

Menu Notes Report

Last Modified on 08/03/2020 2:18 pm CDT

The Menu Notes report lists all notes made on recorded menus for the month you select. This report is generated as a PDF you can download and save to your computer.

Required Permissions: You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Attendance + Meal Count reports.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
 - o **Category:** Meals & Attendance
 - o **Report:** Menu Notes Report
 - o **Month:** Select the month for which to print the report.
3. Click **Run**. A PDF downloads.

