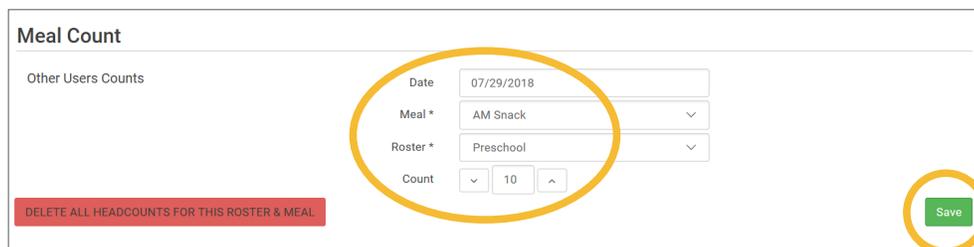


Meal Count: By Headcount using Web App

To take a headcount meal count:

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

A screenshot of the "Meal Count" web application interface. The form is titled "Meal Count" and includes a section for "Other Users Counts". The main form fields are: "Date" (07/29/2018), "Meal *" (AM Snack), "Roster *" (Preschool), and "Count" (10). A red button labeled "DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL" is located below the form fields. A green "Save" button is located at the bottom right of the form. A yellow circle highlights the Date, Meal, Roster, and Count fields, and another yellow circle highlights the Save button.

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.