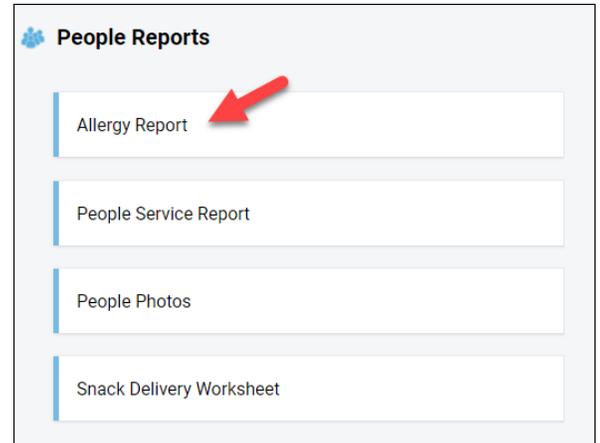


Accessing the Allergy Report (right)

Under **People Reports**, tap **Allergy Report**.



Running the Allergy Report (middle right)

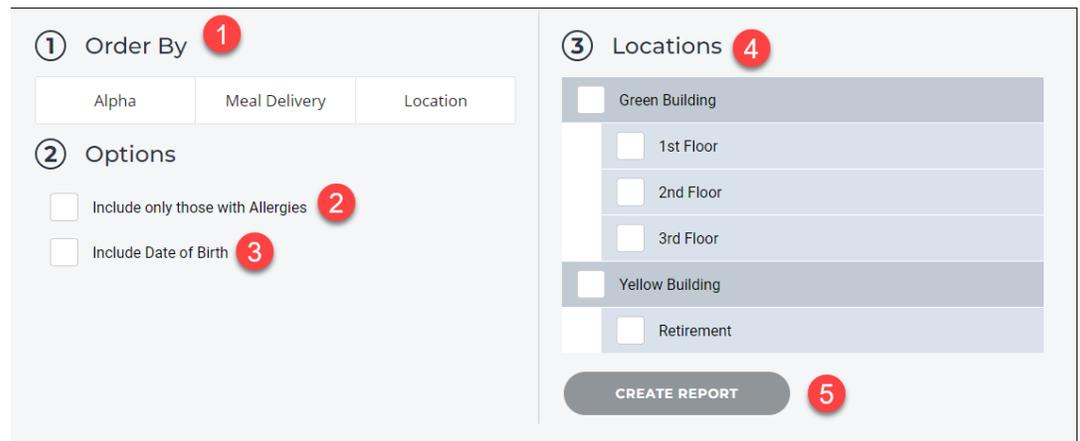
- Select how you want the people in the report to be organized:
 - Alpha** - sorts people alphabetically.
 - Meal Delivery** - sorts people by dining area, and alphabetically within each dining area.
 - Location** - sorts people by residence location, and alphabetically within each residence location.

- 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.

- To include the date of birth of the people in the report (step 4), select the **Include Date of Birth** check box.

- Select the residence locations to determine what people are included in the report.

- Click **Create Report**.



Layout (bottom right)

- Name.
- ID and, if selected, date of birth.
- Residence area.
- Diet order.
- Allergies.

