

Meals - Meal Count and Attendance Sheet with Summary Tabs

Last Modified on 04/12/2019 3:56 pm EDT


Report Description

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

Report Conditions

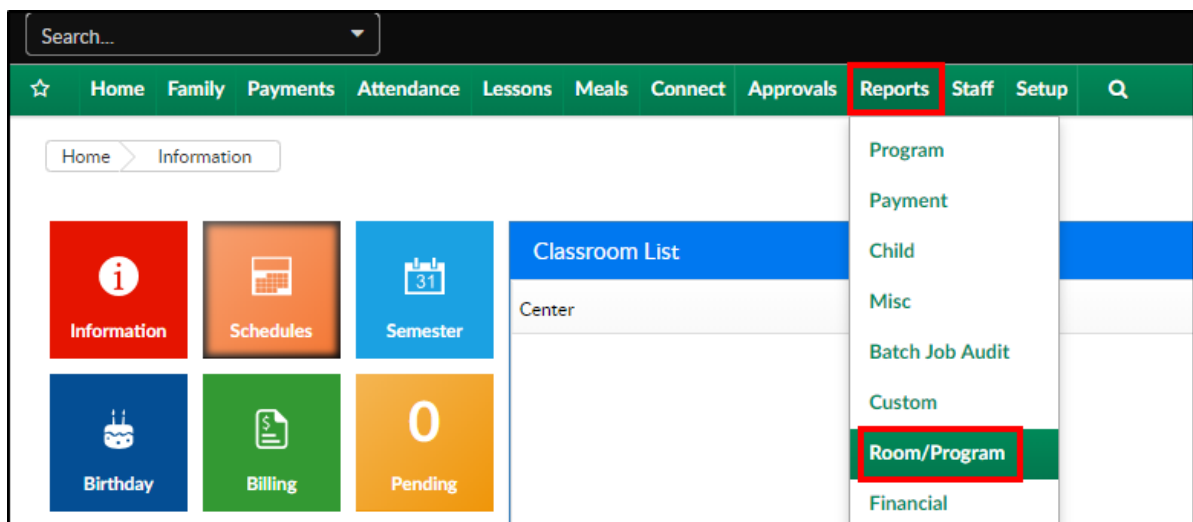
- A center must be selected
- If no date is entered, data will pull for current week
- If a date is entered, data will pull for the week including the date selected. For example, if 4/12 is selected, data will show 4/9-4/13

Sample Report

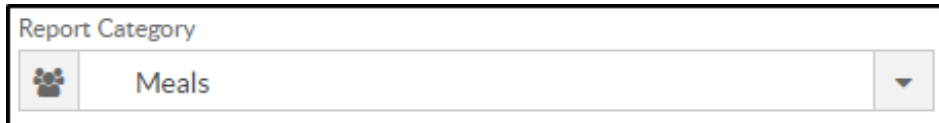
Click the report name to view a sample: [Meal Count and Attendance Sheet with Summary Tabs.xlsx](#) 

Accessing the Report

1. From the Reports menu, click Room/Program

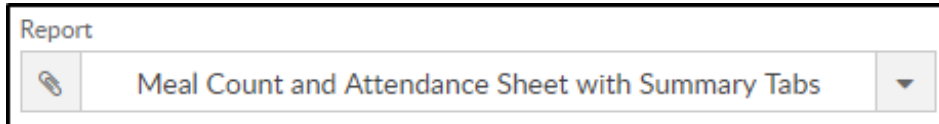


2. From the Report Category drop-down, select Meals



A screenshot of a web interface showing a drop-down menu titled "Report Category". The menu is open, and the option "Meals" is selected. To the left of the text "Meals" is a small icon of a fork and knife. To the right of the text is a downward-pointing arrow. The entire menu is enclosed in a black rectangular border.

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



A screenshot of a web interface showing a drop-down menu titled "Report". The menu is open, and the option "Meal Count and Attendance Sheet with Summary Tabs" is selected. To the left of the text is a small icon of a document with a link. To the right of the text is a downward-pointing arrow. The entire menu is enclosed in a black rectangular border.

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
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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
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