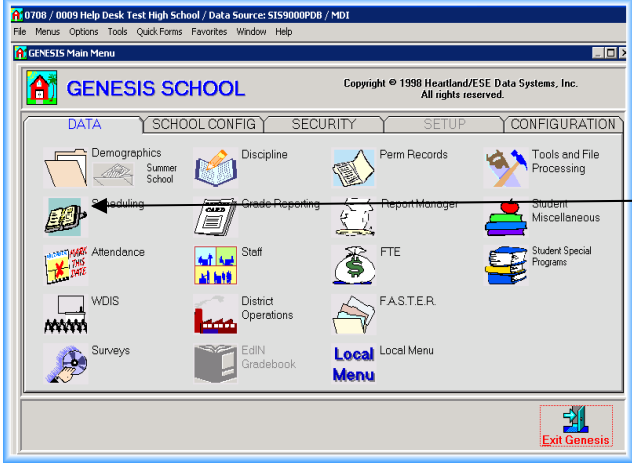
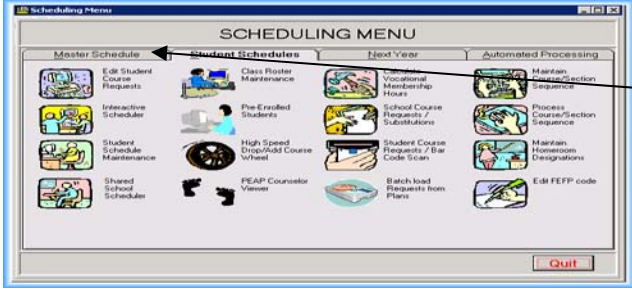
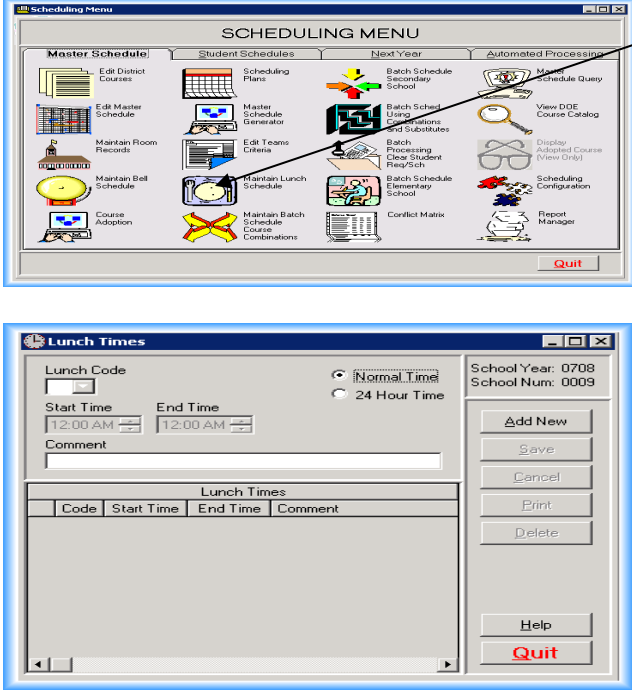
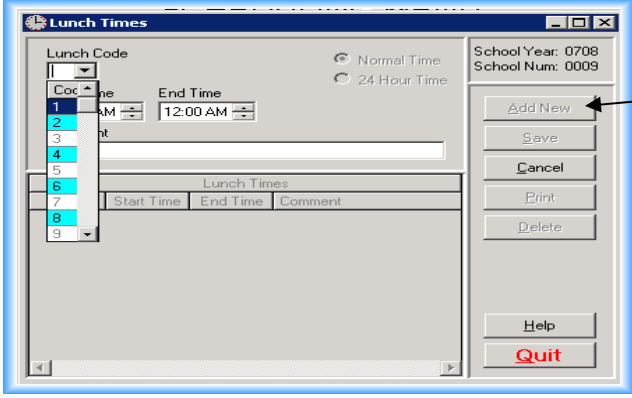
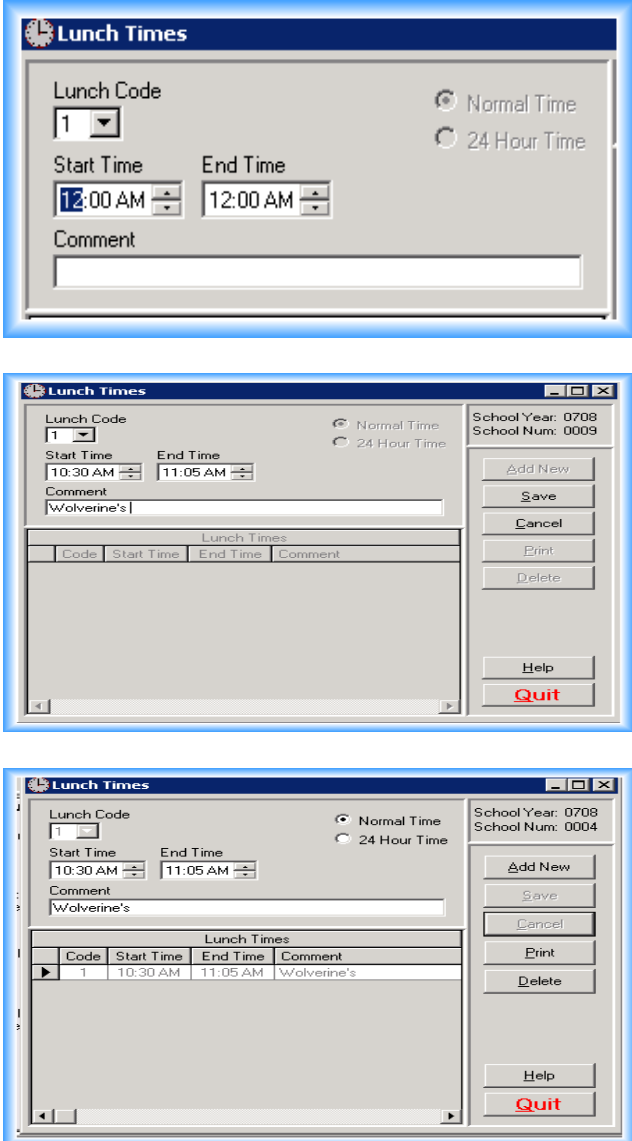


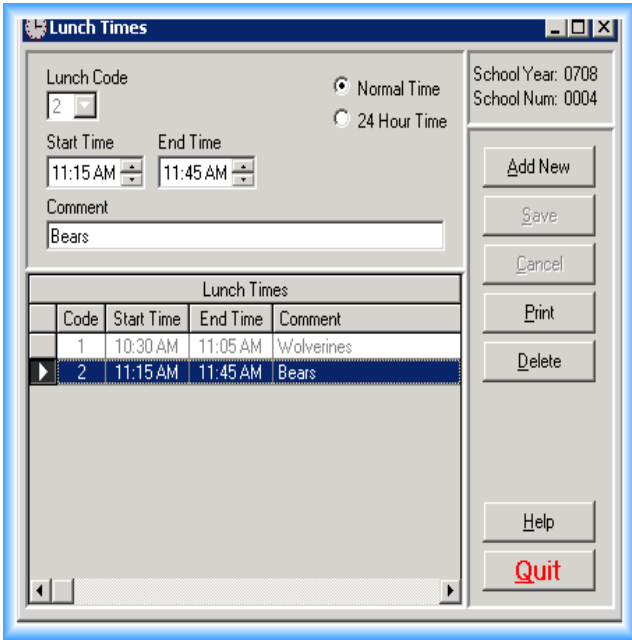

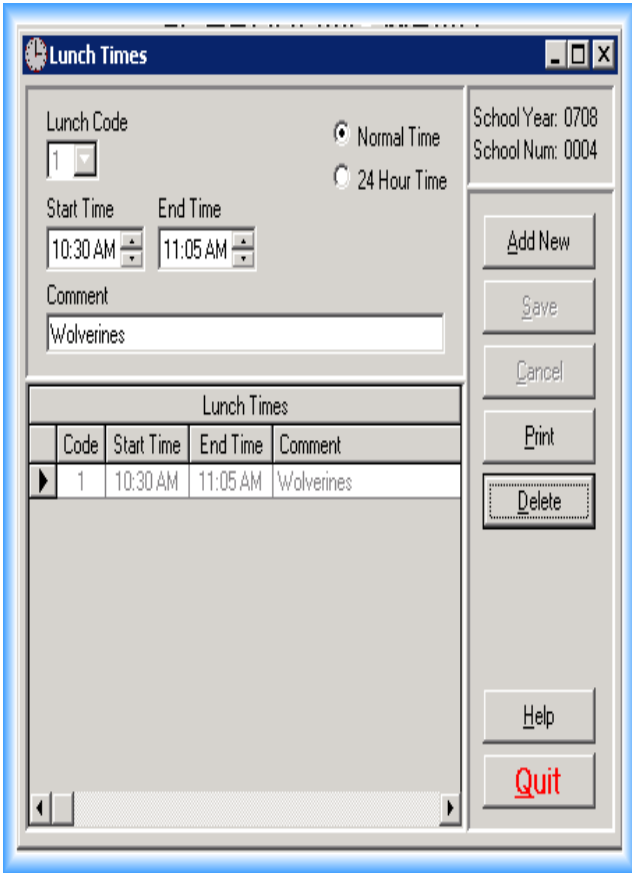
Genesis Maintain Lunch Schedules

Steps	Screen Displayed	Procedures
<p style="text-align: center;">1</p>		<p>After logging onto Genesis, the Genesis School Menu will be displayed.</p> <p><u>To Maintain Lunch Schedules:</u></p> <ul style="list-style-type: none"> Click the Schedule icon
<p style="text-align: center;">2</p>		<p>The Schedule Menu will be displayed.</p> <ul style="list-style-type: none"> Click the Master Schedule tab
<p style="text-align: center;">3</p>		<ul style="list-style-type: none"> Click the Maintain Lunch Schedule icon <p>The Lunch Times screen is displayed.</p>

Genesis Maintain Lunch Schedules

Steps	Screen Displayed	Procedures
4		<p><u>To Set Up your Lunch Schedule:</u></p> <ul style="list-style-type: none"> • Click the Add New button • Click the pull-down in the Lunch Code field and Select the lunch code (letter or number) that you wish use
5		<ul style="list-style-type: none"> • Click in the Start Time field and Type the Start Time hour • Press the right arrow key on your keyboard and Type the Start Time minutes • Press the right arrow key and Type AM/ or PM • Tab to the End Time field and Type the Lunch Period End time using the same process used for entering the Start Time <p>If you would like to add comments, Tab to the comments field and Type your comments.</p> <p><u>To Save this Lunch Schedule:</u></p> <ul style="list-style-type: none"> • Click the Save button <p><u>To Add Additional Lunch Periods:</u></p> <ul style="list-style-type: none"> • Repeat Steps 4 & 5

Genesis Maintain Lunch Schedules

Steps	Screen Displayed	Procedures												
	 <p>The screenshot shows the 'Lunch Times' application window. The 'Lunch Code' is set to 2. The 'Start Time' is 11:15 AM and the 'End Time' is 11:45 AM. The comment is 'Bears'. In the table below, the row for Code 2 is highlighted. The table has columns: Code, Start Time, End Time, and Comment.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Code</th> <th>Start Time</th> <th>End Time</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10:30 AM</td> <td>11:05 AM</td> <td>Wolverines</td> </tr> <tr style="background-color: #e0e0e0;"> <td>2</td> <td>11:15 AM</td> <td>11:45 AM</td> <td>Bears</td> </tr> </tbody> </table>	Code	Start Time	End Time	Comment	1	10:30 AM	11:05 AM	Wolverines	2	11:15 AM	11:45 AM	Bears	<p><u>To Delete a Lunch Schedule:</u></p> <ul style="list-style-type: none"> Highlight the Lunch Time to delete, Click the Delete button <p>A Delete confirmation message will be displayed.</p>  <p>The dialog box asks: 'Are you sure you want to delete this Lunch Times record?' with 'Yes', 'No', and 'Cancel' buttons.</p> <ul style="list-style-type: none"> Click Yes to confirm the delete request
Code	Start Time	End Time	Comment											
1	10:30 AM	11:05 AM	Wolverines											
2	11:15 AM	11:45 AM	Bears											
	 <p>The screenshot shows the 'Lunch Times' application window. The 'Lunch Code' is set to 1. The 'Start Time' is 10:30 AM and the 'End Time' is 11:05 AM. The comment is 'Wolverines'. In the table below, the row for Code 1 is selected. The table has columns: Code, Start Time, End Time, and Comment.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Code</th> <th>Start Time</th> <th>End Time</th> <th>Comment</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>1</td> <td>10:30 AM</td> <td>11:05 AM</td> <td>Wolverines</td> </tr> </tbody> </table>	Code	Start Time	End Time	Comment	1	10:30 AM	11:05 AM	Wolverines	<p><u>To Exit this screen:</u></p> <ul style="list-style-type: none"> Click the Quit button <p><u>Important- Please Read!!</u></p> <p>To have Lunch Periods appear on the student's schedules, refer to the Automated Lunch Assignment documentation for step by step instructions.</p>				
Code	Start Time	End Time	Comment											
1	10:30 AM	11:05 AM	Wolverines											