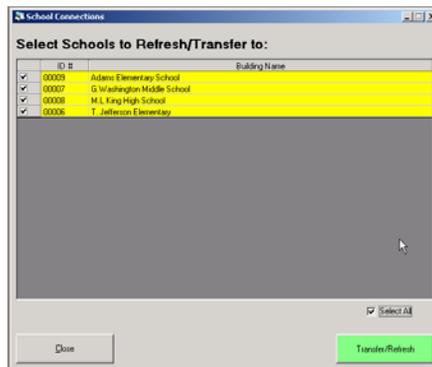
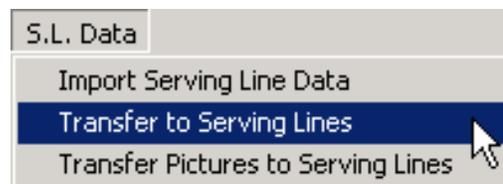
5. IMPORT ONLINE PAYMENTS INTO YOUR MANAGER PROGRAM

- Launch your Nutrikids POS Manager Program
- Go to TOOLS
- Click IMPORT ONLINE PREPAYMENTS



6. TRANSFER THE DATA TO SERVING LINES

- Click on S.L. DATA
- Click on TRANSFER TO SERVING LINES
- Click SELECT ALL
- Click TRANSFER/REFRESH
- Verify that all data was transferred successfully
- Click OK



Always remember to REFRESH DATA at the serving lines!