

# Attendance & Meal Count Entry: Attendance and Meal Counts on the Same Screen with Shifts on Web App



Attendance and Meals Counts will be entered at the same time.

## To enter attendance and meal counts with shifts using your computer:

- Click on “Attendance & Meal Count Entry” from the main dashboard.
- Select the Date, Roster and Meal.
- Notes to Sponsor: providers or centers have the ability to write a note to the sponsor on their attendance page. These notes feed into a sponsor-level report that lists the notes submitted by the sites.
- Click on “Daily Attendance” if the child was in attendance for the day.
- Click on “Shift 1” and/or “Shift 2” for each shift for which the child was present.
- You may also click “Select All” at the top of the list to select all participants. Please note that this feature is turned off by default and you will need to request that it be turned on from My Food Program.
- Click Save.

The screenshot shows the 'Side By Side Entry' interface. At the top, there are three dropdown menus: 'Date' (05/05/2021), 'Roster' (Infant), and 'Meal' (Breakfast). Below these is a 'Notes to Sponsor' text area. A table lists participants with columns for ID, Name, and checkboxes for 'Daily Attendance', 'Shift 1', and 'Shift 2'. At the bottom, there are two input fields for 'Current Totals' (both showing 0) and a green 'Save' button.

ID	Name	Select All
22	Benjamin Cabbage	<input type="checkbox"/> Daily Attendance <input type="checkbox"/> Shift 1 <input type="checkbox"/> Shift 2
38	Carter Hoffman	<input type="checkbox"/> Daily Attendance <input type="checkbox"/> Shift 1 <input type="checkbox"/> Shift 2

## Notes:

- You cannot click “Shift 1” and/or “Shift 2” until you have clicked “Daily Attendance” – this prevents a meal from being recorded without attendance.
- A child only need to be checked in as “Daily Attendance” once during the day. The “Daily Attendance” button will already be checked if you navigate to meals later in the day.
- If you remove the check from the “Daily Attendance” column, you are removing the attendance and all meals for the day.
- 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.