

Print the Infant Feeding Report

Last Modified on 06/02/2021 11:43 am
CDT

If you have enabled individual infant menu reporting, you can print individual infant menus. The Infant Feeding Report lists menus for each infant served and includes the following for each meal:

- Meal Components
- Food Served by Component
- Quantity Required by Component
- Quantity Served by Component

Note: Quantity served is only included if Record Actual Quantities Served is enabled.

This report also includes information such as whether the parent accepts center formula and/or food, the infant's age in months, the infant's date of birth, and more.

To print this report:

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