

Meal Count: Taking Meal Counts by Headcount using Web App



All Afterschool Programs are flagged as ARAM by default, which includes the site, meals, children and rosters. If the ARAM option isn't showing, double-check that the site, meal, child and roster are all set as ARAM.

To take a meal count by headcount:

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

The screenshot shows a web application interface titled "Meal Count". At the top left, it says "Other Users Counts". To the right, there is a date selector set to "04/01/2020" and a meal selector set to "PM Snack". Below these are several rows of input fields, each with a dropdown arrow, a text box containing the number "0", and an up/down arrow button. The rows are: "Meals Received/Prepared", "Meals Available from Previous Days", "First Meals", "Second Meals Served to Children", "Meals Served to Program Adults", "Meals Served to Non-Program Adults", "Non-reimbursable meals", "Leftover Meals", "Number of additional children requesting a meal", and "Disallow Meals". The "Disallow Meals" row has a dropdown menu set to "Select". At the bottom left, there is a red button that says "DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL". At the bottom right, there is a green button that says "Save".

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 child from being checked in twice for the same meal. Since headcount meal counts do not associate meal counts with particular children, it can cause confusion if multiple people enter counts.

Meal Count: Taking Meal Counts by Headcount using Mobile App

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To take headcount meal count using mobile app:

- Click on the “Meal Count” button and select the correct meal.
- Click the “Add One to Count” button until you reach the number of children eating the meals.
- 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.

