

Jan 17, 2022

Accessing the Allergy Report (right)

Under People Reports, tap Allergy Report.

Running the Allergy Report (middle right)

1. Select how you want the people in the report to be organized:

- Alpha sorts people alphabetically.
- Meal Delivery sorts people by dining area, and alphabetically within each dining area.
- **Location** sorts people by residence location, and alphabetically within each residence location.

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	Allergy Report						
	People Service Report						
	People Photos						
	Snack Delivery Worksheet						

- 2. Of the people selected to be in the report (step 4), you can list only those with an assigned allergen by selecting the **Include only those with Allergies** check box. By keeping this check box clear, the report will list all people selected to be in the report, regardless if they have an assigned allergen or not.
- 3. To include the date of birth of the people in the report (step 4), select the Include **Date of Birth** check box.
- 4. Select the residence locations to determine what people are included in the report.
- 5. Click Create Report.

Layout (bottom right)

- A. Name.
- B. ID and, if selected, date of birth.
- C. Residence area.
- D. Diet order.
- E. Allergies.



Bush, Rose	Α	Diet or	der D			O Allergies
ID	6446 B	Diet	Regular	Fluid	Regular	Fish
DOB	May 25, 1948	Texture	Regular			
Residence	1st Floor Room 100 1					
Putter, Jony		Diet order				O Allergies
ID		Diet	Regular	Fluid	Regular	Milk
DOB	November 18, 1941	Texture	Regular			
Residence	3rd Floor Room 300 2					
Tiph, Seul	Diet order				O Allergies	
ID		Diet	Regular	Fluid	Regular	Eggs
DOB	May 28, 1951	Texture	Puree			
Residence	1st Floor Room 102 2					

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