

## Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen on Mobile App



### To enter attendance and meal counts using your mobile device:

- Click “Attendance and Meal Count Entry”.
- Select the Roster and the Meal.
- Click on “Present” if the child was in attendance for the day.
- Click on “Ate” if the child was served a reimbursable meal or snack.
- Click Submit.

A screenshot of a mobile application interface. At the top is a blue header bar with "Back" and "MFP" on the left, and "3:24" and "Info" on the right. Below the header is a grey bar containing "Date : 8/6/2019" and a "Search" button. Underneath is a section with two tabs: "Rosters" and "Meals". Below the tabs are two dropdown menus: the first shows "All Children" and the second shows "Breakfast". Below these is a "Name:" label and a list of four children. Each child's row has two checkboxes: "Attendance" and "Ate". Bethany Johnson has both checked. Dale Johnson has both checked. Jane Smith has both checked. John Smith has neither checked. At the bottom is a "Submit" button.

	Name:	Attendance	Ate
2	Bethany Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Dale Johnson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Jane Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	John Smith	<input type="checkbox"/>	<input type="checkbox"/>

### Notes:

- You cannot click “Ate” until you have clicked “Present” – this prevents a meal from being recorded without attendance.
- A child only need to be checked in as “Present” once during the day. The “Present” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Present” column, you are removing the attendance and all meals for the day