How To Generate AO Report



5 Options

Suppress Dislikes

6 Locations

Happy Hills

East Wing

Accessing the Advanced Ordering Report

1. Service Tools > Advanced Ordering

1 Start date

(2) Start Meal

(3) End date

(4) End Meal

ហើរ	Service Tools	
	Advanced Ordering	

- 2. Tap arrow to select Start Date
- 3. Tap Start Meal
- 4. Tap arrow to select **End Date.**
- 5. Tap End Meal
- Tap to add check mark to check for Missing Orders Only.
- 7. Tap to select the one or more locations where you are taking orders.
- 8. Tap Create Report
- 9. Once residents touch **Search** to find a resident, tap **Sort** to sort the list as needed or tap **Filter** to filter based on residents the option selected.

arch Search By Name, Building, Wir	9		Q Wing		Filter	1	-
Resident	Breakfast	Lunch	Dinner	Building	Wing	Room	
Hump Day	0	0	0	Happy Hills	East Wing		MANAGE ORDER
Peppa Pig	0	0	0	Happy Hills	East Wing	10	MANACE ORDER
Donald Duck	0	0	0	Happy Hills	East Wing	302	MANAGE ORDER
Polly Pureed	0	0	0	Happy Hills	East Wing	306	MANAGE ORDER
Mickey Mouse	0	0	0	Happy Hills	North Wing	400	MANACE ORDER
Paw Patrol	0	0	0	Happy Hills	North Wing	401	MANAGE ORDER
Hayli Weimaraner	0	0	0	Happy Hills	North Wing	405	MANACE ORDER
Falling Leaves	0	0	0	Happy Hills	North Wing	407	MANAGE ORDER

Sort by		Filter			
Wing		∑ All			
First Name		∑ All			
Last Name	0	O No Order			
Wing		Order Completed 🔾			
Room	0	Refused			

10. Tap Manage Order to begin entering the order for the selected resident.

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