

Meals - Meal Served By Day - PDF

Last Modified on 04/12/2019 3:32 pm EDT

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

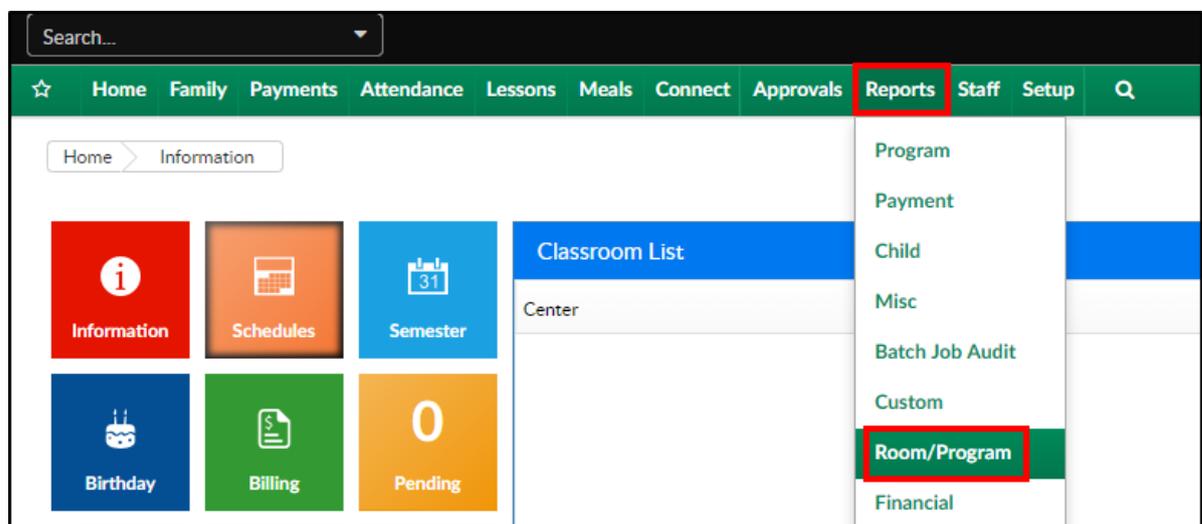
- A center must be selected
- A From Date must be selected

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



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

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