

Training Course Agenda.

Dinner Managers



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.

After the Session

New for 2025 – Once you have completed the Dinners training you will be able to book a 45 minute one to one follow up session with one of our knowledgeable trainers. This can be used to ask further questions you may have or look over your setup. Your trainer will provide you with the details of this at the end of the session.

Agenda Overview

Part One: Daily Dinners Routine (without Menus)

- ✓ How to take a Dinner Register
 - Teacher Routine via Teacher Dashboard
- ✓ Daily Custom/Staff Meals
- ✓ Overview Dashboard – using the Dinner Widgets
- ✓ Confirming Dinner Numbers
 - Student List Page Actions (including making changes via Dinner Register)
- ✓ Resetting Confirmed Dinner Numbers
- ✓ Kitchen Statistics Report
- ✓ Parent Routine via MCAS
 - How to top up Dinner Money

Part Two: Setup

- ✓ Lookup Tables
 - Meal Types
 - Staff Meal Types
 - Custom Meal Types
- ✓ VAT Code Maintenance
- ✓ Setting up Meal Definitions
 - Students
 - Staff
 - Custom Meals
- ✓ Configurations (inc. Staff Dinner Widget)
- ✓ Student and Staff Meal Patterns
- ✓ MCAS Dinner Money Configurations

Part Three: Dinner Menus

- ✓ MCAS Dinner Money Configurations
 - How to choose meals (Parent routine via MCAS)
- ✓ Dinner Register (with menu selections made)
- ✓ Dinner Meal Selections (from Student List, inc. absent students)
- ✓ Dinner Menus
 - Importing Menu Items
 - Linking Menus to Medical Conditions
 - Staff Menus
 - Adhoc Menus (Christmas Dinner/Special Events)

Part Four: Payments

- ✓ Dinner Money Payment
 - Via the Student List Page to adjust balances
 - Via View Orders for manual payments
- ✓ Confirm and reset Dinner Payments
- ✓ Transferring Balances
- ✓ Debt Chasing
 - Dynamic Fields when sending communications
- ✓ Processing Refunds

Part Five: Reports

- ✓ Overview of Dinner Reports
 - Daily Meal Report (includes Dinner Comments)
 - Weekly Catering Returns
 - Overdrawn Dinner Account
 - Individual Dinner Account Statement

Part Six: How to book the 45 minute one to one follow up session

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- ✓ Overview Dashboard – using the Dinner Widgets
- ✓ Confirming Dinner Numbers
 - Student List Page Actions (including making changes via Dinner Register)
- ✓ Resetting Confirmed Dinner Numbers
- ✓ Kitchen Statistics Report
- ✓ Parent Routine via MCAS
 - How to top up Dinner Money

Notes:

Part Two: Setup

- ✓ **Lookup Tables**
 - Meal Types
 - Staff Meal Types
 - Custom Meal Types
- ✓ **VAT Code Maintenance**
- ✓ **Setting up Meal Definitions**
 - Students
 - Staff
 - Custom Meals
- ✓ **Configurations (inc. Staff Dinner Widget)**
- ✓ **Student and Staff Meal Patterns**
- MCAS Dinner Money Configurations**

Notes:

Part Three: Dinners with MCAS

- ✓ MCAS Dinner Money Configurations
 - How to choose meals (Parent routine via MCAS)
- ✓ Dinner Register (with menu selections made)
- ✓ Dinner Meal Selections (from Student List, inc. absent students)
- ✓ Dinner Menus
 - Importing Menu Items
 - Linking Menus to Medical Conditions
 - Staff Menus
 - Adhoc Menus (Christmas Dinner/Special Events)

Notes:

Part Four: Payments

- ✓ Dinner Money Payment
 - Via the Student List Page to adjust balances
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