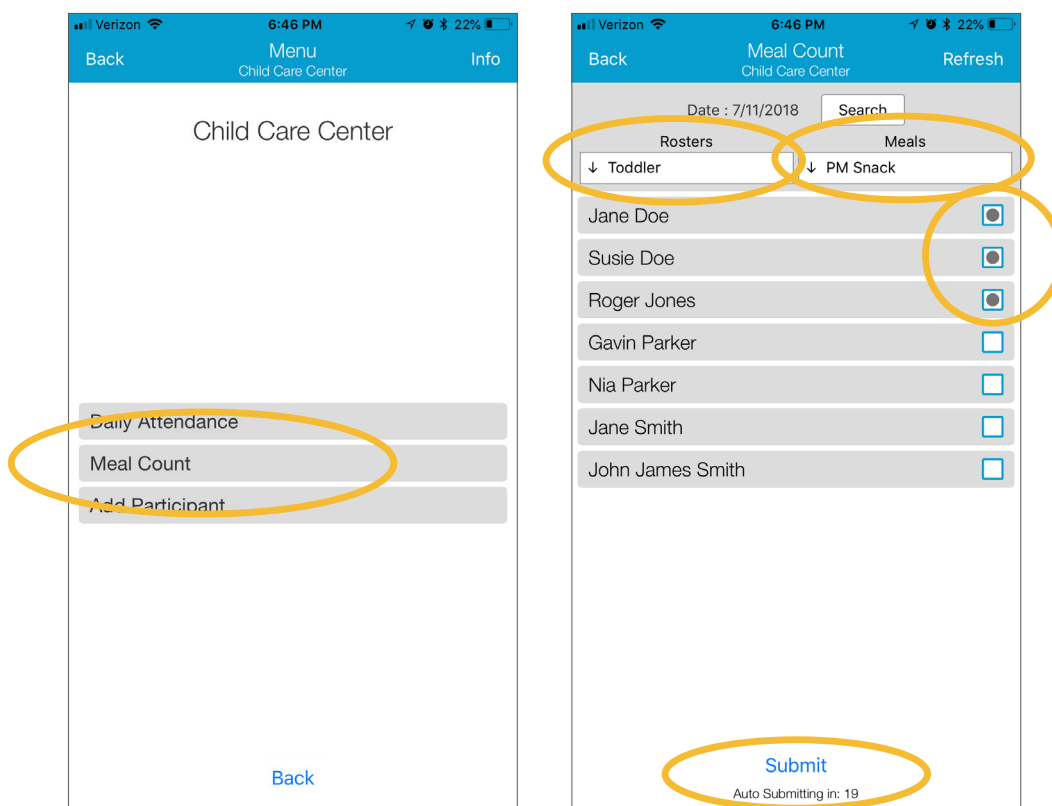


## To take meal count by name using mobile app:

- **Note:** attendance must be taken prior to meal counts.
- Click on the “Meal Count” button.
- Select the correct roster and meal.
- A list of participants will now be loaded. If no participants appear on the list, check that attendance has been taken first. Check the box to the right of the participant’s name for all of the participants that ate the meal.
- Click “Submit”.
- This information will be saved to the database and users who login or refresh their screens will see these participants as checked in. It will also synchronize in real time with the web app.



**Note:** If you are attempting to serve a meal and there are no options under the “Meal” drop down menu, you are serving a meal outside of the scheduled meal time.