Viewing Missing Orders



1. Tap Service Tools > Advanced Ordering.

m Service Tools	
Advanced Ordering	

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

Setup	Advanced Order	ring					8	SUPPORT	LOG OUT
Thur	sday Jan 26 Friday	/ Jan 27					1		
Sea	rch	a Wing Doom		0	Sort by		Filter	DECE	
	Pesident	Breakfast	Lunch	Dinner	Ruilding	Wing	Y No Order	RESE	
	Resident		\bigcirc	\bigcirc	Healthcare	Healthcare - 2nd Floor W	/est West 2207-	-A MANAGE ORDER	
1		\bigcirc	\bigcirc	\bigcirc	Healthcare	Healthcare - 2nd Floor W	/est West 2229-	A MANAGE ORDER	
1		\bigcirc	\bigcirc	\bigcirc	Healthcare	Healthcare - 1st Floor	West One 111	0-A MANAGE ORDER	

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