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RM Integris

Setting up School meal recording in Integris

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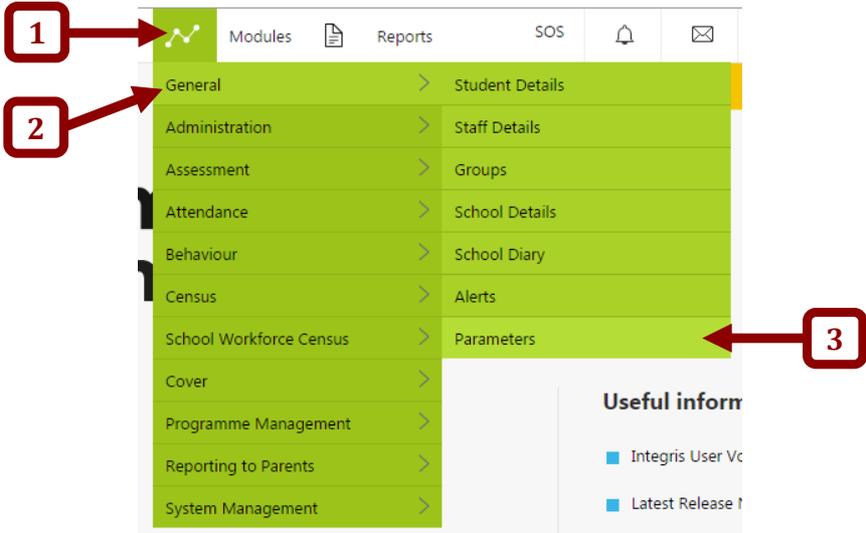
LBR G2 support website: <http://171.33.198.190/g2/Index.htm>

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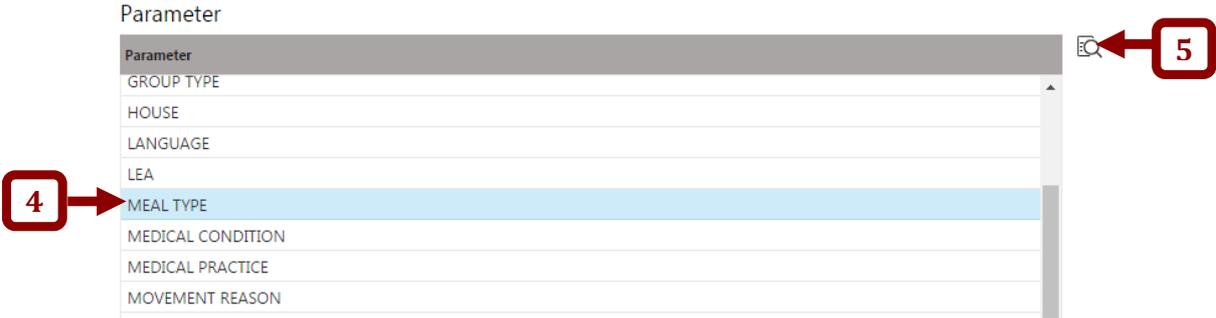
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Setting up Meal Codes

Go to **Modules (1) > General (2) > Parameters (3)**



Select **Meal Type (4) > click View (5)**



RM Integris

Click on the **Add Parameter Value** button...

Parameter - MEAL TYPE

Default Entry: No Meal Required

Central Code	School Code	Description	Active	Locked	Default	
n/s	n/s	Not Specified	True	True		
HD	HD	Home Dinners	True	False		
A	A	No Meal Required	True	False	Default	
PL	PL	Packed Lunch	True	False		
SD	SD	School Dinner	True	False		
SD/DF	SD/DF	School Dinner - Dairy Free	True	False		
SD/FM	SD/FM	School Dinner - Free Meals	True	False		
SD/HA	SD/HA	School Dinner - Halal	True	False		
SD/K	SD/K	School Dinner - Kosher	True	False		
SD/VE	SD/VE	School Dinner - Vegan	True	False		
SD/V	SD/V	School Dinner - Vegetarian	True	False		
SD/WF	SD/WF	School Dinner - Wheat Free	True	False		

Enter the code and description that you want the meal type to have and click **OK**.

Add - MEAL TYPE

- Enter the values and click on OK to save.

Central Code:*
School Code:*
Description:*

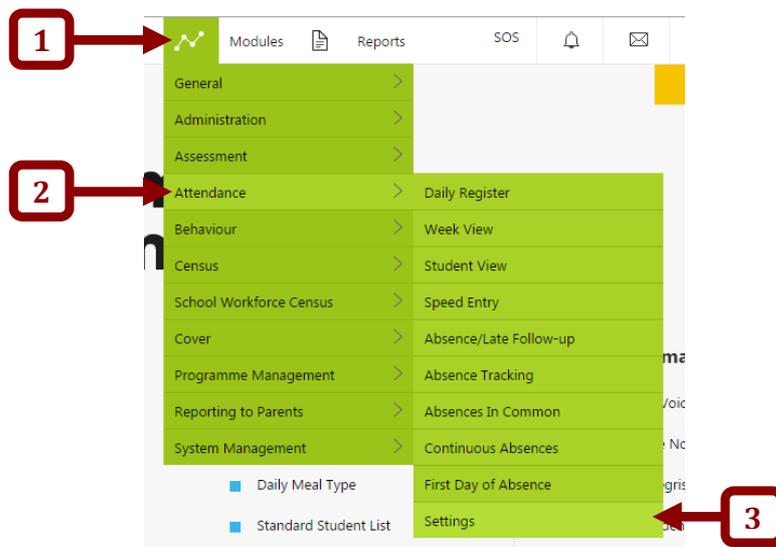
Click on the **Add Parameter Value** button again to add another meal type.

Repeat these steps as many times as you need until all of the required meal types have been created.

Enabling School Dinner recording in Daily Registers

NOTE: This process will need to be repeated at the beginning of each academic year.

Go to **Modules (1) > Attendance (2) > Settings (3)**



Click **Edit Details...**

Attendance Settings [Edit Details](#)

School Year

System Settings | Attendance Codes | Year Group Settings

Default Attendance Code:	* - Not Yet Marked
Default Attendance Code for Week View:	/ - Present
Default Attendance Code for Student View:	/ - Present
Default Attendance Code for Speed Entry:	/ - Present
Default Auto Advance Code in Week View:	Free Entry
Default Names used in Week/Student View:	Surname, First Name
<input type="checkbox"/> Track Attendance Changes	
Behaviour - Default Exclusion Code:	E - Excluded (no alternative provision)
Behaviour - Default Authorised Absence Code:	C - Other Authorised Circumstances
Enable School Dinner recording in Daily Register:	<input checked="" type="checkbox"/>
Default Meal Type for Student Absence:	No Meal Required
Store Follow-up Letters in Integris Document Store:	<input checked="" type="checkbox"/>

...and tick **Enable School Dinner recording in Daily Register:** and click **OK**.

Edit Attendance Settings

- Edit the default attendance settings and click OK to save it.
- Click Cancel to discard the changes or click Reset to reset the default settings.

Default Attendance Code for Week View: / - Present

Default Attendance Code for Student View: / - Present

Default Attendance Code for Speed Entry: / - Present

Default Auto Advance Code in Week View: Free Entry

Default Names used in Week/Student View: Surname, First Name

Track Attendance Changes

Behaviour - Default Exclusion Code: E - Excluded (no alternative pro

Behaviour - Default Authorised Absence Code: C - Other Authorised Circumsta

Enable School Dinner recording in Daily Register:

Default meal type for Student Absence: NO Meal Required

Store Follow-up Letters in Integris Document Store:

OK Reset Cancel