



SCO | Twelve15

One Day Special Menu

User Guide

*for use by
Twelve15 caterers only*



Tucasi Ltd

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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 one day 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.

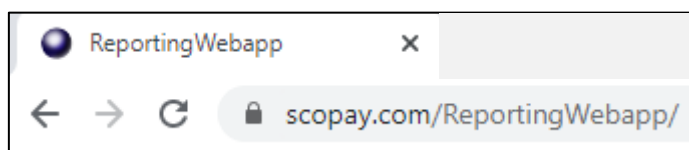
Note that usernames must be valid email addresses which have not already registered as Schools Cash Office users. If necessary, please consult your own IT Support Team to request an alias email address that can be used as your Reporting Webapp username.

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 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 one day special menu

Follow the instructions in the document **Central Menu Uploading User Guide**, with the following considerations:

Create a Menu (page 4)

- a. Select the **Valid from** and **Valid to** dates (the date of the special meal)
- b. Set the **Meal cycle start date** - note that this should always be set to **Monday** regardless of the day of the one-off meal

Add the Meal Cycle (page 5)

- a. Only add **Week 1**

Extra Notes

For any given day on the calendar, Tucasi will only ever include images/descriptions from a single menu. If multiple valid menus exist for that day, we will attempt to pick the most relevant one, as follows:

A menu configured by the school will take precedence over one configured by the caterer. This allows the school to configure a special menu for a single day, or week, to override the caterer menu for that period.

If there are multiple menus of the same type (i.e. caterer or school), Tucasi will choose the menu that has the most recent start date.

In the event of two menus of the same type (i.e. caterer or school) that both start at the same time, Tucasi will pick the first one, and there is no guarantee that it will be the same one every time. So, it's important that a school or caterer doesn't configure multiple menus covering the same date range.

A caterer can configure a menu for many codes, but no school is forced to use them, they simply link their in-school meal codes to the relevant codes configured by the caterer. A school can have extra codes available for selection that aren't linked to a caterer code.

Because of the conditions listed earlier, it's not possible for a school to use a caterer menu for codes A, B, C, and create their own menu for code D, because we won't combine multiple menus for any given day.

Help

If you have any queries about the one day special menus, please contact:

Customer Support Team:

Telephone: **02380 016 564**

Email: support@tucasi.com

