

Weekly Quantities Required

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The Weekly Quantities Required report lists the amount of food required weekly.

Required Permissions: You must have the Meal & Attendance (Reports) permission enabled on your account to run the Weekly Quantities Required report.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
 - **Category:** Meals & Attendance
 - **Report:** Weekly Quantities Required
 - **From/To:** Select a start and end date for this report.
3. Click **Run**. A PDF downloads.