

Meal Count:

Taking Meal Counts by Headcount using Web App

Attendance and meal counts can be recorded three ways:

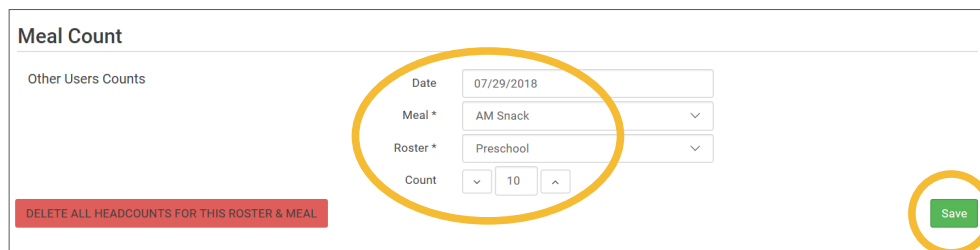
- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

1. **Meal count by name (roster-based):** this means that you are selecting the names of individual participants for each meal.
2. **Headcount:** this means that you are just counting the number of participants present for a meal and entering that number. You are not tracking which participants are attending each specific meal.

To take a headcount meal count:

- Click on “Meal Count” on the main dashboard.
- Select the date, meal and roster for which you want to take a count.
- Use the up/down arrows or type a number into the box.
- Click “Save” to record the meal counts.



Note: headcount meal counts from other users will appear on the upper-left corner. If two users enter counts for the same meal on the same day, they will add together. If using headcount meal counts, we strongly recommend having only one person assigned to entering meal counts. Multiple users are less of a problem with meal count by name since the system prevents a participant from being checked in twice for the same meal. Since headcount meal counts do not associate meal counts with particular participants, it can cause confusion if multiple people enter counts.

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To take headcount meal count using mobile app:

- Click on the “Meal Count” button and select the correct roster and meal.
- Click the “Add One to Count” button until you reach the number of participants eating the meals.
- Click “Submit”.
- This information will be saved to the database and users who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.

Note: If you are attempting to serve a meal and there are no options under the “Meal” drop down menu, you are serving a meal outside of the scheduled meal time.

