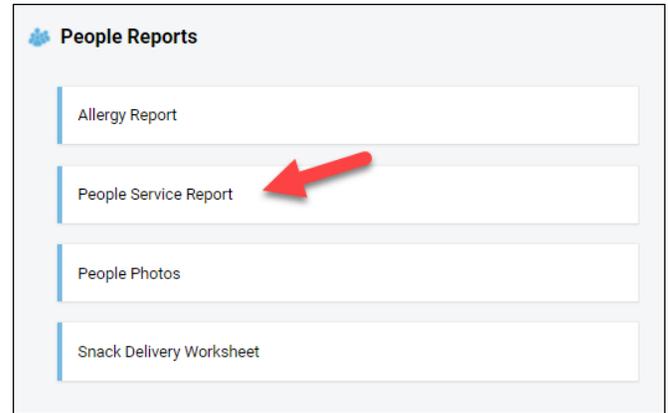


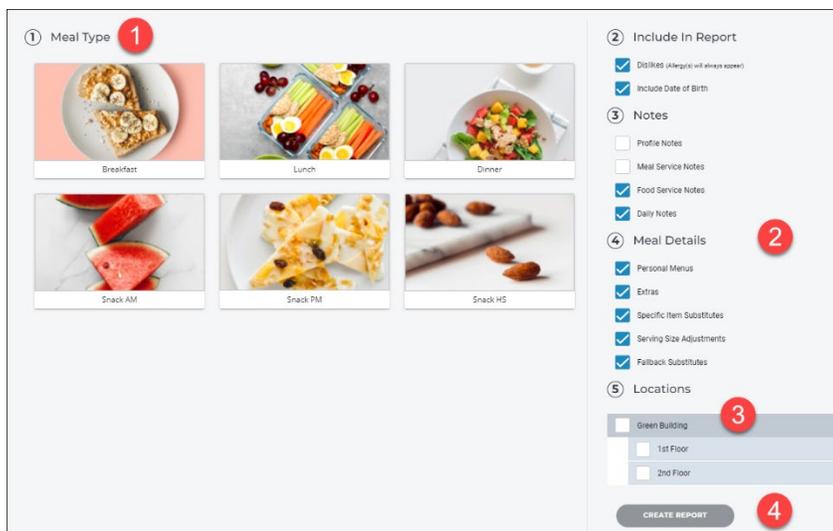
Accessing the Touch People Service Report (right)

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.



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).

