








How do I link a Caterer meal type in SCO?

1. In Schools Cash Office, click on the **Dinners** tab
2. Select **Settings** (top right)
3. Select **Meal Codes**
4. You will see a column headed **Caterer meal type** (far right)
5. **Select the codes from the dropdowns** for the meals that you wish to link to the standard Twelve15 menu
6. Check that **Select online?** is ticked for the meals you wish parents to order online
Note that you can include meals other than those on the Twelve15 standard menu
7. If you are using the SCO Classroom Edition, check that **Show meal code in CE** is ticked for meals you wish pupils to order in the classroom
8. Click on **Done**

Code	Code type	Description	Price	Price w/VAT	Select online?	Show meal code in CE	Meal code colour	Display order	Add/delete	Caterer meal type
R	Meal	Red Choice	2.35	2.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▼		Red Meal
G	Meal	Green Choice (Vegetarian)	2.35	2.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▲▼		Green Meal (V)
W	Meal	White Choice	2.35	2.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▲▼		White Meal
Q	Meal	Special Diet	2.35	2.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▲▼		<none>
H	Meal	Halal Chicken Meal	2.35	2.88	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		▲▼		<none>
P	Present	Present, no meal	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		▲▼		<none>
S	Absent	Sick	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		▲▼		<none>

i Note that if you have other meal options not linked to the Twelve15 menu, these can still be ticked as **Select online** and can be ordered by parents on SCOPAY.

Check the online settings

1. Click on the **Configuration** tab
2. Select **Banking configuration**
3. Select **Pre-payment accounts**
4. Click on **Dinner money** and check the following settings
5. Click **Done**

The screenshot shows the 'Pre-payment account configuration' window. On the left, a tree view shows 'Pre-payment accounts' with 'Dinner money (Twelve15)' selected. The main area is divided into 'Pre-payment account configuration' and 'Pre-payment account setup'. The 'Pre-payment account configuration' section has a 'General' tab with the following settings:

- Pre-payment account name: Dinner money (Twelve15)
- Short name: Dinner
- Days of activity per week: Monday, Tuesday, Wednesday, Thursday, Friday (Saturday and Sunday are unchecked)
- Cost centre: Dinner
- Available online:
- Minimum online top-up: 0.00
- Online meal preferences: View
- Display cohorts not classes:
- Allow online code entry:
- Require positive balance:
- Exclude childcare voucher pupils:
- Advanced booking limits: From 1, To 0

The 'Pre-payment account setup' section has buttons for 'Add pre-payment account', 'Add session', 'Delete pre-payment account', and 'Delete session'. A green checkmark indicates 'Overnight preference population is currently active.' At the bottom, there are 'Done' and 'Cancel' buttons.

Callouts in the image provide the following instructions:

- Check that the **Pre-payment account name** is Dinner money (Twelve15)
- Check that dinners are ticked as **Available online**
- Check that **Allow online code entry** is ticked. This will let parents book meals online.
- Tick **Require positive balance** to stop parents going into debt.

How do the meals look on SCOPAY?

1. The parent logs on to **scopay.com**
2. The parent **clicks on the day** they wish to order a meal
3. The **Twelve15 meal options** are displayed
4. Any other **meal choices offered by your school** will also be displayed
5. The parent selects the meal choice
6. This information feeds back to SCO in the school office

R: Red Choice - (£2.35)
Seashell pasta pesto Y
SIDE: Help yourself salad bar Y
DESSERT: Melon sails*

G: Green Choice (Vegetarian)
BBQ chicken fillet with not so spicy rice
SIDE: Help yourself salad bar Y
DESSERT: Melon sails*

W: White Choice - (£2.35)

Y - Suitable for Vegetarians.
*Desserts highlighted with an asterisk 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

OK

CANCEL

How do the meals look in the Classroom?

1. If your school is using the SCO Classroom edition the teacher logs in
2. They select the child's name and click on **View meals** (bottom right)
3. Today's meal choices are displayed
4. They select the required meal
5. This information feeds back to SCO in the school office

The screenshot displays the SCO Classroom interface. On the left, a 'Class list' table shows classes 10B through 5B. The 'Dinner money' column for class 10B is highlighted in pink and contains the name 'Benjamin Able'. A 'Select meal' dialog box is open in the foreground, showing four meal options: a fish and chips meal (with an image), a red box containing 'Seashell pasta pesto Y', 'SIDE: Help yourself salad bar Y', and 'DESSERT: Melon sails*'; another fish and chips meal (with an image), and a green box containing 'BBQ chicken fillet with not so spicy rice', 'SIDE: Help yourself salad bar Y', and 'DESSERT: Melon sails*'. Below these are two larger colored boxes: a yellow one labeled 'White Choice' and an orange one labeled 'Home Sandwich'. Navigation arrows are visible at the bottom of the dialog box.

Help

If you have any queries about linking meal types, please contact:

Tucasi Customer Support Team:

Telephone: **02380 016 564**

Email: support@tucasi.com

Online: www.tucasi.com/support and click **Log a Ticket**