



InTouch Terminal Operations: Lookup Student

Terminal #: 1 User: master, a5555 Receipt Mode Site: Lincoln High School

Name: Acosta, Yamilex
ID: 116217 ACTIVITY C No
Grade: 10 Account Balance: \$0.00

District ID	School ID	Last Name	First Name	Grade
248237	248237	Abdulrahman	Abdulrahman	10
252798	252798	Abel	Emmett	10
234332	234332	Acosta	Desiree	09
234574	234574	Acosta	Destiney	10
113590	113590	Acosta	Jose	09
119897	119897	Acosta	Karla	09
154312	154312	Acosta	Rosemary	09
116217	116217	Acosta	Yamilex	10
185538	185538	Acosta Parra	Miriam	11
106385	106385	Acuna Cordo...	Jose	09
961038	961038	Adair	Alexandria	12
996313	996313	Adair	Ronnie	10
215867	215867	Adam	Karli	11
131870	131870	Adame-Castro	Paulina	09
115960	115960	Adams	Brittley	10
131897	131897	Adams	David	09
976950	976950	Adams	Erika	11

Tax: 0.00
Total: 0.00

Enter Fines Finish Sale
Enter Fees Quick Screen
Customer History Lookup Student
Customer Info Lookup Non-Student
InTouch Manager Lookup Inventory
Logout More...

Cancel Info Keyboard Lookup at District OK

General Receipting Functionality: Setup with all students, based on SIS import

- Select Lookup Student tab
- Type the first few letters of the last name
- Select the correct student from the shortened list
- Hit **OK**
- Fines/Fees reminder screen will pop-up if students has these – ok or cancel as appropriate



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55 Receipt Mode Site: Lincoln High School

Name: Acosta, Yamilex Fines: 0
ID: 116217 ACTIVITY C No Fees: 1
Grade: 10 Account Balance: 0.00 Notes: 0

Active Last Name

District ID	School ID	Last Name	First Name	Grade
248237	248237	Abdulrahman	Abdulrahman	10
252700	252700	Abdulrahman	Emmett	10
			Desiree	09
			Destiney	10
			Jose	09
			Karla	09
			Rosemary	09
			Yamilex	10
			Miriam	11
			Jose	09

View ?

0 Fines 1 Fee 0 Notes

Cancel

The display if the student has any open fines, fees, and/or notes – there are also interactive links at the top right of the student screen that opens current fees, fines, and notes if CANCEL is originally selected.

LOOKUP AT DISTRICT button:

This allows for receipting for any student, anywhere in the district. Fines can be paid at the district office in the summer or when a school site is closed, for example.

If the wrong student is selected, simply hit the “Lookup Student” tab to start over.

Active/Inactive Drop Down Filter – used to switch between lists of students - to lookup graduated or withdrawn students. A student and student’s history is never deleted in InTouch!

Last Name Drop Down Filter – change the search criteria from the default. Change the default in Manager/Setup/Terminal Settings.



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Info is one method to see the current demographic information of the student – assists when many students have the same last / first names

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Customer Info

Acuna Cordova, Jose

Customer #: [REDACTED]

Grade: 09

Site: Lincoln High School

Address:

123 Main St.

Fife, WA 98424

Phone: 555-5555

Email: jones@domain.com

Emergency Contact: Mrs Jones

Emergency Phone: 555-5555

Parent/Guardian Info

Acuna, Karla

Relationship: PA

Address:

123 Main St.

Fife, WA 98424

Mobile Phone: 555-1234

Home Phone: 555-5555

Home Email: jones@domain.com

Work Phone: 555-2345