

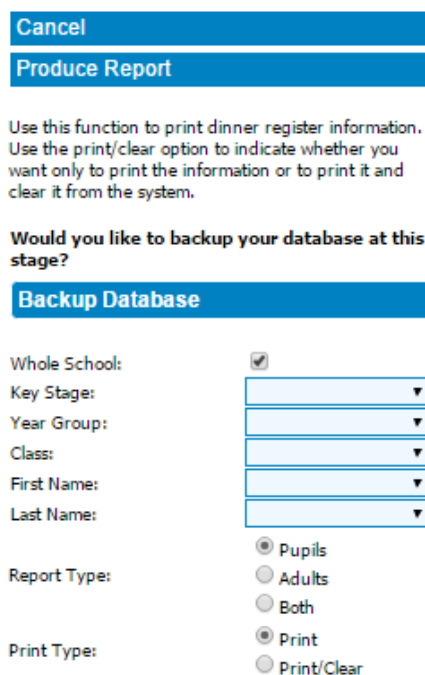
## Print & Clear on P4

A Print and Clear must be run at the end of every week (preferably towards the end of the day).

Once this has been run you will receive a printed report of all of the meals and money that were recorded that week, and the system will clear the information ready for the following week.

All Dinners information on P4 is found in 4 Office.

- Click on the **4 Office tab**
- Open the menu on the left hand side and click on **Dinners**
- Click **Dinner Register Report** and you will see the following screen:



Cancel

Produce Report

Use this function to print dinner register information. Use the print/clear option to indicate whether you want only to print the information or to print it and clear it from the system.

Would you like to backup your database at this stage?

Backup Database

Whole School:

Key Stage:

Year Group:

Class:

First Name:

Last Name:

Report Type:  Pupils  
 Adults  
 Both

Print Type:  Print  
 Print/Clear

- Click **Backup Database** – This should be done **every time** before running a Print and Clear
- Make sure **Whole School** is ticked
- Mark **Both** in the Report Type (If adults don't have dinners, mark **Pupils** only)
- Next to Print Type: click **Print** to view a copy of the report – **This will allow you to make sure all of the information entered this week is correct and up to date. You can then print the information if you want to keep a copy of the report.**
- If you are happy with the report, click **Print/Clear**
- Click **Produce Report**.

While the print and clear is running you will receive a printed breakdown of this week's dinner numbers and dinner money. Once completed, it will clear that week's information from the system but it keeps the pupil's bought forward balance ready to start a new week.

## FAQ

Below are common questions in regards to Print and Clear.

### **When should I run my print and clear?**

A print and clear should be run at the end of every week, preferably at the end of the school day (e.g. Friday afternoon).

### **Could I run my print and clear during the week?**

A print and clear can be run at any time, but this should only be run during the week if the school closes mid-week (i.e. for the school holidays) or if you forget to run your print and clear for the previous week.

### **I forgot to run my print and clear last week. What should I do?**

This is nothing to worry about. If you have forgotten to run your print and clear, just run it as normal on the following working day. This will have no effect on your current week.

**(Before you do the Print & Clear - remember to mark print, so you can check the date and make sure you are running the correct print and clear).**

### **There is a mistake in the printed report, but I have not run my print and clear.**

#### **How can I fix this?**

If you have noticed a mistake in your report, this can be fixed by running a missing day. (Please contact the Wauton Samuel helpdesk for assistance).

### **I forgot to run the print option to check my meal numbers and just ran my print and clear, the meal numbers are incorrect. How can this be fixed?**

If you have just run your print and clear and the reports are incorrect, please do the following:

- Stop using the Wauton Samuel programs right away (**Pasapp, SWF, and Finance included**)
- Ask all other staff in your school to close down their Wauton Samuel programs as well

**(This is to prevent any more data being added to the system as we will no longer be using this data file and will not be able to retrieve anything that was input after the print and clear)**

- Call Wauton Samuel as one of our client support officers will be able to connect to your pc remotely and use your most recent backup to restore your previous data. You will then be able to amend any mistakes in your reports and run your print and clear again.

### **Why is P4 saying there is no information to print when I try to run my Print and Clear?**

If the system is telling you that there is no information to print, that is because a print and clear has already been run.