

Accessing the Touch People Service Report (right)

Under Production Reports, tap People Service Report.

Running the Touch People Service Report (below)

- 1. Select the meal period or snack time (which displays any service notes and also determines the food items that display for a person via their **View Diet Extension** link).
- 2. All options to be included in the report are selected by default. It is recommended to keep all options.
- 3. Select the residence locations of the people to include in the report.
- 4. Click the Create Report button.

*	People Reports
	Allergy Report
	People Service Report
	People Photos
	Snack Delivery Worksheet



Adding People to the Report (below)

- A. Add the people to be included in the report by tapping their Add button. To include all people, tap the Select All button.
- B. Use the **Show** tool to filter people by dining area.
- C. Use the **Sort By** tool to determine how the people are sorted. The sort options are alphabetically, meal delivery area, or residential area (i.e., live location).
- D. Use the **Search** tool to find a specific person.
- E. To hide a person, tap their **Hide** button.

Viewing Diet Extensions for Person (below)

You can view the diet extensions for a person specific to the selected meal period or snack time.

To do so, tap their **View Diet Extension** link and a separate window appears listing the items.

The items that appear are specific to the current day (i.e., you cannot select a different date).



Filter/Sort Options					
Show		man a		Transfer 1	-
		Client ID:	99887700	Client ID:	445566
View All	~	DOB:	July 02, 1943	DOB:	February 27, 194
Sort by		Diet Order		Diet Order	
		Diet	Regular	Diet	Gluten Restricted
Sort Alphabetically	~	Texture	Regular	Texture	Regular
		Fluid Type	Regular	Fluid Type	Regular
Legend 🛟 Alleray 🛇 Dislike		Diet Itvn	 HiPro HiCal 	Diet Itvn	
3,7	Meal Delivery Area:		Meal Delivery Area:		
Search	Q	Blue Dining Area In Room		Blue Dining Area In Room Allergies Eggs	
SELECT ALL					
	 Dislikes House Salad Do Not Serve 		Shellfish So Dislikes Baked Apple Dinner Note		
Black, Lafry F ADD Main - 2052 Blue Dining Area In Room					
					Blight, Daniel L
Main - 201 1					E &
Blue Dining Area In Koom					
Davis, Abraham S ADD		Dinner Note		Profile Note	
Rive Disise Asso I to Deser	- (+)				

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