

Meal Count: Taking Meal Counts by Name using Web App

Attendance and meal counts can be recorded three ways:

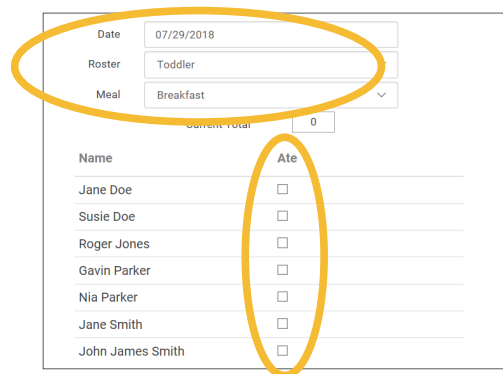
- Web app through any web browser, such as Chrome, Explorer, Edge or Safari.
- Mobile app available through the Google Play or iTunes.
- Paper, which must then be manually entered using the web app.

There are two ways to take meal counts:

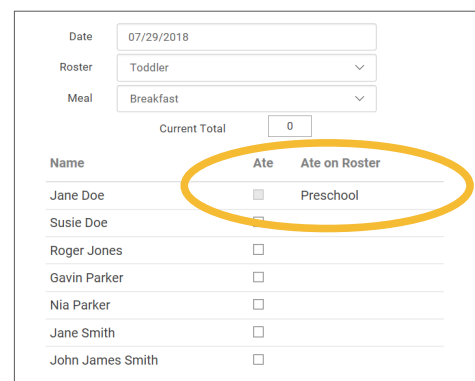
1. **Meal count by name (roster-based):** this means that you are selecting the names of individual children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each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

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 child in attendance at the meal. If no children appear on the list, check that attendance has been taken first.
 - **Note:** if a child 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.
- Click “Save” and you will see a confirmation message at the top of the screen that confirms meal counts were saved.
- **Note:** if you are recording Infant Menus by Name there will be a hyperlink at the bottom of this screen to take you directly to the Infant Menu by Name screen for this date and meal type.



The screenshot shows the meal count web app interface. At the top, there are three dropdown menus: 'Date' (07/29/2018), 'Roster' (Toddler), and 'Meal' (Breakfast). Below these is a 'Current Total' field with the value '0'. The main part of the screen is a table with columns 'Name' and 'Ate'. The 'Ate' column contains checkboxes for each child's name: Jane Doe, Susie Doe, Roger Jones, Gavin Parker, Nia Parker, Jane Smith, and John James Smith. The 'Ate' checkbox for Jane Doe is highlighted with a yellow oval.



The screenshot shows the meal count web app interface. At the top, there are three dropdown menus: 'Date' (07/29/2018), 'Roster' (Toddler), and 'Meal' (Breakfast). Below these is a 'Current Total' field with the value '0'. The main part of the screen is a table with columns 'Name', 'Ate', and 'Ate on Roster'. The 'Ate' column contains checkboxes for each child's name: Jane Doe, Susie Doe, Roger Jones, Gavin Parker, Nia Parker, Jane Smith, and John James Smith. The 'Ate on Roster' column contains text: 'Preschool' for Jane Doe, and is empty for the other children. The 'Ate on Roster' text for Jane Doe is highlighted with a yellow oval.

Meal Count: Taking Meal Counts by Name using Mobile 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 children for each meal.
2. **Headcount:** this means that you are just counting the number of children present for a meal and entering that number. You are not tracking which children are attending each specific meal.

To take meal count by name using mobile app:

- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button and select the correct roster and meal. A list of children will now be loaded. If no children appear on the list, check that attendance has been taken first. Check the box to the right of the child’s name for all of the children that ate the meal and 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.

