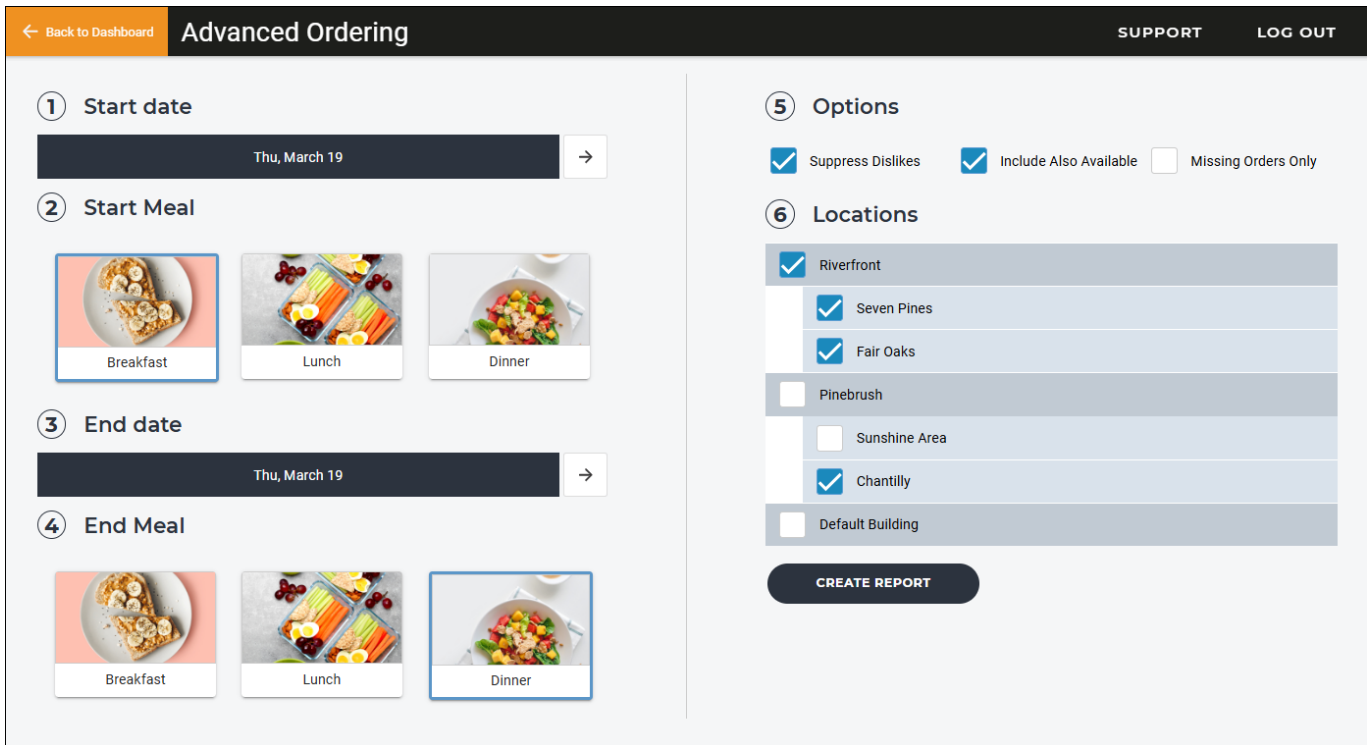


This quick guide explains the Advanced Ordering (AO) setup screen that allows you to generate a list of residents/patients to take orders for.



Select the date or the date range from which to take advanced orders:

1. **Start Date** - select the start date.
2. **Start Meal** - select the first meal period (Breakfast, Lunch, Dinner) to be captured on the start date
3. **End Date** - select the end date. If selecting a single date, then the end date will be the same as the start date.
4. **End Meal** - select the last meal period (Breakfast, Lunch, Dinner) to be captured on the end date.

Suppress Dislikes option - hides the red thumbs down icon (👎) that appears beside items that are disliked by residents/patients.

Include Also Available option - items from an active Also Available menu will be displayed for a resident/patient to order from.

Missing Orders Only option

- If a resident/patient has not placed their order for each meal period on the date or in the date range, they will be listed on the AO screen to take missing orders for.
- If a resident/patient has placed their order for each meal period on the date or in the date range, they will not be listed on the AO screen.

From the **Location** section, determine the residents/patients to be listed to take orders for by selecting their residence areas.

Tap the **Create Report** button to refresh the screen with a list of residents/patients to take orders for.