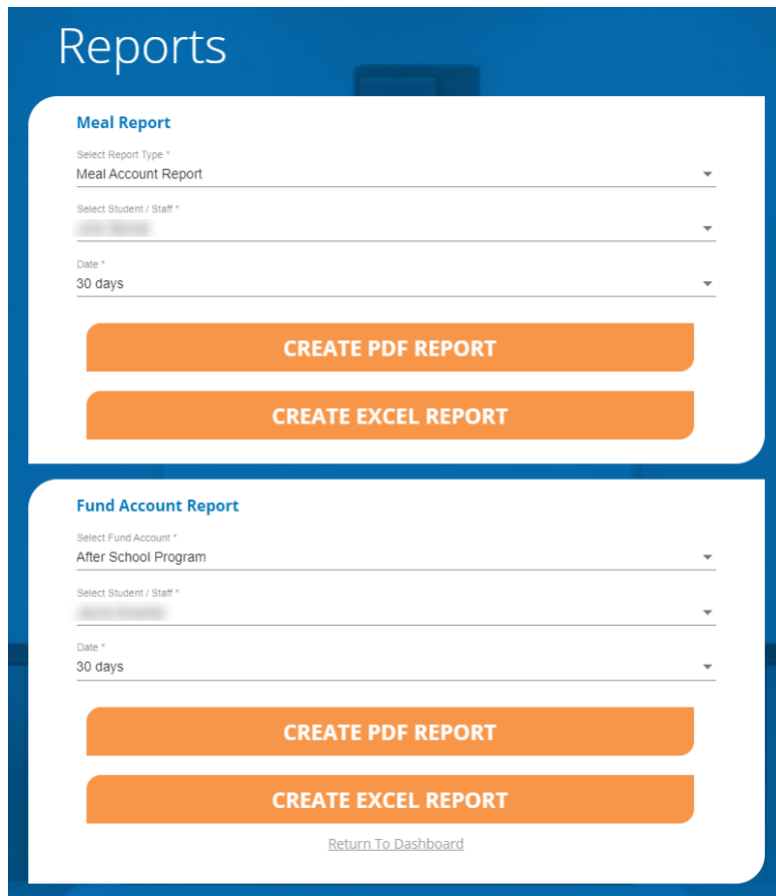


Reports

Viewing reports as a parent has never been easier. You can view your meal, fee, and fund account activity reports, depending on what your district offers. In addition, the format of the reports now matches exactly what is displayed on the administrative site, so you and your school staff will always be on the same page.

- 1) You can view your reports by opening the Menu and clicking the Reports option.



The screenshot displays the 'Reports' interface. It features two main sections: 'Meal Report' and 'Fund Account Report'. Each section contains a form with three dropdown menus: 'Select Report Type *', 'Select Student / Staff *', and 'Date *'. The 'Meal Report' section is currently set to 'Meal Account Report', and the 'Fund Account Report' section is set to 'After School Program'. Both sections have '30 days' selected in the date dropdown. Below each form are two orange buttons: 'CREATE PDF REPORT' and 'CREATE EXCEL REPORT'. At the bottom of the 'Fund Account Report' section, there is a link labeled 'Return To Dashboard'.

- 2) The Reports Screen offers Meal Reports as well as Fund Reports:

Meal Activity Report - allows you to see what your student is purchasing.

Meal Account Report - allows you to see a student or staff's lunch payment and purchase history.

Fund Account Report - allows you to see your payment history and use of funds over time.

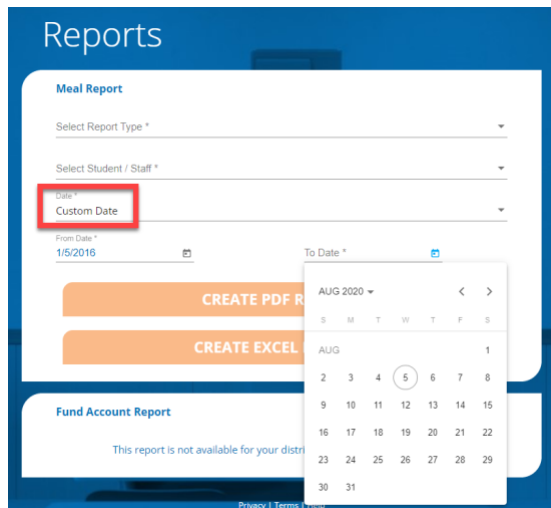
3) For any report you need, select the student or staff as well as a date range before clicking

CREATE PDF REPORT

or

CREATE EXCEL REPORT

- If you need to view items beyond the 30 or 90-day date ranges, select “Custom Date” from the drop-down menu and select your start and end date.



4) From there, you have the option to send the report to the email address associated with your account or simply download the report to your computer.

