

# Meals - Time Meal Served - Excel

Last Modified on 04/12/2019 9:02 am EDT

## Report Description

The Time Meal Served report opens in Excel and will display a list of students, the meal served or not served with the date and time.

## Report Conditions

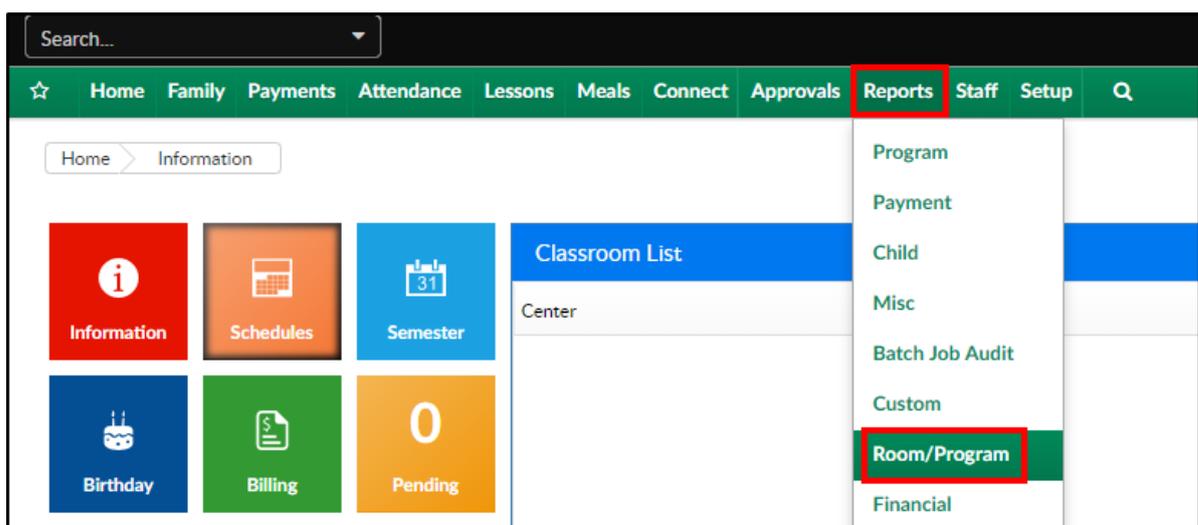
- When entering a From Date, data will be collected from the From Date to the current date
- Leaving the dates blank, the data will pull the current week from Sunday - the current day

## Sample Report

Click the report name to view a sample: [Time Meal Served - Excel.xlsx](#) 

## Accessing the Report

1. From the Reports menu, click Room/Program



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



3. Choose Time Meal Served - Excel from the Report drop-down

A screenshot of a web interface showing a dropdown menu. The menu is titled "Report" and is currently displaying the selected option "Time Meal Served - Excel". To the left of the text is a small icon of a document with a link, and to the right is a downward-pointing arrow. The entire dropdown is enclosed in a black rectangular border.

4. Select any necessary Search Criteria

- Center - select the business level or a center
- Category - select a category, if applicable
- Classroom - choose a classroom from the list, if applicable
- From Date - when the date is left blank, data will pull from the current week
- To Date - enter a To Date, if applicable

5. Click Create Report. The requested report will open in Excel format

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## Report Fields

- Child Name
  - DCW ID
  - Classroom
  - Center
  - Meal
  - Date Meal Served
  - Time Meal Served
  - Served By
  - Eligibility
  - Status
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