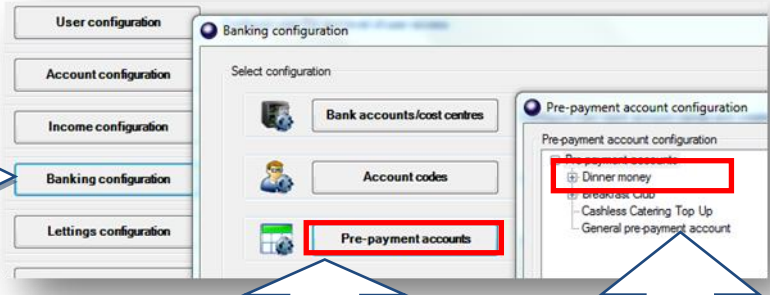


How do I ensure parents can reserve meals online?

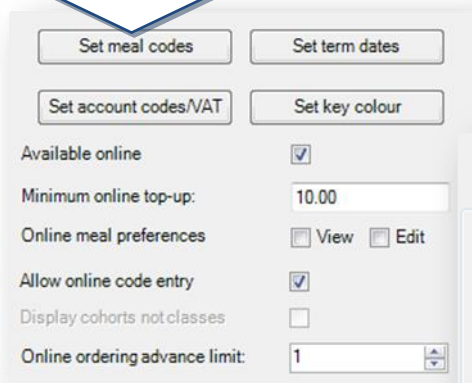
1. From the **Configuration** tab, select **Banking Configuration**



2. Select **Pre-payment accounts**

3. Select the **Dinner money** pre-payment account heading

4. Click **Set Meal Codes**



5. Select the codes that you wish parents to use online, then click **Done**

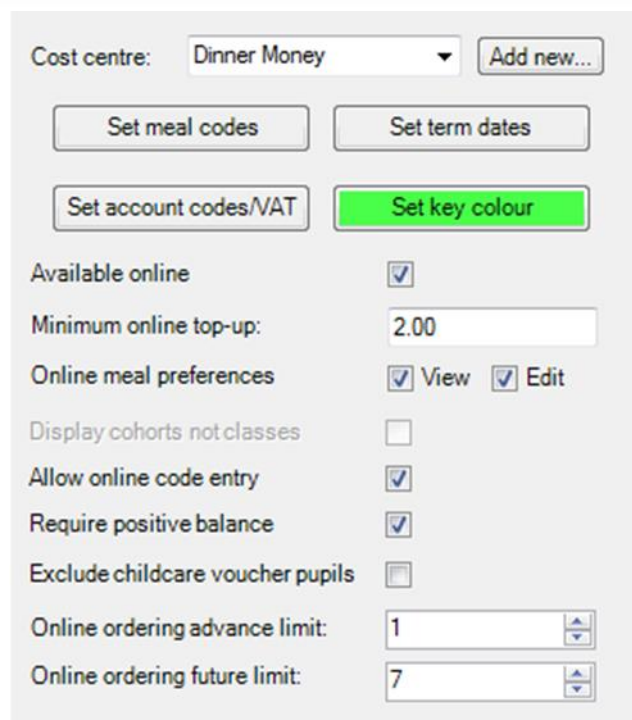
Code	Code type	Code description	Price	VAT	Select online?
M	Meal		2.00	2.40	<input checked="" type="checkbox"/>
A	Absent	Absent	0.00	0.00	<input type="checkbox"/>
S	Present	Sandwiches	0.00	0.00	<input checked="" type="checkbox"/>
V	Meal	Vegetarian School Meal	2.00	2.40	<input checked="" type="checkbox"/>

6. Tick **Allow online code entry** to enable online booking

7. Tick **Require positive balance** if you wish the parents to top up their dinner account before booking meals

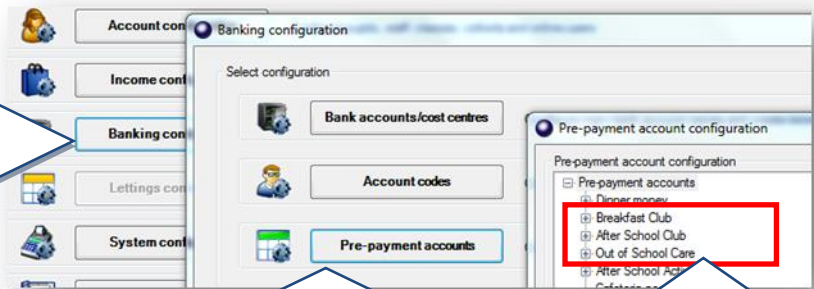
8. Set the **Online Ordering advance limit** to prevent parents ordering meals at the last minute

9. Set the **Online ordering future limit** to restrict the amount of days that meals can be booked for in advance



How do I ensure parents can reserve Extended Day sessions online?

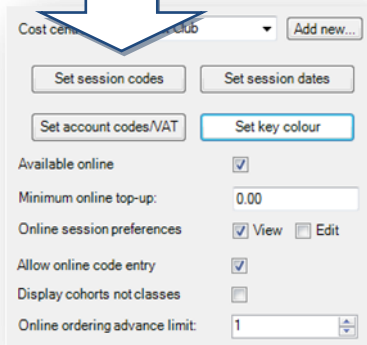
1. From the **Configuration** tab, select **Banking Configuration**



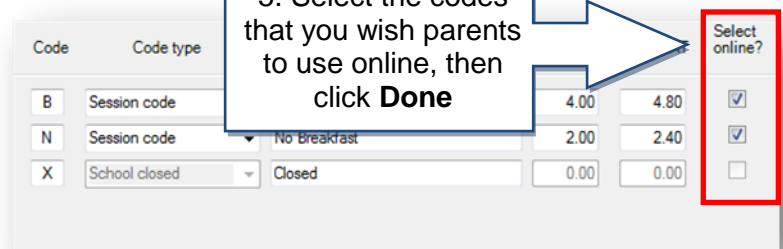
2. Select **Pre-payment accounts**

3. Select the appropriate pre-payment account heading

4. Click **Set session codes**



5. Select the codes that you wish parents to use online, then click **Done**



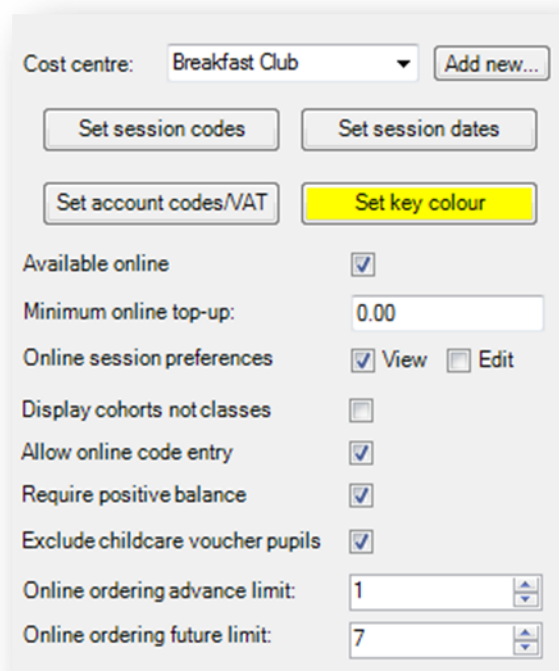
6. Tick **Allow online code entry** to enable online booking

7. Tick **Require positive balance** if you wish the parents to top up their account before booking sessions

8. Tick **Exclude childcare voucher pupils** to exclude these from the positive balance rule

9. Set the **Online Ordering advance limit** to prevent parents ordering places at the last minute

10. Set the **Online ordering future limit** to restrict the amount of days places can be booked for in advance



How do I enable trips to display online?

1. From the **Trips and events** tab, select the relevant trip, then click **Change trip**

2. Tick **Trip available online**

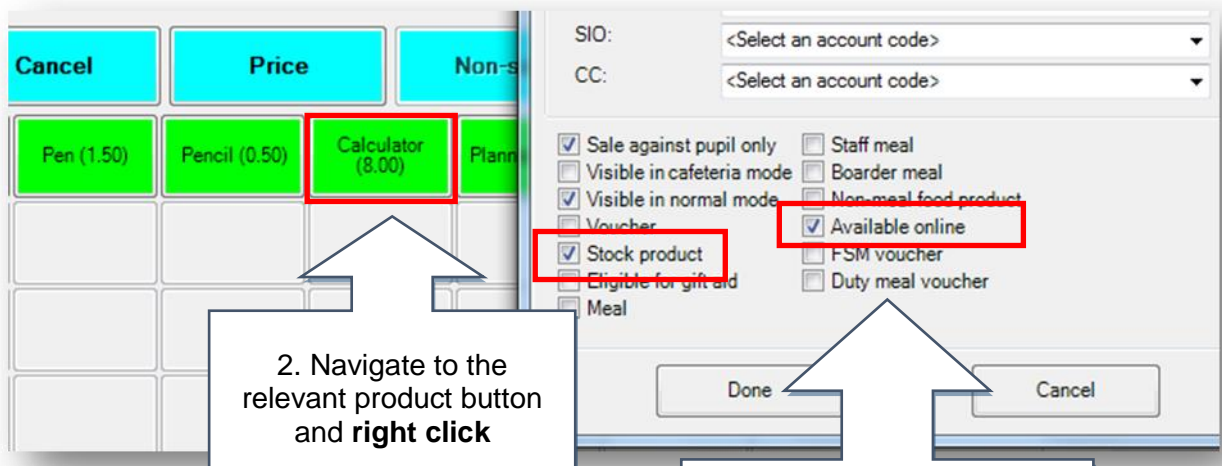
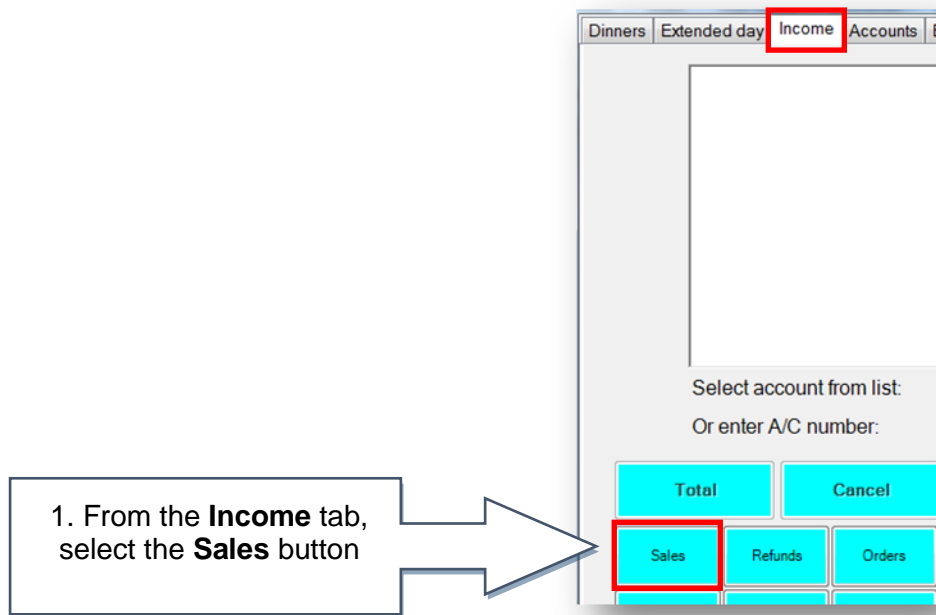
3. If required, tick and enter **Minimum online top-up** for this trip

4. Select **Set up** for the Trip tick boxes

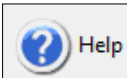
5. Tick the appropriate options to determine whether parents can view and/or edit the tick box from their online account

Name	Abbreviated name	Can view online	Can alter online
Permission slip	Slip?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<Click this row to add>			

How do I enable products to display online?



Support

If you have any queries please click the  button to access the online Help Centre or contact our Customer Support team.

Email: support@tucasi.com
Telephone: 0844 800 4017