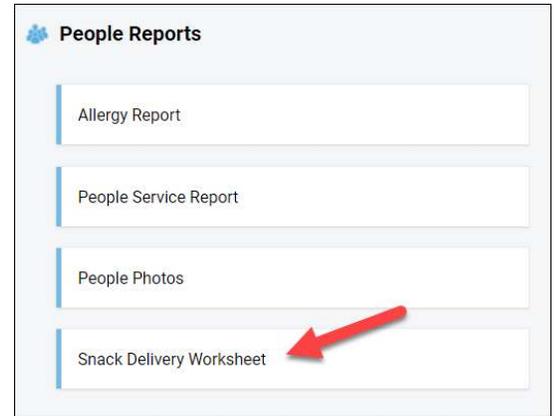


Snack Delivery Worksheet for Touch

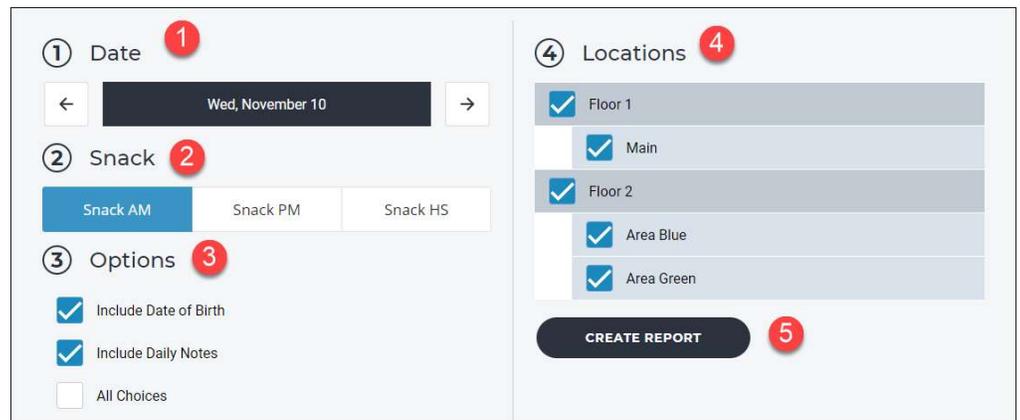
Accessing the Snack Delivery Worksheet

Under **People Reports**, tap **Snack Delivery Worksheet**.



Running the Snack Delivery Worksheet

1. Select the date.
2. Select the snack time.
3. Select from the following options:
 - **Include Date of Birth** - includes the person's date of birth.
 - **Include Daily Notes** (recommended) – includes any service snack 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 select) in which snack options are chosen by a resident.
4. Select the residence locations.
5. Click **Create Report**.



Worksheet Layout

- A. Allergens are highlighted in red.
- 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.

