

Meal Count: By Name with Shifts using Web App



To take a meal count by name:

- **Note:** attendance must be taken prior to meal counts.
- Click on “Meal Count” on the main dashboard.
- Select the date, roster and meal for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Each participant will be listed multiple times, once for each shift.
- Click the “Ate” button next to the name of each participant and the appropriate shift. If no participants appear on the list, check that attendance has been taken first.
 - **Note:** if a participant is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click “Save”. You will see a confirmation message at the top of the screen confirming meal counts were saved.

Meal Count Roster

Date:

Roster:

Meal:

ID	Name	Shift	Ate
22	Benjamin Cubbage	1	<input type="checkbox"/>
22	Benjamin Cubbage	2	<input type="checkbox"/>
38	Carter Hoffman	1	<input type="checkbox"/>
38	Carter Hoffman	2	<input type="checkbox"/>

Current Total:

Meal Count: By Name using Web App



To take a meal count by name:

- **Note:** attendance must be taken prior to meal counts.
- Click on “Meal Count” on the main dashboard.
- Select the date and roster for which you would like to take a meal count. **Note:** the date is defaulted to the current date. Sponsor admin users and site managers/directors (if you allow them) can edit meal counts in the past. Site staff cannot edit meal counts in the past. **No user of any permission level can create meal counts in the future.**
- Click the “Ate” button next to the name of each participant in attendance at the meal. If no participants appear on the list, check that attendance has been taken first.
 - **Note:** if a participant is on more than one roster and has already been checked in for a meal on a different roster, you will see an indicator and you are prevented from checking in the same participant for the same meal on two different rosters.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click “Save”. You will see a confirmation message at the top of the screen confirming meal counts were saved.

Meal Count Roster

Date:

Roster:

Meal:

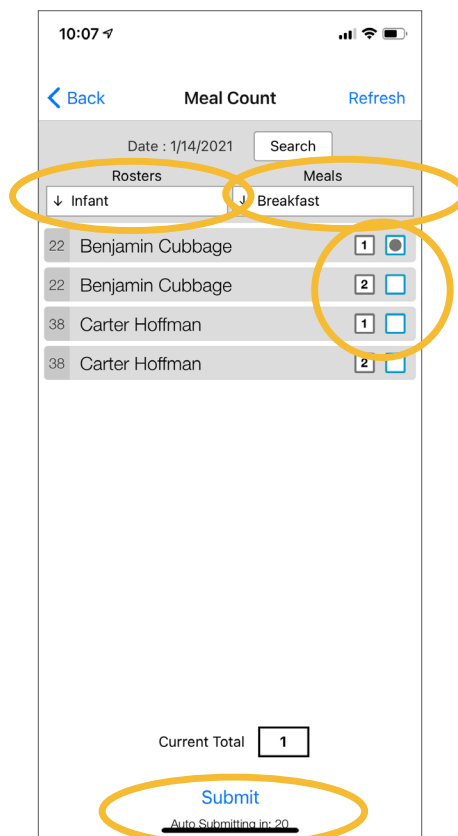
ID	Name	Ate
		Select All <input type="checkbox"/>
22	Benjamin Cabbage	<input type="checkbox"/>
38	Carter Hoffman	<input type="checkbox"/>

Current Total:

Meal Count: By Name with Shifts using Mobile App

To take meal count by name using mobile app:

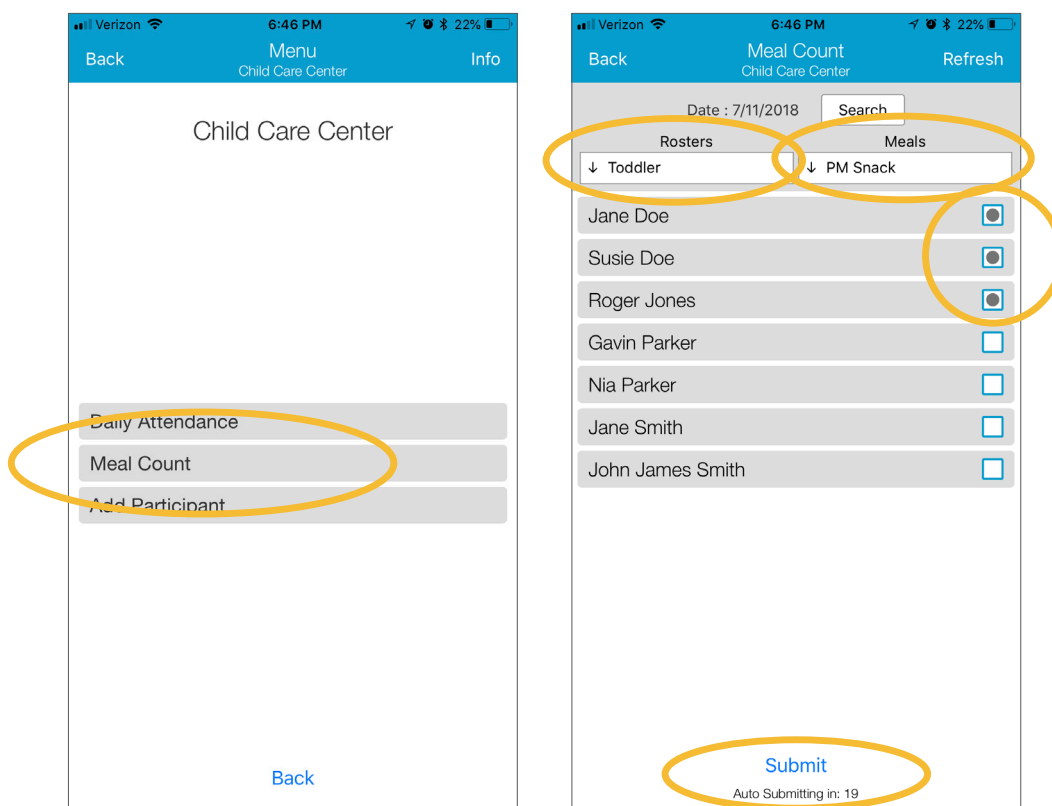
- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button.
- Select the correct roster and meal.
- A list of participants will now be loaded. If no participants appear on the list, check that attendance has been taken first.
- Each participant will be listed multiple times, once for each shift.
- Click the box next to the name of each participant and the appropriate shift.
- 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.

To take meal count by name using mobile app:

- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button.
- Select the correct roster and meal.
- A list of participants will now be loaded. If no participants appear on the list, check that attendance has been taken first. Check the box to the right of the participant’s name for all of the participants that ate the meal.
- Click “Submit”.
- This information will be saved to the database and users who login or refresh their screens will see these children 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.