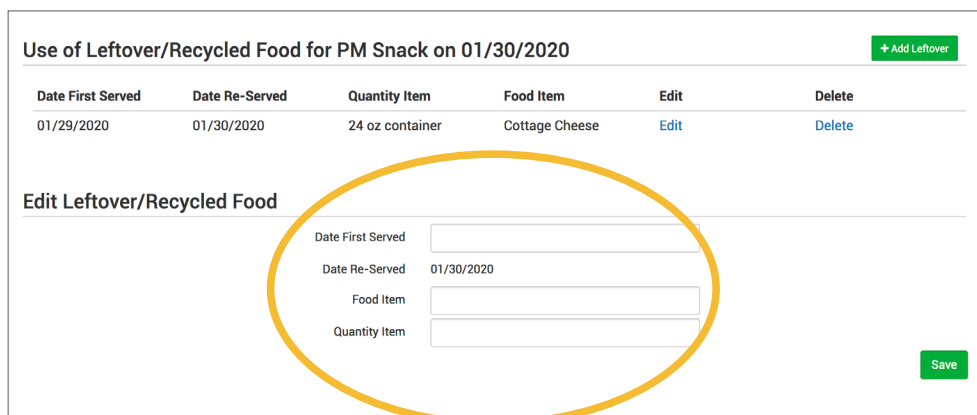


## Menu: Grocery Estimate: Record Use of Leftover/Recycled Food

You must create a grocery estimate prior to recording leftover/recycled food.

### To record the use of leftover/recycled food:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to record the leftover/recycled food.
- Click on the blue “Edit Grocery Estimate” button in the lower right corner.
- At the bottom of the screen, click the blue “Record Use of Leftover/Recycled Food” button.
- All fields are required:
  - Date First Served
  - Date Re-Served (this field is pre-populated)
  - Food Item
  - Quantity Item



**Use of Leftover/Recycled Food for PM Snack on 01/30/2020** + Add Leftover

Date First Served	Date Re-Served	Quantity Item	Food Item	Edit	Delete
01/29/2020	01/30/2020	24 oz container	Cottage Cheese	<a href="#">Edit</a>	<a href="#">Delete</a>

**Edit Leftover/Recycled Food**

Date First Served

Date Re-Served 01/30/2020

Food Item

Quantity Item

[Save](#)

- This information will appear on the *Daily Meal Production with Leftovers & Dietary Accommodations* report.