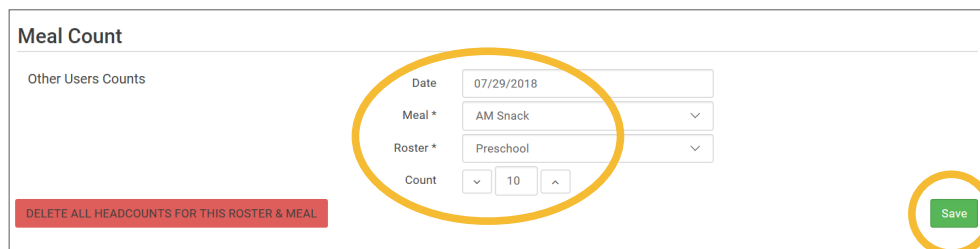


# Meal Count: By Headcount using Web App

## 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 a web form titled "Meal Count". The form has a header "Meal Count" and a sub-header "Other Users Counts". Below the sub-header, there are four input fields: "Date" with the value "07/29/2018", "Meal \*" with a dropdown menu showing "AM Snack", "Roster \*" with a dropdown menu showing "Preschool", and "Count" with a dropdown arrow, the number "10", and an up/down arrow. A red button labeled "DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL" is located below the "Roster \*" field. A green "Save" button is located at the bottom right of the form. A yellow circle highlights the "Date", "Meal", and "Roster" 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 participant from being checked in twice for the same meal. Since headcount meal counts do not associate meal counts with particular participants, it can cause confusion if multiple people enter counts.