

Dinners - Setup & Routines (without 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 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)
 - VAT Codes
 - Meal Definitions (inc. Custom Meals)
 - Meal Patterns
 - MCAS Dinner Money Configurations
 - Settings
 - Reminders
 - Collection
- ✓ Daily Routine
 - Dinner Registers (Teacher Routine)
 - Overview Dashboard Dinner Widgets
 - Student List Page Actions
 - Dinner Register
 - 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.