

SIMS Dinner Money



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



Effective Date		
	10/03/2016	
Group Type and Groups		
Group Type	Classes	-
Classes	Description	_
	Tadpoles AM	
	Ducklings RM	
	Cubs RB	
	Squirreis IN Radoera 1BC	-
	Check All Uncheck A	1
Option		
Own Provided Meals	×	
	Continue	Cancel

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.

💀 Run a Screen Based Report	(13) (83)		23
Layout Options			
Use a predefined layout			
Supply your own layout			
Output raw XML			
Output Options			
Output to a web browser			
Output to a file	nts\Dinner Register Export	2016_03_10.xml	
		OK Can	el

		Control 145 Control Control			
Organize 🔹 New fold	ler				£1. •
Fevorites	Documents library Dinner Register Export				Atrange by: Folder -
Downloads	Name	Date modified	Туре	Size	
Recent Places	2016_03_04.xml	04/03/2016 14:33	XML Document	SO KB	
Libraries	2016_03_09.xml	09/03/2016 16:04	XML Document.	50 KB	
Music Pictures Videos					
Computer					
Win7 x64 SP1 v1- DVD RW Drive (D Sims Data (S:)	₽				
File name:					
Save as type: XML	Files (*.xml)				
				_	



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)

Add Dinner Item	
Item Name	
Price	
Туре	
Allergy Information	
Days Available	🖉 Mon 🖉 Tue 🖉 Wed 🖉 Thu 🖉 Fri
Menu Number	All 🖌
Available To Year Groups	
Available To (Staff / Students)	
	Ultern acts as packed lunch (Set price to £0.00)
	Prevent Free Meal - Prevent purchase by students with free meals
Item Order	76
Meal Colours	None 🔻
Select an icon for your item	
	🐼 🔊 🌨 💧 🎯 🌃 🔣
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

Schoolmor	ney supp	ort Academy		News:	Update Aler	s for Se	choolM	loney	- Tue 20 Fet	2018	Help: 1
Payments Dinner Register Cl	ub Register	ashless Catering Till	Cashier	C			Re	giste	r Saved.		
School Lunches 28 Feb 2018	ote Filter: All	• Sho	ow Bookings	Only						ОК	
Student Name	Year Group		M		• •	٠		۲	F T	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

	News: Updates for SchoolMoney - Tue 20 Feb 2018
Payments Dinner Register Club Register Cashless Catering Till Cashle	r Shop Reports Admin
Dinner Import File Choose File No file chosen	

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

rganize • New for	dei				g== • L.M
Favorites	Documents library Dinner Register Export				Arrange by: Folder •
🐊 Downloads	Name	Date modified	Туре	Size	
Recent Places	2016_03_04.xml	04/03/2016 14:33	XML Document	50 KB	
Libraries	2016_03_09.xml	09/03/2016 16:04	XML Document	50 KB	
Documents	2016_03_10.xml	10/03/2016 10:02	XML Document	51 KB	
A Music	2016_04_14.xml	14/04/2016 16:38	XML Document	51 KB	
Pictures	2016-04-15.xml	15/04/2016 15:39	XML Document	51 KB	
Videos		113			
Computer					
Win7 x64 SP1 v1-					
DVD RW Drive (D	1				
Sims Data (S:)					
Teacher Shared [
Administration S					
File	03000 2016-04-15 vml			- AH-	Files (1.1)

- 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!



