

REVTRAK/Power Lunch Daily Procedure

Follow the steps below a minimum of once per day.

1. RUN THE REVTRAK CLIENT ON YOUR DESKTOP

⇒ At the desktop of your computer, double click on the RevTrak Icon



2. EXPORT PAYMENT FROM REVTRAK WEBSTORE*

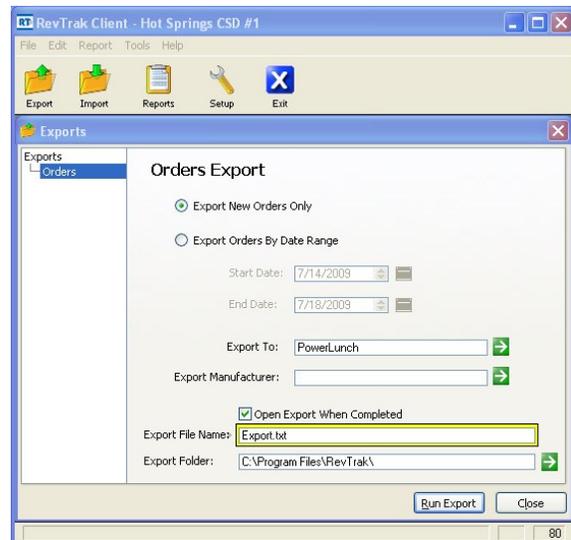
- If you have a saved setting, select it on the left and run export and skip steps below

⇒ Click EXPORT

⇒ Click ORDERS

⇒ **ALWAYS SELECT**
Export New Orders Only

⇒ Select Export To: Power Lunch



⇒ Export File Name: Export.txt
(Same File as in step 4).

⇒ Export Folder: (Same folder as in
step 4).

⇒ Click RUN EXPORT

⇒ When finished this screen will appear. Click OK.



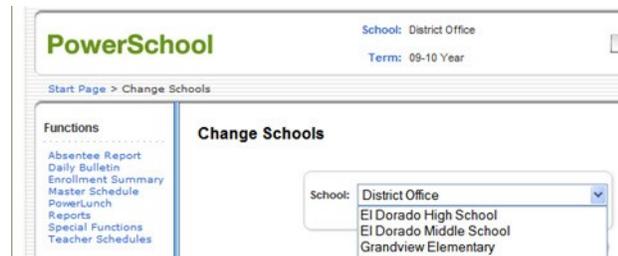
*Once you setup the defaults they will not change

3. LOG INTO POWERSCHOOL



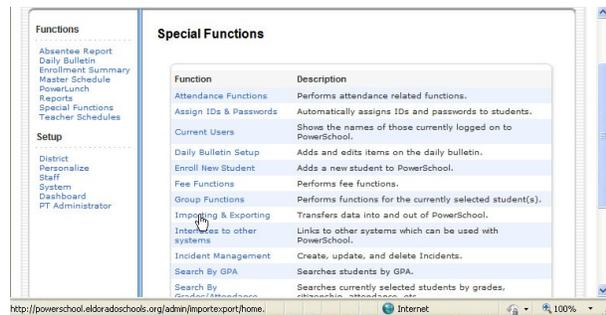
4. IMPORT PAYMENTS INTO POWERLUNCH

⇒ Click School: and select District office



⇒ Click Special Functions

⇒ Click Importing & Exporting



⇒ Click Quick Import



⇒ Table: **Meal Transactions**
 End-of-line marker: **CRLF**
 File to import: Browse to the file that you created using the RevTrak Client. (Default is C:\ProgramFiles\RevTrak\Export.txt)

⇒ Press Import to bring in the Web Store payments

⇒ Also note that the “check to exclude first row” button should be checked to remove headers. If it is not the first import in the list will show an error, but it's nothing to worry about

Quick Import

Import Records from an ASCII Text File

PowerSchool School: District Office Term: 09-10 Year

Start Page > Special Functions > Importing & Exporting > Import Using Template > Import Check: [impfilename] > Importing: Meals7-23-09

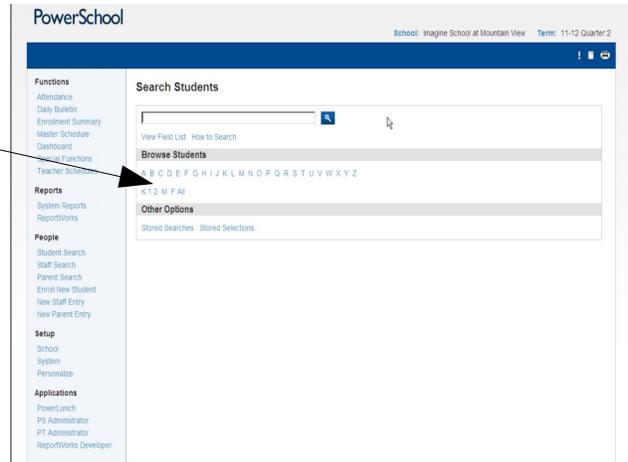
Importing: Meals7-23-09

1. Transaction for Allison, Megan Faith (RevTrak-80): Imported.
2. Transaction for Allison, Emily Rose (RevTrak-82): Imported.
3. Transaction for Haag, Ethan Anthony (RevTrak-87): Imported.
4. Transaction for Haag, Tyler JosephEldwin (RevTrak-88): Imported.

5. EXPORT BALANCES FROM POWER LUNCH

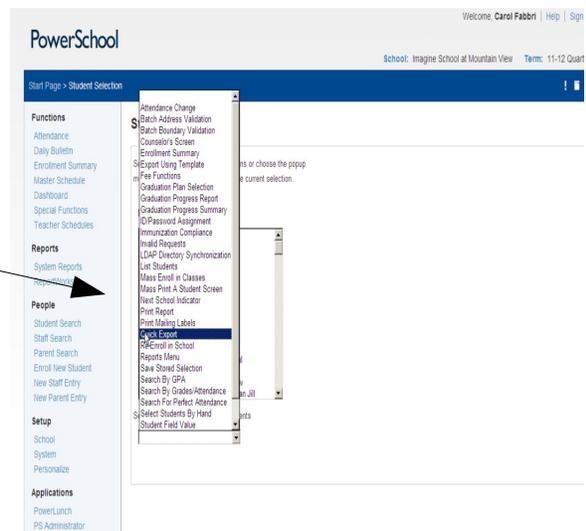
Log into PowerSchool

⇒ Select **All** students



⇒ This will bring up the list of students and at the bottom of the page is a drop down menu

⇒ From this menu, select **Quick Export**



⇒ Enter the fields that will be exported. You can also click **Fields** to select each field.

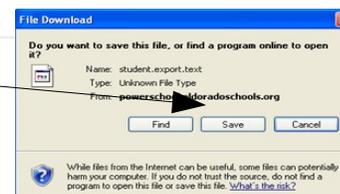
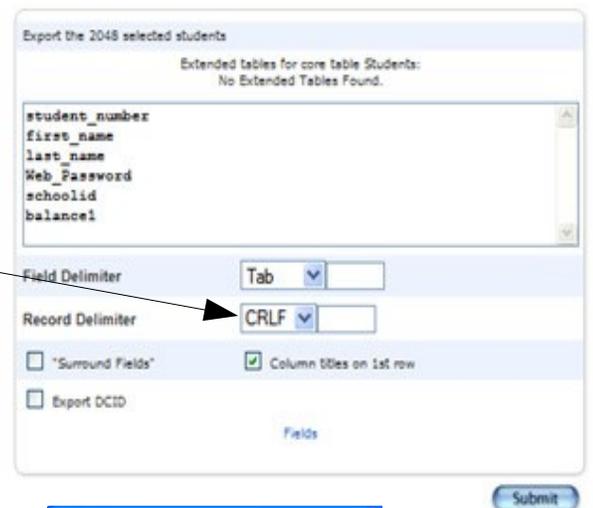
⇒ Note that the 4th field is the *unique identifier* that parents will use as their log in and may vary.

⇒ Select **CRLF** in the **Record Delimiter**

⇒ Click Submit

⇒ Click on save and save the file to a location where the RTClient will grab it in the next step (ex. C:/Programfiles/RevTrak)

Quick Export



6. RUN THE REVTRAK CLIENT ON YOUR DESKTOP



⇒ At the desktop of your computer, double click on the RevTrak Icon.

7. IMPORT BALANCES TO REVTRAK WEB STORE*

-If you have a saved setting, select it on the left then hit next, then finish

⇒ Click IMPORT

⇒ Click CONTACTS

⇒ IMPORT FROM: PowerLunch

⇒ CONTACT TYPE: Student

⇒ IMPORT FILE NAME:
student_export.txt
(same file name as step 5)

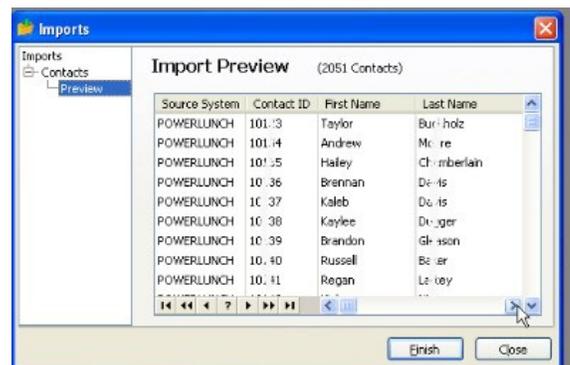
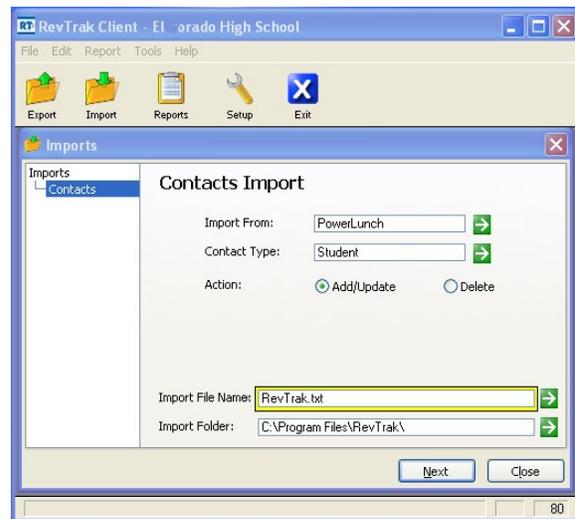
⇒ IMPORT FOLDER : (same
folder name as step 5)

⇒ Click NEXT

⇒ The Import Preview appears next.

⇒ Click Finish

⇒ Click OK



NEW BALANCES ARE NOW ULOADED TO THE WEB STORE!

* Once you setup the defaults they will not change