

Meal Pickup/Delivery Information

Last Modified on 04/18/2024 4:14 pm
CDT

There are two options when it comes to entering meal deliveries and pickups. The **Pickup/Delivery Information** is on the attendance screen and is a basic meal temperature and signature tracker. For those needing to track multiple temperatures, deliveries, and signatures at a more detailed level, you may look into the **Meal Delivery/Pickup** option.

Pickup/Delivery Information

The first one is on the Attendance & Meal Count screen. There is an option on the right side to enter pickup or delivery information. This is where the time and temperature of foods being transported from one location to another can be tracked and signed off on. This can be completed by the site, the deliverer, or a combination of both depending on how your sponsor wants it completed. Once completed, the details and digital signature will appear on the **Menu Production Records**.

The screenshot shows a web form titled "Pickup/Delivery Information". It includes a "Service Type" dropdown menu set to "Pickup". Under "Temperature Information", there are fields for "Time of Pickup" (12:39 PM), "Temperature of Milk at Pickup" (°F), "Temperature of Meal at Pickup" (°F), and "Temperature of Meal at Service" (°F). The "Pickup Signature" section has fields for "Print Name" and "E-Signature". A "Clear" button is located at the bottom right. A "Comments/Concerns" section with a "Notes..." label is at the bottom.

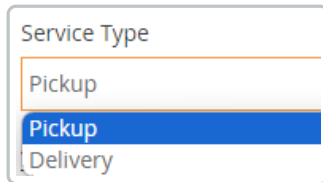
1. From the menu to the left, click **Menus/Attendance**.
2. Select **Attendance & Meal Count**.
3. The Attendance & Meal Count screen opens. Pickup/delivery Information will display on the right side of the screen.

The screenshot shows the "Attendance & Meal Count" screen. On the left, there are tabs for "Attendance & Meal Count" and "Non-Congregate Meal Delivery". The "Attendance & Meal Count" tab is active, showing fields for "Date" (03/26/2024) and "Meal" (Lunch (L) (12:00 PM - 01:00 PM)). Below this are sections for "Meal and Attendance Information" and "Attendance". The "Meal and Attendance Information" section has fields for "Meal" (Served, Discarded, Leftover, Damaged / incomplete) and "Attendance" (Total Attendance, Non-Participating). The "Pickup/Delivery Information" form is open on the right side of the screen, showing the same fields as the previous screenshot.

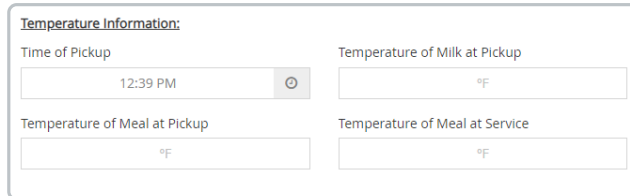
4. Select the **Service Type**:
 - **Pickup** - Select this option if the site is going to a central kitchen or a vendor site to pickup their

meals.

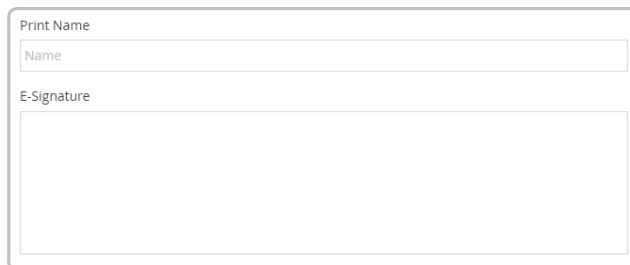
- **Delivery** - Select this option if the meals are being delivered to the site.

A dropdown menu titled "Service Type" with two options: "Pickup" and "Delivery". The "Pickup" option is currently selected and highlighted in blue.

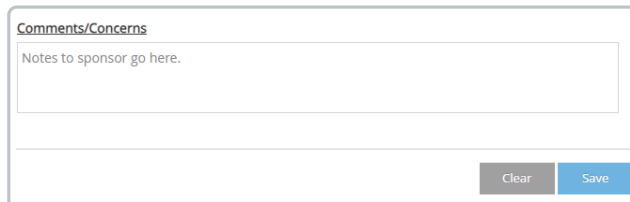
5. Complete the **Temperature Information** section.

A form titled "Temperature Information:" with four input fields. The first field is "Time of Pickup" with a value of "12:39 PM" and a clock icon. The second field is "Temperature of Milk at Pickup" with a unit of "°F". The third field is "Temperature of Meal at Pickup" with a unit of "°F". The fourth field is "Temperature of Meal at Service" with a unit of "°F".

6. Once all fields are completed, the person completing the form types in their full name and adds a digital signature in the **E-Signature** box.

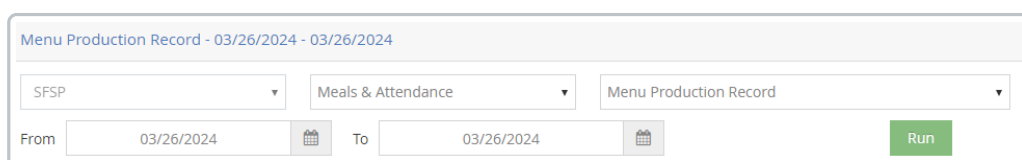
A form with two sections. The first section is "Print Name" with a text input field labeled "Name". The second section is "E-Signature" with a large text area for a digital signature.

7. If there are any notes or comments that need to be entered and relayed to the sponsor, enter them in the **Comments/Concerns** box.
8. Click **Save**.

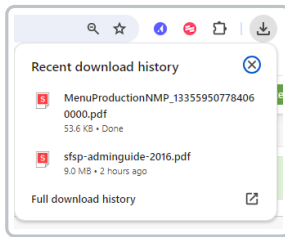
A form titled "Comments/Concerns" with a text area for "Notes to sponsor go here." and two buttons at the bottom: "Clear" and "Save".

To review completed Pickup/Delivery Information:

1. From the menu to the left, click **Reports**.
2. In the category drop down, select **Meals & Attendance**.
3. Choose **Menu Production Record** in the report list.
4. Select the date range you want to pull this report for. Click **Run**.

A report form titled "Menu Production Record - 03/26/2024 - 03/26/2024". It has three dropdown menus: "SFSP", "Meals & Attendance", and "Menu Production Record". Below these are two date pickers: "From" (03/26/2024) and "To" (03/26/2024). A green "Run" button is at the bottom right.

5. Once the report downloads, you can find it in your Downloads folder or in the top right corner of your browser screen.



Sample Report:

DND At-Risk - No Children - GA 4562				Test Childcare Services	
ARAS/SFSP Menu Production Record					
3/26/2024 12:00:00AM				(972) 111-1111	

Lunch	Actual Attendance	Served Meals	Seconds	Adult Meals	Total	
	153	153	10	0	163	

Component	Food Served/Planned	Rqd Serving Size	Total Qty Needed Per Actual	Special Notes
Brd/Alt	Buns (group B)	1 ozeq	163.00 oz eq	
Veg	Lettuce, fresh	.38 c	81 1/2 c	
Fruit	Tomatoes, fresh	.38 c	81 1/2 c	
Meat/Alt	Beef, ground, fresh or frozen	2 oz	20.38 lb	
Milk	Milk 1% over 2- whole under 2	1 c	10.19 gal	

<u>Delivery Information</u>		
Name: Center Staff	Temperature of Milk: 38	Comments: Notes will show up here.
Time: 8:15 AM	Temperature of Meal: 178	Signature:
	Temperature of Meal at Service: 172	

Meal Delivery/Pickup

This feature can be found in the Menus/Attendance section if it is available for your program type.

To create a new form:

1. From **Menus/Attendance**, click **Meal Delivery/Pickup**.
2. Click + Create New Satellite Form in the top right corner. The blank form opens.
3. The delivery person will enter the information for items being delivered. This can be entered at the Sponsor level, delivery driver level, or site level depending on how your organization operates. Use the on the right to add additional lines to each section.

Delivery & Pickup Information

Sponsor Agency: LDOE Multi-Site Account | Central Kitchen Site: Enter Name | Delivery Date: 04/18/2024 | Satellite Site: SFSP, Dyers

Bulk Items Shipped

Meal*	Item*	Quantity	Portion Size	Temp at Departure	Temp at Arrival
Please Select	Enter Item	Enter QTY	Enter Size	°F	°F
	<input checked="" type="checkbox"/> Accurate at receipt	<input checked="" type="checkbox"/> Accurate at receipt			
Please Select	Enter Item	Enter QTY	Enter Size	°F	°F
	<input checked="" type="checkbox"/> Accurate at receipt	<input checked="" type="checkbox"/> Accurate at receipt			

Pre Plated Meals Shipped

Meal*	Item*	Quantity	Portion Size	Temp at Departure	Temp at Arrival
Please Select	Enter Item	Enter QTY	Enter Size	°F	°F
	<input checked="" type="checkbox"/> Accurate at receipt				

Additional Items Shipped for Future Use

Meal*	Item*	Quantity	Portion Size	Temp at Departure	Temp at Arrival
Please Select	Enter Item	Enter QTY	Enter Size	°F	°F
	<input checked="" type="checkbox"/> Accurate at receipt	<input checked="" type="checkbox"/> Accurate at receipt			

- Once Items and temperature at departure are entered, the deliverer will enter the time and date the delivery is leaving the facility and add a digital signature at the bottom of the page. Then click **Save**.

Departure Information

Departure Date and Time: 04/18/2024 06:56 AM

Comments:

Delivery Signature

Print Name: Delivery Driver

E-Signature:

Clear

- Once the delivery arrives onsite, whoever received the order will complete the form.
- From **Menus/Attendance**, they click **Meal Delivery/Pickup**.
- Select the form that needs to be completed. Forms are named with the month and day the form was started (Month_day_form#)

Find Records

Date Range: From 04/01/2024 To 04/18/2024 Go

Satellite Form	Date & Time Created
Satform_Apr_18_1	04/18/2024 04:01 PM

- The form opens with data entered by deliverer already.
- Enter Temps at Arrival for items that require temperatures. Complete any other missing information as needed.
- Once completed, the receiver will enter the time and date the delivery is leaving the facility and add a digital signature at the bottom of the page. Then click **Save**.
- One both signatures are entered and saved, the form is locked down and cannot be adjusted.

To review completed Pickup/Delivery Information:

- From the menu to the left, click **Reports**.
- In the category drop down, select **Meals & Attendance**.

- 3. Choose **Pickup/Delivery Tracking**.
- 4. Select the date range to review forms for.
- 5. Click **Run**.
- 6. Forms with digital signatures generate in a pdf format as shown below.

Satellite Site: SFSP Open

Date: Apr 18, 2024

☐ Breakfast ☒ Lunch ☐ Supper ☐ AM Snack ☐ PM Snack ☐ EV Snack

Table below for: **Bulk Items Shipped**


Items	Quantity	Portion Size	Temperature
Chicken Breast cooked	36	6oz	178.00
milk	50	1/2 pints	37.00

Table below for: **Pre-Plated Meals Shipped**

Items	Portion Size	Temperature


Additional Items Shipped For Future Use

Items	Quantity	Portion Size	Temperature

Driver:  Time Departed: 4/18/2024 6:58:00AM

(I verify that the above information is true and accurate)

Comments:

Site Representative:  Time Received: 4/18/2024 7:38:00PM

(I verify that the above information is true and accurate)

Comments: All received in good condition and temped well.