

# Dinners - Setup & Routines (with Menus).

Training Agenda



## Target Audience

The **Dinners – Setup & Routines** training is recommended for delivery to the following people from your school:

- ✓ Administration team (members of staff responsible for Dinner Support)
- ✓ Deputy Headteacher

## Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Configure dinners, menus, and dinner money settings
- ✓ Check, amend, and confirm daily dinner numbers
- ✓ Run a daily report to support kitchen operations

## Agenda Overview

- ✓ **Setup**
  - Lookup Tables
    - Meal Types
    - Staff Meal Types
    - Custom Meal Types
  - Dinners Configurations
    - Default Meal Types
    - Staff Dinner Options (allow Bromcom Dinner Money and Enabling Menu Options)
  - VAT Codes
  - Meal Definitions (inc. Custom Meals)
  - Meal Patterns
  - Dinner Menus
    - Setup
    - Menu Clashes
  - MCAS Dinner Money Configurations
    - Settings
    - Reminders
    - Menus
    - Collection
- ✓ **Daily Routine**
  - Meal booking via MCAS (Parent Routine)
  - Dinner Registers (Teacher Routine)
  - Overview Dashboard Dinner Widgets
  - Student List Page Actions
    - Dinner Register/Dinner Meal Selection
    - Confirm Dinner Numbers/View Absent Students
  - Reset Dinner Numbers
  - Staff Meals
    - Dinner Balance Top Up
    - Amendments/Confirming
  - Daily Custom Meals
  - Kitchen Statistics Report

## Next Steps

After completing the **Dinners – Setup & Routines** training, the next step in this **two-part course** is to complete the **Dinner Payments & Reporting** training.