

Useful Information

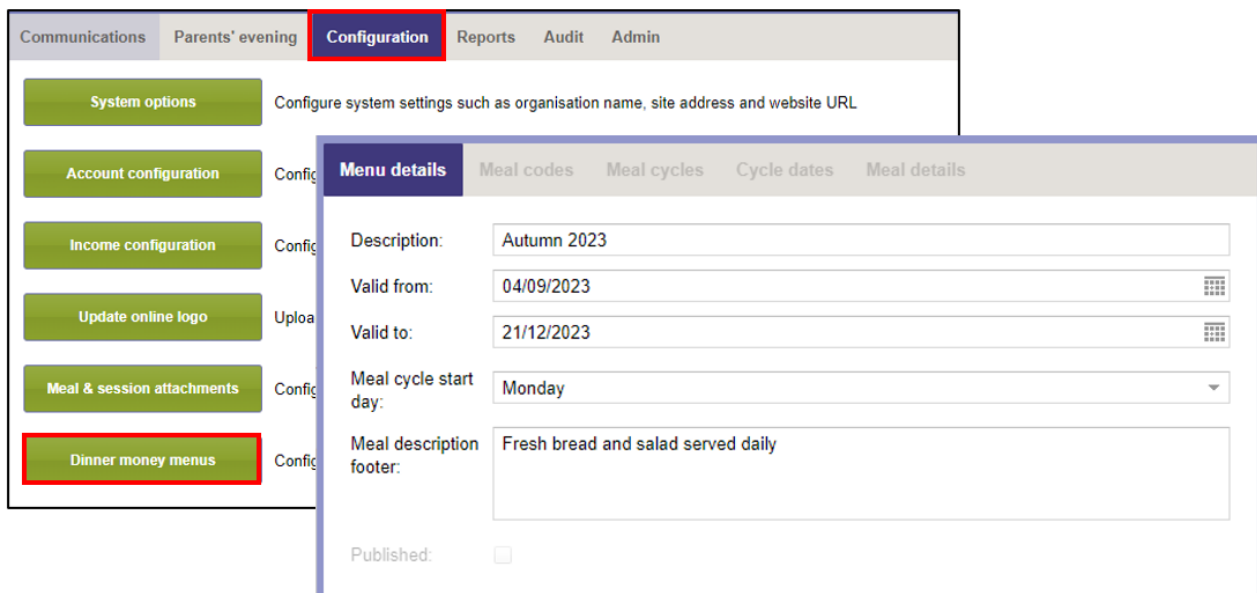
This document is designed to help schools configure rotating menu cycles along with descriptions and meal images that can be linked to specific days on a rotational basis.

These can be viewed in the classrooms using Classroom Edition, as well as to parents ordering meals online through their scopay.com account.

Set up a Rotating Menu Cycle

1. Create a Menu

- Log in to scopay.com/UserWebapp using your normal SCO login (email address and password)
- Select **Configuration**
- Select **Dinner money menus**
- Select **Add Menu**
- Add a **Description**
- Select a **Valid from** date
- Select a **Valid to** date
- Change the **Meal cycle start day**, unless your menu week starts on a Monday
- Add in a **Meal description footer**, if required
The footer will show as part of each day's menu choice



The screenshot shows the SCO system configuration interface. The 'Configuration' tab is selected in the top navigation bar. On the left sidebar, the 'Dinner money menus' option is highlighted with a red box. The main content area shows the 'Menu details' form, which includes the following fields:

- Description:** Autumn 2023
- Valid from:** 04/09/2023
- Valid to:** 21/12/2023
- Meal cycle start day:** Monday
- Meal description footer:** Fresh bread and salad served daily
- Published:**

2. Select the Meal Codes

- Select the **Meal codes** tab
- Tick the **Available** box against those meal codes that will be offered as part of this particular menu cycle
- The tick box selections are automatically saved as you move on to the next tab, or exit the screen

Meal code	Description	Available
M	Main Meal	<input checked="" type="checkbox"/>
V	Vegetarian Meal	<input checked="" type="checkbox"/>
J	Jacket Potato	<input type="checkbox"/>
S	School Packed Lunch	<input checked="" type="checkbox"/>
P	Present, no meal	<input type="checkbox"/>
D	Duty meal	<input type="checkbox"/>
C	Sandwich	<input type="checkbox"/>

Note that all meal codes set as **Available online** in SCO will be displayed to SCOPAY users, but only those selected as **Available** here can have descriptions / images attached.

3. Add the Meal Cycle

- Select the **Meal cycles** tab
- Select **Add meal cycle**
- Add in a **Description** for your first meal cycle e.g. **Week 1**
- Click **Save**
- Click **OK**, when prompted that your meal cycle has been added
- If you need to add in additional cycles (e.g. if your menu has a three week cycle) then select **Add meal cycle** to define the additional labels

Menu details Meal codes **Meal cycles** Cycle dates Meal details

Click on a meal cycle to edit the description

Description	Delete
Week 1	<input checked="" type="checkbox"/>
Week 2	<input checked="" type="checkbox"/>

Add meal cycle

Description:

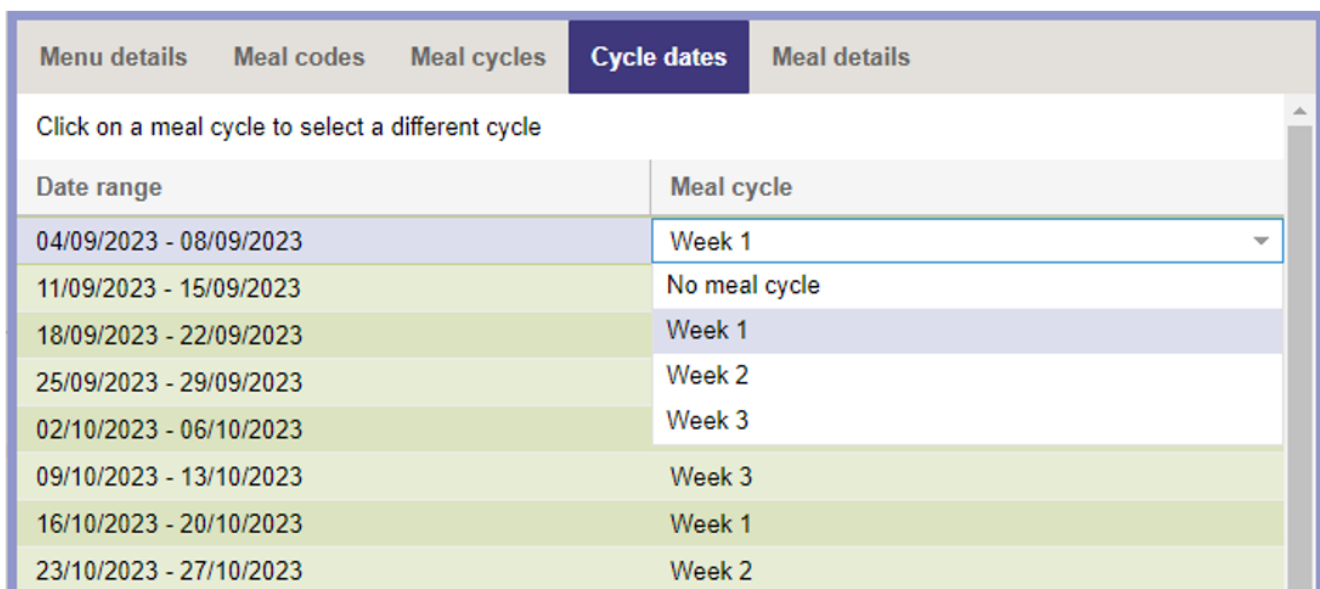
Save

4. Set the Meal Cycle Dates

This process will determine which menu is displayed each week.

By default the cycle will populate throughout with the first menu cycle label. To change to an alternative menu cycle:

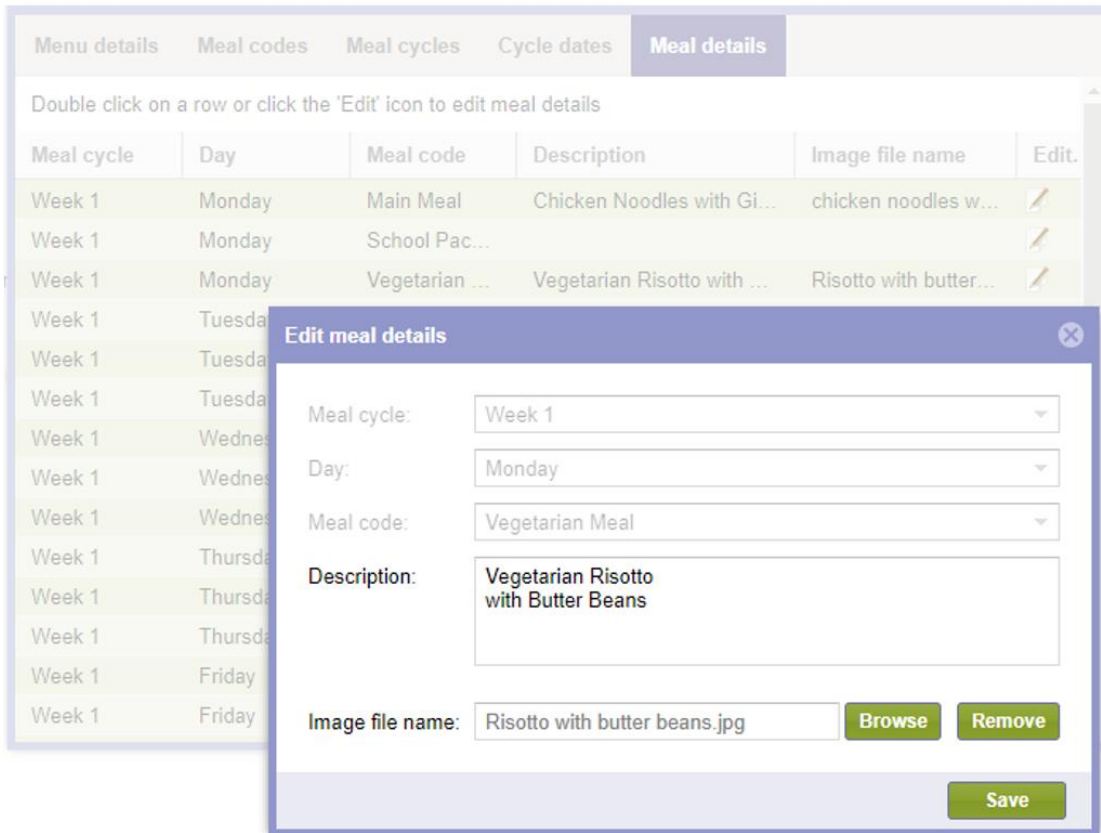
- Select the **Cycle dates** tab
- Click the first **Meal cycle** you wish to change
- From the drop down menu, change **No meal cycle** to the meal cycle that you wish to use for that week
- When prompted if you wish to **Update the remaining dates with the meal cycle**, select **Yes** (to autofill the following weeks)
- Adjust any weeks if necessary e.g. for school holidays



Menu details	Meal codes	Meal cycles	Cycle dates	Meal details
Click on a meal cycle to select a different cycle				
Date range	Meal cycle			
04/09/2023 - 08/09/2023	Week 1			
11/09/2023 - 15/09/2023	No meal cycle			
18/09/2023 - 22/09/2023	Week 1			
25/09/2023 - 29/09/2023	Week 2			
02/10/2023 - 06/10/2023	Week 3			
09/10/2023 - 13/10/2023	Week 3			
16/10/2023 - 20/10/2023	Week 1			
23/10/2023 - 27/10/2023	Week 2			

5. Add the Meal Descriptions and Images

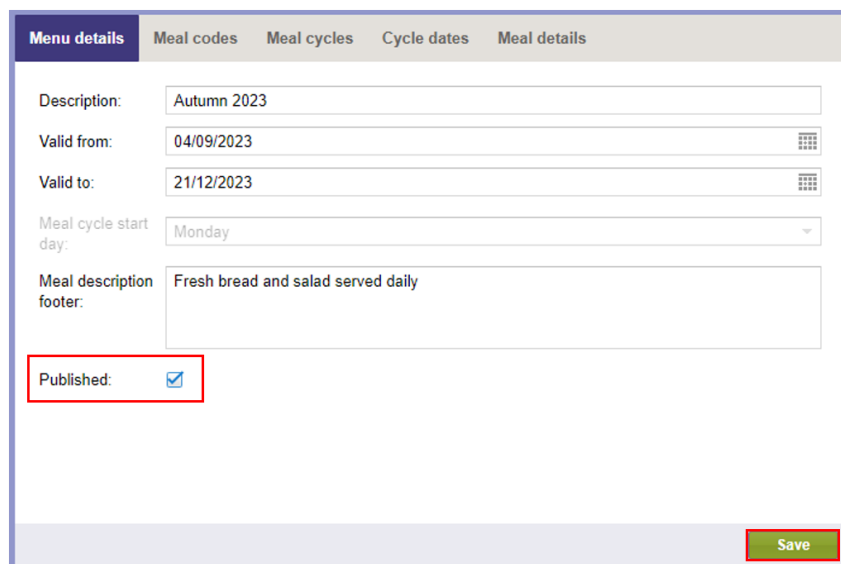
- Select the **Meal details** tab
- Select the **Edit** button for the meal choice you wish to define
- Add in the meal **Description**
Tip: if you have an electronic version of the menu, you may wish to copy and paste the descriptions
- Select **Browse** to find the appropriate image file for this meal
(NB accepted file extensions are jpg, jpeg, bmp, gif, png and no larger than 1MB)
- Select **Save**
- Repeat as required to add descriptions and images for other meal types/days



6. Publish the Menu

The menu will not display via Classroom Edition or scopay.com until it has been marked as **Published**.

- Select the **Menu details** tab
- Tick the **Published?** checkbox
- Select **Save**



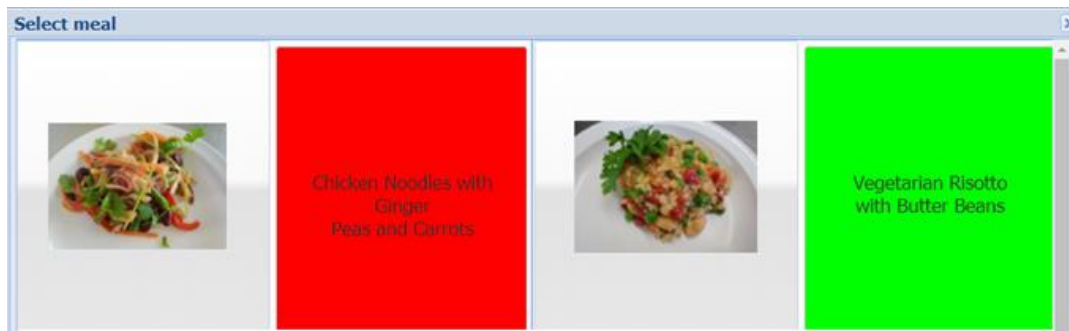
7. View the Menu in the Classroom Edition

Once a menu has been published, details and images will be available to view through the Classroom edition.

- Log on to scopay.com/ClassroomWebapp using your SCO login (email address and password)
- Select a **Class** from the left hand side
- Select a **Pupil** from the register
- To view the menu options, click **View Meals** in the bottom right hand corner of the screen

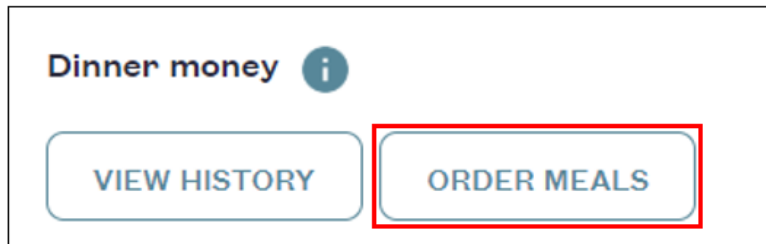


- Details of the menu choices for today will then be displayed
- Select the required meal choice

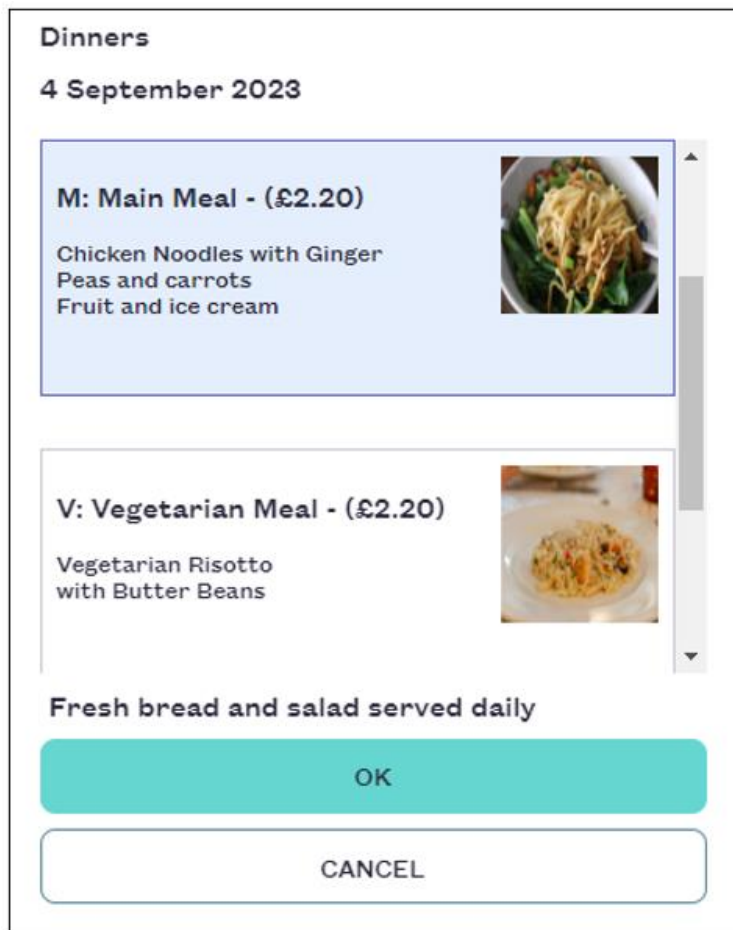


8. View the Menu on SCOPAY

- The parent logs in to scopay.com
- Under **Dinner money**, select **ORDER MEALS**



- Select the day you wish to view
- The meal options will be displayed
- Select a meal
- Select **OK**



How do I get help?



Email your query to the
Tucasi Customer Support Team
support@tucasi.com



Tucasi Customer Support Team
02380 016 564
8.30 am to 4.00 pm Monday to Friday

SCO Help Centre

See the
Frequently Asked Questions section
help.tucasi.com