

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.

Agenda Overview

Help Centre and Online Community Area

- ✓ How to find useful/relevant guides for Dinner within the Help Centre
- ✓ How to view the Online Community area for Dinner

Part One: Daily Dinners Routine

- ✓ How to take a Dinner Register
 - Teacher Routine via Lesson Dashboard
 - Admin Routine via Student List Page Actions
- ✓ Overview Dashboard – using the Dinner Widgets
- ✓ Daily Custom/Staff Meals
- ✓ Confirming Dinner Numbers
- ✓ Kitchen Statistics Report
- ✓ Resetting Confirmed Dinner Numbers

Part Two: Maintenance

- ✓ Lookup Tables
 - Meal Types
 - Staff Meal Types
 - Custom Meal Types
- ✓ Configurations
- ✓ VAT Code Maintenance
- ✓ Setting up Meal Definitions
 - Students
 - Staff
 - Custom Meals
- ✓ Student and Staff Meal Patterns

Part Three: Dinners with MCAS

- ✓ MCAS Dinner Money Configurations
 - How to top up dinner money and choose meals (Parent routine via MCAS)
- ✓ Dinner Menus
 - Importing Menu Items
 - Linking Menus to Medical Conditions
 - Staff Menus
 - Adhoc Menus (Christmas Dinner/Special Events)

Part Four: Payments

- ✓ Dinner Money Payment
- ✓ Confirm Dinner Money Payment
- ✓ Reset Confirmed Payments
- ✓ Manage Account Balances

Part Five: Reports

- ✓ Overview of Dinner Reports

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Notes:

Part Two: Maintenance

- ✓ **Lookup Tables**
 - Meal Types
 - Staff Meal Types
 - Custom Meal Types
- ✓ **Configurations**
- ✓ **VAT Code Maintenance**
- ✓ **Setting up Meal Definitions**
 - Students
 - Staff
 - Custom Meals
- ✓ **Student and Staff Meal Patterns**

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Part Three: Dinners with MCAS

- ✓ MCAS Dinner Money Configurations
- ✓ Dinner Menus
 - Importing Menu Items
 - Linking Menus to Medical Conditions
 - Staff Menu
 - Adhoc Menu (Christmas Dinner/Special Events)
- ✓ How to top up Dinner Money and choose meals (Parent routine via MCAS)

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- ✓ Overview of Dinner Reports

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