

How to Start and Record a School Year Meal Service - Meal Service Staff

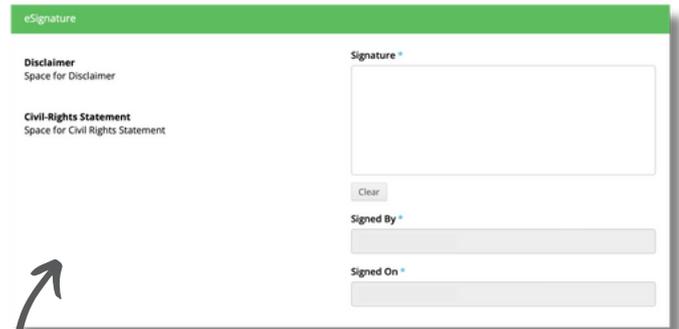
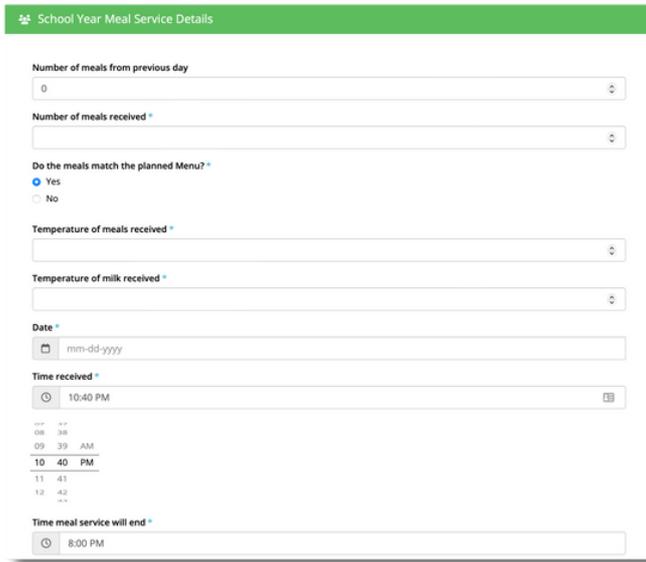
1

School Year

Start a new Meal Service

Click the 'School Year' button on the Dashboard page.

Complete all required fields on the 'School Year Meal Service Details' page.



The Signed By section will automatically be the name of the user logged in. The date will automatically be the current date.

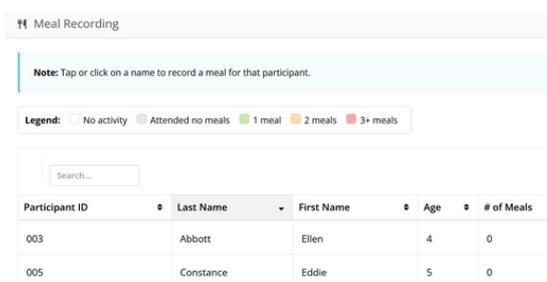
Click on 'Start Meal Service' to start the meal service.



2

To record a meal for a participant

- Click on the participant's row once, and the row will turn grey, recording the participant's attendance. The '# of Meals' column will show the letter A.
- Click on the participant's row a second time, and the row will change to green. This records that a meal was received.
- Click on the participant's row a third time, and the row will change to orange; this records that a second meal was received.
- Clicking on the row more than once will record the number of meals for the number of clicks and turn the row red.
- If you want to remove a meal that was added by accident, click on the minus icon in the last column.



| Participant ID | Last Name | First Name | Age | # of Meals | |
|----------------|-----------|------------|-----|------------|--|
| 003 | Abbott | Ellen | 4 | 0 | |
| 005 | Constance | Eddie | 5 | A | |
| 001 | Marcus | Alana | 6 | 1 | |
| 004 | Sunday | Josh | 4 | 2 | |
| 002 | Winters | Ellie | 4 | 3 | |

Once you have completed recording the meal service, click the End Meal Service button at the very bottom of the page on the right-hand side.



3

A notification will appear asking if you're sure you want to end the meal service; **click 'Yes'**.

The screen will then display a summary of your meal service details.

Click on 'Return to Summer Meal Services' to be taken back to the School Year Meal Services log.



Have additional inquiries?

Ask the chat bot, just click the Link2Feed logo on the bottom right corner of the screen.

For other questions, please reach out to your manager for further assistance!