

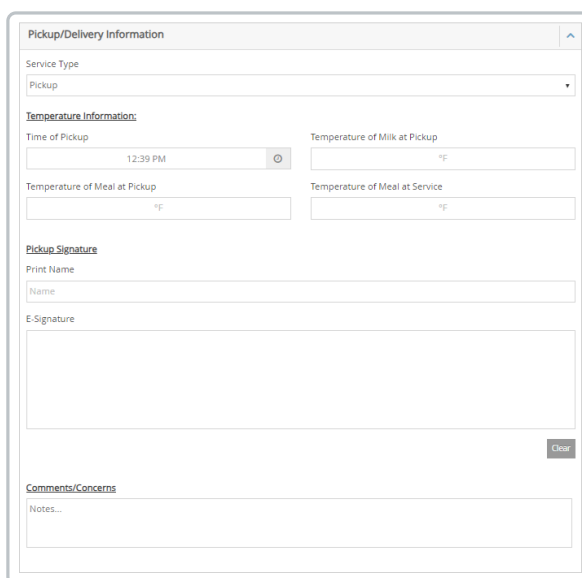
Meal Pickup/Delivery Information

Last Modified on 05/15/2024 2:28 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.

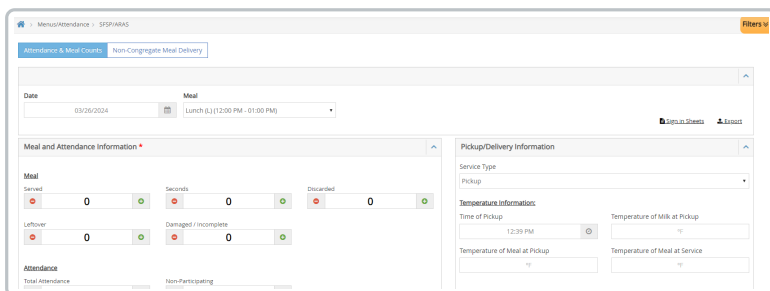
Pickup/Delivery Information

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

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.

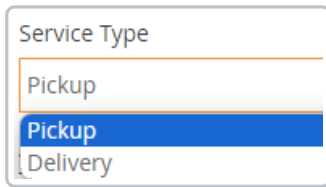


The screenshot shows the "Attendance & Meal Count" screen. The "Date" is 03/26/2024 and the "Meal" is Lunch (L) (12:00 PM - 01:00 PM). The "Meal and Attendance Information" section shows "Served" (0), "Discarded" (0), "Leftover" (0), and "Damaged / Incomplete" (0). The "Attendance" section shows "Total Attendance" and "Non-Participating". The "Pickup/Delivery Information" form is open on the right side of the screen, showing the same fields as in the previous screenshot.

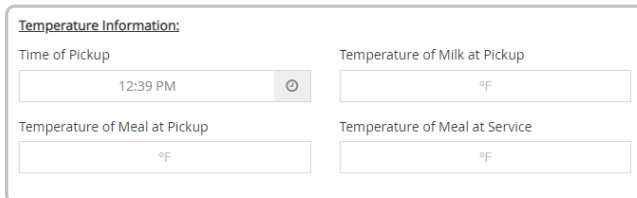
4. Select the **Service Type**:
 - o **Pickup** - Select this option if the site is going to a central kitchen or a vendor site to pickup their

meals.

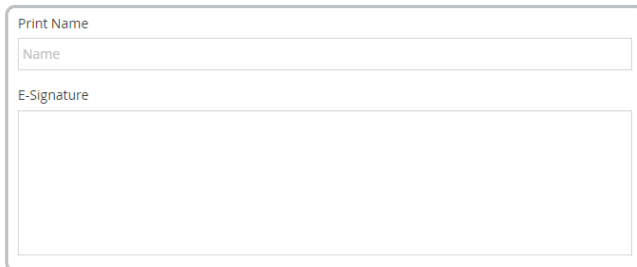
- **Delivery** - Select this option if the meals are being delivered to the site.



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

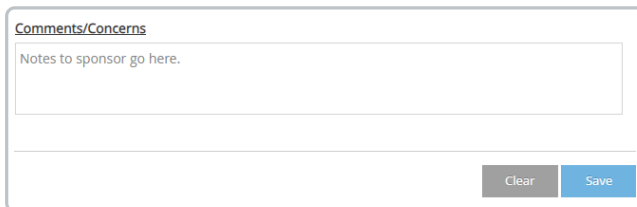


6. Once all fields are completed, the person completing the form types in their full name and adds a digital signature in the **E-Signature** box.



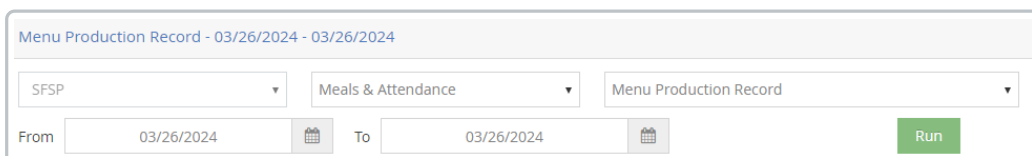
7. If there are any notes or comments that need to be entered and relayed to the sponsor, enter them in the **Comments/Concerns** box.

8. Click **Save**.



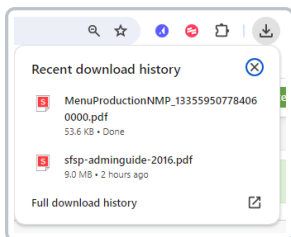
To review completed Pickup/Delivery Information:

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**.



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		ARAS/SFSP Menu Production Record			Test Childcare Services	
		3/26/2024 12:00:00AM			(972) 111-1111	
Lunch		Served Meals	Seconds	Adult Meals	Total	
	Actual Attendance	153	10	0	163	
Component	Food Served/Planned	Rqd Serving Size	Total Qty Needed		Special Notes	
			Per Actual			
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.

- 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**.

- 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#). Note that in the **Status** column, it shows which reports have been completed and which are still pending. A report is marked as completed when both signatures have been added and saved.

Satellite Form	Date & Time Created	User	Status
Satform_Apr_15_1	04/22/2024 05:17 AM	I DOE	Pending
Satform_Apr_19_1	04/22/2024 05:16 AM	I DOE	Pending
Satform_Apr_22_1	04/22/2024 05:12 AM	I DOE	Complete

- 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:

1. From the menu to the left, click **Reports**.
2. 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	Check if accurate at receipt	Quantity	Check if accurate at receipt	Portion Size	Temperature	
					Leaving central kitchen	Arriving at site
Chicken Breast cooked	✓	36	✓	8oz	178.00	
milk	✓	50	✓	1/2 pints	37.00	

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

Items	Check if accurate at receipt	Portion Size	Temperature	
			Leaving central kitchen	Arriving at site

Additional Items Shipped For Future Use

Items	Check if accurate at receipt	Quantity	Check if accurate at receipt	Portion Size	Temperature	
					Leaving central kitchen	Arriving at site

Driver: *D. DeW* Time Departed: 4/18/2024 6:55:00AM
 (I verify that the above information is true and accurate)

Comments:

Site Representative: *S. Smith* 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.