

Meal Tracker



The system is comprised of four main sections

Sponsor	www.mealtracker.org/sponsor	Used to schedule deliveries and manage site input via many reports. There is one sponsor login. The sponsor login pages does NOT support Microsoft Internet Explorer on systems below Windows 8.1
Vendor / Kitchen	www.mealtracker.org/vendor	Separate login to display meals scheduled for delivery on a daily and weekly basis. There is one vendor login account per sponsor.
Site via web	www.mealtracker.org/site	Sites can view historical data, get access to past meal count forms and input usage numbers if not using the app. The site login page will work with older versions of Microsoft Internet Explorer.
Site via app	search for 'sfsp cacfp' on iPhone and Android app stores.	Electronic meal count form that updates back end system and creates a PDF of the meal count form. Each site is assigned a single login account. There is a web based app for Window phone users available at http://www.mealtracker.org/phoneGap/app

MealTracker.org Sponsor Admin pages

The admin pages can be accessed at <http://www.mealtracker.org/sponsor> The site has been tested to be used with the following browsers: Google Chrome, Firefox Mozilla, Apple Safari and Microsoft Edge. We highly recommend using Google Chrome as it most closely follows browser standards.

After logging in, a list of possible web pages with a brief description is displayed. With the exception of the two links in orange which are only accessible from the home screen, the others can also be accessed via the drop down menus.

Home	Admin ▾	Input Delivery Orders ▾	Reports ▾	Logout
1) Add / Edit Sites	Create the sites that will receive food. Edit information for created sites.			
2) Weekly Delivery Order	Schedule deliveries for the entire week			
3) Daily Delivery Order	Edit delivery numbers on a daily basis			
4) Vendor/Kitchen Login	Use the log in that was set on the Admin/Setup page			
Edit Daily Info	WARNING: editing these numbers does NOT affect the meal count form			
Edit Active Sites	WARNING: editing these numbers does NOT affect the meal count form			
Getting Started Guide	Overview of Sytem in PDF format			
<hr/>				
REPORTS				
Daily Detail	Shows all information per day - Can associate files to served amounts			
Daily Detail ALL	Shows damaged, meals carried forward and adult meals if applicable - Can associate files to served amounts			
Sites Not Reporting Usage	Displays sites that received a delivery that day but haven't yet reported usage			
CACFP-Attendance	Track attendance against meals served			
Generic Report	Build a Report			
Vendor Report	Delivery information by vendor			
Meals Served - Month to Date	Shows first meals served along with PDF or Image file			
<hr/>				
Logout				

SETUP

Under the Admin menu drop down, there is a link to the setup page. This is where you would change your password, add vendors, configure the app for your requirements in regards to showing adult meals, temperature and delivery time inputs as well as other options.

Add / Edit Sites

Use this to create client sites. The CACFP and SFSP numbers are only used for importing data.

Field Name	Description
Site ID	Required. Short identification used mostly in reports. Do not use special characters. Only letters, numbers, underscores and spaces
Site Name	Required. Do not to use the following characters : & , ' / \
Site Login ID	Required. This must be unique across all sites within the system
Password	Required. This can be changed by the user from the app
Street Address	Not required - Informational
City	Not required - Informational
Zip Code	Not required - Informational
Contact Name	Not required - Informational
Email	Not required – Used in certain places to email confirmations
Phone	Not required - Informational
Start Date	Required. Used to limit when deliveries can be scheduled
End Date	Required. Used to limit when deliveries can be scheduled
CACFP #	Not required. Only used for the import feature
SFSP #	Not required. Only used for the import feature
Current USDA Program	Required. Used to determine what reimbursement rate to use
Vendor	Defaults to the vendor assigned to the sponsor
Meals	Meals that this site is authorized to serve. Limits what is displayed both for the site and the admin when scheduling meals.
Delivery Days	Limits what is displayed for the admin when scheduling meals

Input Delivery Orders

Input Weekly Order

Used to schedule deliveries for the week. The first line (colors) shows what was reported as served the previous week. The data is updated when the input box loses focus so you need to tab or click out of the last box you edit. The app will pull the starting delivery numbers if you enter it here.

Home Admin Input Delivery Orders Reports Meal Count Forms Logout												
Weekly Meal Orders << 04/08/2015 >> Import Standing Orders												
First row shows previous week's usage												
Site Name	Monday 04/06/2015		Tuesday 04/07/2015		Wednesday 04/08/2015		Thursday 04/09/2015		Friday 04/10/2015		Saturday 04/11/2015	
	Brk	Lun	Brk	Lun	Brk	Lun	Brk	Lun	Brk	Lun	Brk	Lun
Alista Apartments	-	100	-	200	-		-		-		0	0

Input Daily Order

Used to adjust the next day's delivery based on today's reported numbers and site comments. It is also possible to send comments to your vendor or kitchen.

Home Site Admin Input Delivery Orders Reports Meal Count Forms Logout														
Schedule Daily Delivery														
Date	Last Delivery								to be Delivered on Wed. Dec 3, 2014 << >>					
Last Del	Brk Del	Brk Srv	Lun Del	Lun Srv	Snk Del	Snk Srv	Din Del	Din Srv	Site Name	Brk	Lun	Snk	Din	Comment to Vendor
Dec 2nd					40	39	40	35	Lindner YMCA CACFP					
Site:														
Dec 2nd	17	17	18	18	17	17	17	17	CHNK-BURLINGTON	17		17	17	
Site:														
Dec 2nd	15	15	0	0	15	15	15	15	CHNK-Covington	15		15	15	
Site:														
Dec 2nd	60	49	60	45	12	5			Covington alternative school	60	60	12		
Site:														
Dec 2nd					115	115	30	30	DaytonYMCA			115	30	
Site: We are in need of ketchup. :) thank you!! We are working on it!														
Nov 30th					25	25	25	25	Newport baptist					
Site: We have a special event on Saturday December 6 from 11am to 1pm. We will need 50 snacks and dinners for this in addition to the usual 25 for Sunday December 7. THANKS. We will be having a special event from 11am to 1pm this Saturday December 6. We will need 50 snacks and dinners. This is in addition to the normal amount on Sunday December 7. Thanks.														

Import Data

It is possible to import data into the system from a csv file. This is most often used if the sponsor is already using a different system to schedule food internally. Milk must be entered as a separate line item even if milks equals meals. Detailed instructions are available to sponsors wishing to use this feature.

REPORTS

Daily Detail All #s

This report displays all the numbers reported by the app.. It also indicates whether or not the app was used to input the numbers. It is also possible to edit the numbers from this page if the app was not used.

Home Site Admin Input Delivery Orders Reports Meal Count Forms Logout									
- Daily Usage for Wed. Dec 31, 2014 +									
Meals to Display ▾									
Site Name	Export	Lunch							
		Del. Days	Sent	Recve	Fwd	Serve	2nd	Dmg	Left
Lindner YMCA CACFP	MTWRF	20	20	0	18	2	0	0	
CHNK-BURLINGTON	SMTWRFS	18	18	0	18	0	0	0	
CHNK-Covington	SMTWRFS	18	18	0	18	0	0	0	
DaytonYMCA	MTWR								
Melrose CACFP	MTWRF	25	25	20	22	0	0	23	23

Blue indicates that the mobile app was used. Clicking will bring up the pdf

Since the app was not used, clicking on the served amount will open up an edit window to enter in the data plus it is possible to associate a scanned image with the meal.

Sent: Scheduled delivery **Recve:** Meals reported as received
Fwd : Meals carried forward from previous day **Serve:** 1st meals to children
2nd : 2nd meals to children **Dmg :** Meals reported as damaged
Left : Recve + Fwd – Serve – 2nd – Dmg – any adult meals served

Edit Page that is displayed when a served amount without a linked meal count form is clicked on the Daily Detail All #s report. It is similar to what the site sees when logging in to the system.

Monday August 18, 2014		
	Snack	Dinner
Scheduled Delivery:	-	20
Actual Delivery:	<input type="text" value="0"/>	<input type="text" value="20"/>
Previous meals on hand:	<input type="text" value="0"/>	<input type="text" value="0"/>
Meals Served Today:	<input type="text" value="0"/>	<input type="text" value="0"/>
2nd Meals Served:	<input type="text" value="0"/>	<input type="text" value="0"/>
Program Adult Meals:	<input type="text"/>	<input type="text" value="0"/>
non-Program Adult Meals:	<input type="text"/>	<input type="text" value="0"/>
Meals Leftover:	<input type="text"/>	<input type="text" value="0"/>
Upload Form Image	<input type="button" value="get file"/>	<input type="button" value="get file"/>
Comments: <input type="text"/>		

Adult Meals are only displayed if the sponsor choose to track adult meals

PDF or image files can be uploaded and associated with a meal. Links to uploaded files are orange and links to app generated files are blue.

Submit

Historical Data

Date	Snack				Dinner			
	Sent	Serve	2nd	Waste	Sent	Serve	2nd	Waste
2014-12-03	4	2	1	0	0	2	1	5
2014-11-25					3	1	0	2
2014-10-06					10	10	0	0
2014-08-22					20	0	0	0
2014-08-21					20	0	0	0
2014-08-20					20	0	0	0
2014-08-19					30	0	0	0
2014-08-18					20	0	0	0
Totals:	4	2	1	0	123	13	1	7

REPORTS

Daily Detail w/comments

This report is similar to the Daily Detail All #s report but it displays a smaller range of numbers but adds in any comments left by the sites.

Sites Not Reporting Usage

Displays sites that show delivery information but has zero usage information. Good double check on whether or not all site data has been entered.

Weekly Usage

Quick look at meals reported as served for the week. Links to any meal count pdfs generated by the mobile app.

CACFP-Attendance

Used to track daily attendance for sponsors that wish to keep all their numbers in one location. The system will alert if attendance is less than the served meals.

Generic Report

Can display data for a specific site or get summary information across all sites. Reports are either monthly or there is an option to view the data just for today.

Month to Date

This report shows the meals served for all sites for the selected month. It will also indicate and link to meal count forms either generated by the app or uploaded as an image file.

Meal Count Forms

This tab links to a page that gives a view of all meals served by a site. It indicates and links to meal count forms either generated by the app or uploaded as an image file.

HOME page only

These items are only available from the home page screen and are not on any of the drop down menus

Input Daily Info

To be used if sites don't enter their own data - disallows editing of numbers submitted via app


Edit Daily Info

Allows editing of all numbers. Does NOT indicate if app was used. If meal numbers are updated in which the meal count form app was used, a new meal count form is NOT generated.

VENDOR LOGIN : <http://www.mealtracker.org/vendor>

Both Daily and Weekly views are available

Site Data	Daily Delivery	Weekly Delivery	Export to CSV	Export to Excel
<input type="button" value="-"/> To be Delivered on Monday May 11 <input type="button" value="+"/>				
Site Name	Dinner	Milk	Comments	
Pleasant View Elementary	0	0		
Westwood Community Center	27	27		
Totals:	27	27		

Site Data	Daily Delivery	Weekly Delivery	Export to CSV	Export to Excel				
Program Meal Orders <<  >>								
Site Name	Monday 05/11/2015		Tuesday 05/12/2015		Wednesday 05/13/2015		Thursday 05/14/2015	
	Din	Milk	Din	Milk	Din	Milk	Din	Milk
Pleasant View Elementary	---	---	---	---	---	---	---	---
Westwood Community Center	27	27	20	20	22	22	41	41
Totals	27	27	20	20	22	22	41	41

Site Login

The sites can login to view historical data at <http://www.mealtracker.org/site>. They can also enter usage data though entering data here will not create a meal count form. There is an option to disallow displaying the input form. This is set against all sites so that when a site logged in via a web browser, they would only see historical data and instead of the input form, they would see a notice asking them to use the app.

Monday May 11, 2015		
	Lunch	Snack
Scheduled Delivery:	30	30
Actual Delivery:	<input type="text" value="30"/>	<input type="text" value="30"/>
Previous meals on hand:	<input type="text" value="0"/>	<input type="text" value="0"/>
Meals Served Today:	<input type="text" value="0"/>	<input type="text" value="0"/>
2nd Meals Served:	<input type="text" value="0"/>	<input type="text" value="0"/>
Meals Leftover:	<input type="text" value="0"/>	<input type="text" value="0"/>
Upload Form Image	<input type="button" value="get file"/>	<input type="button" value="get file"/>
Email:	<input type="text"/>	
Comments:	<input type="text"/>	

Select Year Month:

Historical Data

Date	Lunch							Snack						
	Sent	Recv	Fwd	Serve	2nd	Dmg	Left	Sent	Recv	Fwd	Serve	2nd	Dmg	Left
2015-05-11	30	30	0	0	0	0	0	30	30	0	0	0	0	0
2015-05-08		56	10	12	1	1	52							
2015-05-07		23	0	3	0	0	20		23	0	0	0	0	23
2015-05-06		56	0	3	0	0	53							
2015-05-01		10	0	0	0	0	10							
Totals:	30	175	10	18	1	1	135	30	53	0	0	0	0	23

Site Input via mobile app



Step 1: Install App

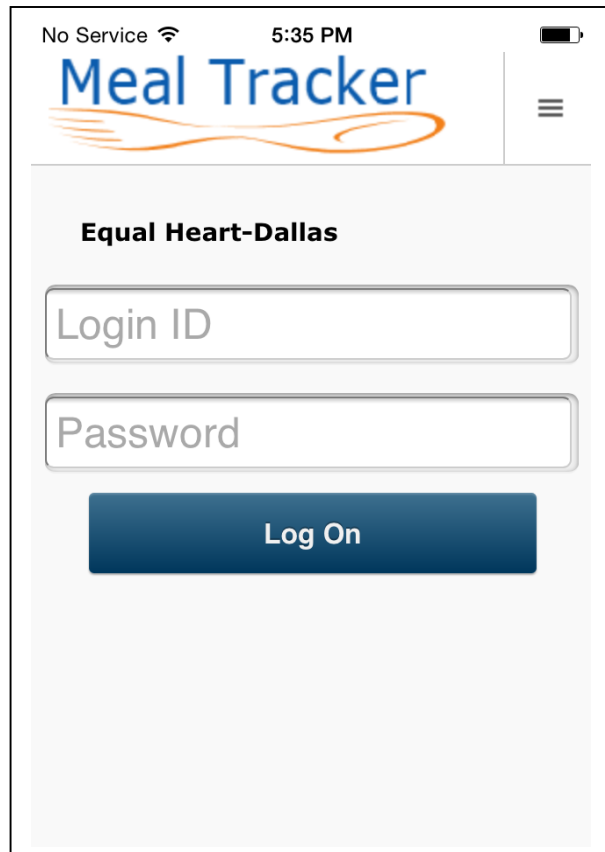
The app is available through Meal Tracker for both Android and iPhone devices. Go to the respective app marketplace and search for "SFSP CACFP". You want the app with the logo to the left.

Step 2: Login

Your sponsor will assign you a login id and password. Use this to access the app. Tap the Log On button to advance to the next screen.

Step 3: Select Meal

Select the meal that you wish to take a count. Once a meal has been counted and the form submitted, it will fall off this list.



No Service 5:35 PM

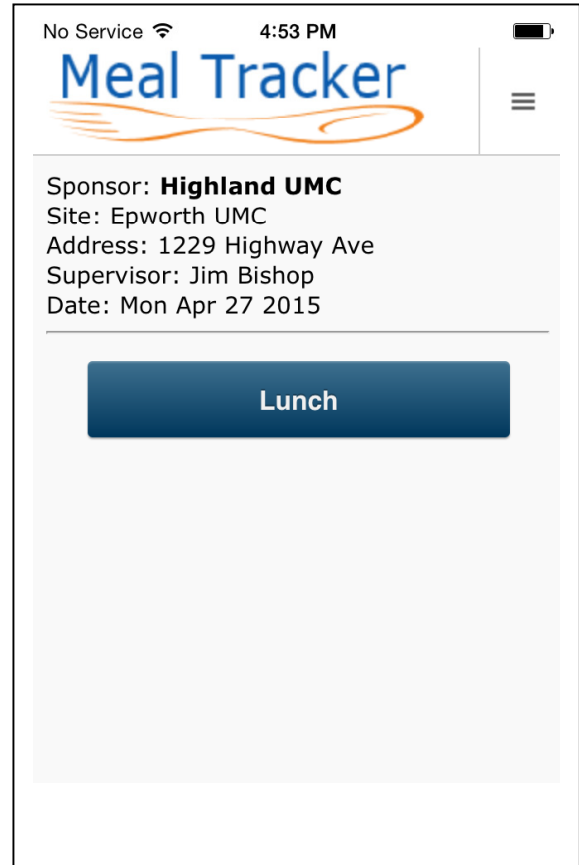
Meal Tracker

Equal Heart-Dallas

Login ID

Password

Log On



No Service 4:53 PM

Meal Tracker

Sponsor: **Highland UMC**
Site: Epworth UMC
Address: 1229 Highway Ave
Supervisor: Jim Bishop
Date: Mon Apr 27 2015

Lunch

Step 4: Verify Starting Meals

The app will automatically pull in the number of meals that the site should be starting with. If there are any meals left from a previous day, you can enter that number under Previous Meals Available.

No Service 5:07 PM

Epworth UMC
Available Lunches: **67**
Mon Apr 27 2015

67 Meals Received/Prepared

0 Meals from previous day

67 Total meals available

Start Counting

Meals Received will match meals delivered today.

Step 5: Count Meals

Tap each number in sequence. The numbers will scroll up as you go.

No Service 5:07 PM

Epworth UMC
Available Lunches: **55**
Mon Apr 27 2015

First Meals Served

11 12 13 14 15
16 17 18 19 20

Second Meals Served

1 2 3 4 5

This number will count down to zero

Tap to go back to the delivery information page if you need to increase the number of starting meals.

No Service 5:07 PM

Epworth UMC
Available Lunches: **55**
Mon Apr 27 2015

First Meals Served

11 12 13 14 15
16 17 18 19 20

Second Meals Served

1 2 3 4 5

Tap when finished counting and ready to submit the form.

Step 6: Verify Count

Enter the number of any damaged or incomplete meals on this screen. You may also add comments for your sponsor to see. If you need to adjust the starting number of meals available, tap the left arrow until you reach the appropriate screen. The app will remember your count, you will not lose any work. When ready, tap the Finish and Sign button.

Step 7: Sign the Form

Use your finger to write your signature. Tap the submit button to submit the form to your sponsor. Congratulations, you have successfully completed the meal count form.

If you wish your own copy, select "Email Copy of Form".

No Service 5:07 PM

Epworth UMC
Available Lunches: **55**
Mon Apr 27 2015

67 Total meals available
12 First meals to children
0 Second meals to children
0 Total damaged/incomplete meals
55 Total leftover meals

Add Comments

Finish and Sign

No Service 5:07 PM

Meals Served: 12
2nd Meals: 0
Leftovers: 55

Email Copy of Form
By signing below, I certify that the
information is true and accurate

Submit Clear Sig