Meals - Meal Served By Day - PDF

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Report Description

The Meals Served by Day report opens in a PDF and displays a list of students that received each meal broken down into days.

Report Conditions

- A center must be selected
- A From Date must be selected

Sample Report

Click the report name to view a sample: Meals Served By Day.pdf 🗞

Accessing the Report

1. From the Reports menu, click Room/Program

Search		▼]								
☆ Home F	amily	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setup	۹
Home Information								Program		
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		chedules	Semester					Batch Jo	ob Audit	
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								Room/P	Program	
Birthday		Billing	Pending					Financia	al	

2. From the Report Category drop-down, select Meals

Report Category					
205	Meals		•		

3. Choose Meals Served By Day - PDF from the Report drop-down

Report

Meal Served By Day - PDF

- 4. Select any necessary Search Criteria
 - Center select the center from the drop-down. **Please Note**: this report will not pull data at the business level
 - Category select a category, if applicable
 - Classroom choose a classroom from the list, if applicable
 - From Date data will pull for the week of the date entered here.
 For example: if the date entered is 4/12, the data will pull for 4/7-4/13
- 5. Click Create Report. The requested report will open in PDF format

Report Fields

- Child Information
 - Last name, First name
 - Student ID
 - Birthday
 - Meal Plan
- Allergies
- Food/Milk Allergies
- Foods Not Allowed
- Special Food Needs