

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



To enter attendance and meal counts with shifts using your mobile device:

- Click “Attendance & Meal Count Entry”.
- Select the Roster and the Meal.
- Click on “Present” if the participant was in attendance for the day.
- Click on “Shift 1” and/or “Shift 2” for each shift for which the participant was present.
- Click Submit.

The screenshot shows a mobile app interface for entering attendance and meal counts. At the top, the time is 12:11. Below the time is a "Back" button and the text "MFP". The date is set to 1/13/2021, and there is a "Search" button. Below the date, there are two dropdown menus: "Rosters" with "Infant" selected and "Meals" with "Breakfast" selected. Below the dropdowns, there is a "Name:" field and an "Attendance Ate" field. The main content area shows two rows of data for participants: Benjamin Cabbage (ID 22) and Carter Hoffman (ID 38). Each row has a "Present" checkbox, a "Shift" column with buttons for "1" and "2", and an "ARAM" column with a question mark. At the bottom, there is a "Current Total" field with the value "0" and a "Submit" button.

Notes:

- You cannot click “Shift 1” and/or “Shift 2” until you have clicked “Present” – this prevents a meal from being recorded without attendance.
- A participant 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