



schoolmoney

SIMS Dinner Money



communitybrands



Introduction

Schools that are currently using SIMS Dinner Money are now able to import this information into **SchoolMoney**. Staff can continue marking the register and choose the child's dinner preference as they currently do in SIMS, after which this information can be brought into **SchoolMoney** without having to remark the register. This guide will take you step-by-step through how to import this information.

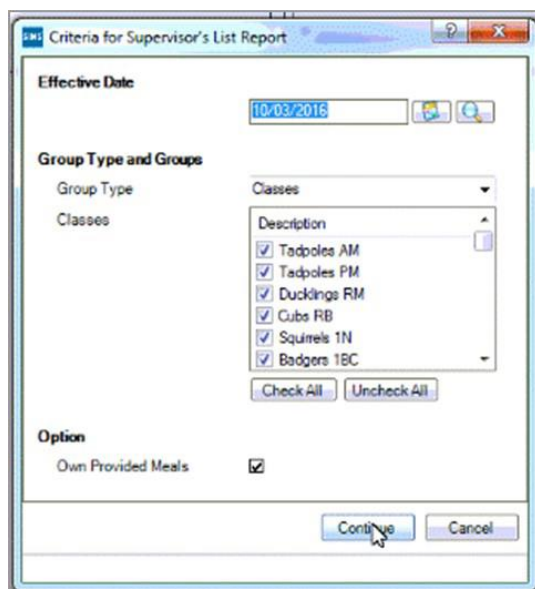
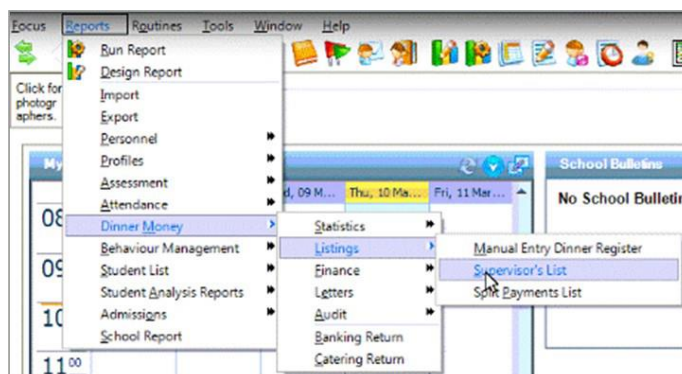
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1. Exporting the Report from SIMS

Follow the below steps to export the file from SIMS:

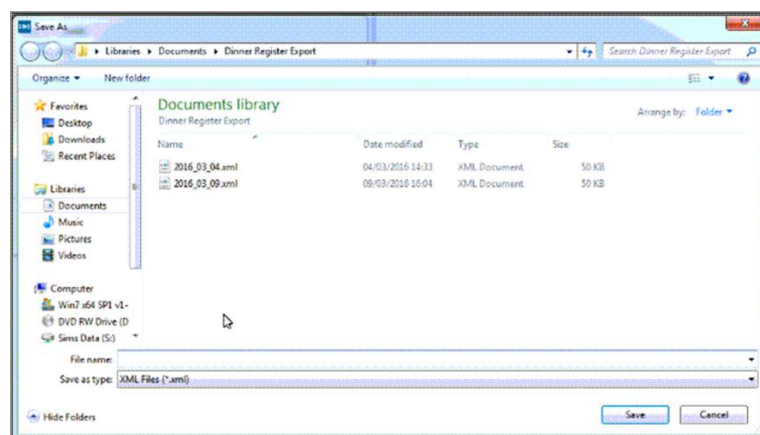
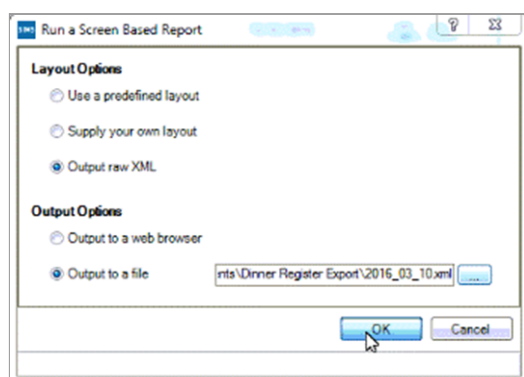
- Open SIMS
- Select Reports
- Select Dinner Money
- Select Listings
- Select Supervisor's List



A window will appear where you can select the date you would like to export the report for. The effective date will default to today's date. Click Continue.

- Click on the radio button next to Output raw XML
- Click on the radio button next to Output to a file
- A blank field will appear next to Output to a file with a button next to it.

A window will appear in which you need to select the location to save the file in and also type in a file name – for example, using the date as the file name (06/04/2016.xml). Select Save. Select OK.



2. Importing the File into SchoolMoney

2.1 Adding Dinner Items

You will only need to do this the first time that you import. Once it is entered, the items will stay on the system.

- Go to the Admin tab and select the Dinner Items icon
- Select the Add button in the bottom right-hand side of the screen
- Add in all the different dinner items exactly as they are shown in SIMS, including Universal Free School Meal and Home Packed Lunch with £0 cost. (You only need to do this once)

The screenshot shows the 'Add Dinner Item' form. It has the following fields and options:

- Item Name: [Text input]
- Price: [Text input]
- Type: [Text input]
- Allergy Information: [Text input]
- Days Available: Mon Tue Wed Thu Fri
- Menu Number: [Dropdown menu, value: All]
- Available To Year Groups: [Dropdown menu, value: All]
- Available To (Staff / Students): [Dropdown menu, value: All]
- Item Order: [Text input, value: 76]
- Meal Colours: [Dropdown menu, value: None]
- Select an icon for your item: [Grid of 18 food icons]
- Checkboxes: Item acts as packed lunch (Set price to £0.00), Do not allow more than one to be chosen at a time, Prevent Free Meal - Prevent purchase by students with free meals
- Buttons: Upload Item Image, Save, Cancel

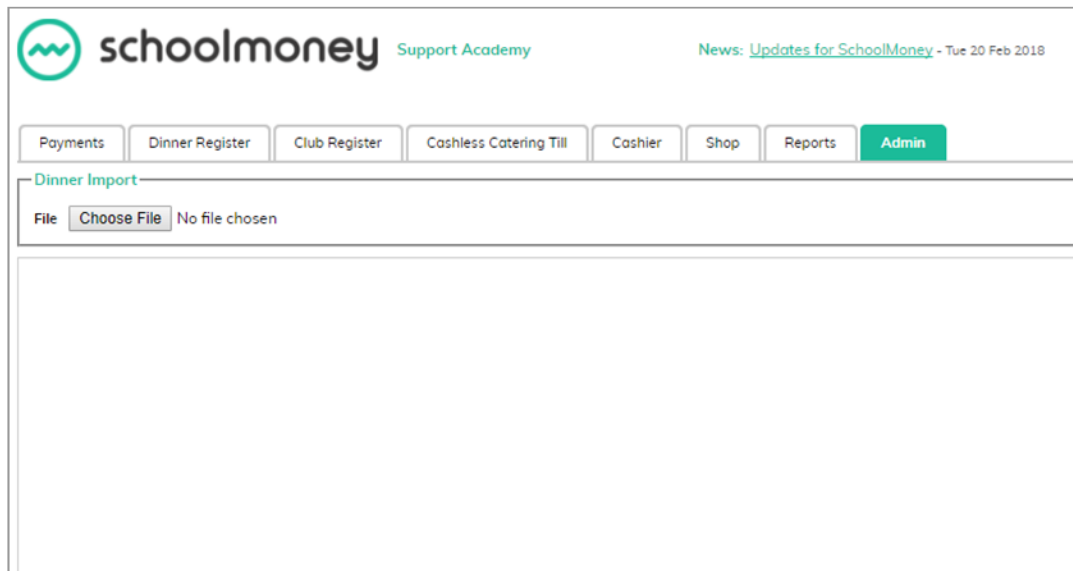
2.2 Importing the File

- Go to the Register tab and save a blank register for the week you wish to import into SchoolMoney

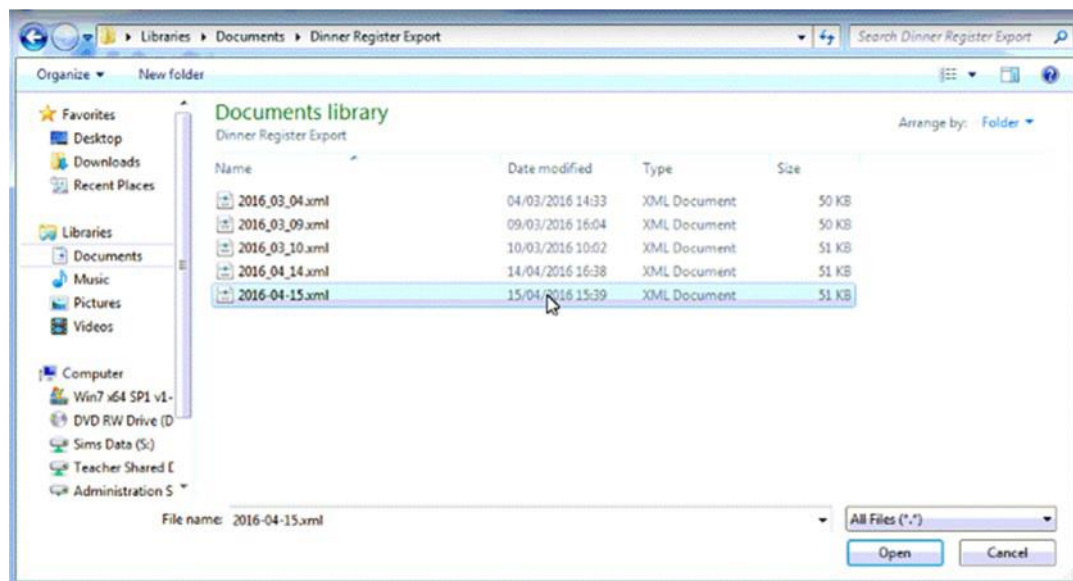
The screenshot shows the 'Dinner Register' interface. It includes a table with the following data:

Student Name	Year Group	Form	M	T	W	T	F	Cost this register
Bhandari Aakanksha	Year 6	Tortuga						£0.00
Chouhan Tejash	Year 3	Tortuga						£0.00
Guest Glen	Year 6	Hundred Acre Wood						£0.00
Holmes Leigh	Year 6	Pride Rock						£0.00

- Go to the Admin tab and select the Dinner Import Icon
- Click on the Choose File button below the tabs



- Locate the file that you exported from SIMS. Select it and click to Open



- An Alert will come up to let you know that the dinners have been imported. Click OK
- Select the Register tab to see the dinners that have been imported.

3. Contact Details

We hope this user guide has helped you to use the **SchoolMoney** system. If you have any questions or require further assistance, please get in contact with us and we will be more than happy to help.

Telephone number: **02072378456**

Online: www.eduspot.co.uk/support

We look forward to hearing any ideas or feedback you have about **SchoolMoney**, so let us know what you think!

