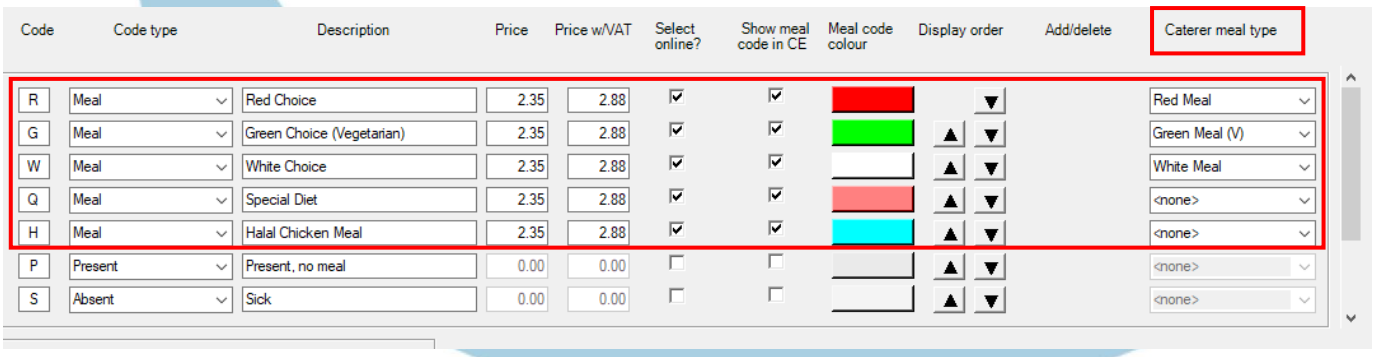
Quick Reference Guide

# SCO Dinner Money

## Linking the Caterer meal type

## How do I link a Caterer meal type in SCO?

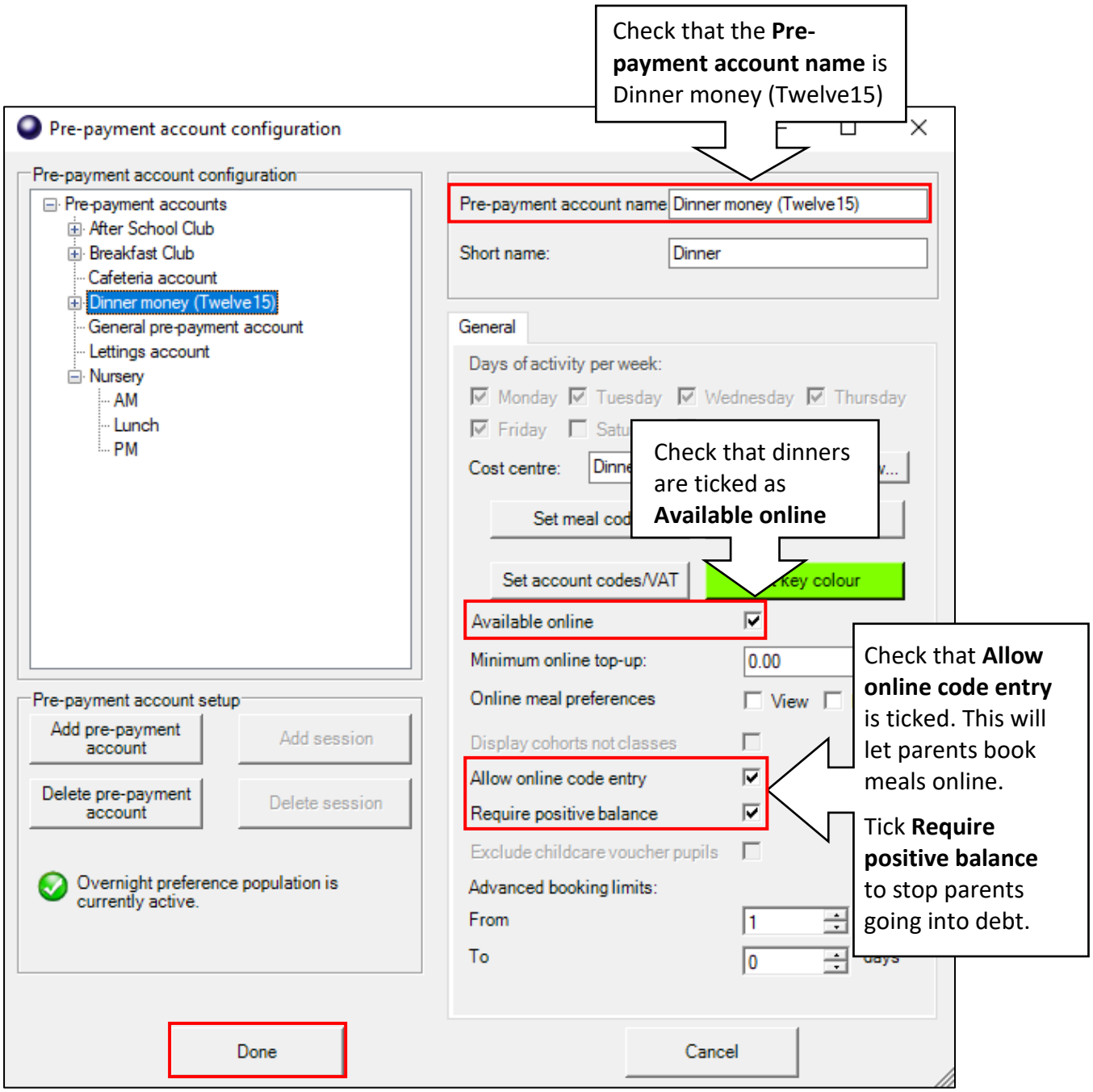
1. In Schools Cash Office, click on the **Dinners** tab
2. Select **Settings** (top right)
3. Select **Meal Codes**
4. You will see a column headed **Caterer meal type** (far right)
5. **Select the codes from the dropdowns** for the meals that you wish to link to the standard Twelve15 menu
6. Check that **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**




ⓘ 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.

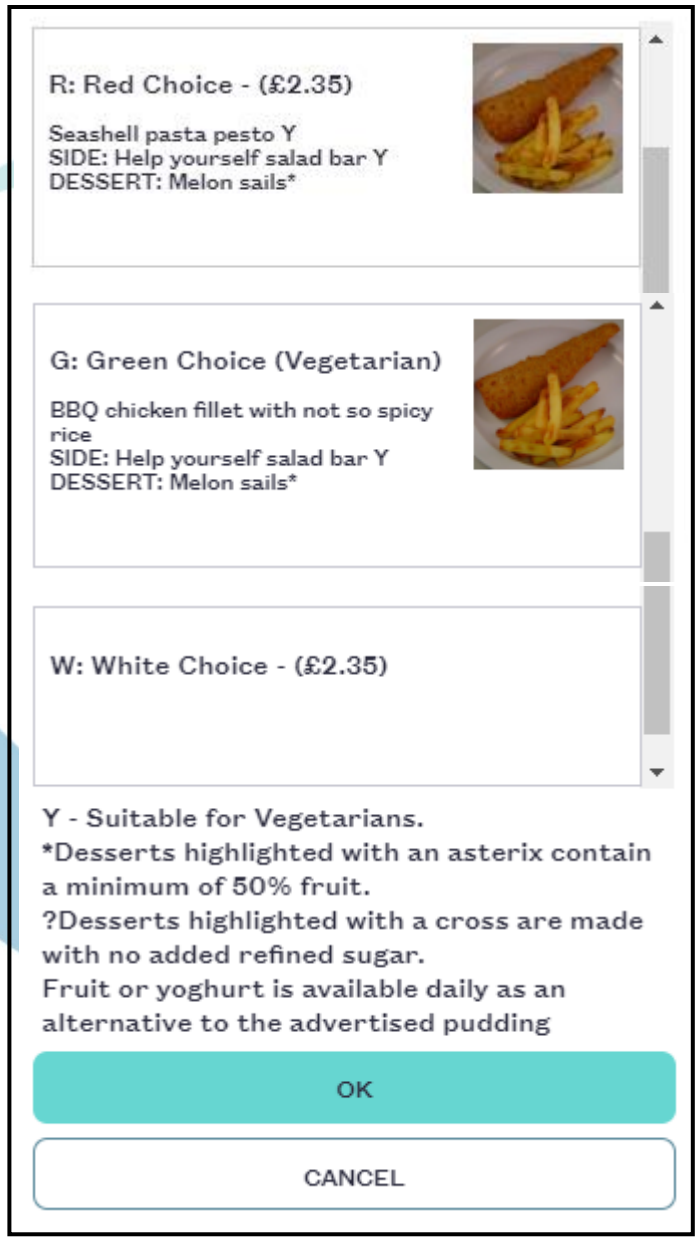
# Check the online settings

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**



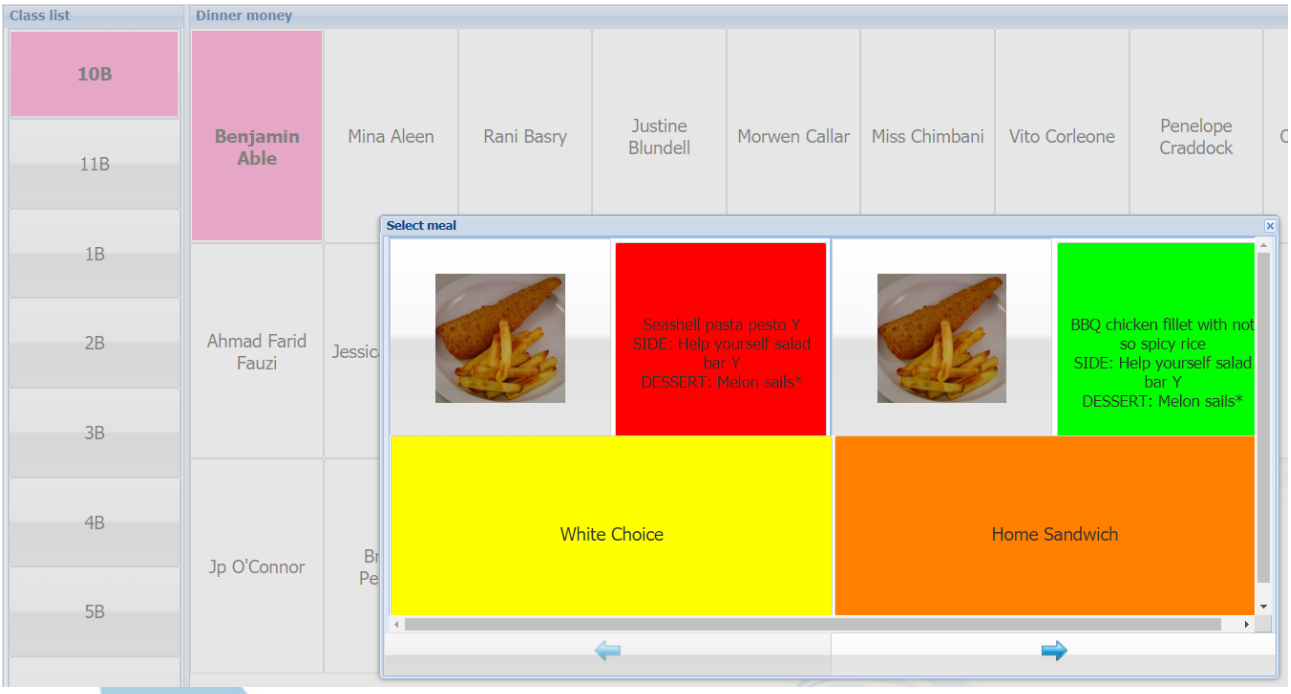
# How do the meals look on SCOPAY?

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



# 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




# 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**