

How To Generate AO Report

Accessing the Advanced Ordering Report

1. Service Tools > Advanced Ordering



2. Tap arrow to select Start Date

3. Tap Start Meal

4. Tap arrow to select End Date.

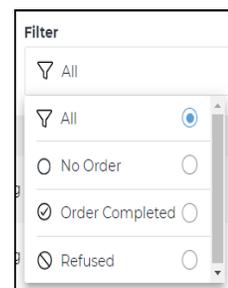
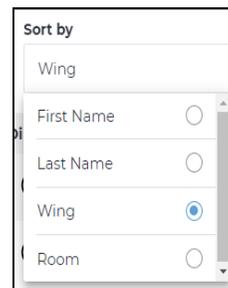
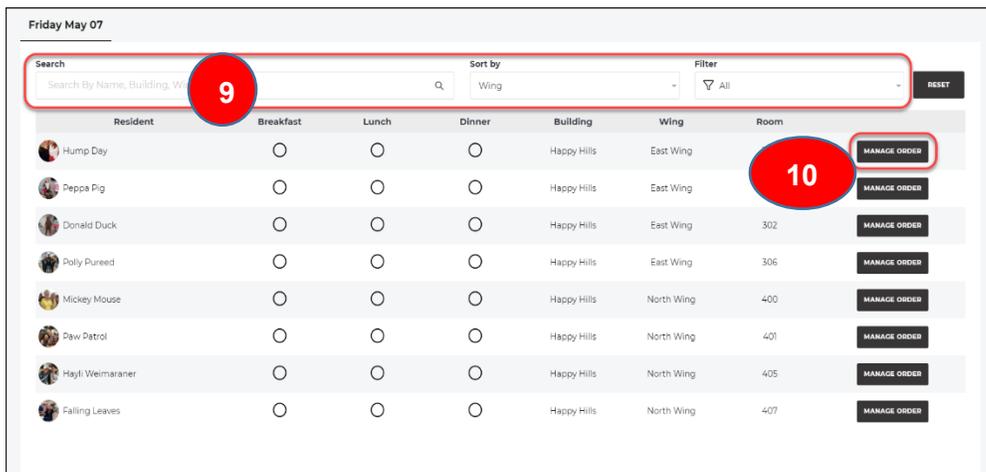
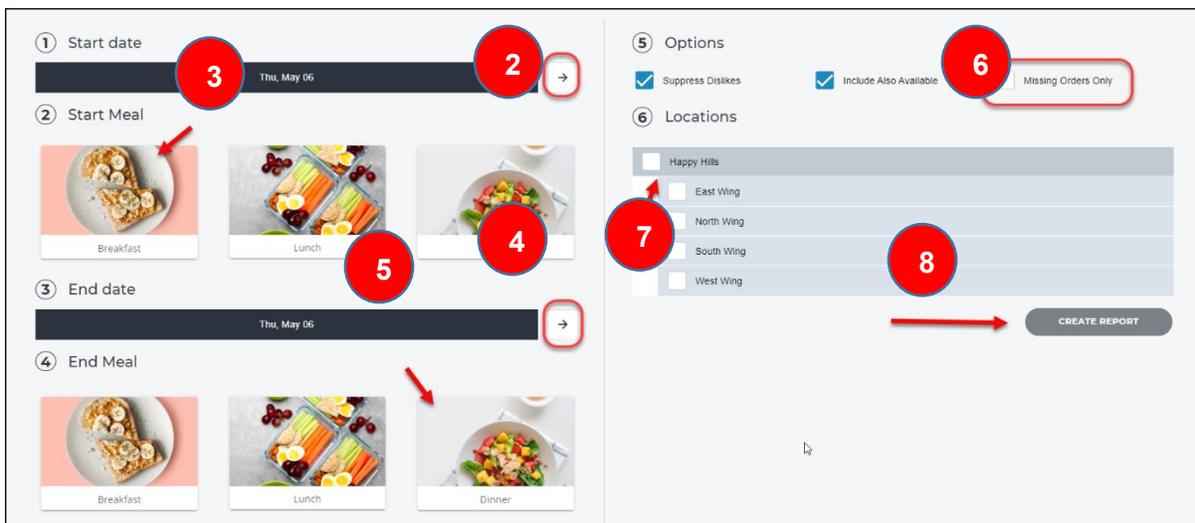
5. Tap End Meal

6. 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.



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