

## Menu: Edit Meal Count from Menu Page

Meal counts can always be edited by going to the main dashboard and clicking on “Meal Count”. There is also a shortcut to editing meal counts from the menu page.

### To edit meal counts from menu page:

- Click on “Menu” on the main dashboard.
- Click on the date and meal that you want to edit.
- Click on the blue button on the right side that says “Edit Meal Count”.
- You will be redirected to the attendance/meal count page where you can view which children were checked in for that meal and on which roster. You can delete meal check-in’s by unchecking the “Ate” box next to the child’s name and clicking on the green “Save”button..

**Side By Side Entry**

Date: 02/12/2020 Roster: School Age Meal: PM Snack

ID	Name	Daily Attendance	Ate	Meal Outside of Normal Schedule	Reason...	Disallow Meal
4	Olivia Abbott	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
5	Alanna Barrett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
14	Elli'onna Brown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
77	Jane Doe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
41	Roger Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select
6	Gavin Parker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reason...	<input type="checkbox"/> Disallow Meal Select