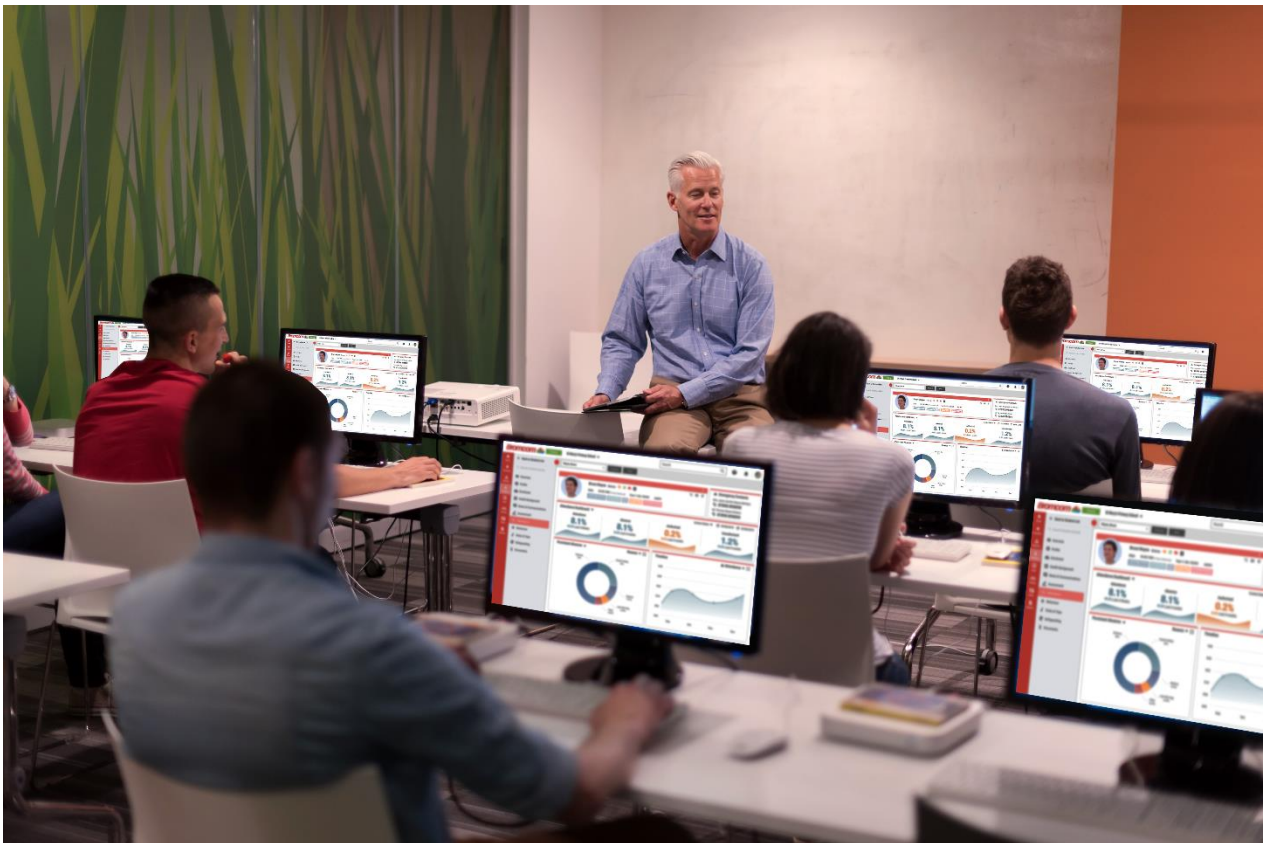


# Training Course Agenda

## Dinner Managers Primary School



# Introduction

## Target Audience

The **Dinner Managers** training is recommended for delivery to the following people from your school.

- ✓ Administration team (Members of Staff responsible for Dinner Support)
- ✓ Deputy Headteacher/Senior Teacher

## Facilities/Requirements

### For Onsite Training:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

### For Webinar Training:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access if you do not your IT support should be able to help you with this. If you still cannot connect, please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

## Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

# Agenda Overview

## Dinner Home Page

- ✓ Homepage Panels

## Maintenance

- ✓ Setting up Meal Definitions
  - Students
  - Staff
  - Custom Meals
- ✓ Student and Staff Meal Patterns
- ✓ Configuration
- ✓ VAT Code Maintenance

## Dinner Tasks

- ✓ Dinner Register
- ✓ Dinner Money Payment
- ✓ Confirm Dinner Numbers
- ✓ Confirm Dinner Money Payment
- ✓ Daily Custom Meals
- ✓ Reset Confirmed Dinner Number
- ✓ Reset Confirmed Payments
- ✓ Manage Account Balances

## Registers

- ✓ How to take a Dinner Register
- ✓ How to make Dinner Money Payments

## Reports

- ✓ Overview of Dinner Reports

## Dinner Homepage

✓ Homepage Panels

### Notes:

## Maintenance

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### Notes:

## Dinner Tasks

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### Notes:

## Dinner Registers

- ✓ How to take a Dinner Register
- ✓ How to make Dinner Money Payments

### Notes:

## Reports

- ✓ Overview of Dinner Reports

### Notes: