

Attendance - Bulk Entry

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CDT

When you have more than one open enrolled sites, you will see an option for **Attendance - Bulk Entry** in your main menu. This feature is where sponsors can enter meal counts, attendance, delivered/ordered totals, leftovers, on behalf of the site. Uses for this screen include:

- Entering meal counts and attendance should a site lose internet connection and revert back to paper.
Note: Making any changes to **Total Attendance** or **Served** is allowed, but sponsors must have paper backup of these updates on file.
- Adding data that you do not require your sites to enter such as meals delivered or ordered.
- Pull quick reports on total meals served, delivered, leftover for one or all sites.
- Review total for all centers for each meal.

To access this feature:

1. From the menu to the left, click on **Menus/Attendance**.
2. Select **Attendance - Bulk Entry**. The bulk entry screen loads.

Center	Ordered	Delivered	Total Attendance	Served	Seconds	Non-Participating	Discarded	Leftover	Damaged / Incomplete	Leftover Milk Count	Staff Meals (19+)	Meals reqstd after svc
DND At-Risk - No Children - GA	0	0	0	0	0	0	0	0	0	0	0	0
Katie's Little Tots	150	150	123	123	7	5	3	9	0	12	3	0
SFSP - Open Enrolled - No Kids	0	0	118	118	12	0	3	0	0	0	0	0
Total for all centers	150	150	241	241	19	5	6	9	0	12	3	0

3. Use the fields at the top to select the meal and date you want to view.

Home > Bulk Entry


Q Search for a center

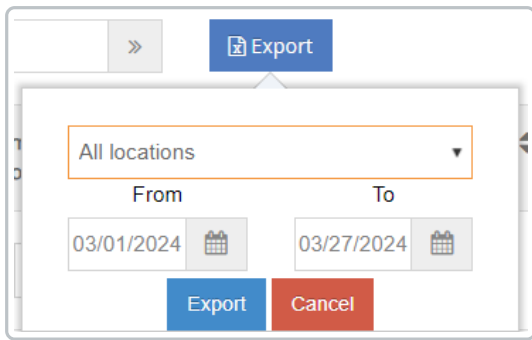
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4. To make changes or updates, click in the number box and type in the updated number. There is no save button, the changes will be saved automatically.

Center	Ordered	Delivered	Total Attendance	Served	Seconds	Non-Participating	Discarded	Leftover	Damaged / Incomplete
DND At-Risk - No Children - GA	175		0	0	0	0	0	0	0

5. To export the data, click the  button to the right of the meal/date fields.
6. Choose one specific location to export data for, or choose **All Locations**.
7. Select the date range you want to see the date for, click **Export**. The **Served Meals Report** generates as an excel document.



8. If there are fields on the Bulk Attendance screen that will not ever be used, remove them from the screen by clicking the **Filters** button in the top right corner of the screen. Unselect the fields you want to hide.

