

## Print Individual Infant Menus Records

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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 you have set **policy M.01** to **Y**.

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

Each infant is listed on a separate page. This report is sorted by child name, and you can print it for all active centers or for your selected center.

To print this report:

1. From the menu to the left, click **Reports**.
2. Click the **Select a Category** drop-down menu and select **Menus**.
3. Click the **Select a Report** drop-down menu and select **Infant Feeding Report**.
4. Click the **Select Center** drop-down menu and select the center for which to print the report. You can also select **All Active Centers** to print the report for All Active Centers.
5. Click the **From** and **To** boxes to set the date range for which to print this report.
6. Click **Run**. The report downloads as a PDF.