

Lunch Count Procedures

1. Open Applications and Links folder on your desktop.



2. Double Click “Elementary Lunch Count”

Power Library	8/17/2011 7:53 AM
Technology Class Links	8/18/2011 3:33 PM
Destination Reading	8/17/2011 7:39 AM
Earobics	8/17/2011 7:42 AM
Elementary Lunch Count	8/17/2011 3:56 PM
High School Staff Portal	8/23/2011 10:56 AM
Inspiration	8/16/2011 6:00 PM
Kidspiration	8/16/2011 6:01 PM
Library (Follett)	8/16/2011 4:50 PM

4. Enter your Username and Password and click Login

Lunch Count

Username:

Password:

5. Enter your lunch counts for the day in the appropriate boxes and click submit. If there are no takers for a specific box, keep the 0 there. Only numbers will appear in the total count. Depending on what building you're in, you may not see the same lunches as in the screenshot below. If you would like to specify any notes for the cafeteria staff, enter them in the Notes area.

The screenshot shows a web form titled "Spring Grove Elementary Lunch Count". At the top, it says "Logged in as Demo User" and "Logout". Below that is a "Lunch Count" button. The main heading is "Spring Grove Elementary Lunch Count" in blue. Underneath, it says "Please enter your lunch counts below". There are five input fields with labels: "Regular", "Alternate", "PBJ Sandwich", "PB and M", and "Adult". Each field contains the number "0". Below the input fields is a "Notes:" label and a text area. At the bottom is a "Submit" button.

6. Click Logout (necessary to log your count)

The screenshot shows the confirmation page after submitting the lunch count. At the top, it says "Logged in as Demo User" and "Logout". Below that is a "Lunch Count" button. The main heading is "Spring Grove Elementary Lunch Count" in blue. Underneath, it says "Thank you" and "Your lunch counts have been submitted". At the bottom is a "Logout" link.