

Harvesters – Kids Cafe Meal Count Form Guide

Quick Steps:

1. Click *Meal Count* on the navigation menu.
2. Click the meal for which you would like to submit a form for.
3. Enter the number of meals delivered.
4. Select the trained coordinator on site.
5. Select first meal served time.
6. Record all first meals served by clicking *Click Here* beneath the First Meals section.
7. Record any second meals served by clicking *Click Here* beneath the Second Meals section.
8. Select last meal served time.
9. Enter number of spoiled or incomplete meals if there are any.
10. Type your name into the approval box to confirm the data that's been entered.
11. Click *Submit* to complete the process.

Detailed Steps

To create an online Meal Count Form, click *Meal Count* on the navigation menu. On this page, you will see a link to the form(s) that you are required to submit for the current day. If you have yet to submit your Meal Count Form, a red checkmark will be displayed next to the form link. Once submitted, the color will change to green. Click on the link to access and fill out your Meal Count Form.



You should now see the Meal Count form displayed on your screen. You can verify that you clicked on the correct form by viewing the title of the form (for example, Daily Delivery – Meal Count Form – Supper). The number of meals delivered should be filled out before any other fields. Verify that this number matches the number of meals ordered and proceed to select the Trained Coordinator from the drop down list.

The screenshot shows the 'Daily Delivery - Meal Count Form - Supper' interface. At the top, there is a navigation bar with links: Home, Create Order, Meal Count, History, Contact Us, My Account, and Logout. Below the navigation bar, the form title is 'Daily Delivery - Meal Count Form - Supper'. The form contains the following fields: Program: KC999 - Test Program, Date: 9-27-13, and Approved Meal Time: 4:00 PM - 5:00 PM. The '# of Meals Delivered' field is set to 30, and the '# of Meals Ordered' field is also set to 30. The 'Trained Coordinator on Site' dropdown menu is open, showing options: '- Select -', '- Select - Jane Doe', and 'John Doe'. The 'First Meal Served' and 'Last Meal Served' fields are empty dropdown menus. There are also 'First Meals' and 'Second Meals' sections with '0' and '0' respectively, and 'Click Here' buttons.

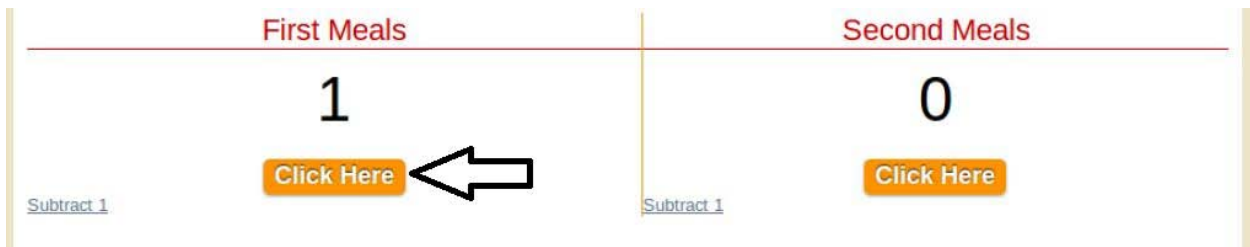
If for any reason, the number of meals delivered does not equal the number of meals ordered, please enter an explanation in the pop up box that displays.

The screenshot shows the same 'Daily Delivery - Meal Count Form - Supper' interface, but with an error message displayed. The '# of Meals Delivered' field is now set to 31, while the '# of Meals Ordered' field remains at 30. The error message box says: 'The page at localhost says: Number of meals delivered does not equal number of meals ordered. Please explain why.' The 'Trained Coordinator on Site' dropdown menu is still open. The 'First Meal Served' and 'Last Meal Served' fields are empty. There are also 'First Meals' and 'Second Meals' sections with '0' and '0' respectively, and 'Click Here' buttons.

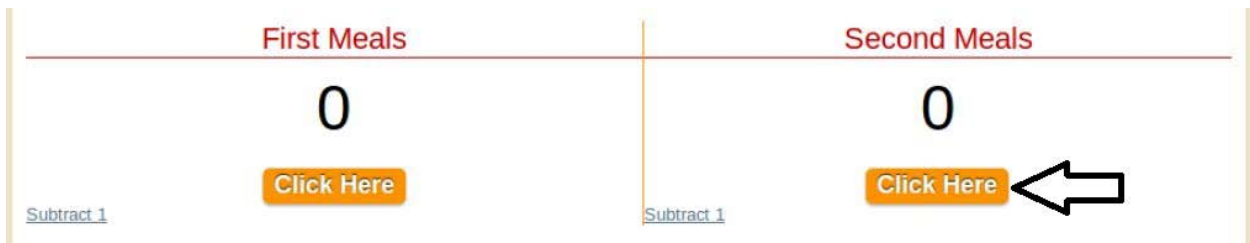
You are now ready to start serving meals. For your information, your approved serving time is displayed in the top right corner of the form. Just beneath that, is where you will select your first and last meal serving times.

The screenshot shows the 'Daily Delivery - Meal Count Form - Supper' interface. The '# of Meals Delivered' field is set to 30, and the '# of Meals Ordered' field is also set to 30. The 'Trained Coordinator on Site' dropdown menu is set to 'John Doe'. The 'First Meal Served' field is set to 4:05 PM. The 'Last Meal Served' field is empty. The 'Approved Meal Time' is 4:00 PM - 5:00 PM. There are also 'First Meals' and 'Second Meals' sections with '0' and '0' respectively, and 'Click Here' buttons.

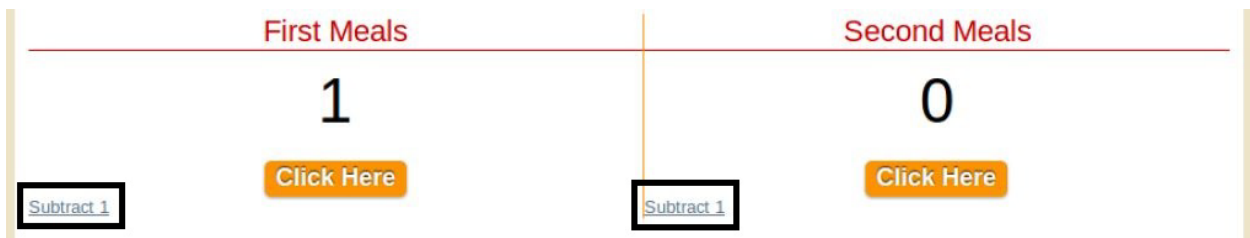
For each first meal served, click the *Click Here* button beneath First Meals. Be sure to only click once for each meal served.



If you have served all the first meals, and have second meals left to serve, enter that information by clicking the button beneath Second Meals.



If you click either the first or second meal button in error, you may click *Subtract 1* to decrease the count.



Once you have finished serving all the meals, you are almost ready to submit the form. Be certain to select the Last Meal Served Time on the upper right portion of the form.

The screenshot shows a web form titled "Daily Delivery - Meal Count Form - Supper". At the top is a red navigation bar with links: Home, Create Order, Meal Count, History, Contact Us, My Account, and Logout. Below the navigation bar, the form displays the following information:

- Program: KC999 - Test Program
- Date: 9-27-13
- Approved Meal Time: 4:00 PM - 5:00 PM
- # of Meals Delivered: 30
- # of Meals Ordered: 30
- First Meal Served: 4:05 PM
- Trained Coordinator on Site: John Doe
- # of Previous Day Leftovers:
- Last Meal Served: 4:40 PM (highlighted with a black box)

The form is divided into two columns: "First Meals" and "Second Meals".

- First Meals:** 30. Below the number is a "Click Here" button and a "Subtract 1" link.
- Second Meals:** 0. Below the number is a "Click Here" button and a "Subtract 1" link.

If any of the meals were spoiled or incomplete, enter that data into the appropriate fields (Open/Spoiled Items, Meals Missing Components, Other). There is also a section to enter any related comments. Once you have completed that section and verified that the rest of the form information is correct, type your name into the field at the bottom of the form and click *Submit*.

The bottom section of the form contains the following fields and information:

- Number of Spoiled or Incomplete Meals:**
 - Open/Spoiled Items:
 - Meals Missing Components:
 - Other (Explain):
 - Reason:
- Totals:**
 - Total Delivered + Leftovers: 30
 - Total First Meals: 30
 - Total Second Meals: 0
 - Total Meals Served: 30
 - Total Spoiled/Incomplete Meals: 0
 - Total Leftovers: 0
- Signature:** By typing your name below, you certify that the above is true and accurate.
- Submit:** A large orange button labeled "Submit".

After clicking *Submit*, you will be redirected to a confirmation page.

You may access the form that was just submitted by clicking on *History* and then *Meal Count* on the navigation menu. This will display a clickable list of all the forms that you have submitted online. You will see the most recent form that was submitted at the top of that list. You may click on the form to display it.

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Date	Meal Type	Meals Served	Leftovers
9-27-13	Supper	30	0
7-31-13	Breakfast	26	16
6-12-13	Snacks	15	15
6-12-13	Breakfast	16	18
6-7-13	Breakfast	25	4
6-7-13	Snacks	15	0
6-7-13	Supper	15	5

If you have any questions or issues submitting your Meal Count form, please contact Derek Morgan at dmorgan@harvesters.org.