Meals - Meal Count and Attendance Sheet with Summary Tabs

Report Description

The Meal Count and Attendance report shows which meals were served to each student and a monthly summary.
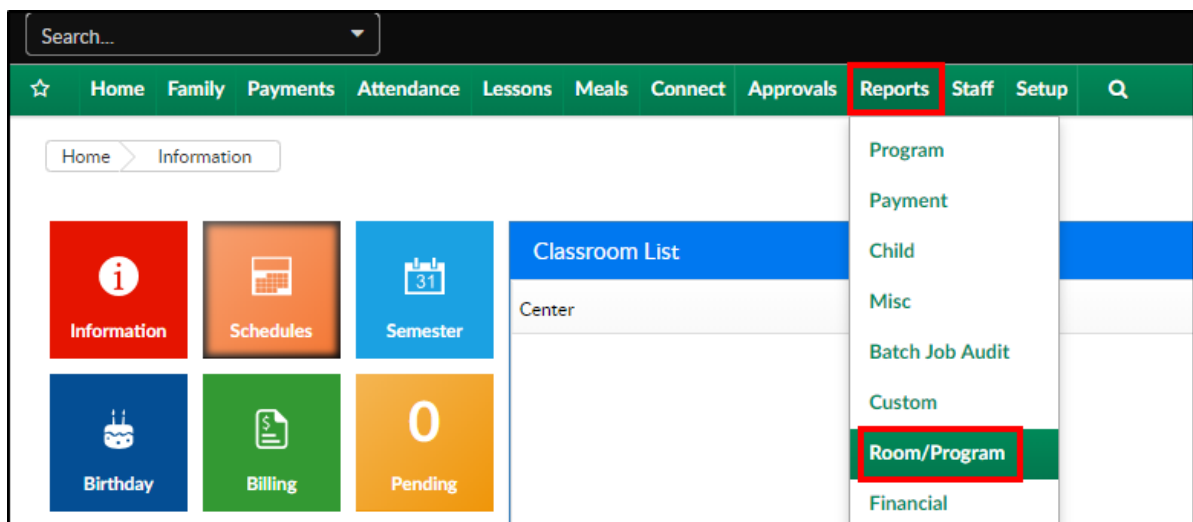
Report Conditions

- A center must be selected
- If no date is entered, data will pull for current week
- If a date is entered, data will pull for the week including the date selected. For example, if 4/12 is selected, data will show 4/9-4/13
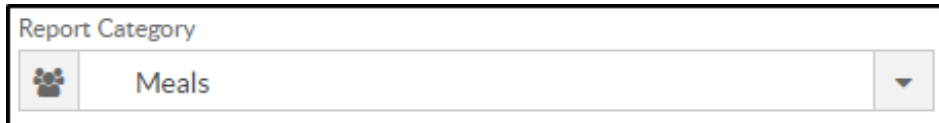
Sample Report

Click the report name to view a sample: Meal Count and Attendance Sheet with Summary Tabs.xlsx 🔗

Accessing the Report

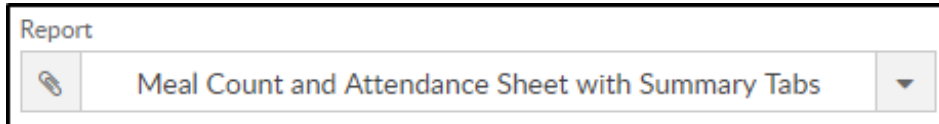1. From the Reports menu, click Room/Program

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

Report Category

| 👥 | Meals | ▼ |

3. Choose Meal Count and Attendance Sheet with Summary Tabs from the Report drop-down

Report

| 🔗 | Meal Count and Attendance Sheet with Summary Tabs | ▼ |

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
   - Semester - select a semester, if applicable
   - 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 Excel format

Report Fields

- Each classroom will open on a separate tab and include the following
  - Last name, First name
  - Mon-Fri
  - Breakfast
  - AM Snack
  - Lunch
  - PM Snack
  - Dinner
  - Evening Snack
  - Attend

- Weekly Summary
  - Mon-Fri totals
- Monthly Summary
  - Total monthly attendance
  - Total unique monthly attendance