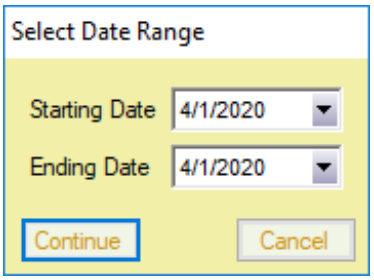
Center Daily Meal Count Report

Last Modified on 04/01/2020 8:57 am CDT

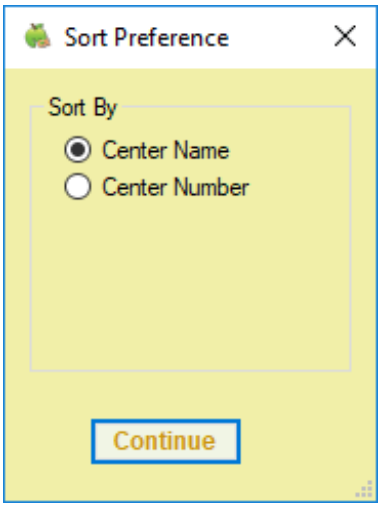
The Center Daily Meal Count report provides meal count totals by meal for each for your sites for a single day. It also totals all meal counts for each, individual center, as well as provides an overall total for all centers.

To run this report:

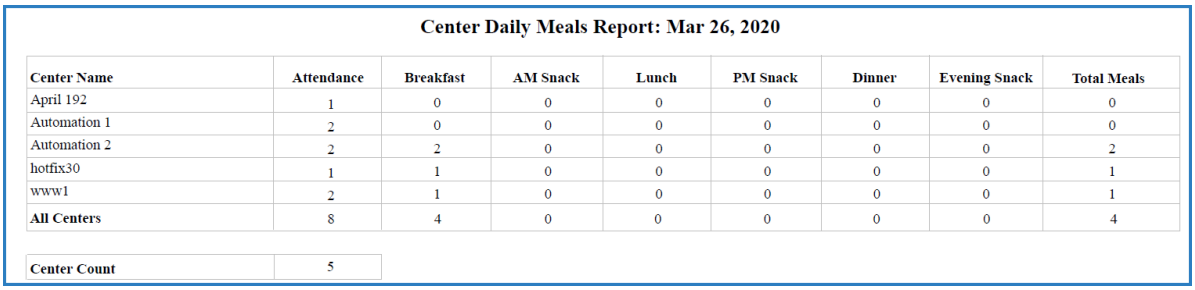
1. Click the **Reports** menu, select **Attendance**, and click **Center Daily Meal Count Report**. The Select Date Range dialog box opens.
2. Click the **Start Date** and **End Date** boxes and select the date range for which to run the report. To run the report for one day, select the same date each box.



3. Click **Continue**. If you do not operate in multiple states, the **Sort Preference** dialog box opens. Go to **Step 6**. If you operate in multiple states, the **Select State** dialog box opens.
4. Click the **State** drop-down menu and select the state for which to run the report.
5. Click **Continue**. The Sort Preference dialog box opens.
6. Select the **Center Name** option to sort by center name, or select the **Center Number** option to sort by center number.



7. Click **Continue**. The report is generated.



Center Daily Meals Report: Mar 26, 2020

Center Name	Attendance	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack	Total Meals
April 192	1	0	0	0	0	0	0	0
Automation 1	2	0	0	0	0	0	0	0
Automation 2	2	2	0	0	0	0	0	2
hotfix30	1	1	0	0	0	0	0	1
www1	2	1	0	0	0	0	0	1
All Centers	8	4	0	0	0	0	0	4

Center Count	5