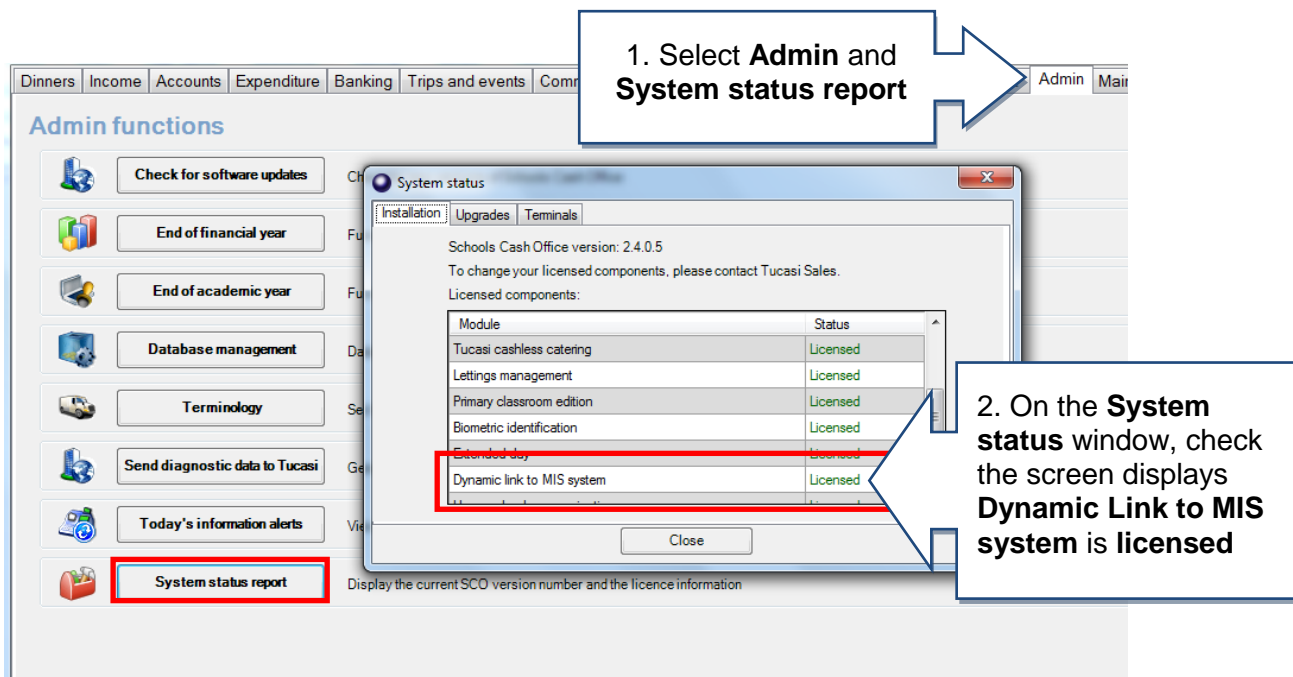


Schools Cash Office Income Administration Software

How do I check if I am licensed for the SIMS Link?



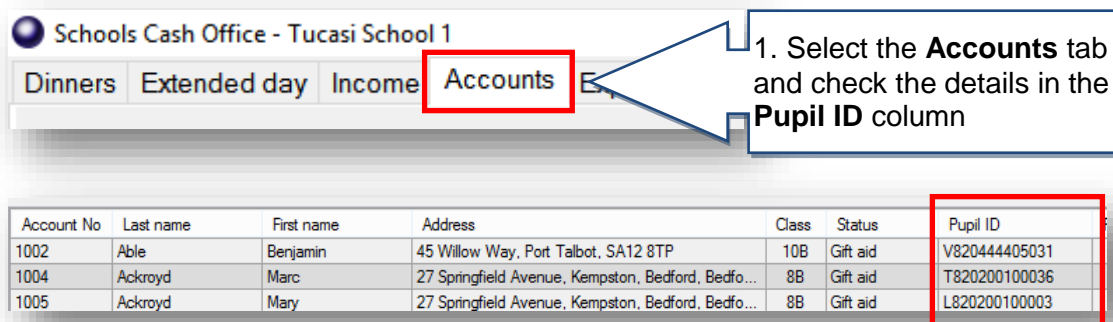
1. Select **Admin** and **System status report**

2. On the **System status** window, check the screen displays **Dynamic Link to MIS system** is licensed

| Module | Status |
|----------------------------|----------|
| Tucasi cashless catering | Licensed |
| Lettings management | Licensed |
| Primary classroom edition | Licensed |
| Biometric identification | Licensed |
| Extended day | Licensed |
| Dynamic link to MIS system | Licensed |

If **Dynamic Link to MIS system** is not licensed please contact our Sales team on 0844 800 4017 who will be happy to discuss it further.

How do I check what we are using as the Pupil ID?



1. Select the **Accounts** tab and check the details in the **Pupil ID** column

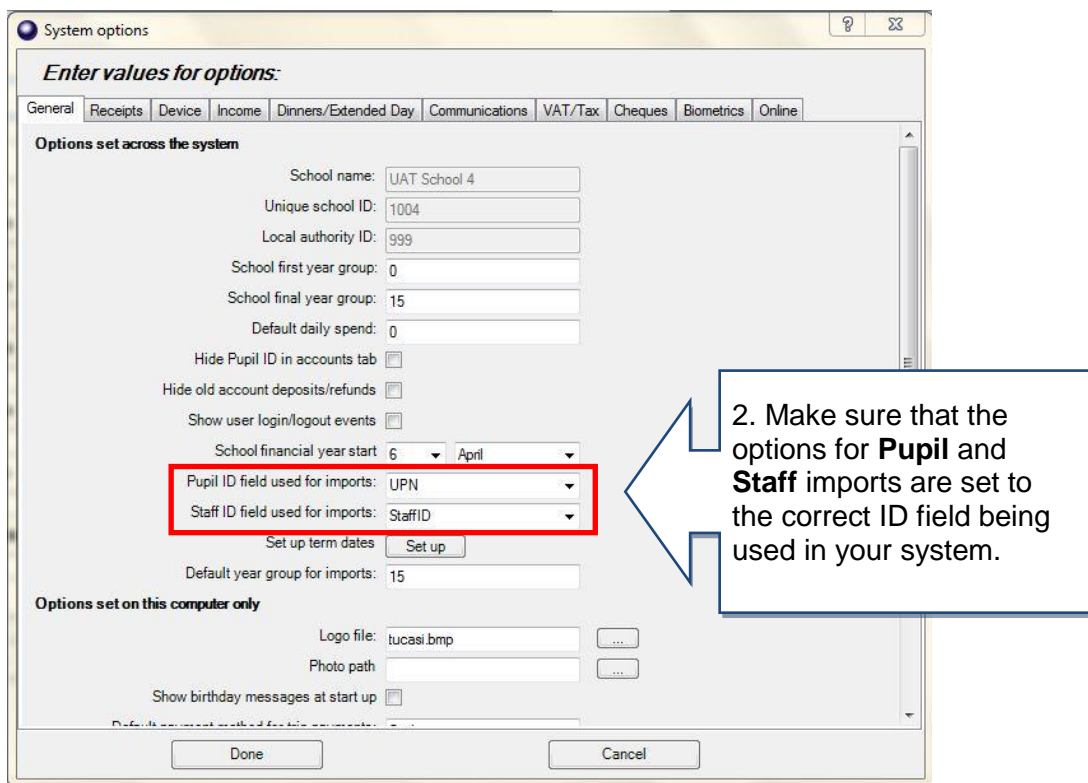
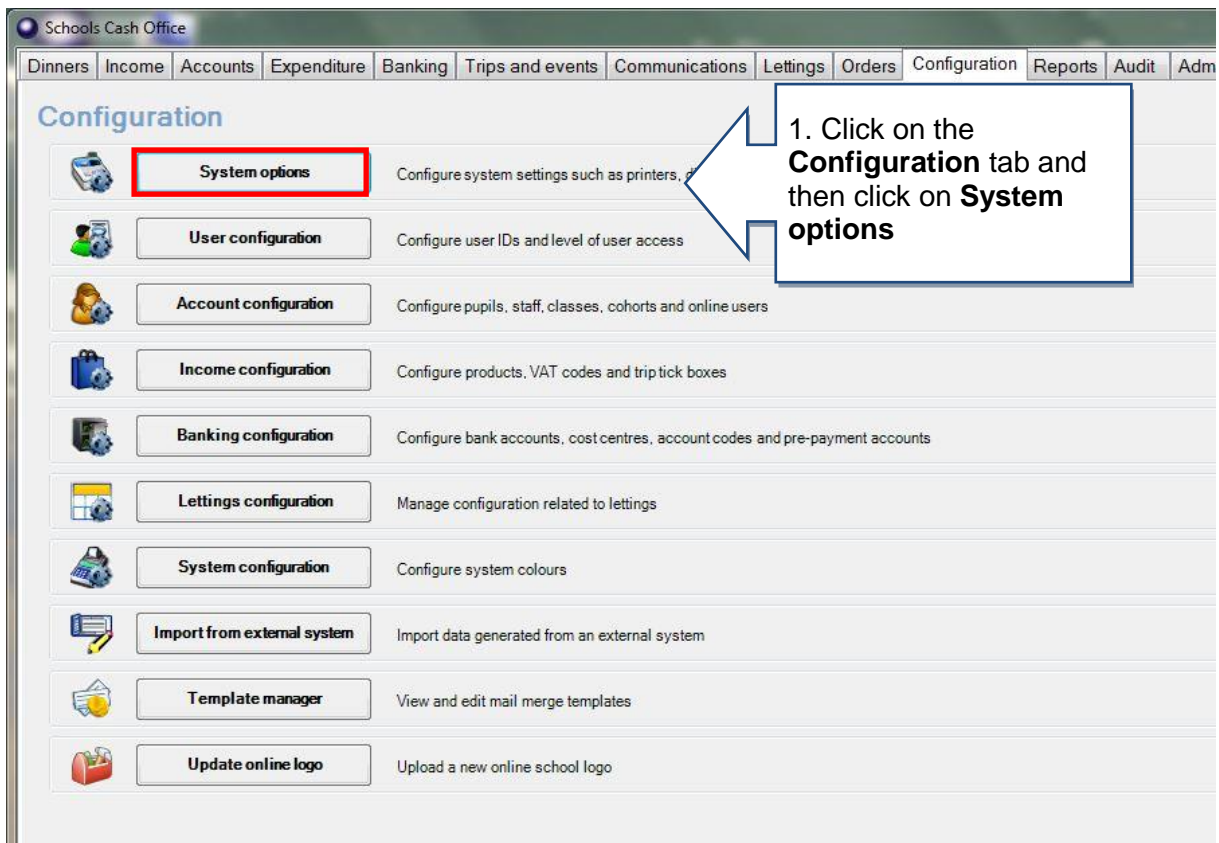
| Account No | Last name | First name | Address | Class | Status | Pupil ID |
|------------|-----------|------------|--|-------|----------|---------------|
| 1002 | Able | Benjamin | 45 Willow Way, Port Talbot, SA12 8TP | 10B | Gift aid | V820444405031 |
| 1004 | Ackroyd | Marc | 27 Springfield Avenue, Kempston, Bedford, Bedfo... | 8B | Gift aid | T820200100036 |
| 1005 | Ackroyd | Mary | 27 Springfield Avenue, Kempston, Bedford, Bedfo... | 8B | Gift aid | L820200100003 |

Please note the pupil ID can be one of three options, cross check in SIMS if unsure.

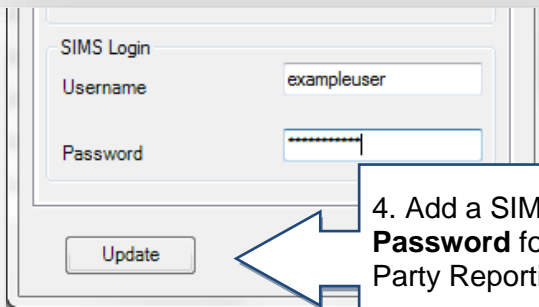
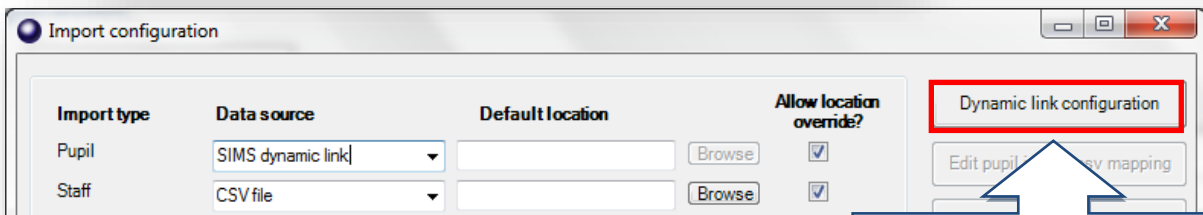
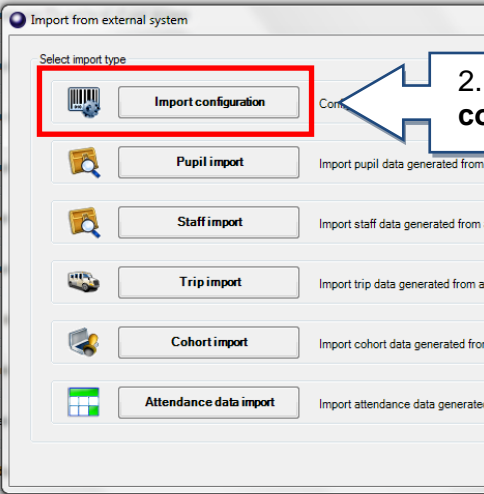
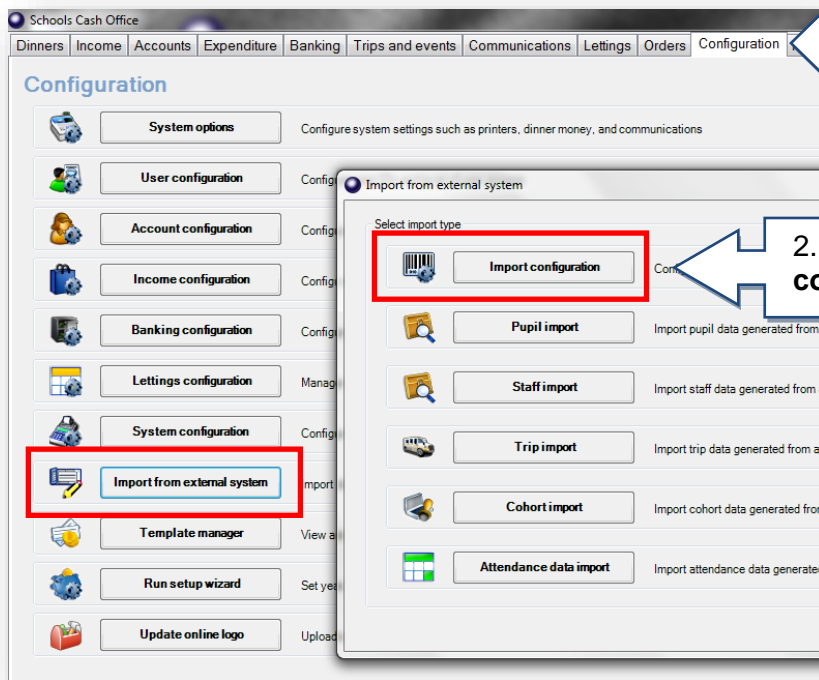
- UPN e.g. X123456789123
- Admission Number e.g. 001234
- SIMS ID e.g. 6789

NB: The SIMS ID field is not visible on the pupil's record in SIMS.

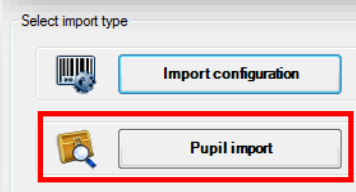
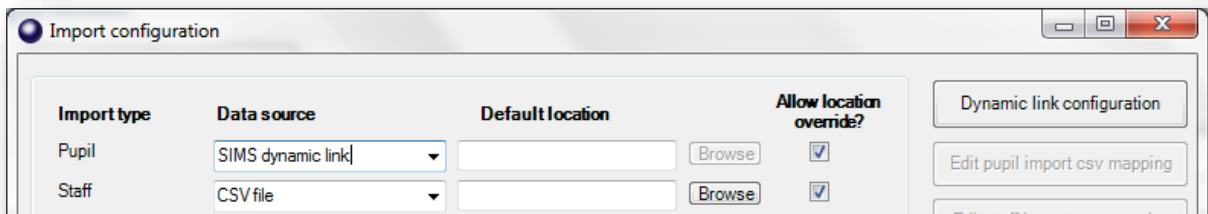
The field used is also set in the configuration in SCO and can be checked as follows:

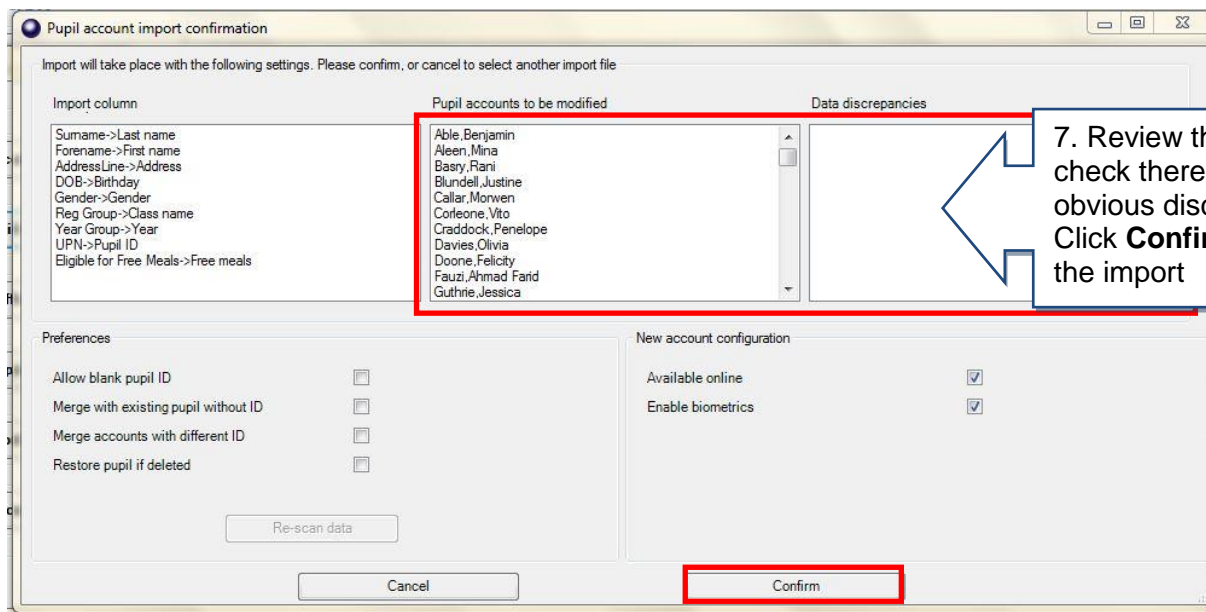


How do I configure the SIMS Link to import pupils?



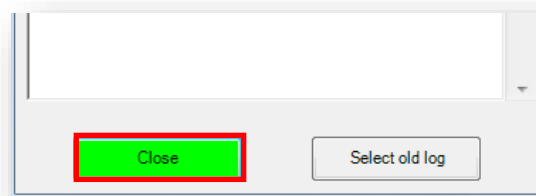
4. Add a SIMS **Username** and **Password** for a SIMS user with Third Party Reporting privileges.
Click **Update**





7. Review the data to check there are no obvious discrepancies. Click **Confirm** to start the import

8. Click **Close** once the import has completed



You are also able to set up the following imports from SIMS:

Staff - to import current staff

Cohort – to import tutor groups from your MIS for using with the Parents' Evening module in secondary school

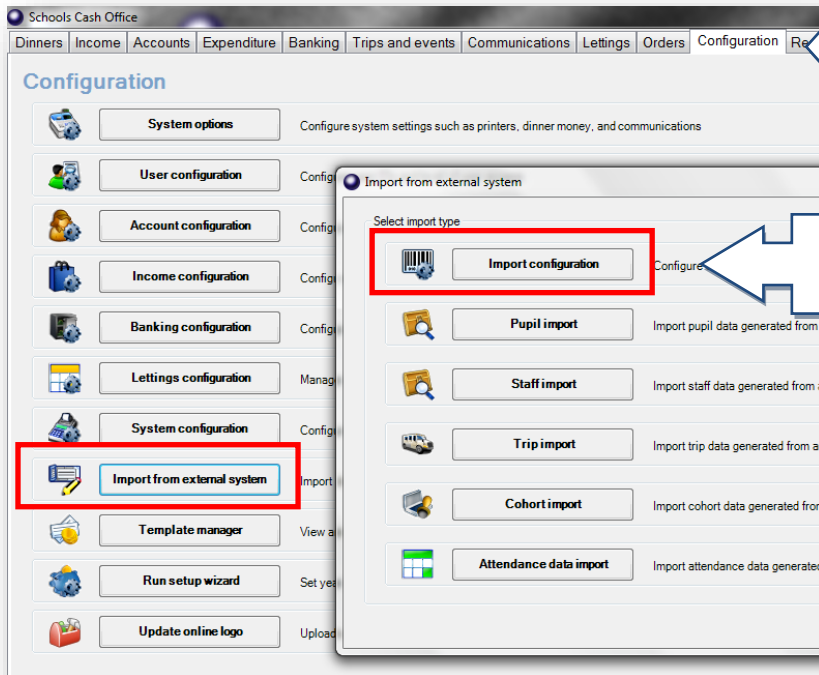
Attendance – to import absences into Dinners and Extended Day modules

Pupil contact – to import pupil contact data for the Communications module

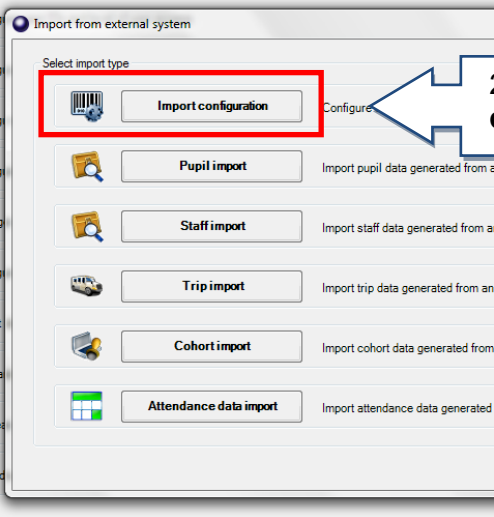
Staff contact – to import staff contact data for the Communications module

Leavers – to import pupil leaving dates into SCO

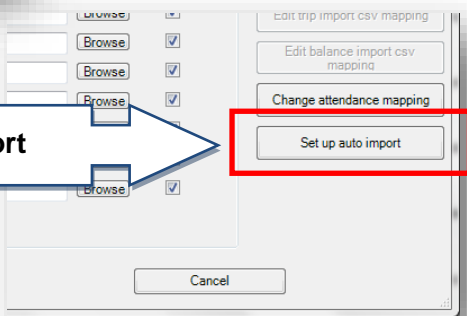
How do I set the SIMS Dynamic Link to import automatically when I log in to SCO?



1. Click on the **Configuration** tab and then **Import from external system**

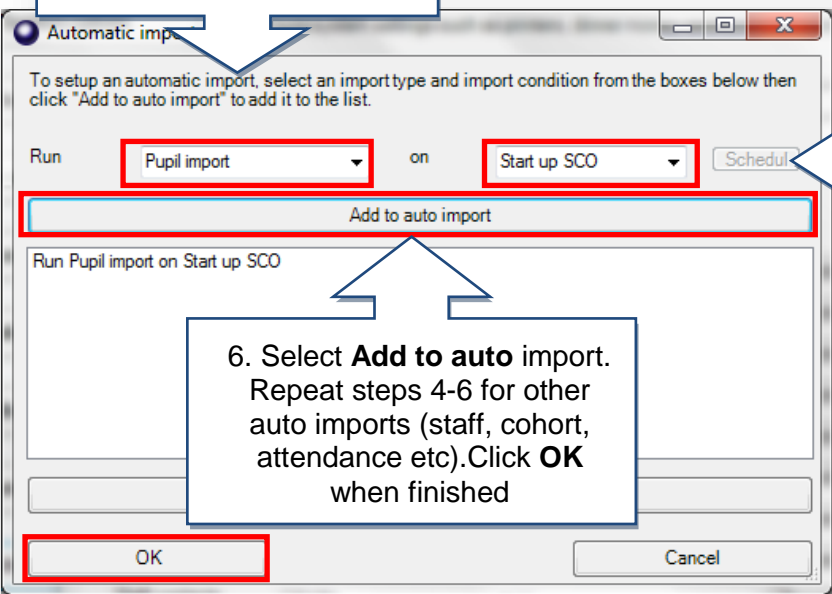


2. Click on **Import configuration**



3. Select **Set up auto import**

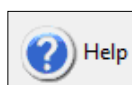
4. Using the drop down box select **Pupil import**

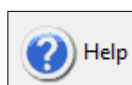


5. Using the drop down box select **Start up SCO**

6. Select **Add to auto import**. Repeat steps 4-6 for other auto imports (staff, cohort, attendance etc). Click **OK** when finished

Support



If you have any queries please click the  button to access the online Help Centre or contact our Customer Support team.

Email: support@tucasi.com
Telephone: 0844 800 4017