

New Client Checklist – Food Service Professionals

Thank you for choosing JMC. This form will be a guide for you as you learn how to use JMC. If you have any questions at any time please call tech support at 800.524.8182.

1. Please go to our website:

WWW.JMCINC.COM

2. Click on the Food Service Professionals link in the left side column of our site.

3. The Food Service Professionals page includes many resources. Please familiarize yourself with the following resources on that page:

- ✓ A General Overview of the Lunch Module.
- ✓ *Setting Up Lunch – Next-Gen* Instructional Video (Bottom of Page)
- ✓ Documentation (Bottom of page)



This is a picture of the bottom of the Food Service Professionals page.

The following are instructions to guide you through the learning process.

Please note: We recommend that Food Service Professionals become familiar with the Lunch Module before August. If your contract, or the contract of your technology professional dictates that you not start working until August, combine steps 1 and 2 (below) into one step in August.

Summer: June - July

1. View the “Setting Up Lunch” instructional video. Become familiar with the Lunch Module.

- Please note: You will not be able to determine free or reduced status until early August at which point a new version of the office program is released with the new federal income guidelines.

August

2. Have your technology professional install the POS (Point of Sale) program onto the computer where meal transactions will be recorded. View the “POS” instructional video and become familiar with the program.

3. Attend the August Training. Please bring a list of questions as it is expected that you will have watched the instructional video and set up the majority of the Lunch Module to start the school year. The August training session will cover the following topics:

- ✓ A review of the POS program.
- ✓ A Q&A session based on questions you bring.