

# Daily Transportation Log

Last Modified on 08/03/2020 1:48 pm CDT

This report is a blank log for food transportation. It provides space to record the driver, route number, food temperatures, delivery times, and so on.

**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:
  - **Category:** Meals & Attendance
  - **Report:** Daily Transportation Log
  - **From:** Set the start date for this report.
  - **To:** Set the end date for this report.
3. Click **Run**. A PDF downloads.