JMC Next-Gen Lunch Transition

1. Go to the URL provided by your school. It may be emailed to you, a link on your school's home page, or it may be provided here: _____

2. (Optional) Change Password on Log-in screen.

3. Familiarize yourself with the new tree view on the left side of the Next-Gen Office program.

4. Switch buildings by going to File►Switch School Building.

5. Screen Resolution: Recommended 1024X768 or higher.

6. Access previous years (09-10 to 13-14) data through the Login screen. **Do not** use your desktop applications for those years.

7. Updated Functionality in the Next-Gen Product:

A. No more file locking constraints. No "Read Only" access.

B. More parent/contact information stored (emails for low balances).

C Items stored by line – Lunch► Data Setup► Meal Prices.

D. Updated Screens – Lunch► Data► Edit Student Lunch Data.

E. Determining Free/Reduced Status Lunch► Free/Reduced► Determine..

F. Student Search Function.

G. POS (Point of Sale) installed by your Tech Professional.

Major Updates

✔ Back and Forward buttons- Easier navigation through the program.

✔ Print Preview on screen- Easier use of reports. Also, easily export reports to text files.

✔ Calendar choice for dates.

✔ New Student Wizard for Adults.

✔ One log-in for Parent Access- No more need to log into different buildings.

✔ Multiple windows (screens) open at the same time- right click (mouse) or control click (Keyboard).

✔ Use JMC anywhere with internet access.

Setup Steps (From Starting the School Year Checklist)

•Roll all of the account balances over from the previous year in Lunch► Data Setup► Import Account Balances From Previous Year.

•Import students' lunch status from the previous year in Lunch► Data Setup► Import Free and Reduced Status From Previous Year.

•If you use Family Lunch Accounts, create lunch contacts for all new students using Lunch► Data Setup► Initialize Family Lunch Contacts. Adjust lunch contacts for any students who have lunch contacts that are different than their primary contact.

• (Optional)Enter State/Fed reimbursements in Lunch► Data setup► Edit Meal Prices.

• Review pricing groups in Lunch► Data setup► Edit Pricing Groups.

•For all parents/guardians who applied for free or reduced status, determine free and reduced status in Lunch► Free and Reduced► Determine Free or Reduced Status.

•New Teachers/Office/Administrator/Staff should have a lunch account created for them. This is done by creating each of them as a new student and making their grade level "A."

How do you sign out? Close all tabs and on the last screen click the "logout" button in the top right corner of any screen in the office program.