

Accessing the Snack Delivery Worksheet People Reports Under People Reports, tap Snack Delivery Worksheet. Allergy Report **Running the Snack Delivery Worksheet** People Service Report 1. Select the date. 2. Select the snack time. 3. Select from the following options: People Photos • Include Date of Birth - includes the person's date of birth. • Include Daily Notes (recommended) - includes any service snack Snack Delivery Worksheet notes that were entered for a resident. • All Choices - snacks are listed under their assigned choices (choice 1, choice 2). Ideal for select service (advanced order or table 🚯 Locations 🔮 Date select) in which snack options are chosen by a Wed, November 10 Floor 1 resident. 🗸 Main Snack (2)4. Select the residence locations. Floor 2 5. Click Create Report. Snack PM Snack HS 🗸 🖌 Area Blue (3) Options 🗸 🖌 Area Green **Worksheet Layout** Include Date of Birth A. Allergens are highlighted in CREATE REPORT Include Daily Notes red. All Choices B. A menu item marked with an asterisk is pulled from the scheduled snack menu. A menu item without an asterisk is pulled from the person's personal menu. C. Tap **Options** tool to sort and filter the content. D. Tap the magnifying glasses to increase or decrease the size of the content. E. Tap the Mark As Served button when the resident has been served. Q Q Options ← Back to main menu *Indicates item came from the scheduled snack menu **Diet order Current delivery** • 1.0 Each 4 Grain Bagel Diet N/A ID 77777 0.5 cup Chilled Apple Slices* DOB October 05, 1948 Texture Easy to Chew Main | 204 | 1 Regular Residence Fluid **Diet Itvn** MARK AS SERVED Chocolate Allergies:

www.mealsuite.com

St. 1.44

11351111

The content in this document is the property of MealSuite and is intended for use to the addressed recipient(s) only. Distribution or disclosure of the content to other parties may violate copyrights, constitute trademark infringements and violate confidentiality.

Diet order

Regular

• 1.0 Each PC Granola