T U C A S I

Schools Cash Office
Income Administration Software

SCO Dinner Money – Classroom Edition

Configuration guide

T U C A S I

CONTENTS

1.   About this document

This document is applicable to Schools Cash Office (SCO) version 2.4.

This document describes how to set up and use SCO Dinner Money Classroom Edition.

For further information on using SCO Dinner Money and SCO Dinner Money Classroom Edition, refer to the **SCO Help Centre**.

2.   ☐ Setting up SCO Dinner Money Classroom Edition

Prior to using SCO Dinner Money Classroom Edition the following must be carried out:


1.   Check your **licensed components** – see section 2.1.

2.   Set up **user IDs**.

3.   Set up **meal codes and prices**.

4.   Set **term dates and day closures**.

5.   Set **dinner money balances**.

For information on points 2-5 above, see the documents **Getting Started Guide** and **Dinner Money Configuration Guide** (see the **SCO Help Centre** for further details).

2.1. Check your licensed components

If you have been previously using SCO, Tucasi will activate your new module.

- On the **Admin** screen, select **System status report**.
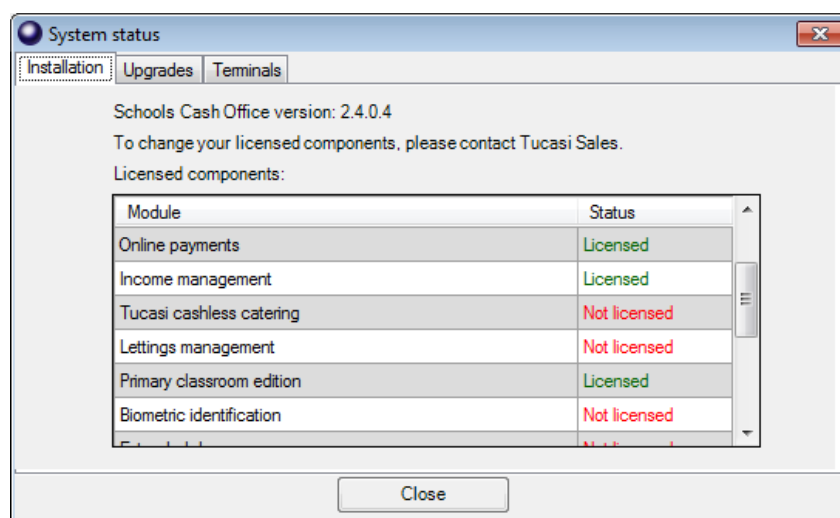
To change your licensed components, please contact Tucasi Support.

3. ☐ Changing settings

3.1. Changing settings in SCO Dinner Money Classroom Edition

Pupil Buttons

There are various settings that can be changed in SCO Dinner Money Classroom Edition.

- Go to the following URL:
  https://scopay.com/ClassroomWebapp

- Enter your **Username** and **Password**.

- Click **Login**.

- Select the **Order meal for today** option.

- If the side panel/s are minimised, click on the arrows in the top right hand corner.

- Select the **Control…** button and select **Settings**.
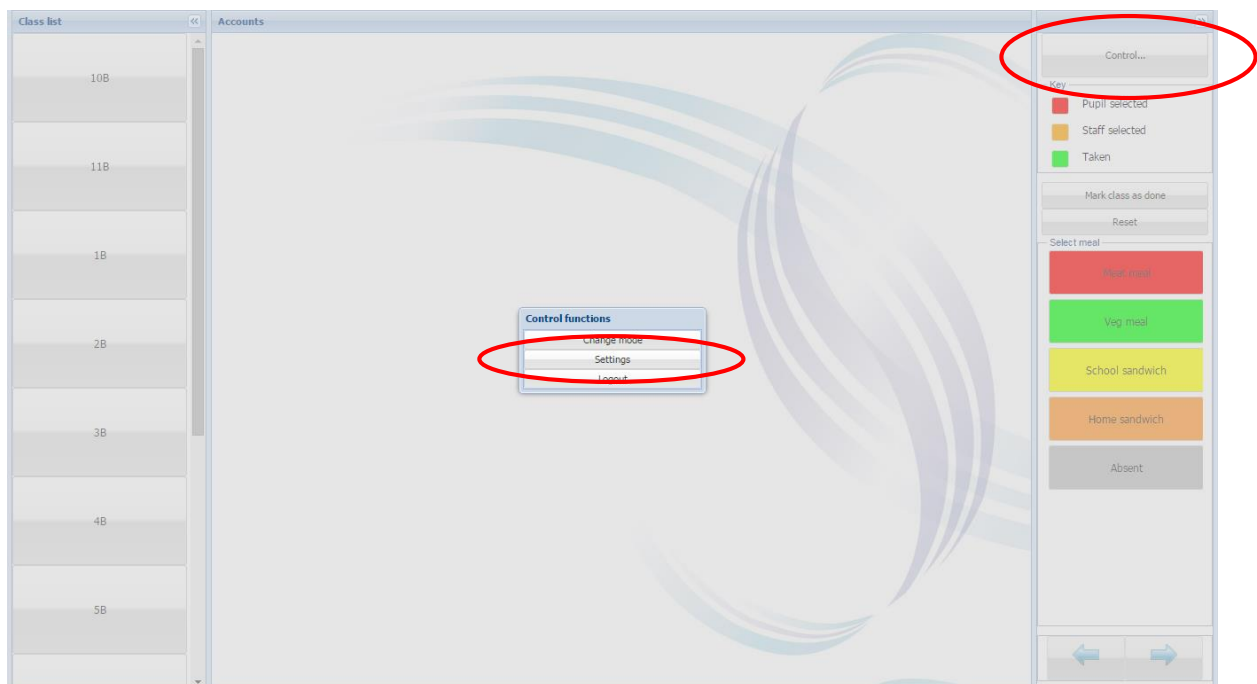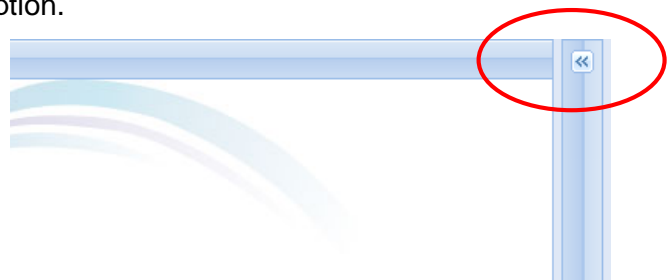
Adjust the settings, if required:

Font Size for Buttons

To increase/decrease the font size on the **Pupil** name buttons and on **Other** buttons (e.g. meal choices), click in the relevant box next to font size and enter the required size.

Show confirm screen when meal chosen

This will activate the **Meal choice confirmed** window.

Settings

Account button font size:	12
Other button font size:	8
Show confirm screen when meal chosen:	☐
Show account photo if available:	☑
Show meal selection on account button:	☑
Require authorisation before changing class:	☐
Show class on start-up:	▾

Save   Cancel

Show account photo if available

Photos of the pupils can be displayed on the buttons if available (contact Tucasi Customer support for further assistance).

**Show meal selection on account button (recommended)**

The selected meal choice will appear in brackets under the pupil's name.

Require authorisation before changing class (recommended)

This option will prompt for a password to allow movement from one class to another.

Show class on start-up

This option allows a default class to be set, so that the PC automatically displays the selected class without the user having to identify and select it from the list each time.
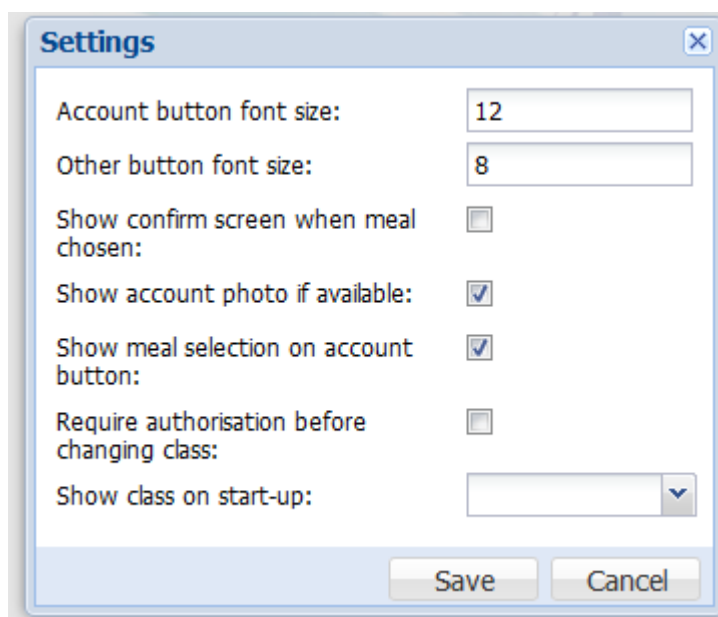
Note: the following settings need to be done in Schools Cash Office instead of Classroom Edition:

3.2.   Configuring the Meal Code Buttons

You can select which meal codes should display in the Classroom Edition and also change the colour of the buttons. You would need to access Schools Cash Office instead of Classroom Edition for this setting to work.

To do this:

- Select **Configuration**.

- Click on **Banking Configuration**.

- Click on **Pre-payment accounts**.

- Select **Dinner Money** from the left hand side list.

- Select **Set Meal Codes** from the right hand side.

- Tick the box under the heading **Show meal code in CE** for the meal codes which you wish to display in the Classroom Edition.

- You will be able to choose your colours by clicking on the buttons under the heading **Meal code colour in CE.**

- Click on **Done** when finished.

3.3. Changing the Colour of the 'Pupil Meal' selected buttons

You can change the colour of the 'pupil and staff meal' selected buttons.

To update the colours:

- Select **Configuration**.

- Click on **System Configuration**.

- Click on **System Colours**.

- Click on **Change colour** and select your preferred colour.

- Click on **Done** when finished.

4. ☐ Using SCO Classroom Edition in the classroom

4.1. Logging on to SCO Classroom Edition in the classroom

- Switch on the classroom PC and/or whiteboard. **You must have an internet connection.**

- Go to the following URL - https://scopay.com/ClassroomWebapp

- Enter your **Username** and **Password**.

- Tick **Remember me** if preferred.

- Click **Login**.

- Select **Order meal for today**.

- Select the relevant class from the **Class list** in the left panel.

4.2. Selecting meal choices
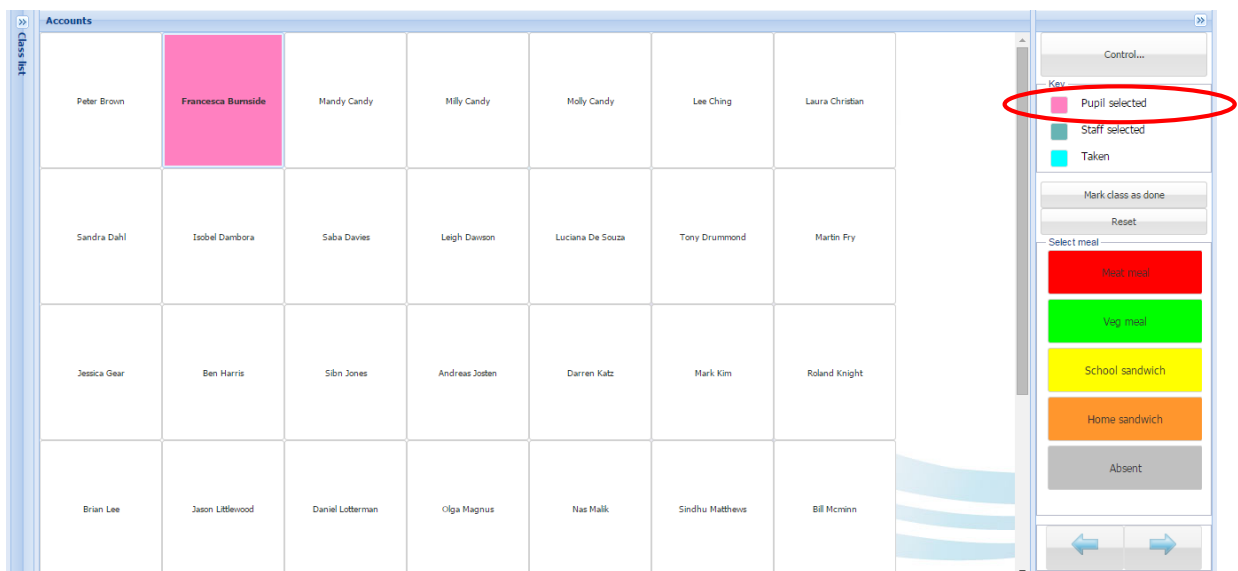
Pupils can select their meals using the classroom PC/laptop with a mouse, or by using the smart board.

- Click on the relevant pupil name.

  Note: their name will display in the configured 'Pupil selected' colour:

- Click on the required meal choice on the right hand side. The pupil button will change to the configured colour and, if SCO has been configured to show the meal choice on

the pupil button (see section 3, ☐ *Changing* settings), the meal selected will be shown under the pupil's name.

Brian Lee (Absent)	Jason Littlewood (Meat Meal)	Daniel Lotterman (School Packed Lunch)	Olga Magnus (Home Sandwich)		Meat Meal
					Vegetarian
Catherine Morgan (Meat Meal)	Alayna Noble (Vegetarian)	Vinny Park (Home Sandwich)	More		School Packed Lunch
					Home Sandwich
					Absent
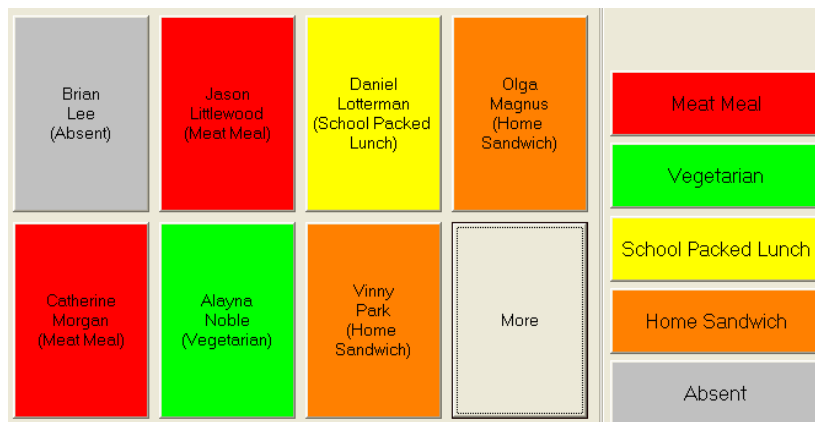
- Repeat the procedure for all pupils.

- If required, click on the staff name and select their preferred meal code.

  Note: the staff name will display in the configured 'Staff selected' colour:

- Click on the required meal choice on the right hand side. The staff button will change to the configured colour and, if configured, the meal selected will be shown under the staff name.

4.3. Resetting a pupil's meal choice

To reset or cancel a pupil's meal:

- Click on the pupil's name.

- Click on the **Reset** button on the right hand side.

- Click **Yes** to reset the meal choice (the button will become grey – the meal has been cancelled).

- To allocate a different meal choice, click on the Pupil's name and select the required meal.

## 4.4. Confirming all meals entered and exiting SCO Classroom Edition

When all meals have been entered for the day, the register needs to be confirmed in order to flag up in the office that the class is complete. This is indicated in the office by an asterisk on the main Dinners screen.

- When all meals have been entered, click the **Mark class as done** button.
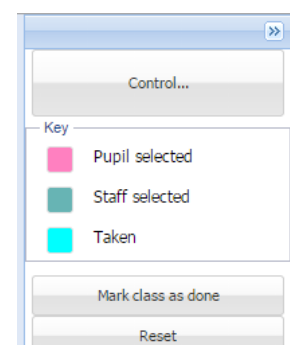
Note: the button will display **Class marked as done**.

- Click the **Control** button.
- Select **Logout**.
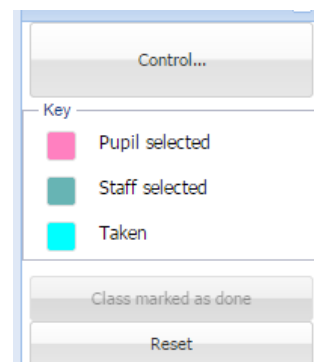
5. ☐ Producing reports in Schools Cash Office

Once all meals have been entered in the classrooms, reports can be run in the school office.

5.1. *Kitchen report*

This report will display the number of meals required for each meal code.

- On the **Reports** screen, select **Dinner money reports**.
- Select **Kitchen report**.
- Select the required **Report date range**.
- Tick the appropriate box **to Include meal codes** or **Include meal and non-meal codes** as required.
- If required, tick the **Display summary only** box to display the number of paid and free meals by Keystage.
- If required, click **Show account notes** to show any notes entered for pupils in Pupil configuration.
- Click **OK**.
- If dinners have not been entered for all classes that day, a dialog box will remind you that **The following *x* classes have not had Dinner Money records updated today**, and the classes will be listed. Click **OK** to continue generating the report.
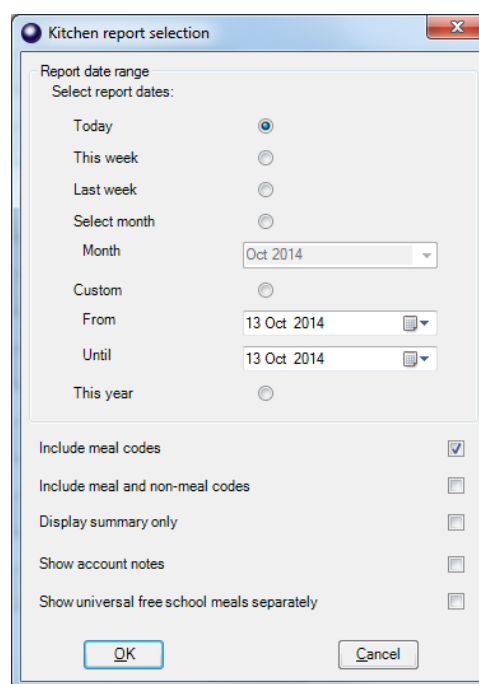
5.2. Dinners today report

This report provides a list of pupils and the meal choice selected.
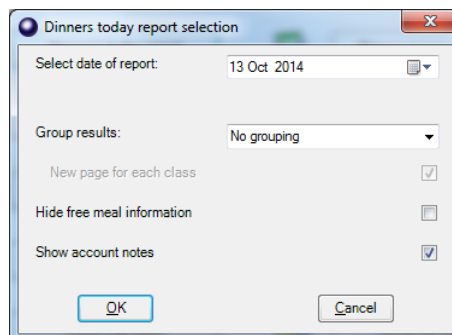
- On the **Reports** screen, select **Dinner money reports**.

- Select **Dinners today report**.

- Select the required **Date of report**.

- If required, click the down arrow next to **Group results** and choose to group pupils **By class** or **By year**. (**No grouping** will list all pupils alphabetically).

- If **By class** or **By year** is chosen, the **New page for each class/year** option becomes available. Remove the tick if you do not want each class printed on a new page.

- If required, tick the **Hide free meal information** box.

- If required, tick **Show account notes** box.

- Click **OK**.

- If dinners have not been entered for all classes that day, a dialog box will remind you that **The following *x* classes have not had Dinner Money records updated today**, and the classes will be listed. Click **OK** to continue generating the report.

Refer to the **SCO Help Centre** for further reports and for information on recording dinner money income.

6. Support

If you have any queries or require assistance setting up SCO Classroom Edition, please contact:

Tucasi Customer Support

Email: support@tucasi.com

Tel: 0844 800 4017