

Attendance: Taking Attendance Using In/Out Times using Web App

Attendance and meal counts can be recorded three ways:

- **Web app** through any web browser, such as Chrome, Explorer, Edge or Safari.
- **Mobile app** available through the Google Play or iTunes.
- **Paper**, which must then be manually entered using the web app.

Attendance can be taken two different ways and the method is set in “Site Details”.

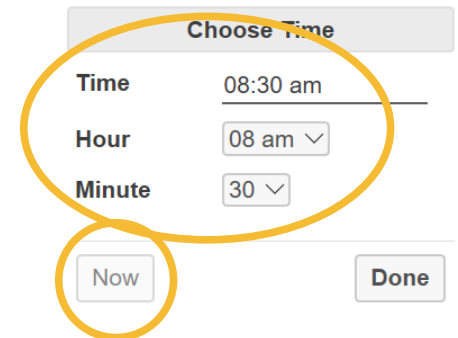
1. **Present:** simply records whether the participant was in attendance on a day or not
2. **In/Out:** records an arrival and departure time

If you would like to take attendance using the “In/Out Times”, make sure that in Site Details, you have “Daily Attendance Method” set to “In/Out Times”.

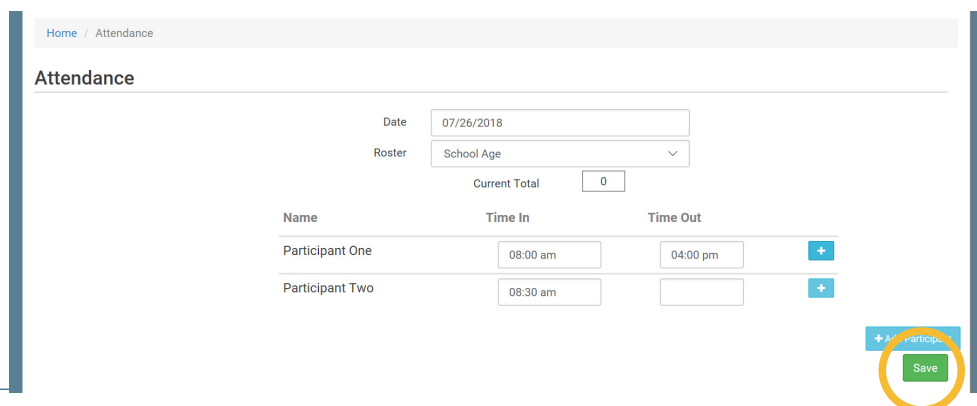
Daily Attendance Method

To Take Attendance:

- Click on the “Attendance” button on the main dashboard.
- Select the Date (note that you cannot take attendance for future dates).
- Select the Roster for which you want to take attendance.
- When the participant arrives, use the time-picker function to enter the Time In, or simply click the button that says “Now” from within the time-picker to auto-fill the current time.
- Click “Done” to save the time and then click the green “Save” button to record the time entry.
- When the participant departs, use the time-picker function to record the Time Out.
- Click “Save”.
- If a participant arrives and departs more than once in a day (for example, a participant attends the center before school and then again after school), click the blue plus sign on the far right and enter another set of arrival and departure times using the time picker.



Note: If you do not enter an arrival time and a participant is checked in for a meal, the “Time In” will automatically be set to the time at which the first meal or snack for the day was recorded. **Note:** If you do not enter a departure time, the system will record the departure at 11:59pm.



Attendance: Taking Attendance Using In/Out Times using Mobile App



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1. **Present:** simply records whether the participant was in attendance on a day or not
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To take attendance using in/out times using the mobile app:

- Download the My Food Program mobile app in iTunes or Google Play by using the search term “My Food Program” and installing.
- Login to the mobile app using the same username and password that you use for the web app. If you’d like to only enter your password once, check the box that says “Remember me on device”
- Click on the “Daily Attendance” button.
- Select the roster for which you are taking attendance.
- Select the name of the participant and click on the left box to enter a “time in”. Use the selector to enter the time the participant arrived. Click “Confirm”.
- Click “Submit”. Other people who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.

