

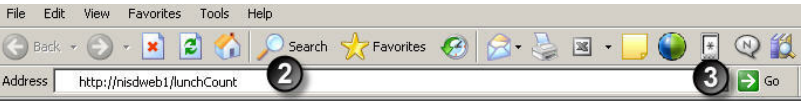
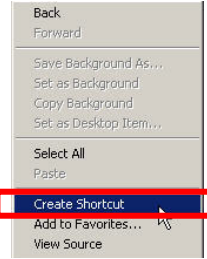



Lunch Counts

For Managers

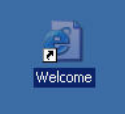

Put a Shortcut on Your Desktop

You will only need to do this once. You will use the shortcut to log in each day.

<ol style="list-style-type: none">1. Launch Internet Explorer.2. In the <i>Address Bar</i>, type http://nisdweb1/lunchCount/.3. Click Go	
<ol style="list-style-type: none">4. Right-click anywhere on the webpage.5. Click Create Shortcut.6. You will see a message that says “A shortcut to the current page will be placed on your desktop.”7. Click OK.	
<ol style="list-style-type: none">8. Click the x in the upper right hand corner of the screen to exit the Internet.	

Logging into Lunch Counts

You will use the shortcut you placed on the desktop to log in each day.

<ol style="list-style-type: none">1. Double-click the shortcut on your computer.	
<ol style="list-style-type: none">2. To Login: Username: your employee # Password: your network login Click Login	



Lunch Counts

For Managers

Setting Lunch Times for Classes

You will use this tool at the beginning of the school year and will update it only if teachers are replaced or lunch times change.

1. From the *Edit* menu, click **Time Assignments**.



2. In the *Time* field, type the **servicing time** for the class.
3. In the *Line Number* field, type the **line number** that they will be served in.
4. Click the **Update** button.
5. A window will show you how many classes you updated. Click **OK**.

NOTE: You may enter all the time and line numbers for all the classes before you click Update.

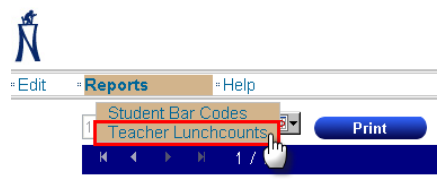
Update 4

Teacher Setting Time Assignment

Employee ID	Employee	Time	Line Number
#046387	ADAME, VALERIE	2	3
#020628	ANDERS, DEBORAH		
#034587	BAKER, RACHEL		
#020325	BANTON, CAROL		
#047745	BASSETT, RACHEL		
#014265	BISANG, PAMELA		
#021090	BRATTON, MAXINE		



To return to the Main page, Click *Reports*, and select **Teacher Lunchcounts**.





Lunch Counts

For Managers

Viewing Daily Lunch Counts

You will do this every day. This will allow you to see lunch counts, classes that need sack lunches for a field trip the following day, and special orders from the teachers.

Login to Lunch Counts

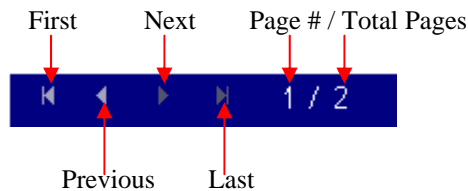
This is the first screen you will see after you log in:

Teacher Name	Total Students	Student Meals			Sack Lunches	Adult Meals		Special Order
		Choice 1	Choice 2	Choice 3		Choice 1	Choice 2	
BAKER, RACHEL	22	5	7	0	0	0	0	Salad
BANTON, CAROL	21	5	3	0	5	0	0	baked potato
BASSETT, RACHEL	22	9	4	0	0	0	0	None
BRATTON, MAXINE	18	0	0	0	0	0	0	

1. Teacher Name
2. Total number of Students in the Class
3. Student Meals – Choice 1
4. Student Meals – Choice 2
5. Student Meals – Choice 3
6. Sack Lunches – request for sack lunches for the following day for a field trip
7. Adult Meals – Choice 1
8. Adult Meals – Choice 2
9. Special Order – Teacher special request

NOTE: Yellow highlights indicate the teacher did not submit lunch choices.

These navigation buttons are located in the upper left hand side of the screen. Use these buttons to move from one page to the next.



View the Total of all Lunch Counts Submitted

- From the *navigation* bar, click the **Last** button. You will find the totals on the bottom of the last page.



Lunch Counts

For Managers

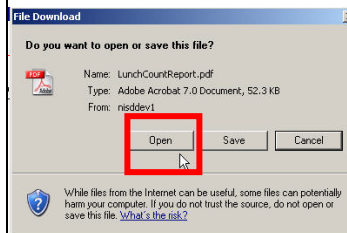
Print the Lunch Count for a Particular Day

1. Click the *Calendar* icon.
2. Select a **date**.
3. Click **Print**.



4. From the *LunchCountReport.pdf* window, click **Open**.

NOTE: It may take a few seconds for the pdf window to open.



5. In the *Adobe Reader* window, click the **printer** icon to print the report.

