

## Viewing Missing Orders

1. Tap **Service Tools** > **Advanced Ordering**.



2. Select the start date to be included in the report.

3. Tap the start meal to be included in the report

4. Select the start date to be included in the report.

5. Tap the end meal to be included in the report.

6. Select one or more locations where you are taking orders.

7. Tap **Create Report** to run the report according to your selected criteria.

8. From the **Filter** drop-down, select **No Order** screen refreshes residents who have not placed orders. (An order not placed for a meal period is identified with an empty circle).

