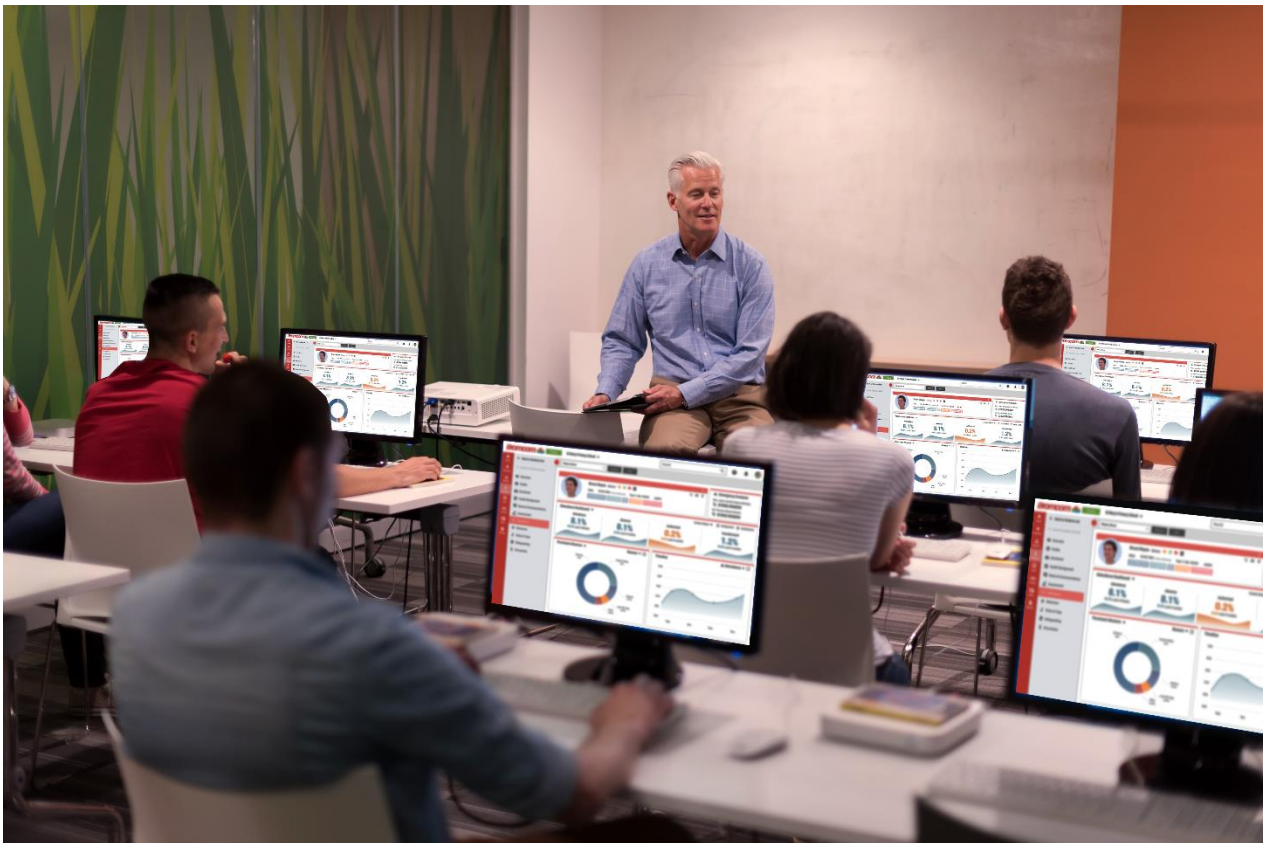


Training Course Agenda

Dinner
Primary School



Introduction

Target Audience

The **Dinner** 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

This is a list of the **Agenda** items in sequence.

Part One: Dinner Home Page

- ✓ Homepage Panels

Part Two: Maintenance

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

Part Three: 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

Part Four: Registers

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

Part Five: Reports

- ✓ Overview of Dinner Reports

Part One: Dinner Homepage

✓ Homepage Panels

Notes:

Part Two: Maintenance

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Part Three: Dinner Tasks

- ✓ Dinner Register
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Part Four: Dinner Registers

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

Notes:

Part Five: Reports

- ✓ Overview of Dinner Reports

Notes: