



SCO | Twelve15

Central Menu Uploading

User Guide

*for use by
Twelve15 caterers only*



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About this document

This document is applicable to central catering teams using SCO's Centralised Menu Uploading Webapp functionality.

This document describes how to upload a single central menu to be configured for use across multiple school sites.

Before you start

You will already have been asked to provide details of the sites for which you have a catering contract and your nominated central users to allow the configuration to be completed by the Tucasi Operations Team.

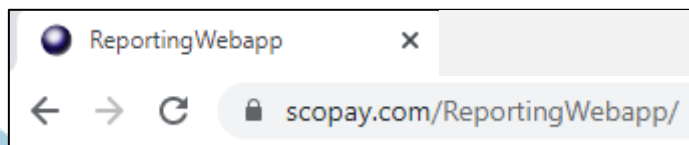
Note that usernames must be valid email addresses which have not already registered as Schools Cash Office users. If necessary, please consult your own IT Support Team to request an alias email address that can be used as your Reporting Webapp username.

If additional sites form part of your catering contract at a future stage, or you require additional Reporting Webapp access for new central staff, please consult the Tucasi Operations Team.

Login in to the reporting webapp

The Central Reporting Webapp is accessed online and requires no installation.

Visit www.scopay.com/ReportingWebapp

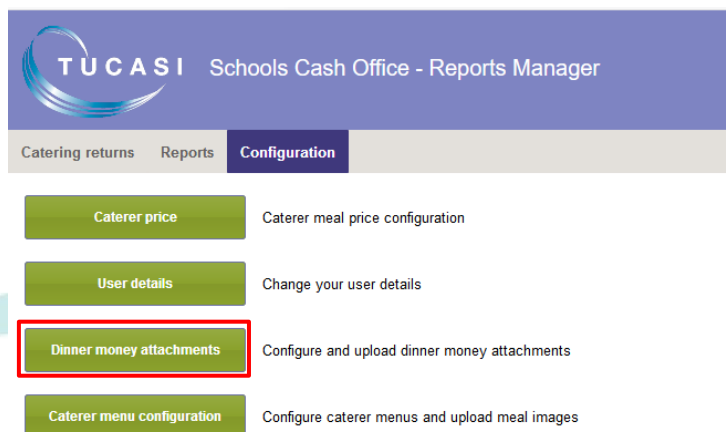


Note that if you are typing this address into a browser manually, the address is case sensitive, so you will need to type the uppercase R and W.

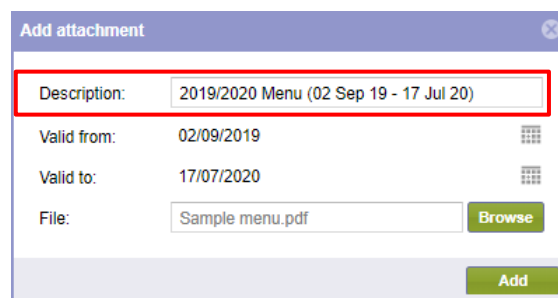
Upload a catering menu

Note that these instructions are for Twelve15 caterers only, not for school use.

1. Log into www.scopay.com/ReportingWebapp using your login (email address and password)
2. Select **Configuration**
3. Click **Dinner money attachments**



4. Click **Add attachment**
5. Enter a **Description** for your menu (this will display online to parents)
6. Select the **Valid from:** date for your menu
7. Select a **Valid to:** date for the menu
8. Click the **Browse** button to upload your saved menu in pdf format
9. Click **Add**
10. Repeat the process to add in further menus if required (eg different language versions or menus covering different dates)
11. When all menus are uploaded, close the window via the X in the top right hand corner

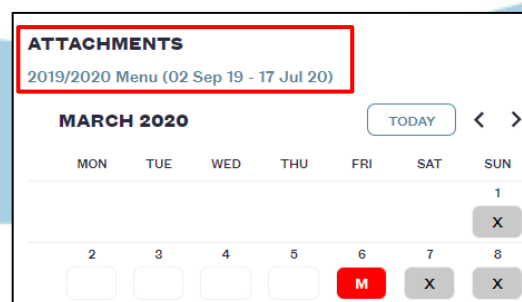


Parent view

Parents will see the attachment(s) available when they view the dinner calendar via scopay.com.

1. The parent logs in to scopay.com
2. Under **Dinner money**, click on **ORDER MEALS**
3. The menu will be displayed under **ATTACHMENTS**
4. Click on the link to open or save the attachment

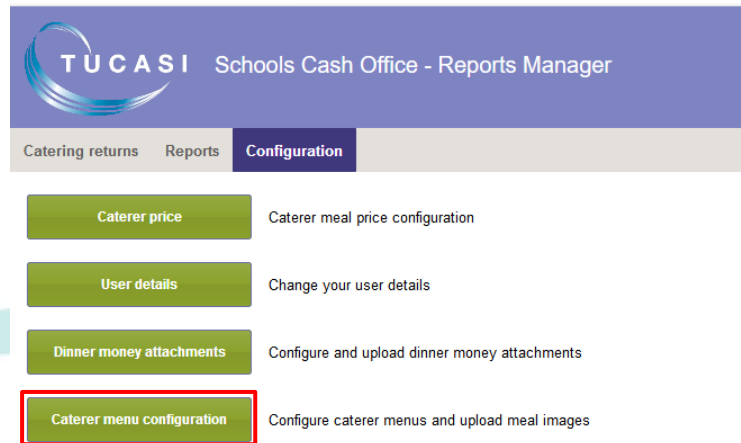
Note: menu attachments will only display against a month that they are valid for.



If the menu is not valid for the month the parent is viewing, the menu will not be displayed.

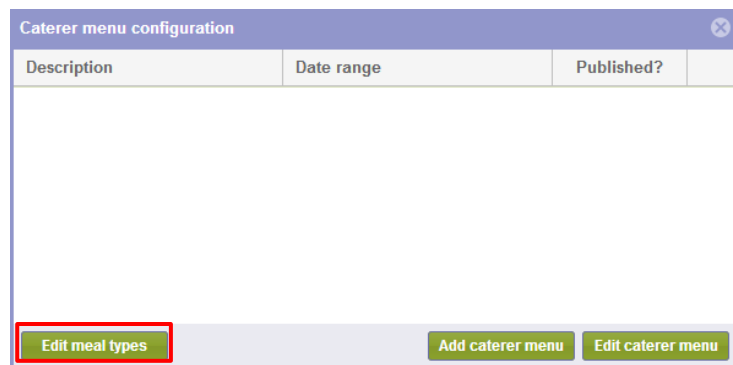
Set up a rotating menu cycle

1. Log into www.scopay.com/ReportingWebapp using your login (email address and password)
2. Select **Configuration**
3. Select **Caterer menu configuration**



Add meal types

4. Select **Edit meal types** to add in the range of meal types that you wish to offer:



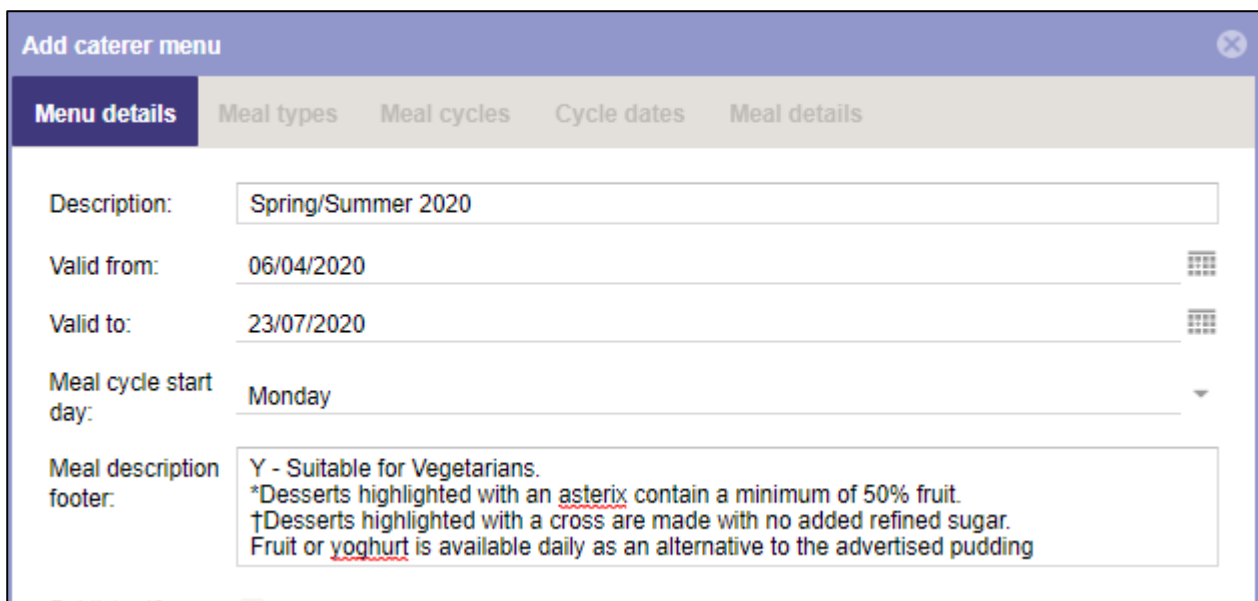
5. Select **Add meal type**



6. Close the window

Create a menu

1. Click **Add Menu**
2. Add a **Description** of your menu
3. Select the **Valid from** date
4. Select the **Valid to** date
5. Select Monday as the **Meal cycle start date**, unless your menu week starts on a different day
6. Add in a **Meal description footer**, if required
*The **Meal description footer** will show as part of each day's menu choice*

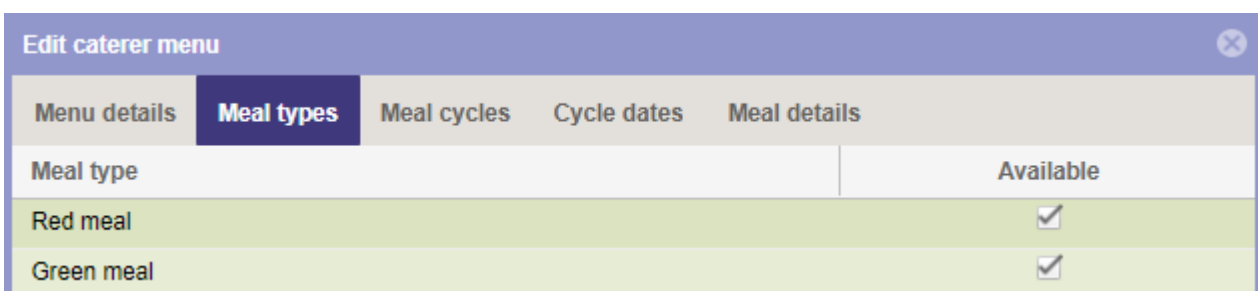


The screenshot shows a web form titled "Add caterer menu" with a close button in the top right. The form has five tabs: "Menu details" (selected), "Meal types", "Meal cycles", "Cycle dates", and "Meal details". The "Menu details" tab contains the following fields:

- Description: Spring/Summer 2020
- Valid from: 06/04/2020
- Valid to: 23/07/2020
- Meal cycle start day: Monday
- Meal description footer: Y - Suitable for Vegetarians. *Desserts highlighted with an asterix contain a minimum of 50% fruit. †Desserts highlighted with a cross are made with no added refined sugar. Fruit or yoghurt is available daily as an alternative to the advertised pudding

Select the meal types

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



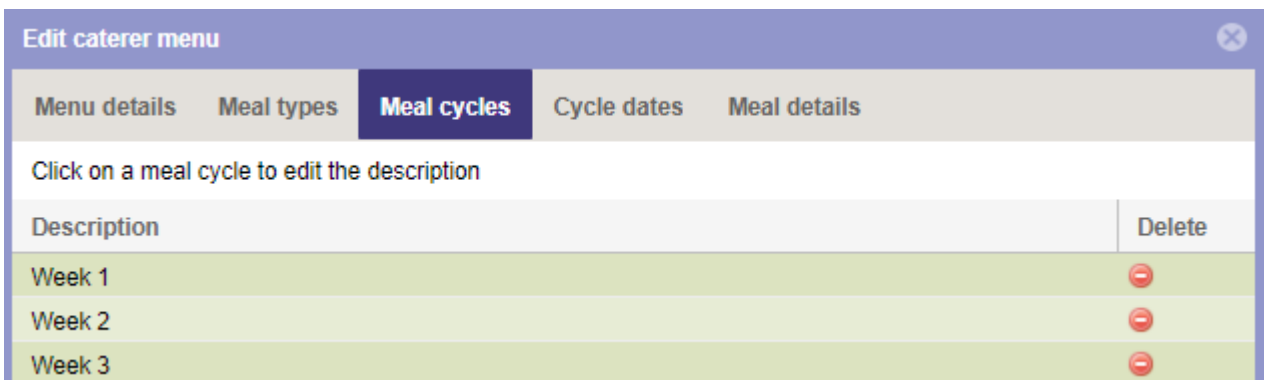
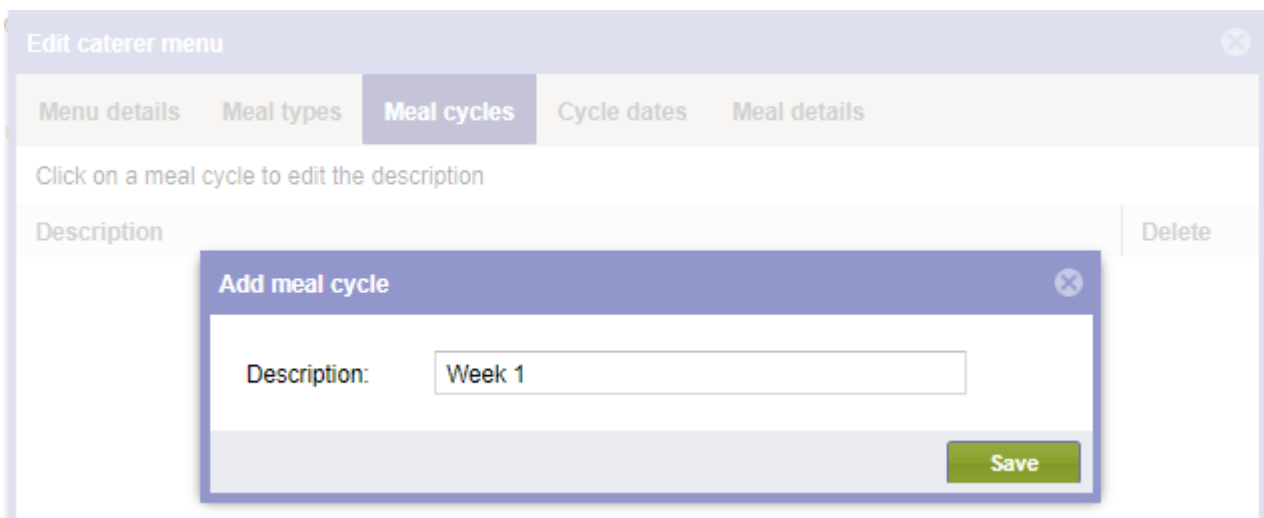
The screenshot shows a web form titled "Edit caterer menu" with a close button in the top right. The form has five tabs: "Menu details", "Meal types" (selected), "Meal cycles", "Cycle dates", and "Meal details". The "Meal types" tab contains a table with two columns: "Meal type" and "Available".

Meal type	Available
Red meal	<input checked="" type="checkbox"/>
Green meal	<input checked="" 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.

Add the meal cycle

1. Select the **Meal cycles** tab
2. Click **Add meal cycle**
3. Add in a **Description** for your first meal cycle e.g. **Week 1**
4. Click **Save**
5. Click **OK**, when prompted that your meal cycle has been added
6. If you need to add in additional cycles (e.g. if your menu has a three week cycle) then select **Add meal cycle** to add the additional labels – Week 2 and Week 3



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 a menu cycle:

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



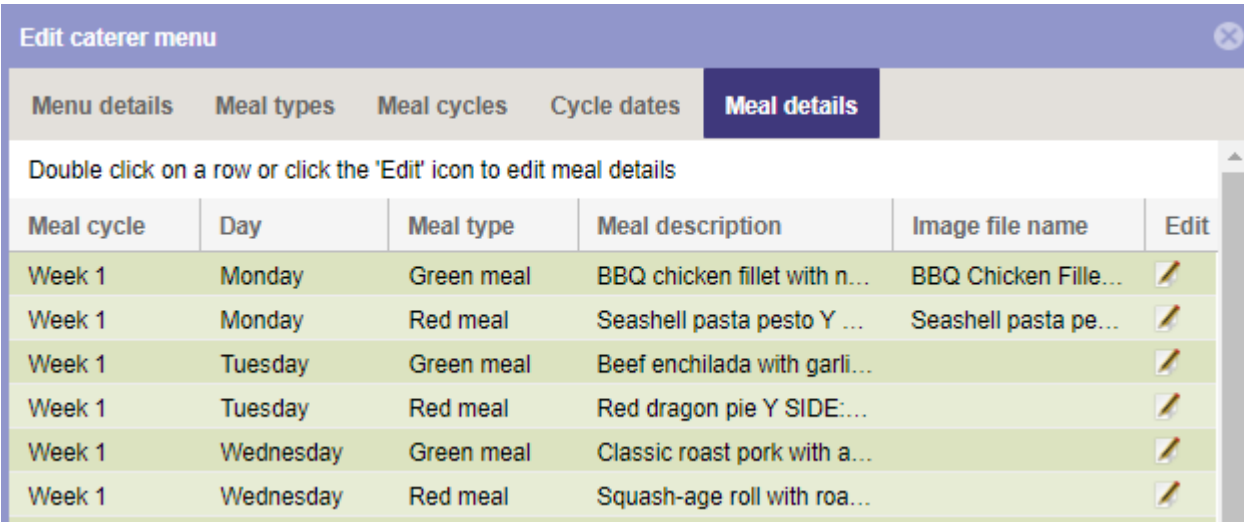
Click on a meal cycle to select a different cycle

Date range	Meal cycle
06/04/2020 - 10/04/2020	No meal cycle
13/04/2020 - 17/04/2020	No meal cycle
20/04/2020 - 24/04/2020	Week 1
27/04/2020 - 01/05/2020	Week 2
04/05/2020 - 08/05/2020	Week 3
11/05/2020 - 15/05/2020	Week 1
18/05/2020 - 22/05/2020	Week 2
25/05/2020 - 29/05/2020	No meal cycle
01/06/2020 - 05/06/2020	Week 1
08/06/2020 - 12/06/2020	Week 2
15/06/2020 - 19/06/2020	Week 3
22/06/2020 - 26/06/2020	Week 1
29/06/2020 - 03/07/2020	Week 2
06/07/2020 - 10/07/2020	Week 3

6. Proceed to the **Meal details** tab

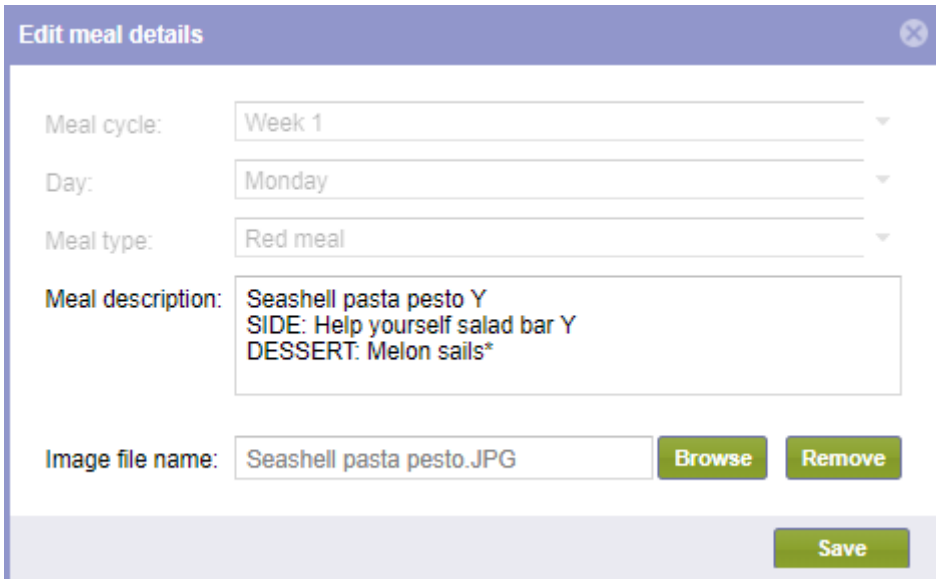
Add the meal descriptions and images

1. Select the **Meal details** tab
2. Select the **Edit** button for the meal choice you wish to edit
3. Add in the meal **Description**
If you have an electronic version of the menu, you may wish to copy and paste the descriptions
4. **Browse** to find the appropriate image file for this meal
(accepted file extensions are jpg, jpeg, bmp, gif, png)
5. Click **Save**
6. Repeat as required to add descriptions and images for other meal types/days



Double click on a row or click the 'Edit' icon to edit meal details

Meal cycle	Day	Meal type	Meal description	Image file name	Edit
Week 1	Monday	Green meal	BBQ chicken fillet with n...	BBQ Chicken Fille...	
Week 1	Monday	Red meal	Seashell pasta pesto Y ...	Seashell pasta pe...	
Week 1	Tuesday	Green meal	Beef enchilada with garli...		
Week 1	Tuesday	Red meal	Red dragon pie Y SIDE:...		
Week 1	Wednesday	Green meal	Classic roast pork with a...		
Week 1	Wednesday	Red meal	Squash-age roll with roa...		



Edit meal details

Meal cycle: Week 1

Day: Monday

Meal type: Red meal

Meal description: Seashell pasta pesto Y
SIDE: Help yourself salad bar Y
DESSERT: Melon sails*

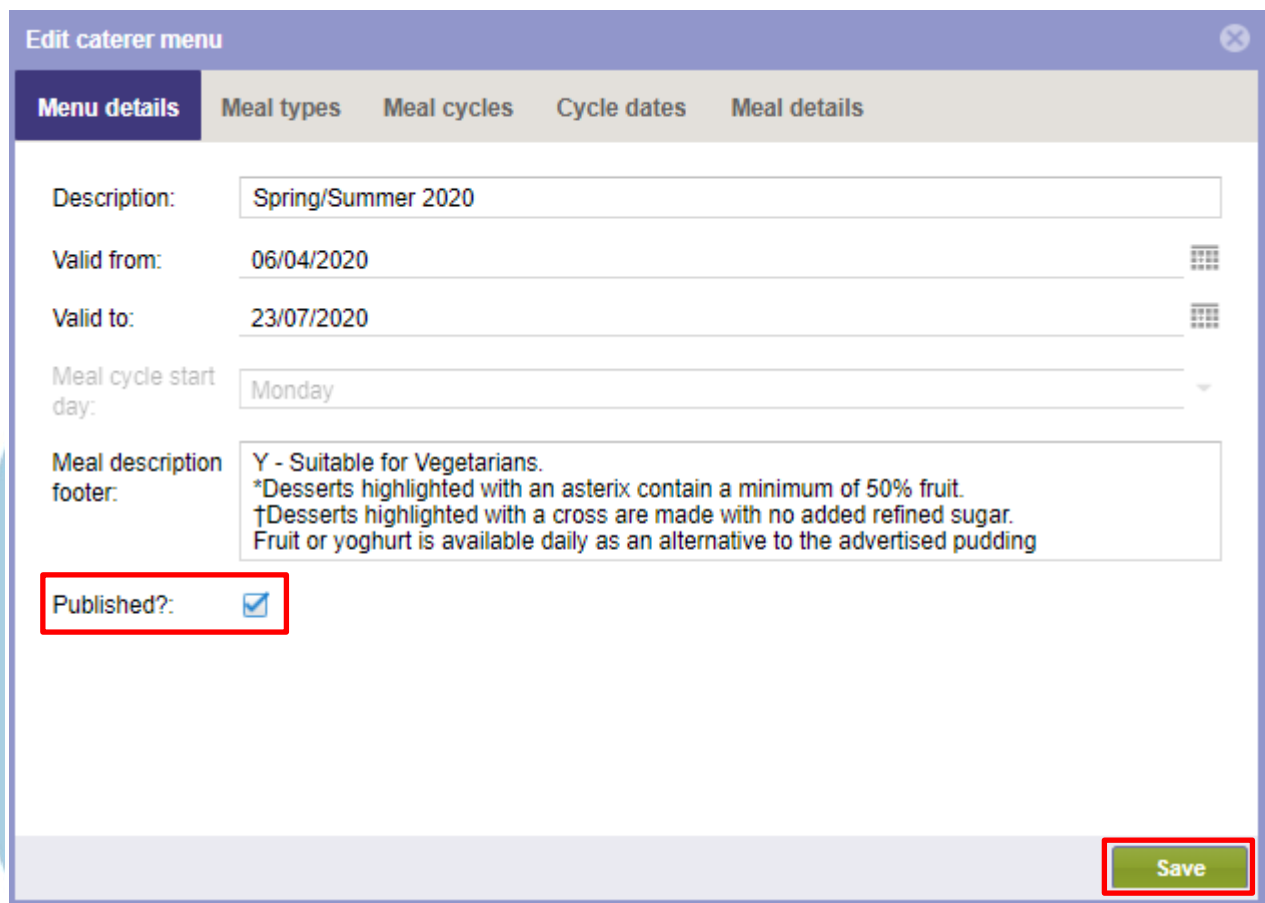
Image file name: Seashell pasta pesto.JPG

7. Proceed to the next session **Publish the Menu**

Publish the menu

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

1. Select the **Menu details** tab
2. Tick the **Published?** checkbox
3. Click on **Save**
4. Once published, this menu will be available for schools and parents to view via Classroom Edition or on scopay.com



Edit caterer menu

Menu details | Meal types | Meal cycles | Cycle dates | Meal details

Description: Spring/Summer 2020

Valid from: 06/04/2020

Valid to: 23/07/2020

Meal cycle start day: Monday

Meal description footer: Y - Suitable for Vegetarians.
*Desserts highlighted with an asterix contain a minimum of 50% fruit.
†Desserts highlighted with a cross are made with no added refined sugar.
Fruit or yoghurt is available daily as an alternative to the advertised pudding

Published?:

Save

Help

If you have any queries about the linked school sites, please contact the Operations Team:
email operations@tucasi.com

Or contact our Customer Support Team:

Telephone: **02380 016 564**

Email: support@tucasi.com

