

MSC Training 03 - The Meals Tab/Home Delivered Meals

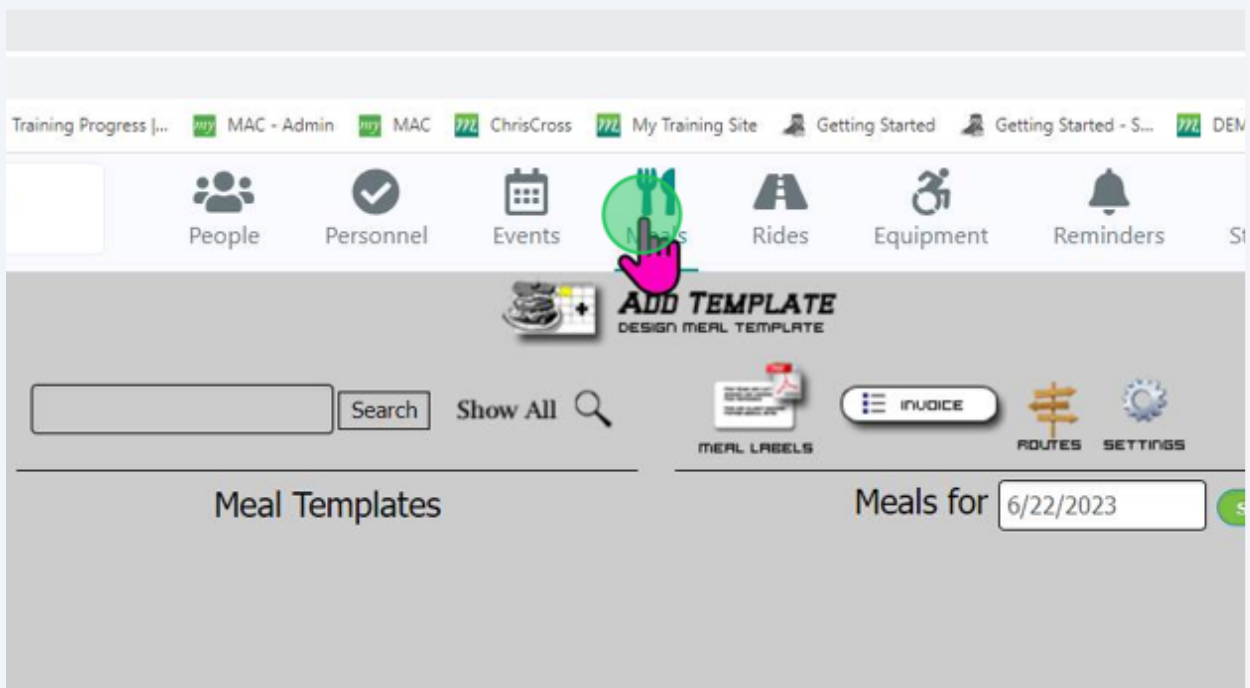


In this webinar, we will review home-delivered meals:

- Scheduling meal delivery
- Assigning routes
- Printing route sheets
- Sorting Routes
- Printing Invoices
- Printing Meal Labels

Creating & Scheduling the Meal Templates

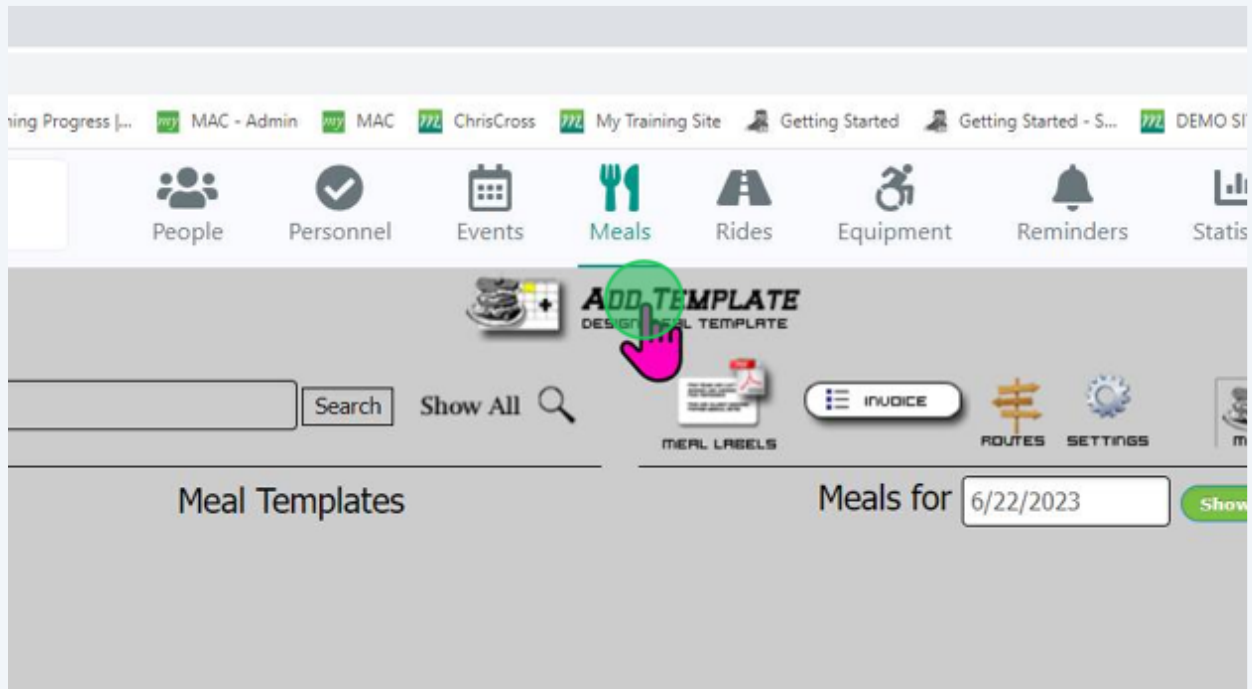
1 After logging in go to the Meals tab.



2

If you're familiar with setting up events, setting up meals is very similar. Just like with events we'll be creating templates but instead of event templates we'll be creating meal templates. The number of templates you create depends on the types of meals you deliver. Many centers deliver a daily meal but some centers also deliver frozen meals, shelf stable meals, lunches, etc.

Click add template.



3

Let's name this template hot meal and then choose an icon. The ingredients field is completely optional. Please keep in mind, the ingredients only display to staff and do not display to the recipients at all. The type choices are "Meals on Wheels" or "Congregate". Please keep in mind, you can create congregate meals within the meals tab but if your center has a touchscreen check in station, It would be better to create them as events so that they show up on the touch screen and people can check in through the touch screen. If you create congregate meals in the meals tab, then staff members will have to manually indicate when people receive a meal. The meals tab is really optimized for home delivered meals. The cost field is supposed to be what it costs the center to be able to create this meal. This field is optional and only displays the staff. Maximum signups is the maximum amount of meals that you can deliver in one given day. If you're not worried about this then just leave it at a high number so that nobody gets locked out. The fee would be what you are charging individuals or the suggested donation. We'll talk more about how that becomes a suggested donation in just a moment. The sponsor field is a text box and you can type whatever you like in there. The account drop down list is the same payments received account list that we've seen throughout the program wherever payments are involved. Here you could choose a nutrition account for example for these fees to be allocated to.

The screenshot shows a web-based form for creating a meal. The form is titled "Meals" and has a blue sidebar on the left with the following fields: Meal Name, Icon, Ingredients, Type, Cost, Max Signups, Fee, and Sponsor. The "Meal Name" field contains "Hot Meal". The "Icon" field contains "88" and a small icon of a plate of food. The "Ingredients" field is empty and has a green circle with a pink mouse cursor pointing to it. The "Type" field has two radio buttons: "Meals on Wheels" (selected) and "Congregate". The "Cost" field contains "0". The "Max Signups" field contains "100". The "Fee" field contains "0". The "Sponsor" field is empty. To the right of the form is a black tooltip with white text that reads: "Type the Ingredient", "Type the name of the Meal.", "Example: Chicken w/ Soup", and "Skip" with a double-headed arrow.

4

Fee Required is how we indicate whether or not this is an actual fee or a suggested donation. Leaving fee required at No means that this is a suggested donation. Provider, preparation, and notes are all text boxes and you could type whatever you'd like in those boxes. Keep in mind, they only display to staff and do not show up to recipients at all.

The screenshot shows a web form with a blue sidebar on the left containing labels for each field: Fee, Sponsor, Account, Fee Required, Provider, Preparation, and Notes. The corresponding input fields are on the right. The 'Fee' field contains '0'. The 'Sponsor' field is empty. The 'Account' field is a dropdown menu with '-- Select Account --'. The 'Fee Required' field has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Provider' field contains 'Senior Center'. The 'Preparation' field contains 'None'. The 'Notes' field contains 'None'. Below the form is a 'Create Meal Template' button. A green circle highlights the button, and a pink mouse cursor points to it. The Windows taskbar is visible at the bottom.

5

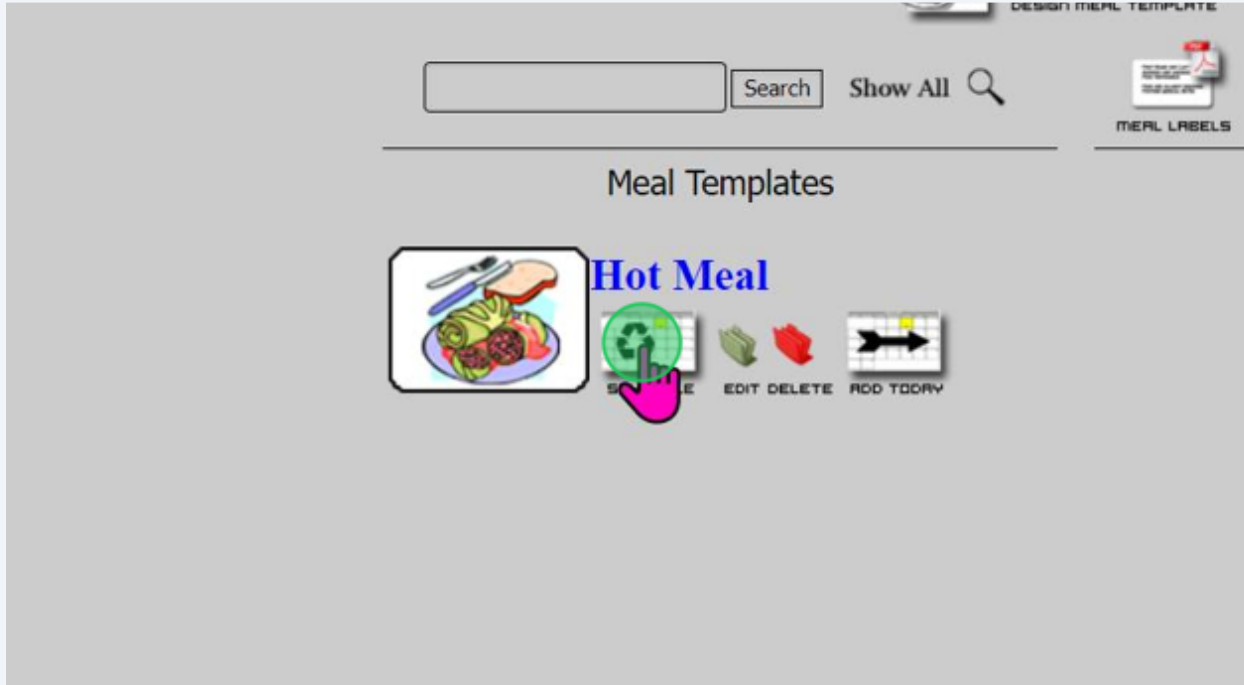
Click "Create Meal Template"

This is a close-up screenshot of the 'Create Meal Template' button. A green circle highlights the button, and a pink mouse cursor points to it. The background shows the same form fields as in the previous screenshot, but they are partially obscured.

6

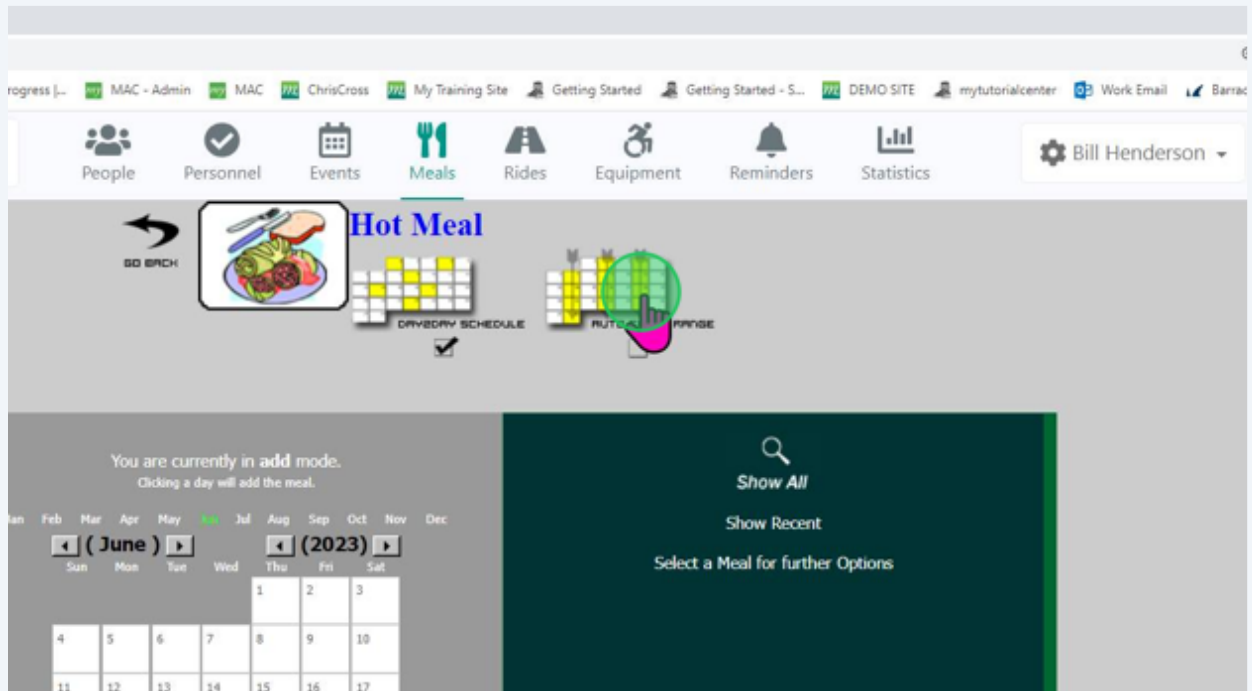
Now it's time to schedule when we normally deliver these meals.

Let's click schedule.



7

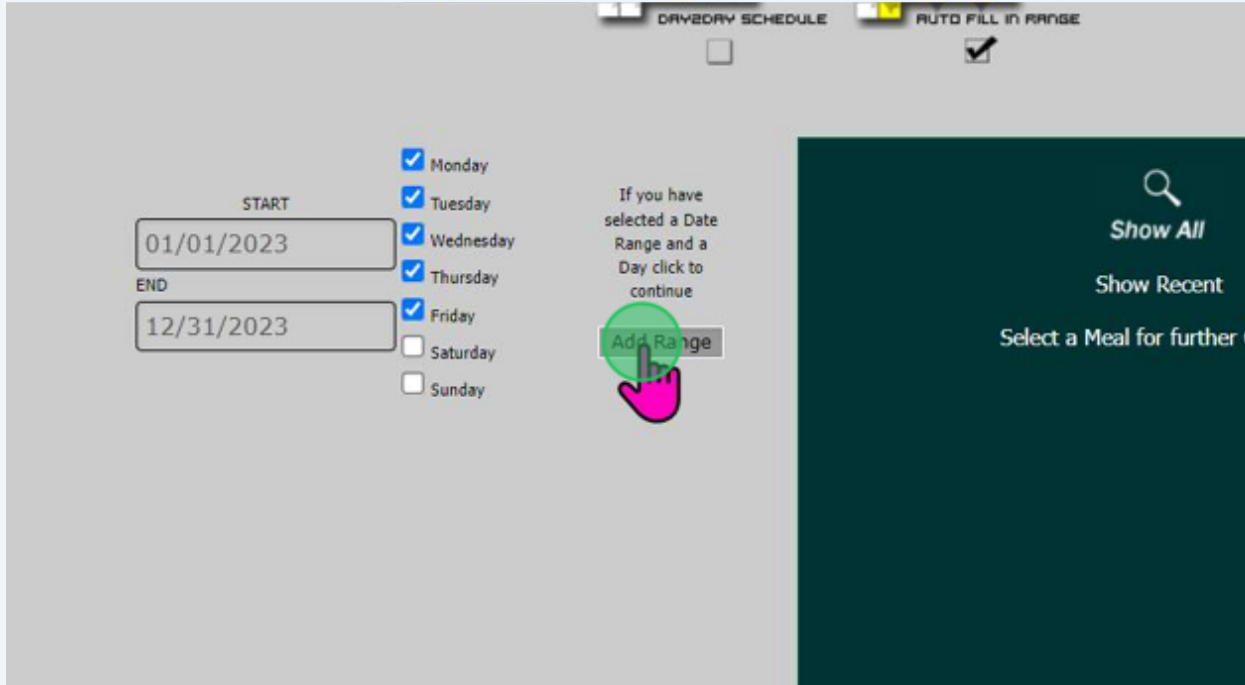
Again if you are familiar with scheduling events this is done the same exact way. We have Day-to-Day schedule mode which means you can simply click on the days on the calendar to schedule the event but we're gonna switch over to Auto fill in Range mode.



8

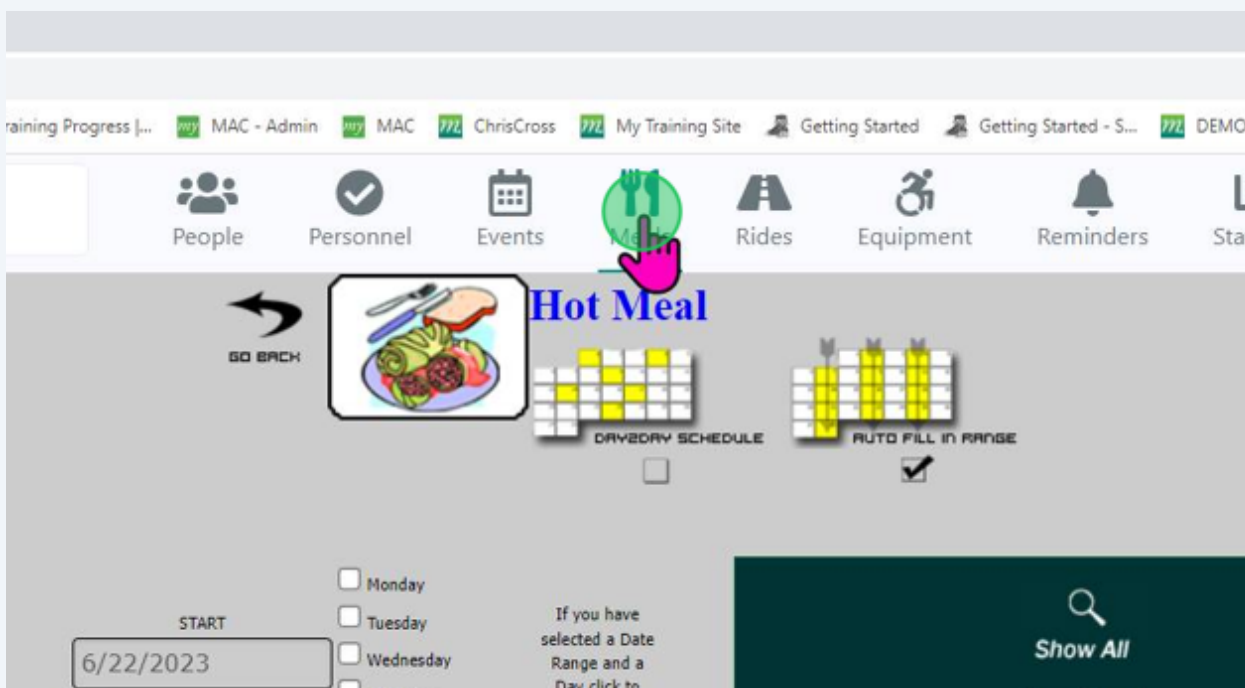
Here we can choose whatever date range we like as well as whatever days we like. Remember these are just the days that these meals will be available to be delivered. We're not actually indicating that anybody received them yet. It's easiest to schedule these meals as far out in advance as you can.

Choose your date range and days and click Add range.

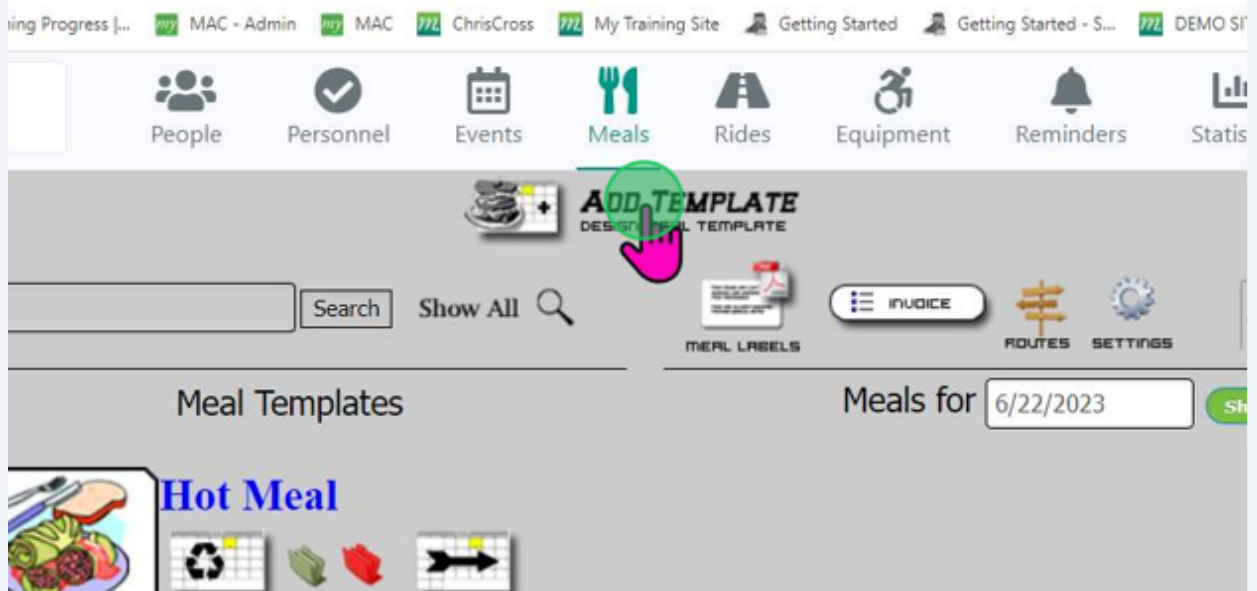


9

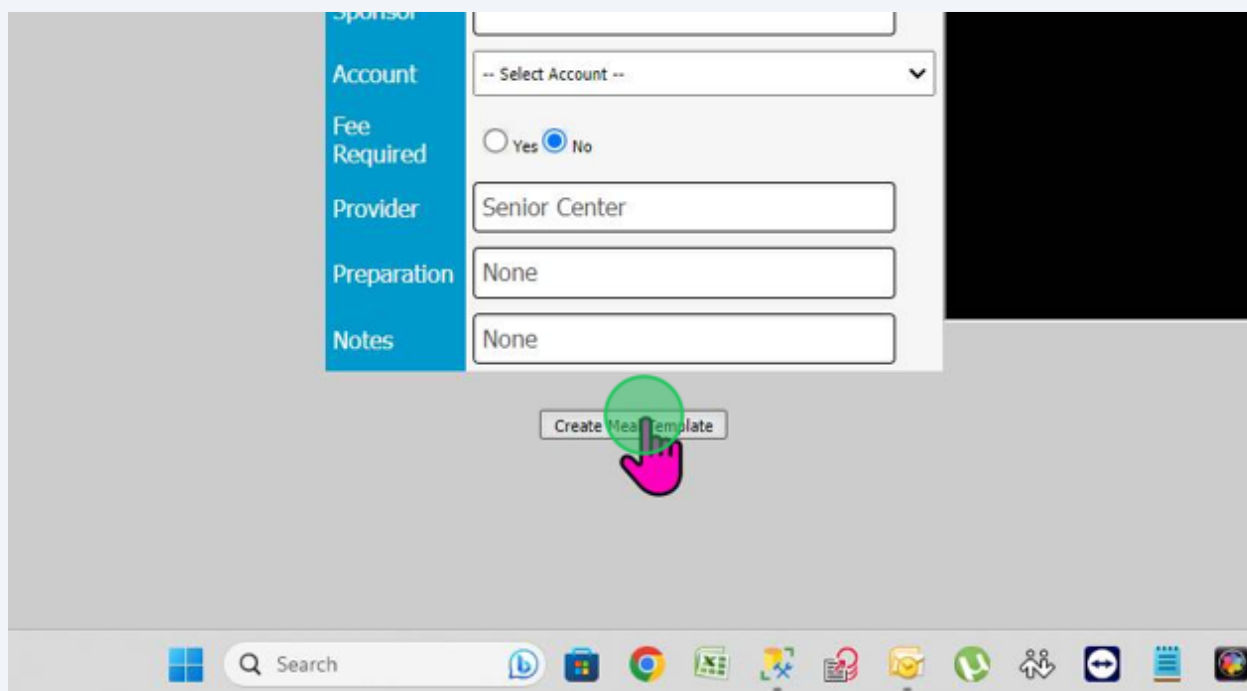
Once the window refreshes click back on the Meals tab.



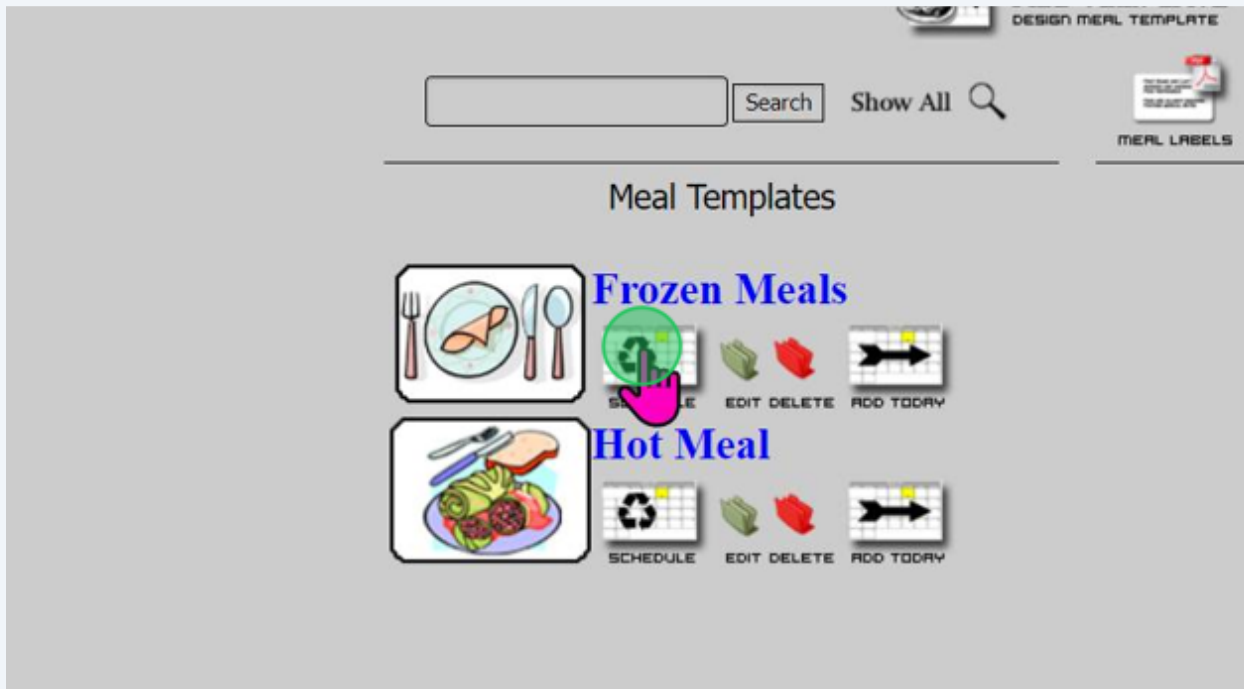
10 Let's create another temple. Click Add Template again.



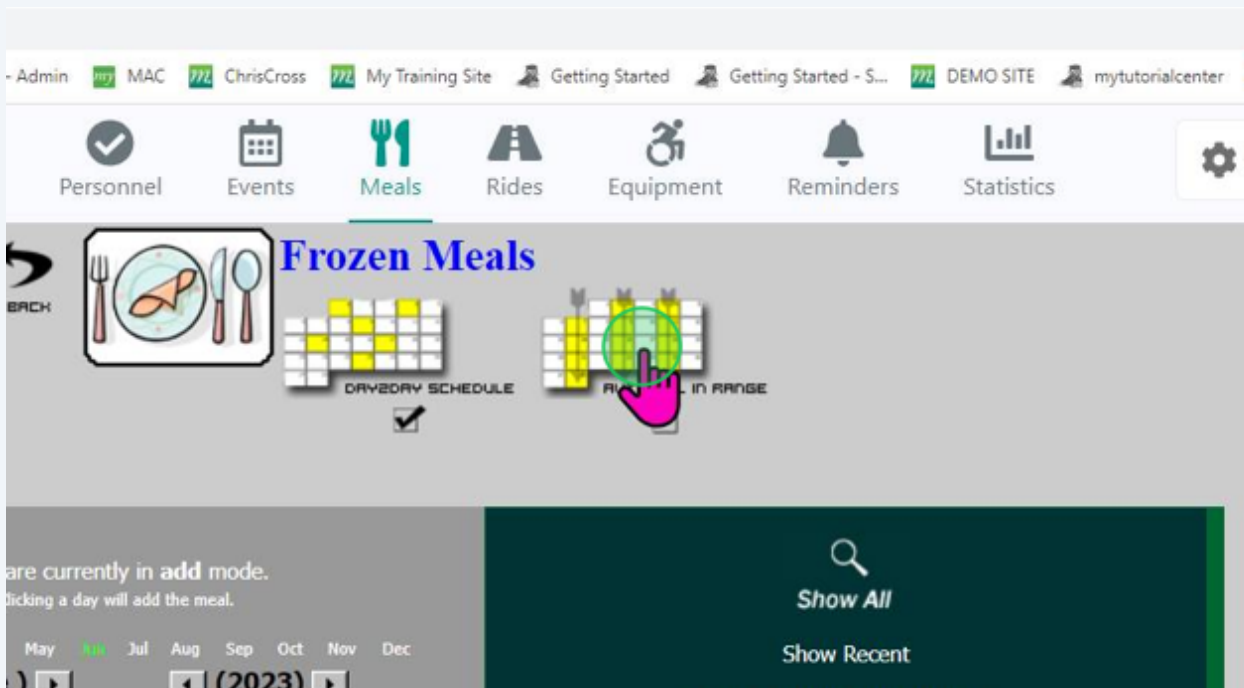
11 Go through the same steps but this time name this template frozen meals.



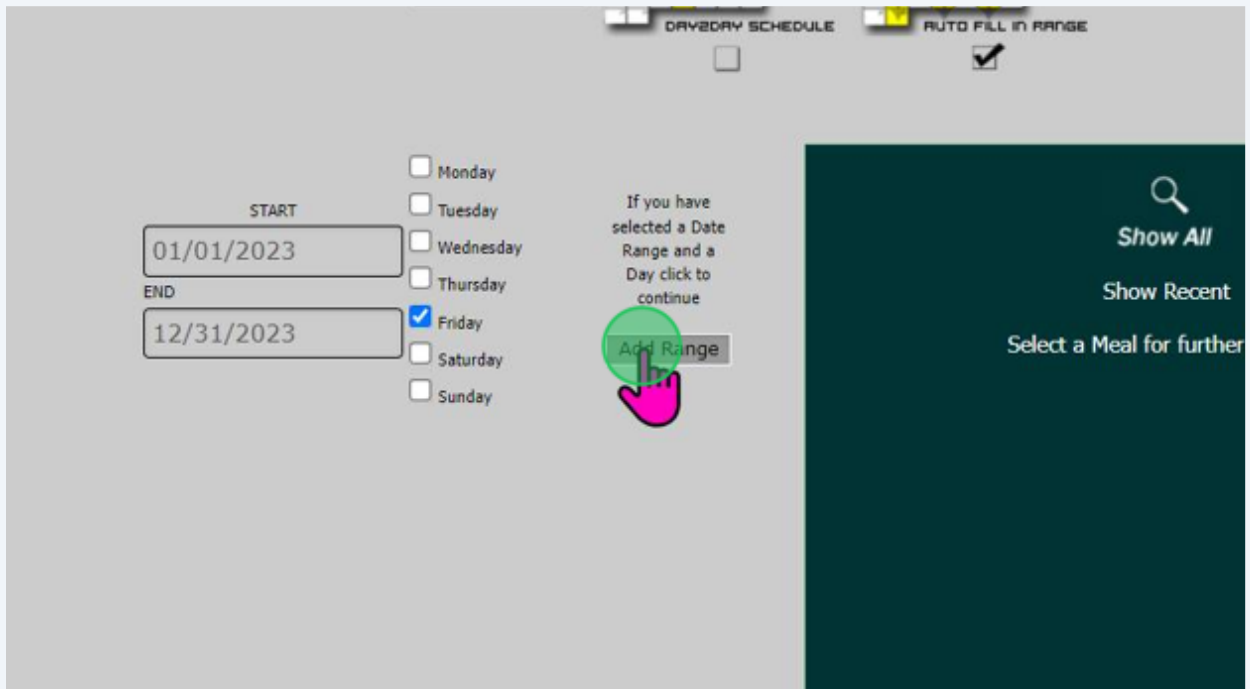
12 Now let's schedule out the frozen meals.



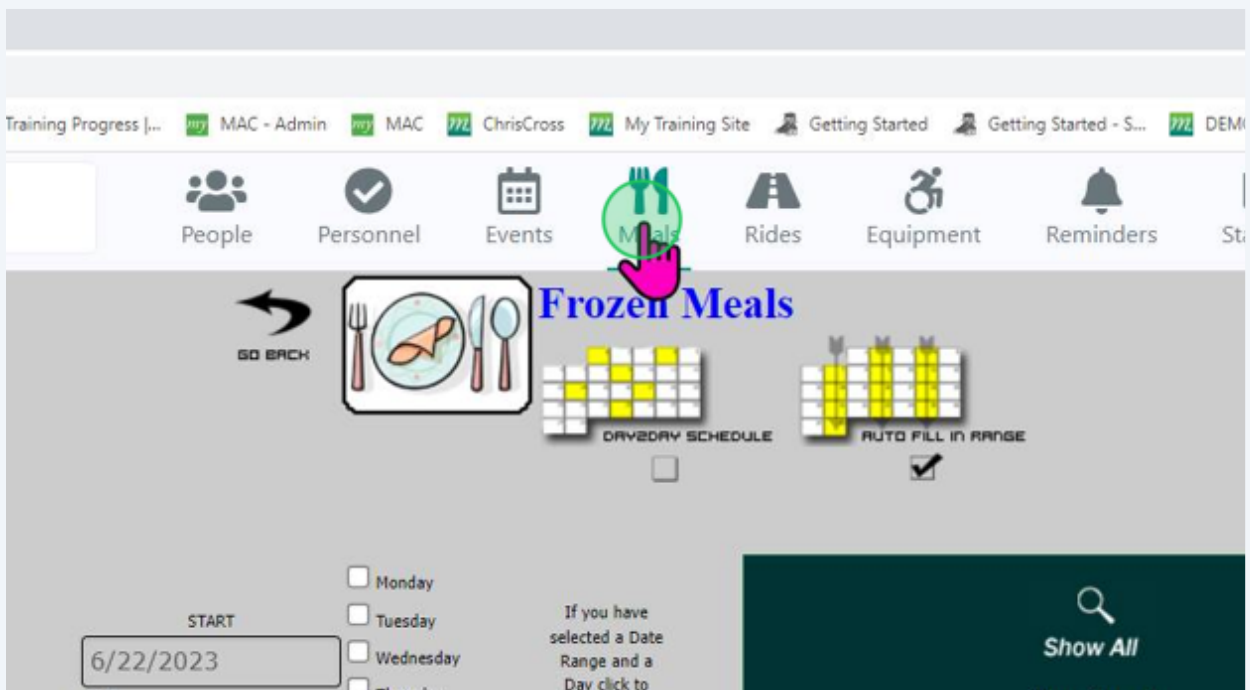
13 Switch to Auto Fill In Range



14 This time let's just schedule the frozen meals on Fridays.



15 When you're done scheduling click back on the meals tab.



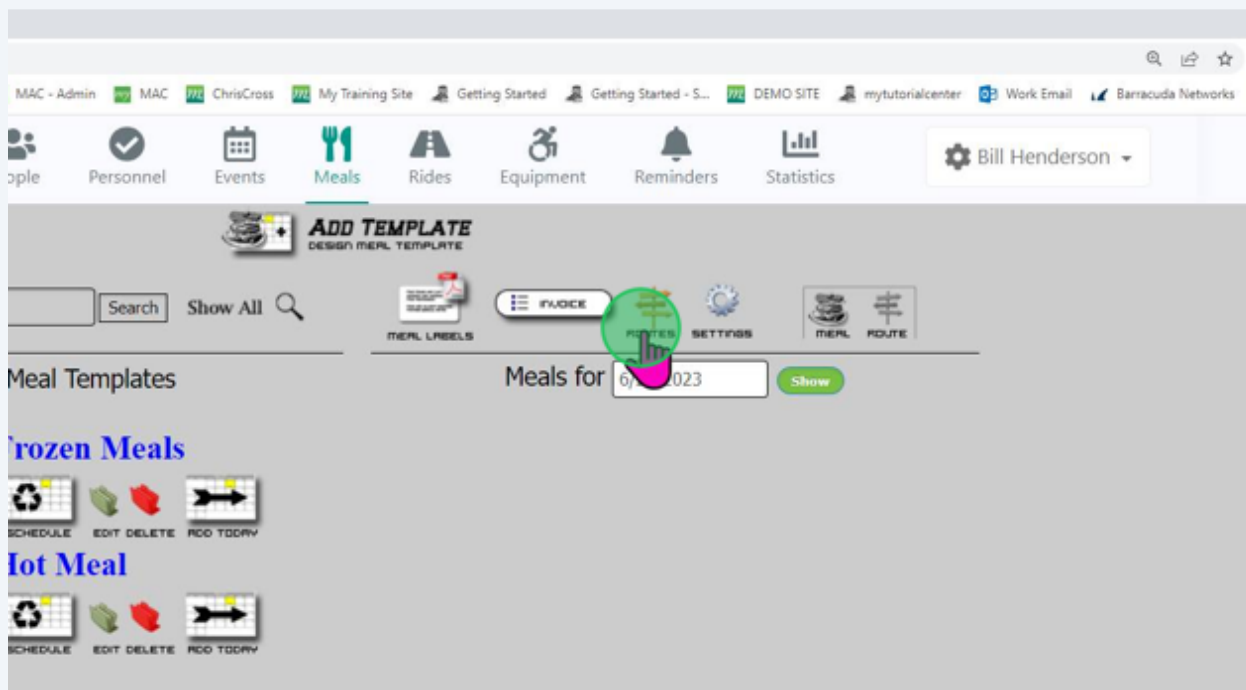
16

Creating all of your templates is the 1st step to setting up the meals tab for usage. Once you've created all of your meal templates and scheduled them out we can go on to the next step which is creating your roots.

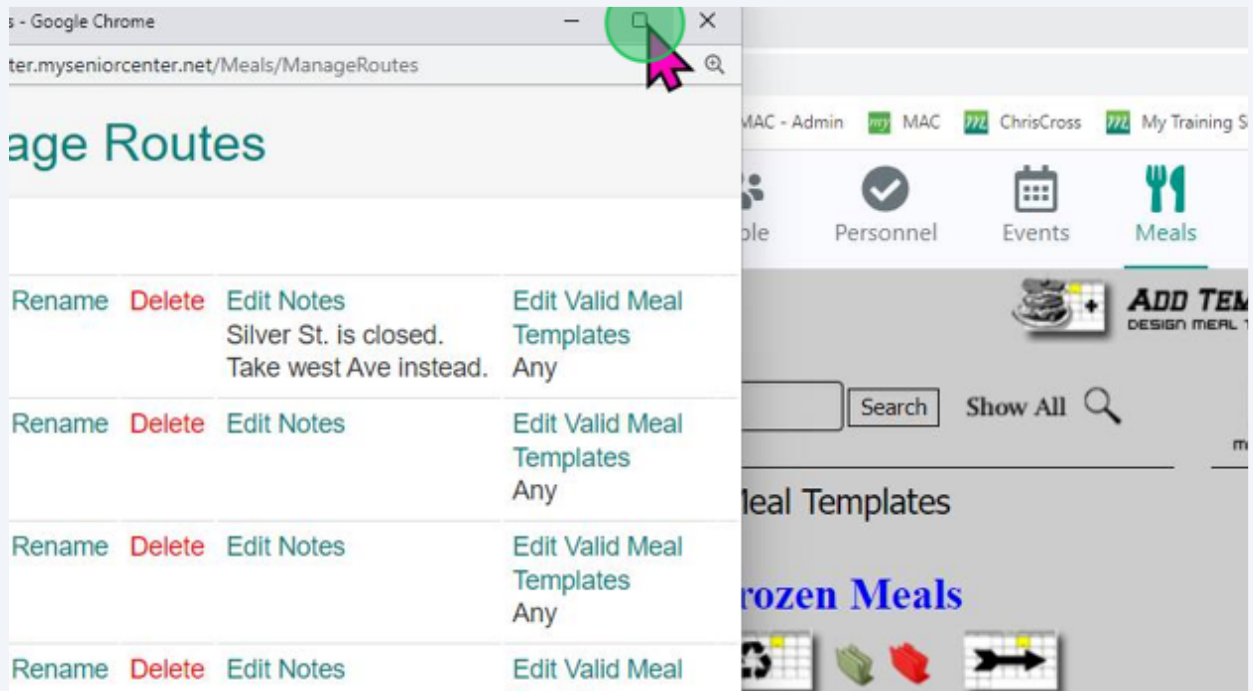
Creating the Routes

17

Click Routes.



18 Click "Maximize"



19

You can create as many routes as you like and you can name them anything that you want. To create a new route simply type the route name into the text box at the bottom and click add. You can rename and delete routes if you need to as well. You can also enter notes for a route. These notes are not related to any specific individuals but rather the entire route as a whole and whatever you put here will show up at the very top of the route sheet. You can come back and edit these notes anytime that you like. Some centers have routes that only deliver specific meal templates. If you click on Edit Valid Meal Templates....

manage routes - my senior center

trainingcenter.myseniorcenter.net/Meal/ManageRoutes

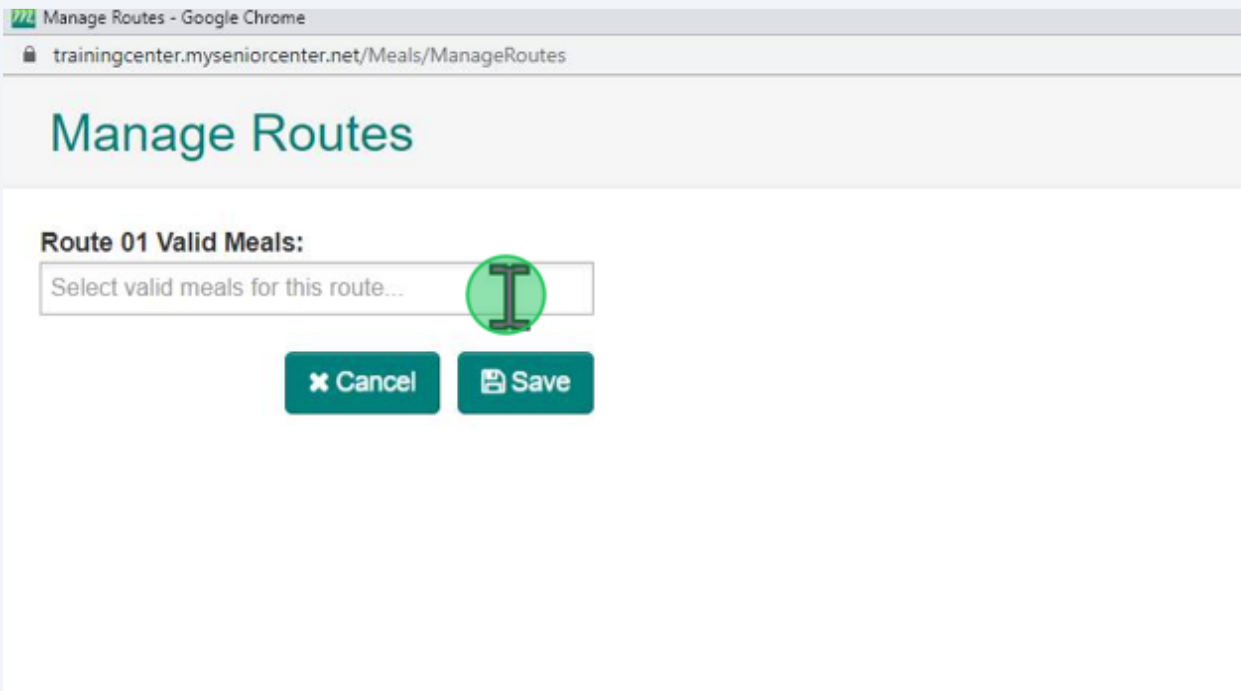
Manage Routes

Routes

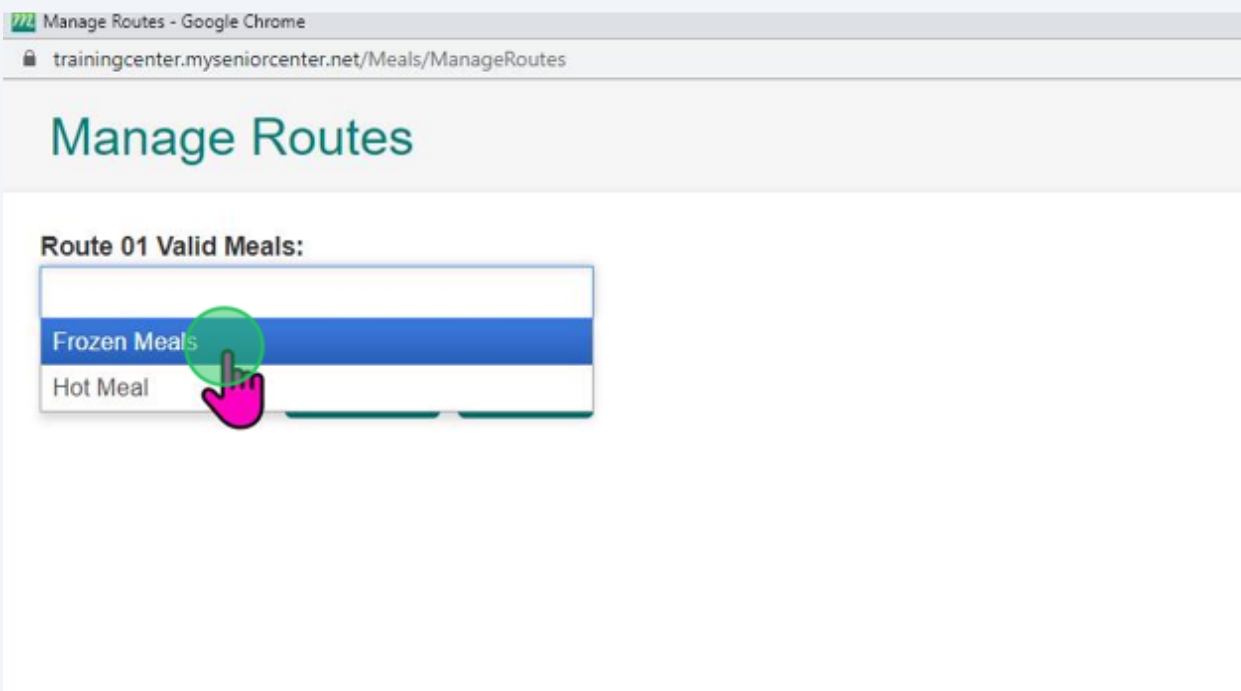
Route 01	Rename	Delete	Edit Notes Silver St. is closed. Take west Ave instead.	Edit Valid Meal Templates Any
Route 02	Rename	Delete	Edit Notes	Edit Valid Meal Templates Any
Route 03	Rename	Delete	Edit Notes	Edit Valid Meal Templates Any
Route 04	Rename	Delete	Edit Notes	Edit Valid Meal Templates Any
Route 05	Rename	Delete	Edit Notes	Edit Valid Meal Templates Any

type new route name

20 You can choose which template or templates this route delivers.



21 Click the text box to choose the valid template or templates.



22 Then click save.

trainingcenter.myseniorcenter.net/Meals/ManageRoutes

Manage Routes

Route 01 Valid Meals:



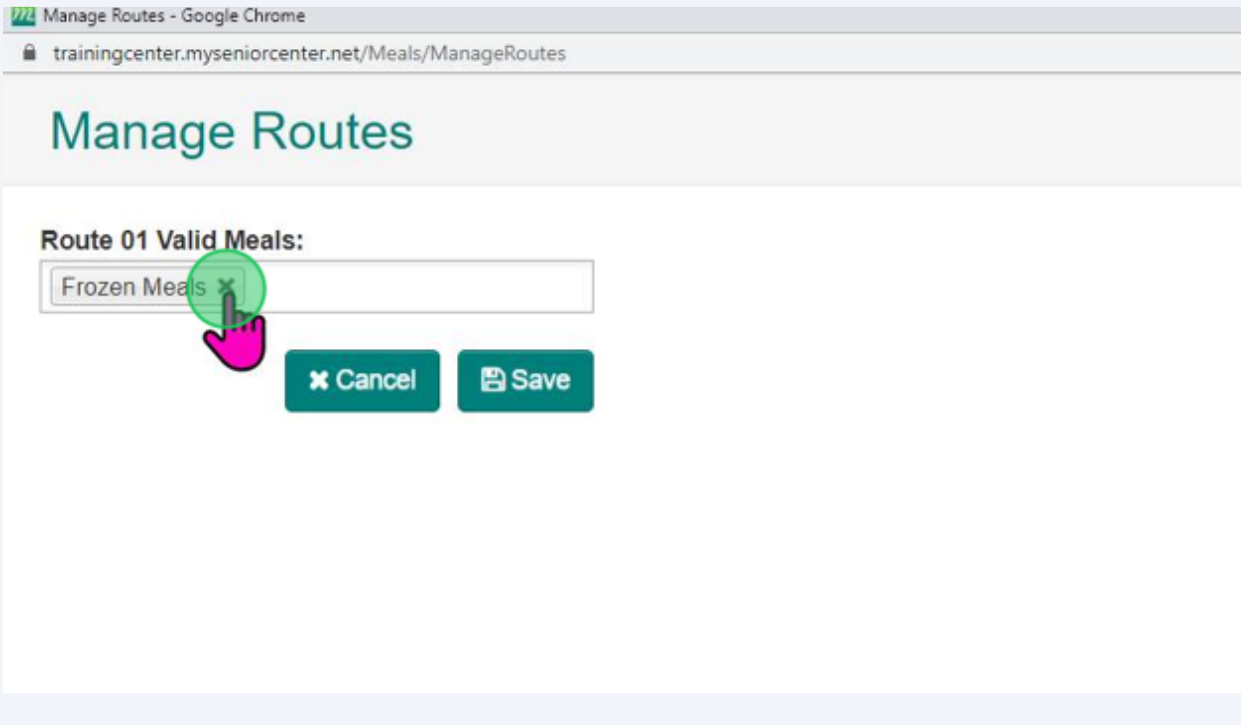
23 Now only people receiving those templates will show up on that route list.

ites

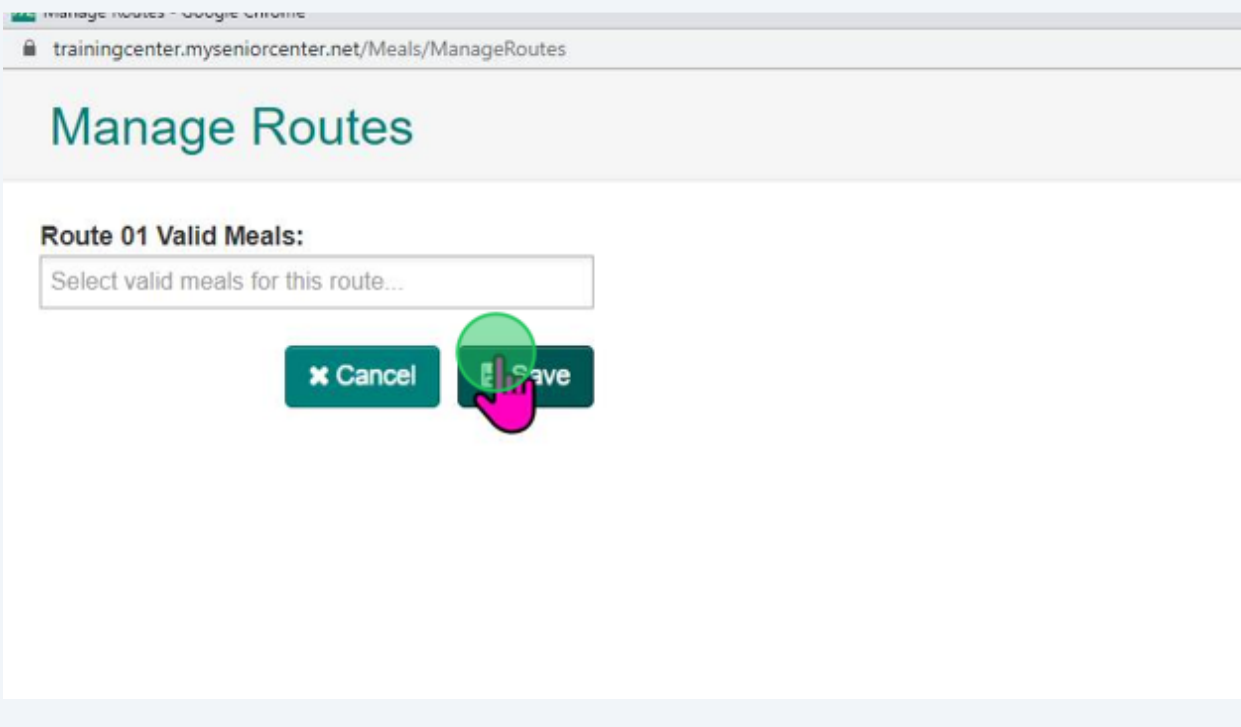
closed. Take west Ave instead.	Edit Valid Meal Templates Frozen Meals
	Edit Valid Meal Templates Any
	Edit Valid Meal Templates Any
	Edit Valid Meal Templates Any
	Edit Valid Meal Templates Any



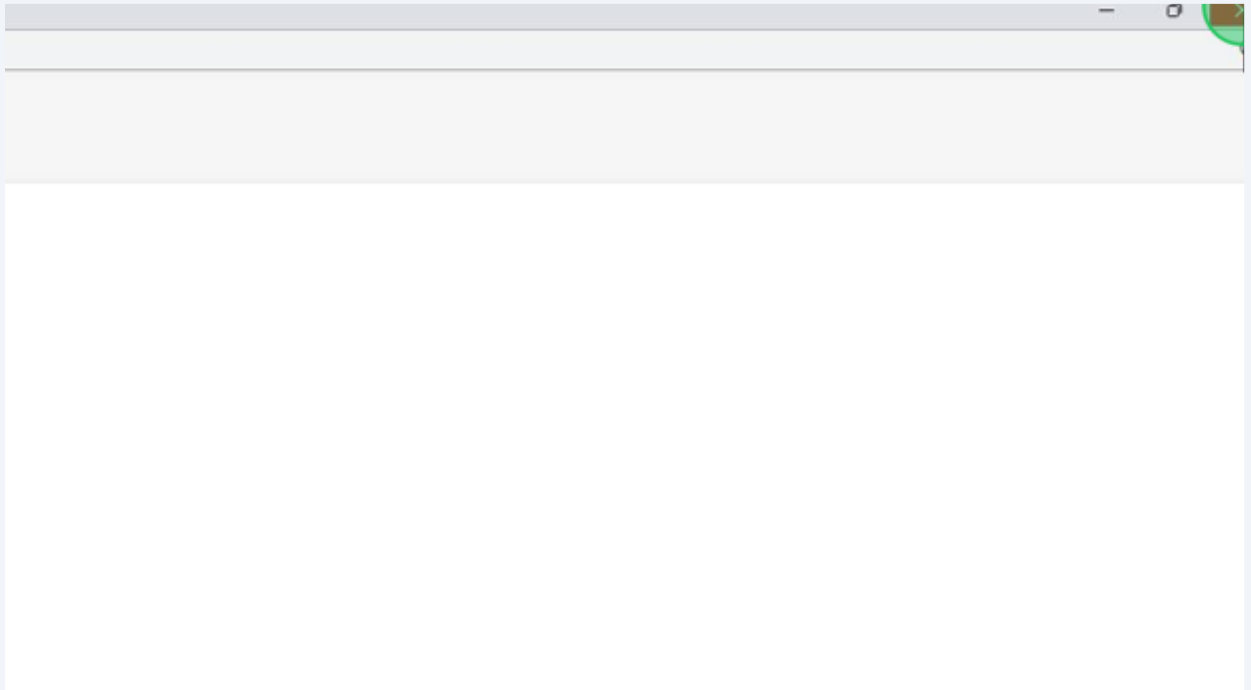
24 Let's remove that template restriction for now though.



25 Click save



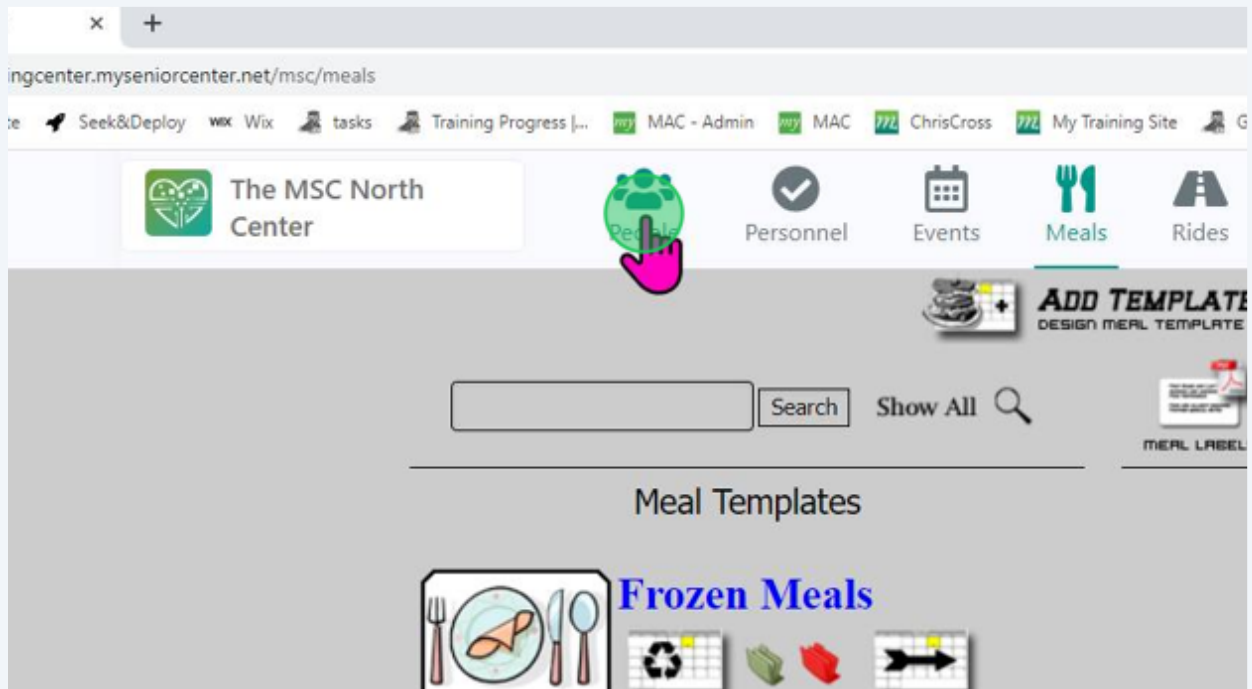
26 Click "Close"



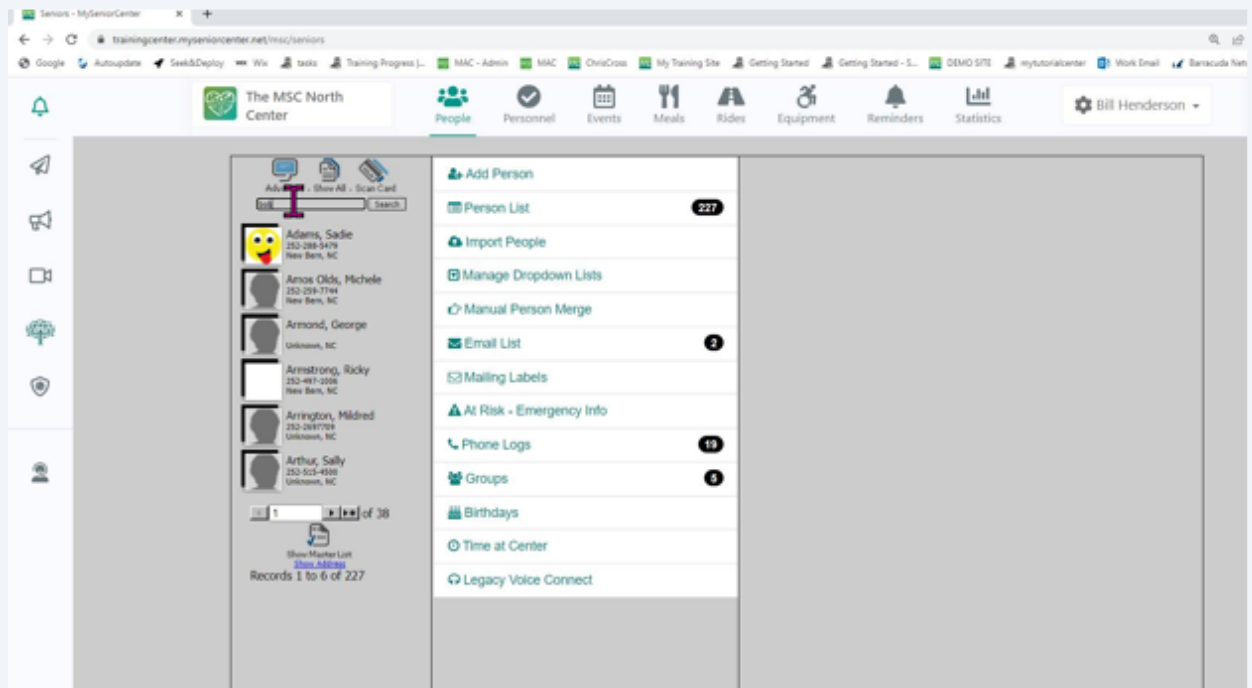
27 Setting up your routes is the 2nd step to getting the meals tab ready for usage. Now we just have to set up the people.

Registering People for Meals

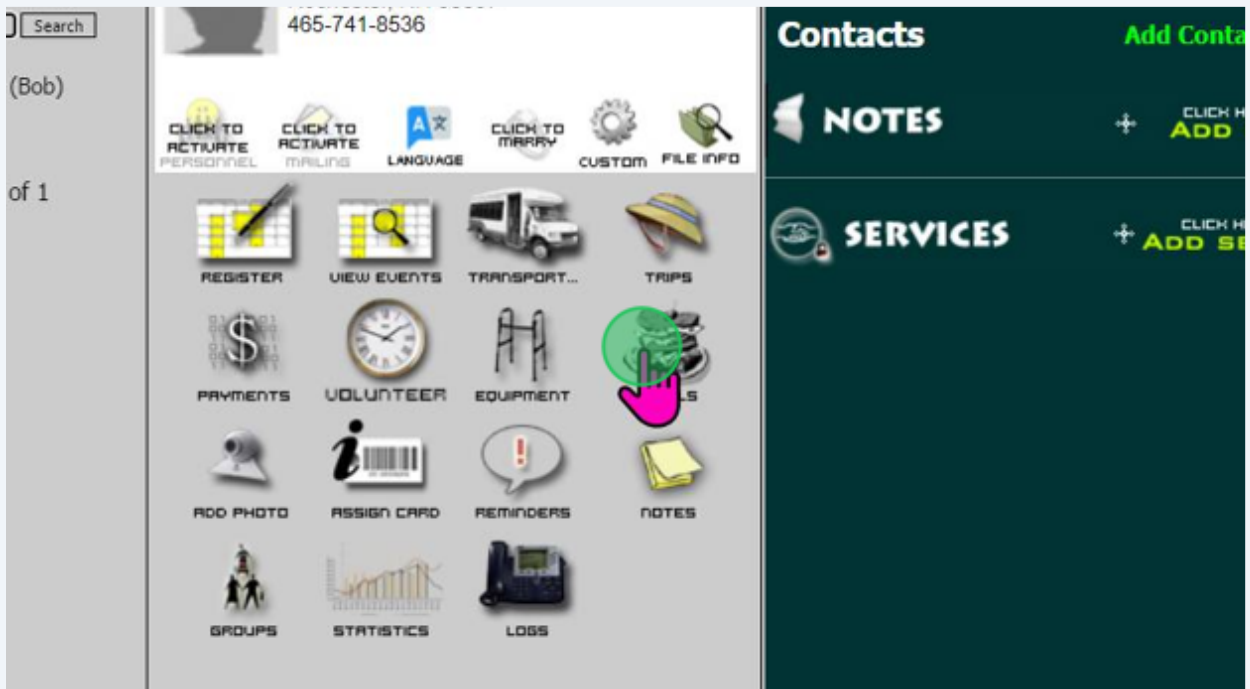
28 Go to the people tab.



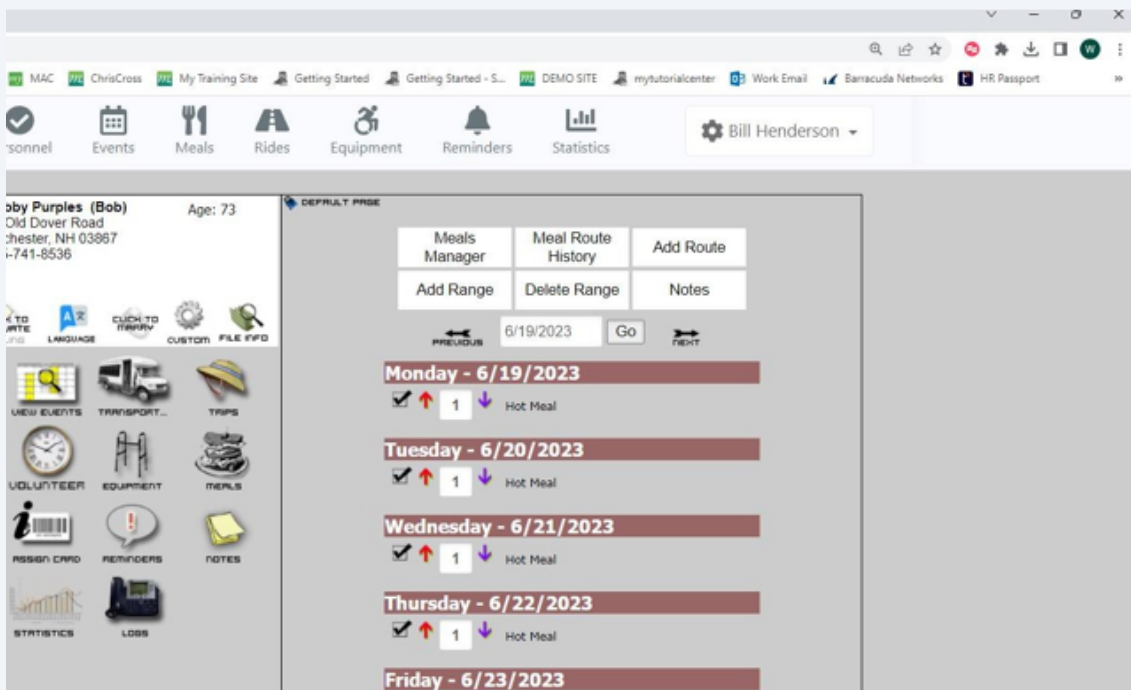
29 Select a person.



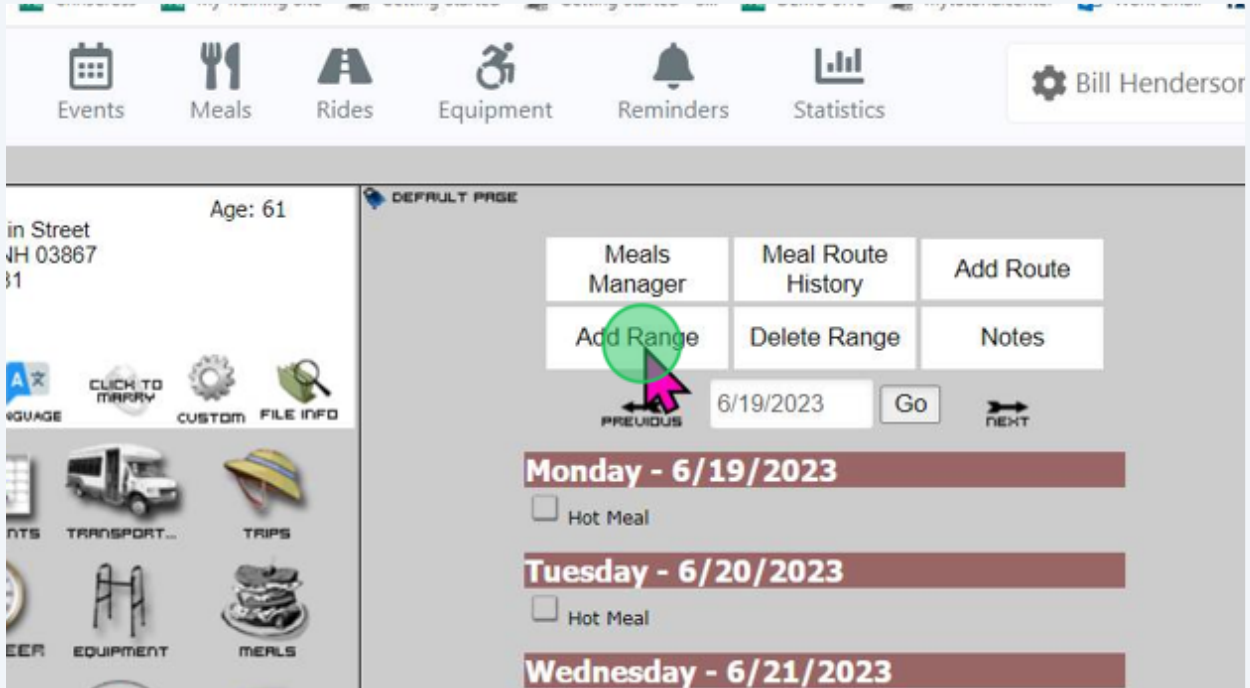
30 Click that person's meals icon.



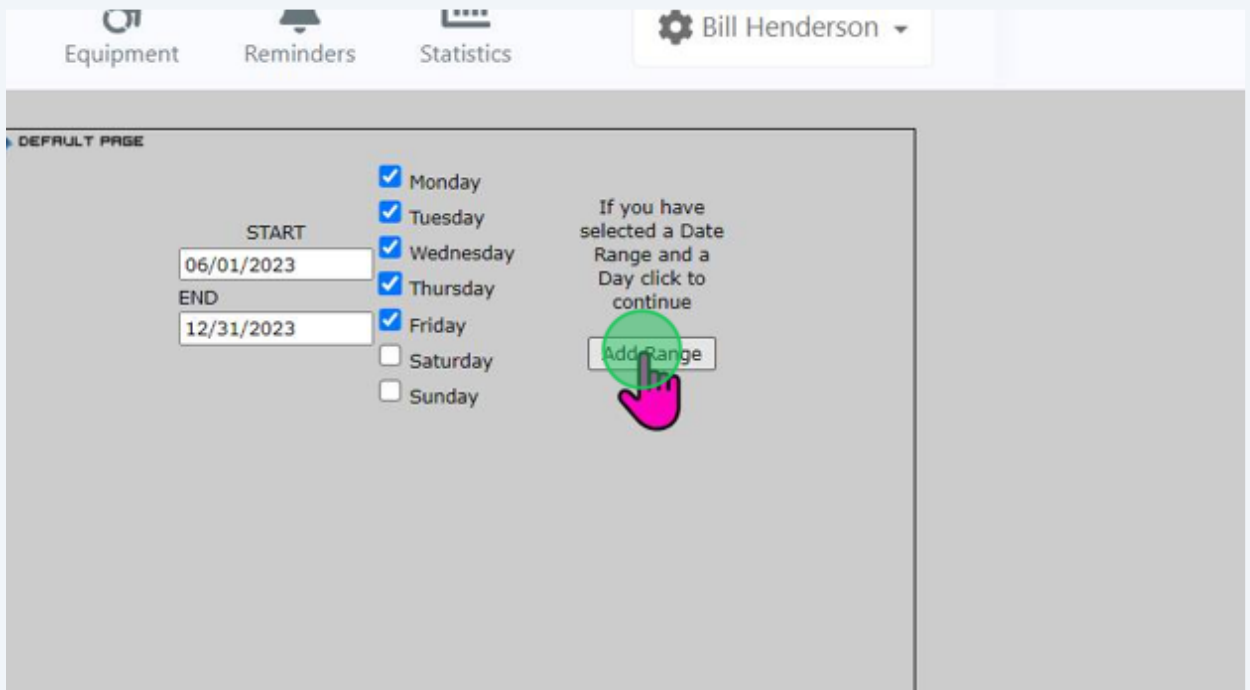
31 Click here:



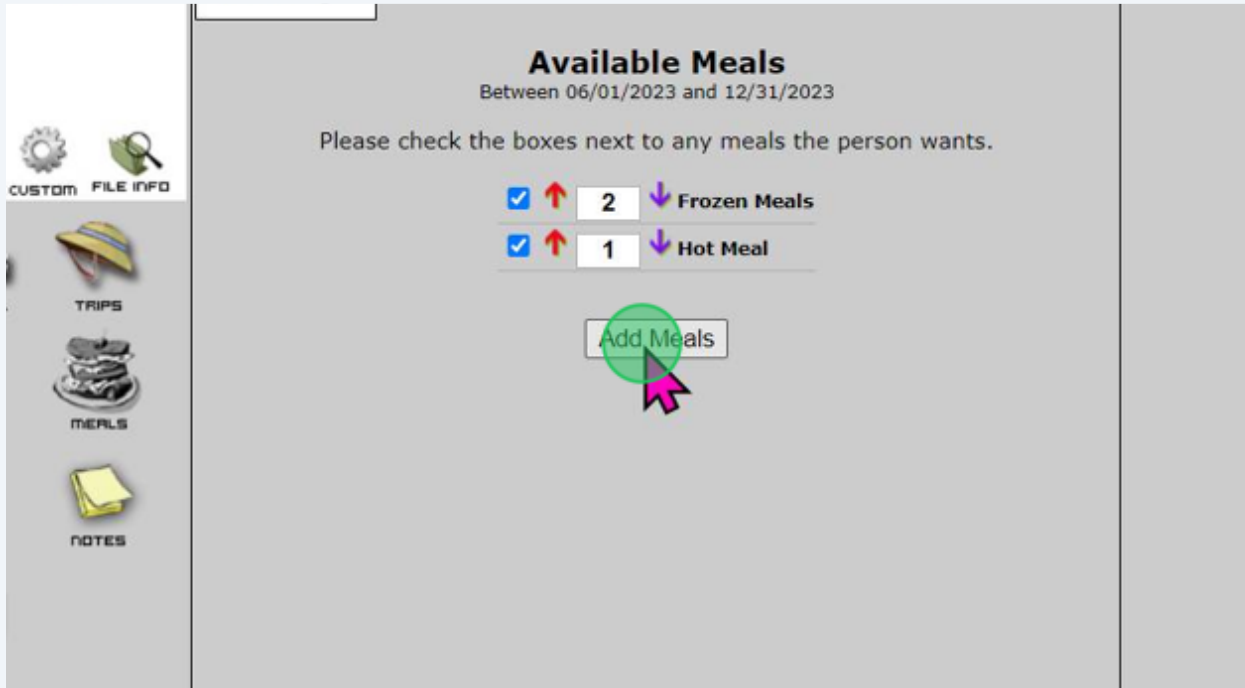
32 Click "Add Range"



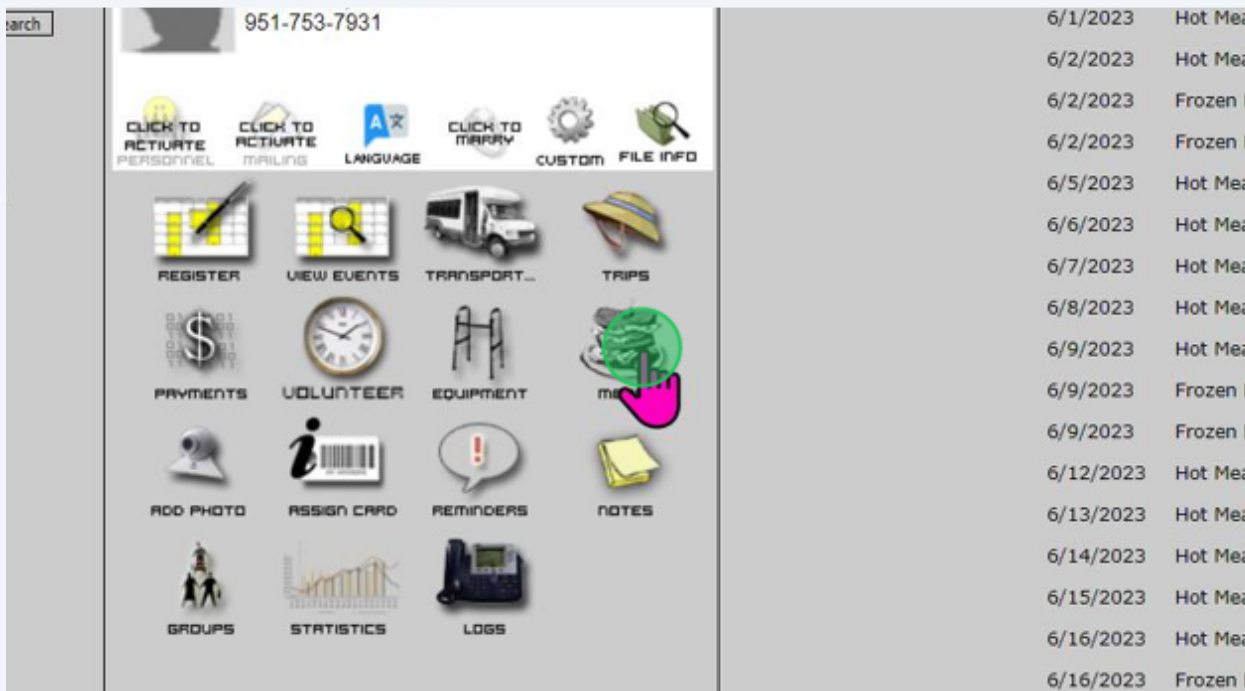
33 Click "Add Range"



34 Click "Add Meals"

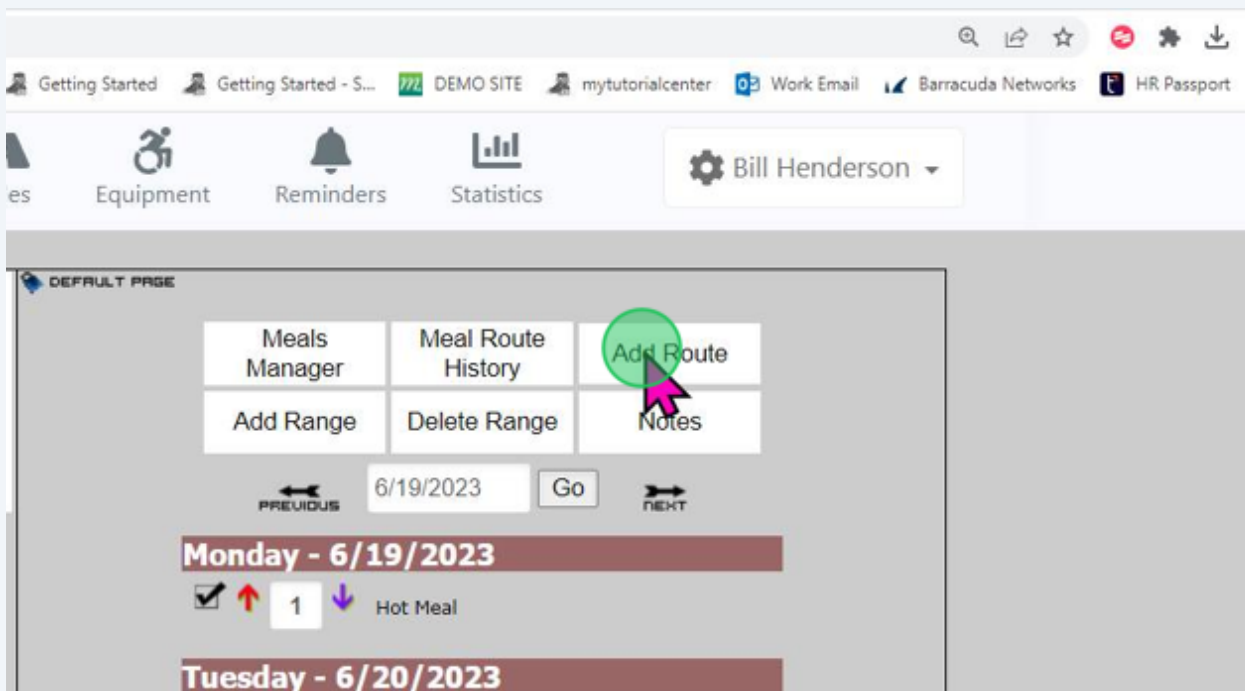


35 Click here:

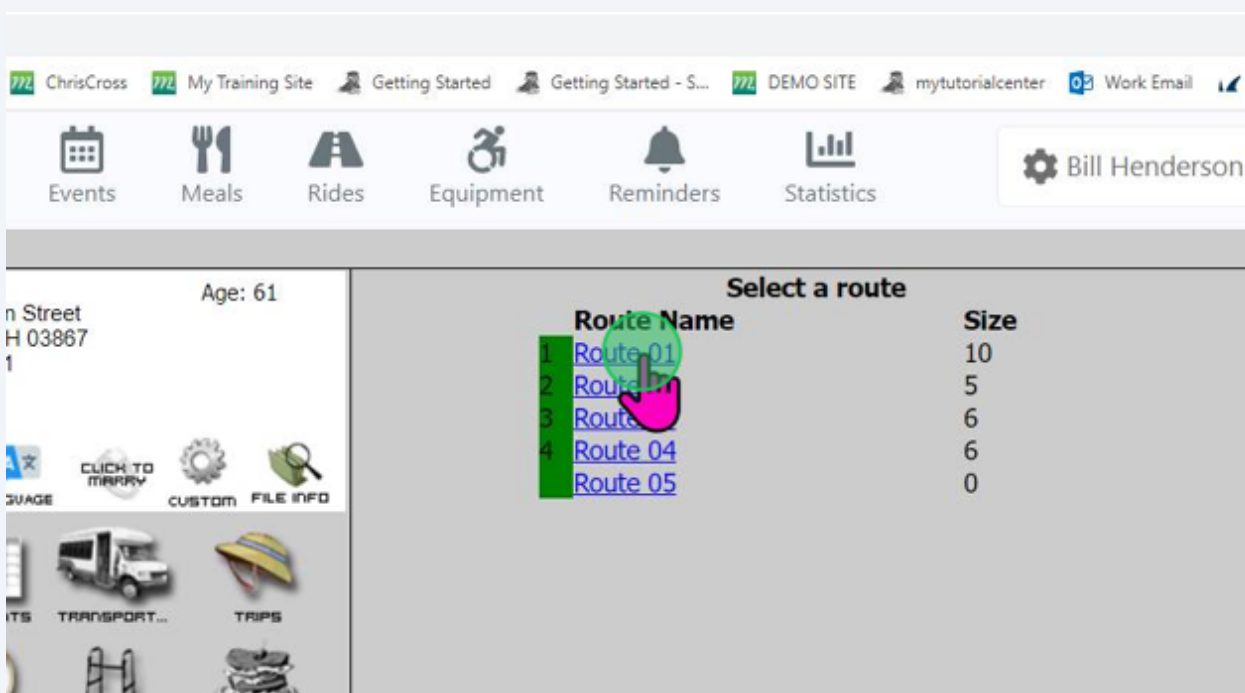


Assigning Routes

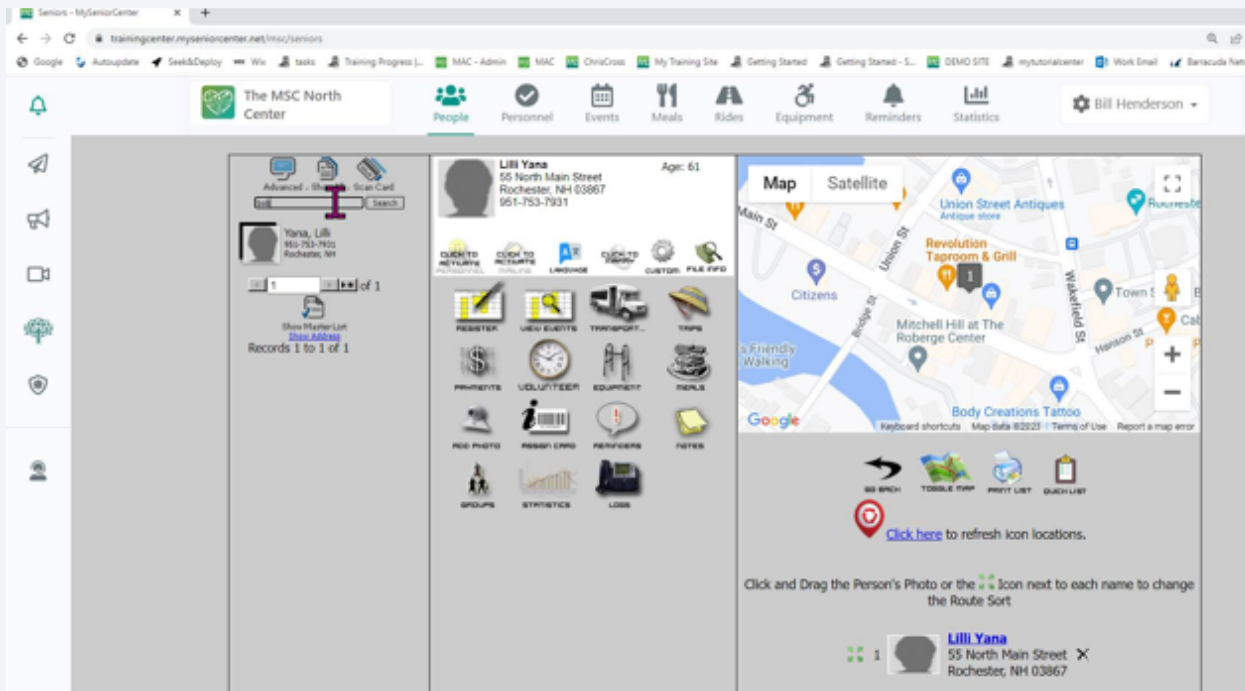
36 Click "Add Route"



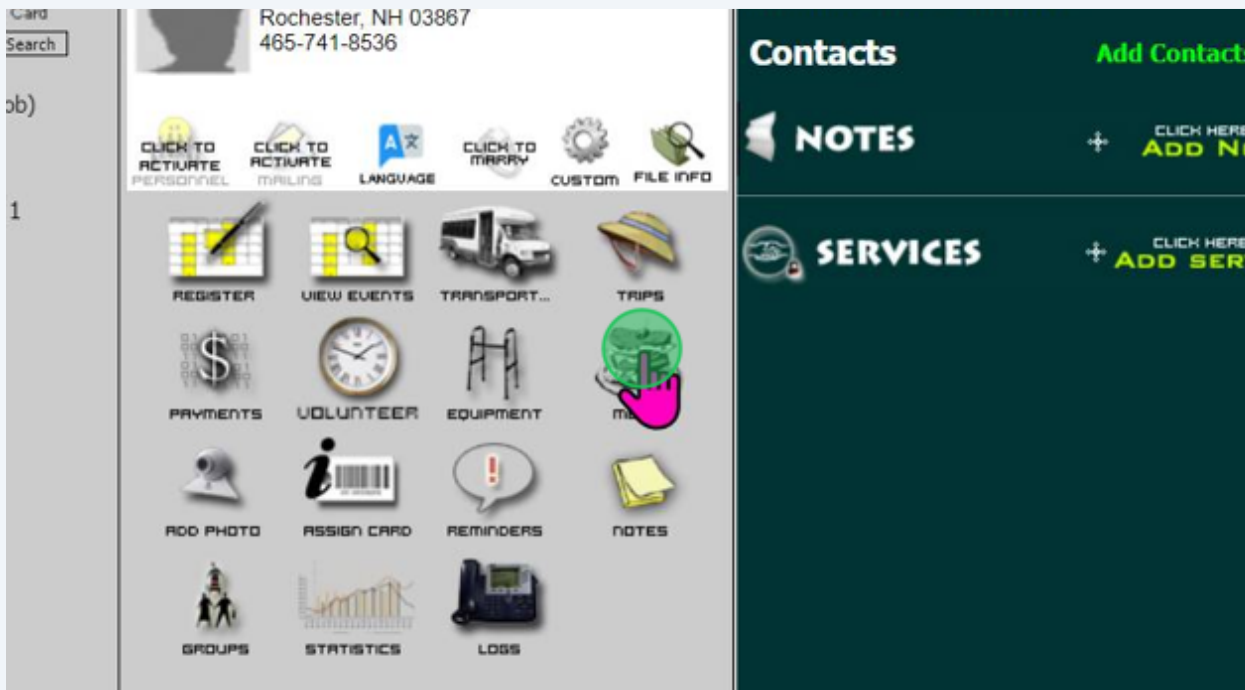
37 Choose a Route



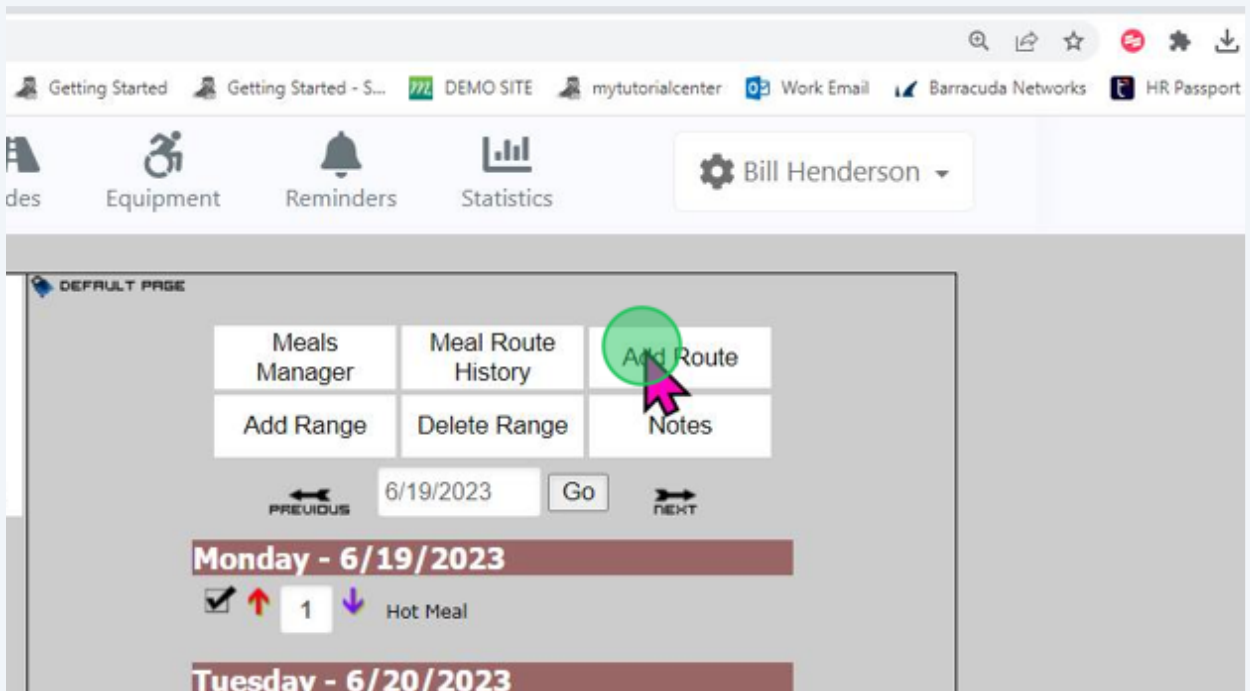
38 When you add a person to a Route you'll see their location on Google Maps.



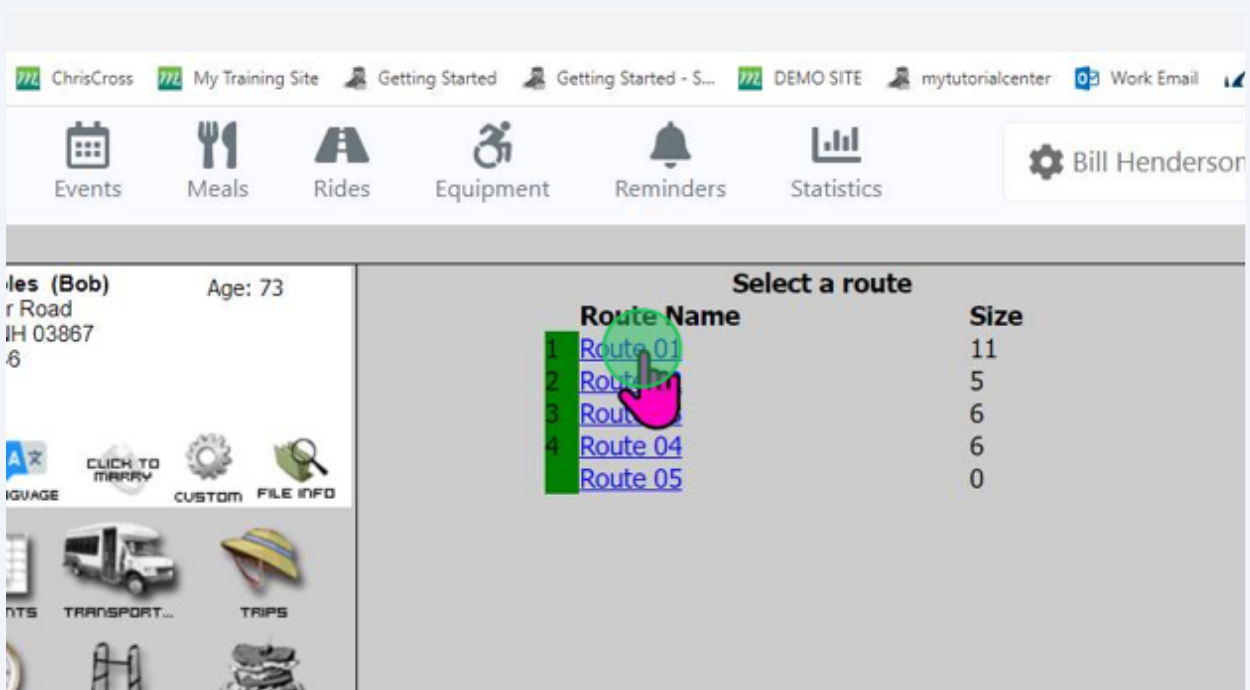
39 Lets choose another person and click their meals icon.



40 Click "Add Route"



41 Add this person to the same Route



42 Now we can see them both on the map.

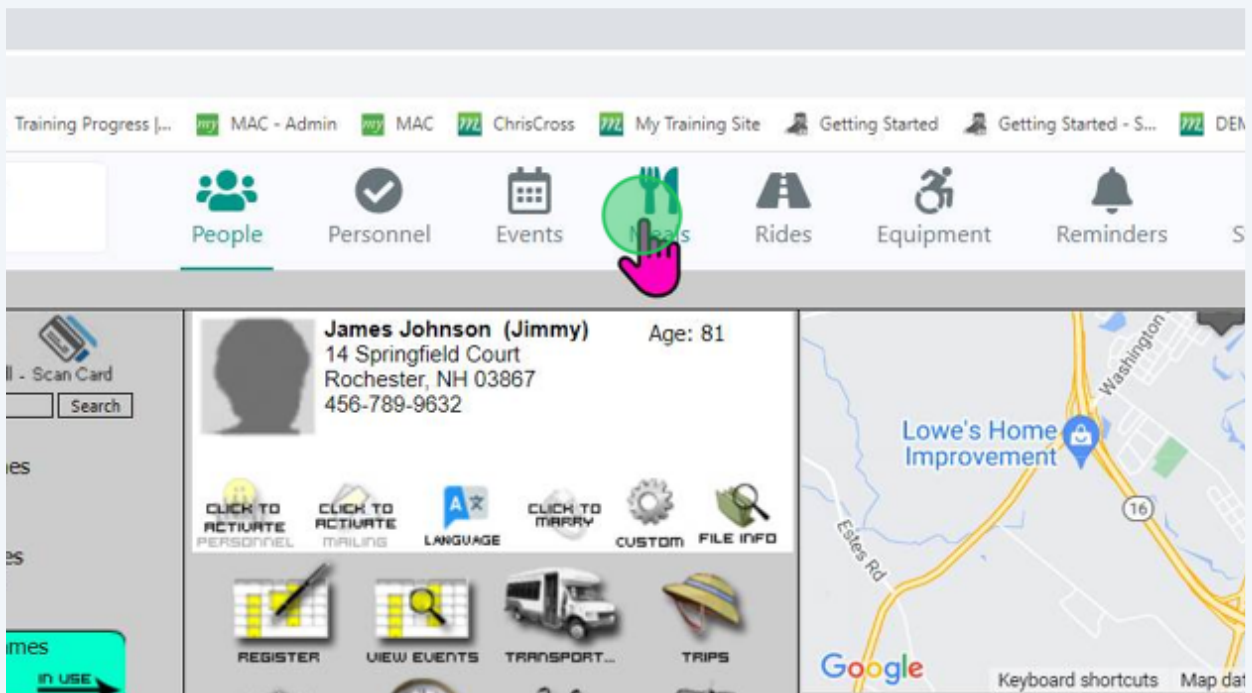


43 Every time you add a new person to the route you will see them on the map together. Now you can drag and drop them into the order you want to show up on the Route Sheet.



Printing the Route Sheets

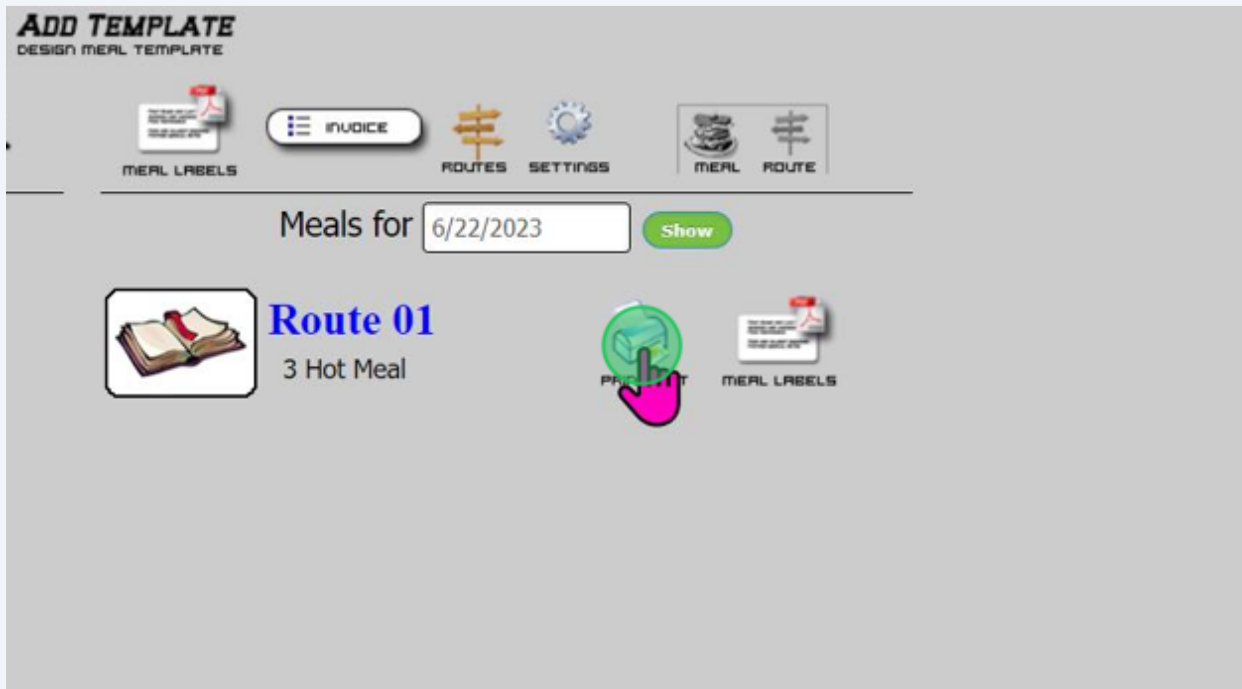
44 Lets go back to the Meals Tab.



45

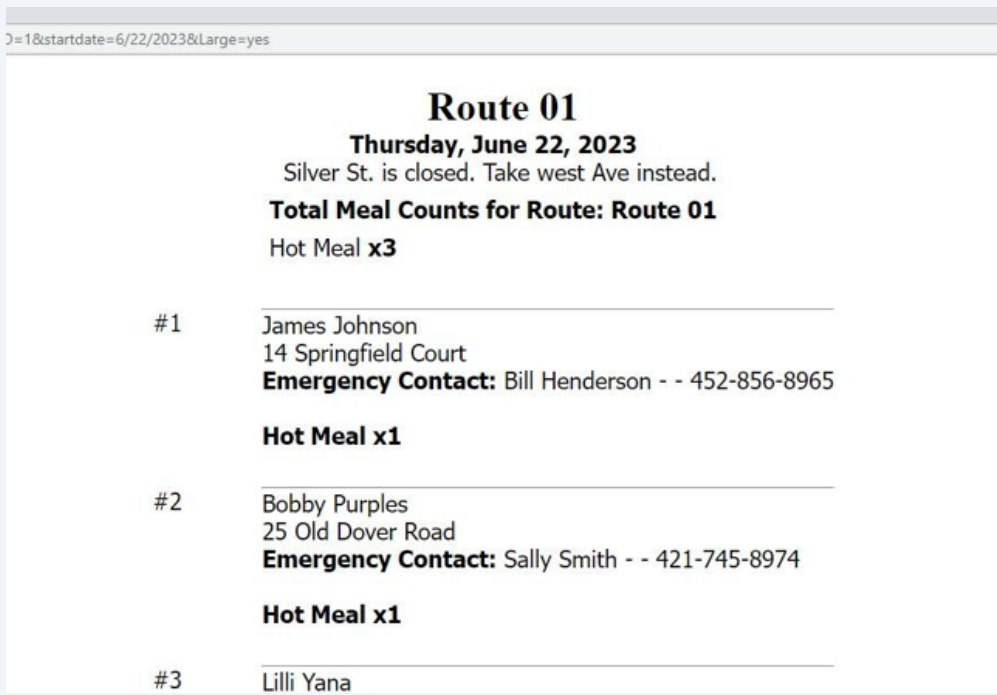
You can choose to print route sheets for any date you like but you do have to print one day at a time.

Click Print List.



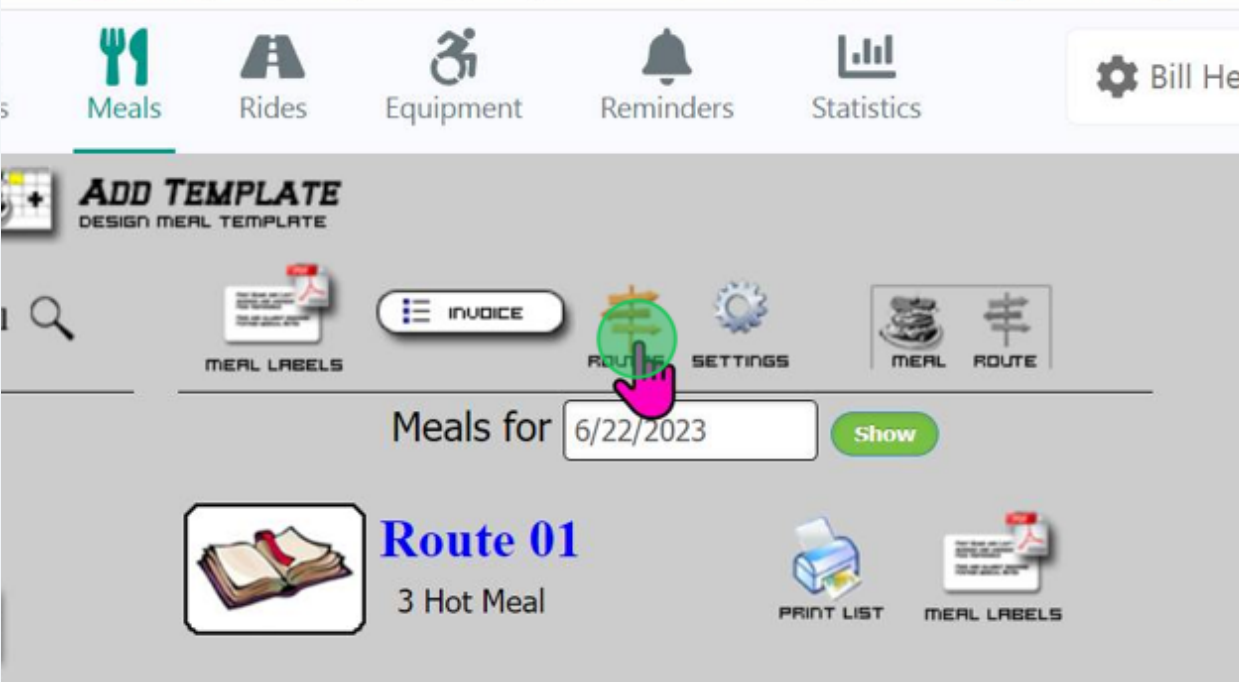
46

At the top of the sheet you'll find the route name and the date of delivery. Next you'll see any route notes you entered, the total meal count for the entire route, then each person's details. Right click to print.



Sorting Routes

47 Click the Routes icon



48 Expand the window then select a route

Routes	Rename	Delete	Edit Notes	Edit Valid M
Route 01	Rename	Delete	Edit Notes Silver St. is closed. Take west Ave instead.	Edit Valid M Any
Route 02	Rename	Delete	Edit Notes	Edit Valid M Any
Route 03	Rename	Delete	Edit Notes	Edit Valid M Any
Route 04	Rename	Delete	Edit Notes	Edit Valid M A

49 Here you can see the map on a larger scale and drag and drop people into position. People will print on the route sheet in that order. Close the wondow.

1 [Bill Henderson](#)
14 Springfield Court
Rochester, NH 03867
Bill Henderson - - 452-856-8965

2 [Bobby Purples](#)
25 Old Dover Road
Rochester, NH 03867
Sally Smith - - 421-745-8974

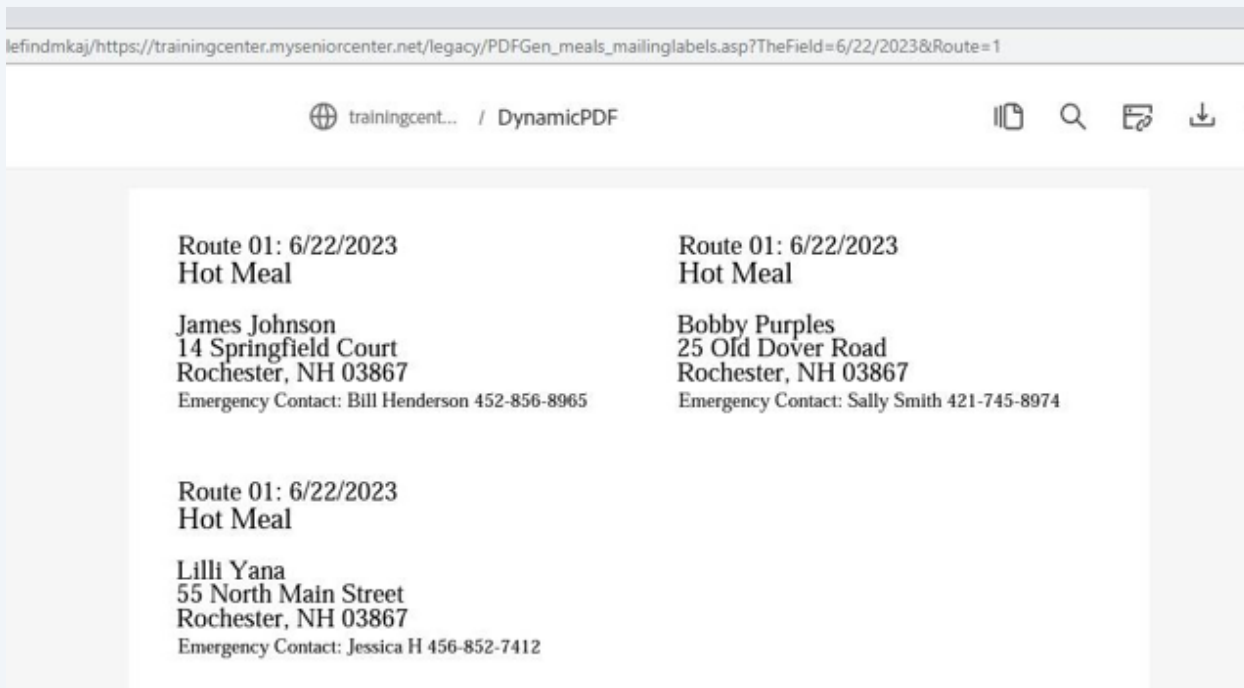
3 [Lilli Yana](#)
55 North Main Street
Rochester, NH 03867
Jessica H - - 456-852-7412

Meal Labels

50 Click the Meal Labels icon



51 You'll get a label for each meal for each person. The best labels to use are Avery 5164. These will fit the most info. Right click to print.



Invoices

52 Click the invoice Icon

The screenshot shows a web application interface with a top navigation bar containing icons for Events, Meals, Rides, Equipment, Reminders, and Statistics. Below this is a main content area with a search bar and several icons: MEAL LABELS, INVOICES (highlighted with a green circle and pink hand cursor), ROUTES, SETTINGS, MEAL, and ROUTE. A section titled 'Meals for 6/22/2023' includes a 'Show' button. Below this, there is a card for 'Route 01' with '3 Hot Meal' and icons for 'PRINT LIST' and 'MEAL LABELS'.

53 Choose a date range and click submit.

trainingcenter.myseniorcenter.net/legacy/inc_daterangeredirect.asp?red=manage_meals_seniorinvoi...

Please Select a Date Range

Last Week This Week Last Month This Month

6/01/2023

6/30/2023

Submit

Events

Show All

ADD TODAY

54 Here you can enter in any optional notes to print on all invoices. Click Continue.

Invoice Note

Enter in invoice notes here

Continue


Events

Show All

ADD TODAY

55 Right click to print

al - \$0 - 6/20/2023		0.00
al - \$0 - 6/21/2023		0.00
al - \$0 - 6/22/2023		0.00
Total Suggested Donation		Continued...



C Training Center

A Meal Not Received

56 To indicate that someone did not receive a meal, click on the Route icon for that day.

DESIGN MEAL TEMPLATE

Search Show All 

 MEAL LABELS  INVOICE  ROUTES  SETTINGS

Meal Templates Meals for 6/22/2023 

Frozen Meals

SCHEDULE EDIT DELETE ADD TODAY

Hot Meal

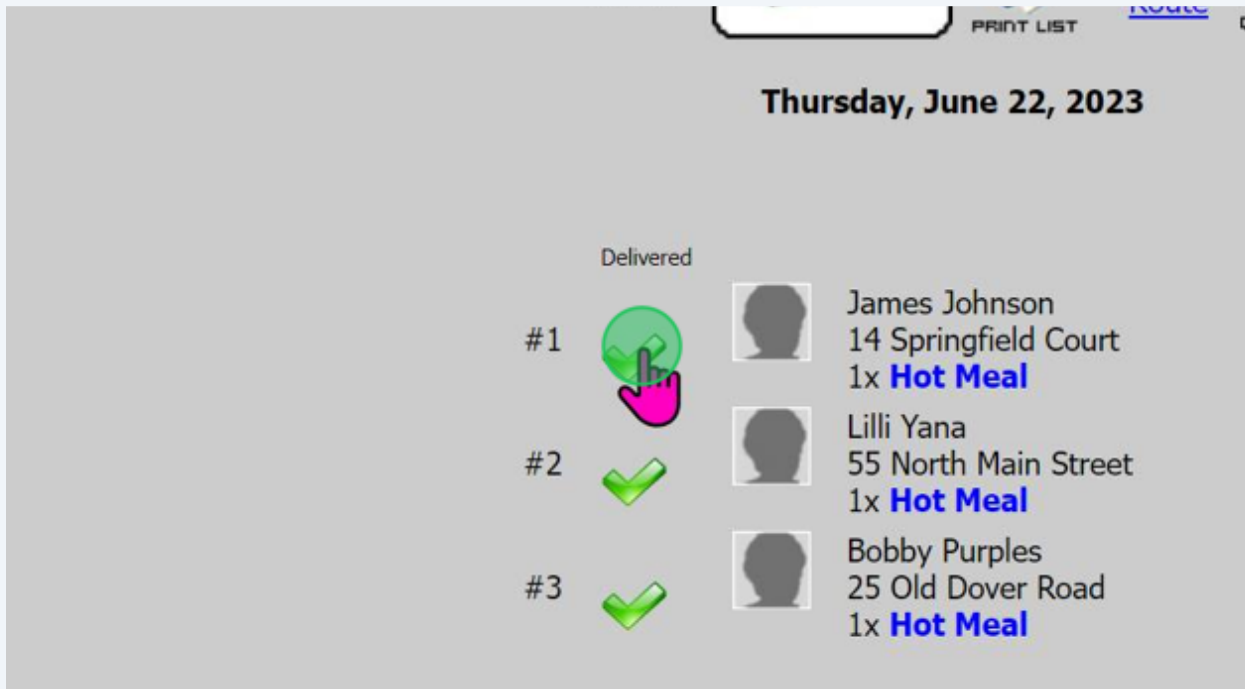
   

SCHEDULE EDIT DELETE ADD TODAY

 **Route 01**

3 Hot Meal  PRINT LIS

57 The green check mark means the meal was received. Click it.



58 The green check mark changes to the red circle with a line through it to indicate the meal was not received. If you would like to indicate a reason you could enter in a note for the person in the people tab.

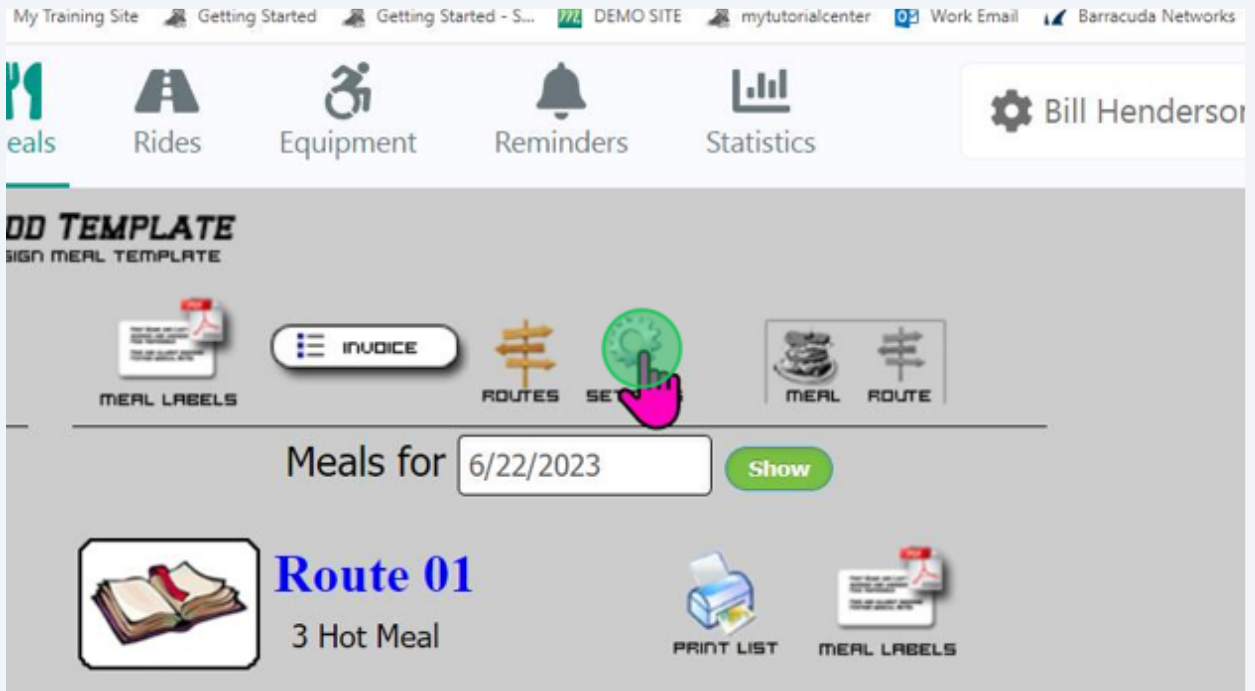


59 Click "Close"

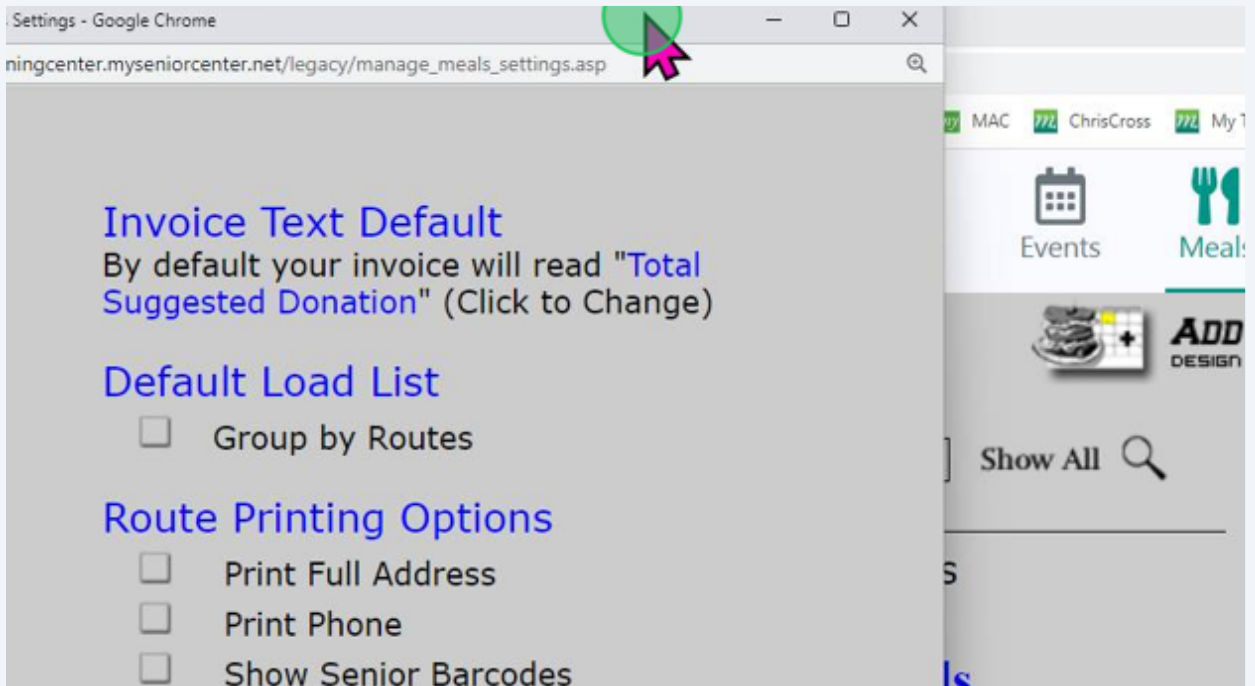


Settings

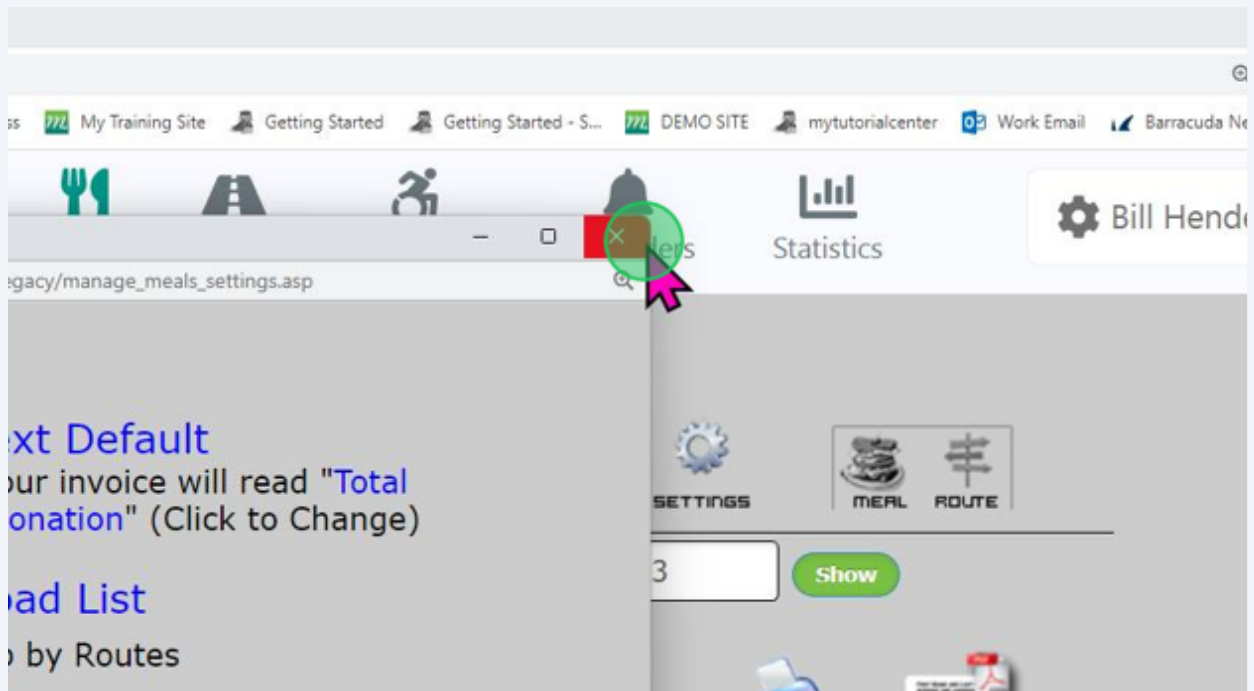
60 Click "Settings"



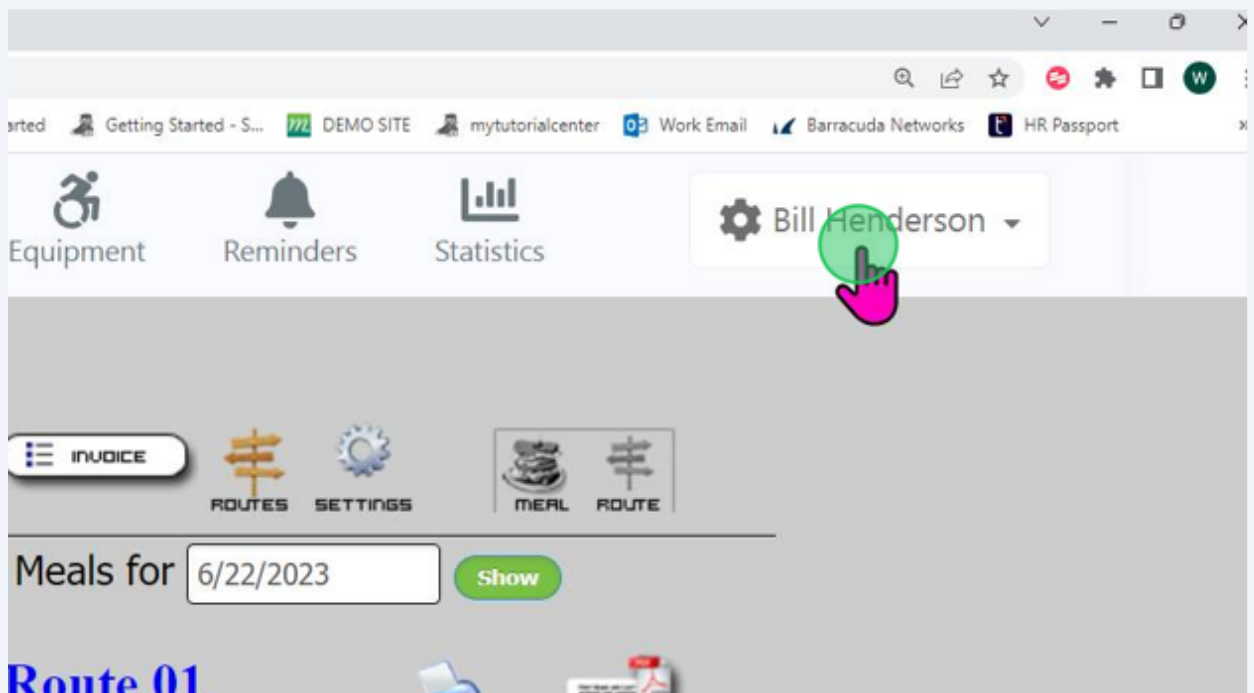
61 Here you can change the default text for invoices, group your lists by routes, choose to print full addresses with city, state and zip, choose to include the phone number and choose to print barcodes for people.



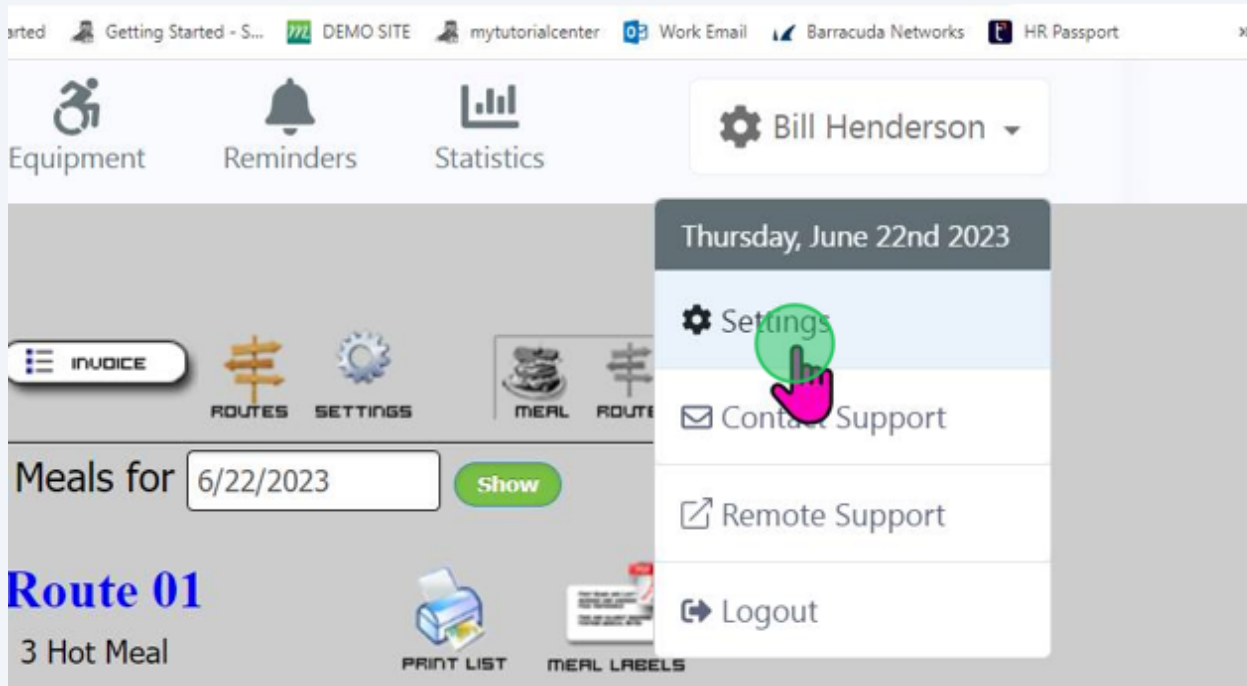
62 Click "Close"



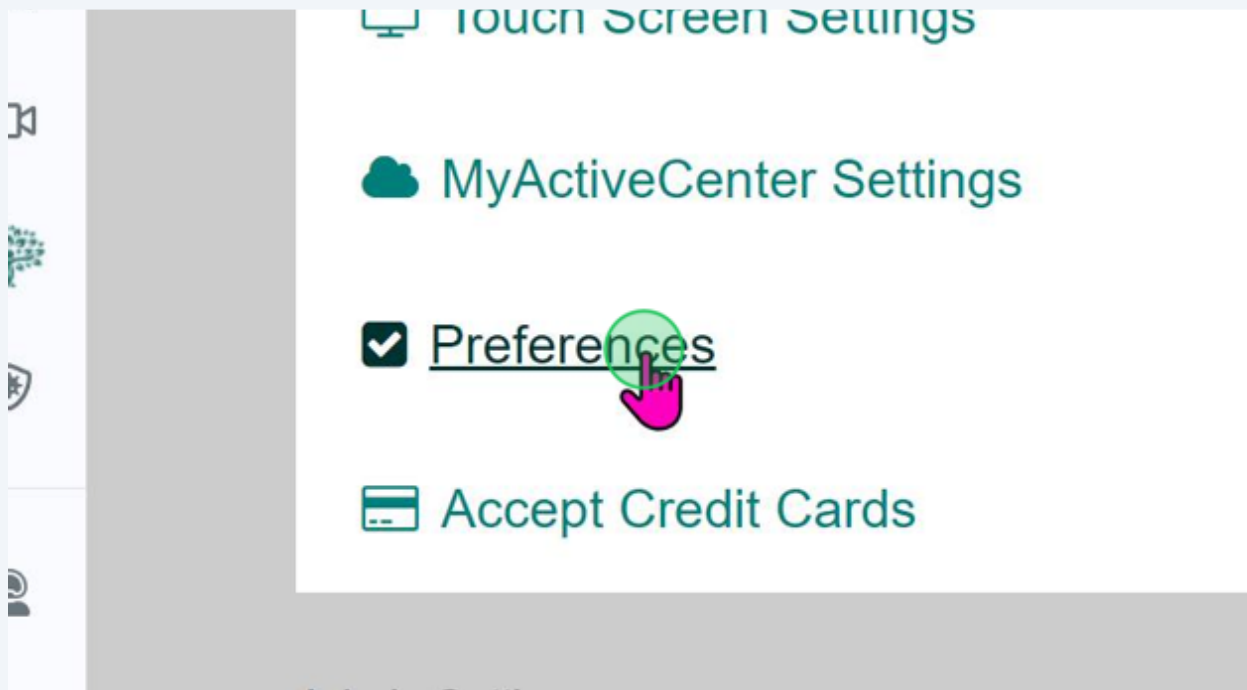
63 Click your name in the top right corner



64 Click Settings.



65 Click "Preferences"





66 Skip to the Meals section.

Changes will not take effect until "Save Preferences" is clicked.

Jump To

[People](#) | [Services](#) | [Mailing Labels](#) | [Payments](#) | [Personnel](#) | [Ever](#)
[Meals](#) | [SAMS](#) | [Exports](#) | [File Info](#) | [Connect / Broa](#)



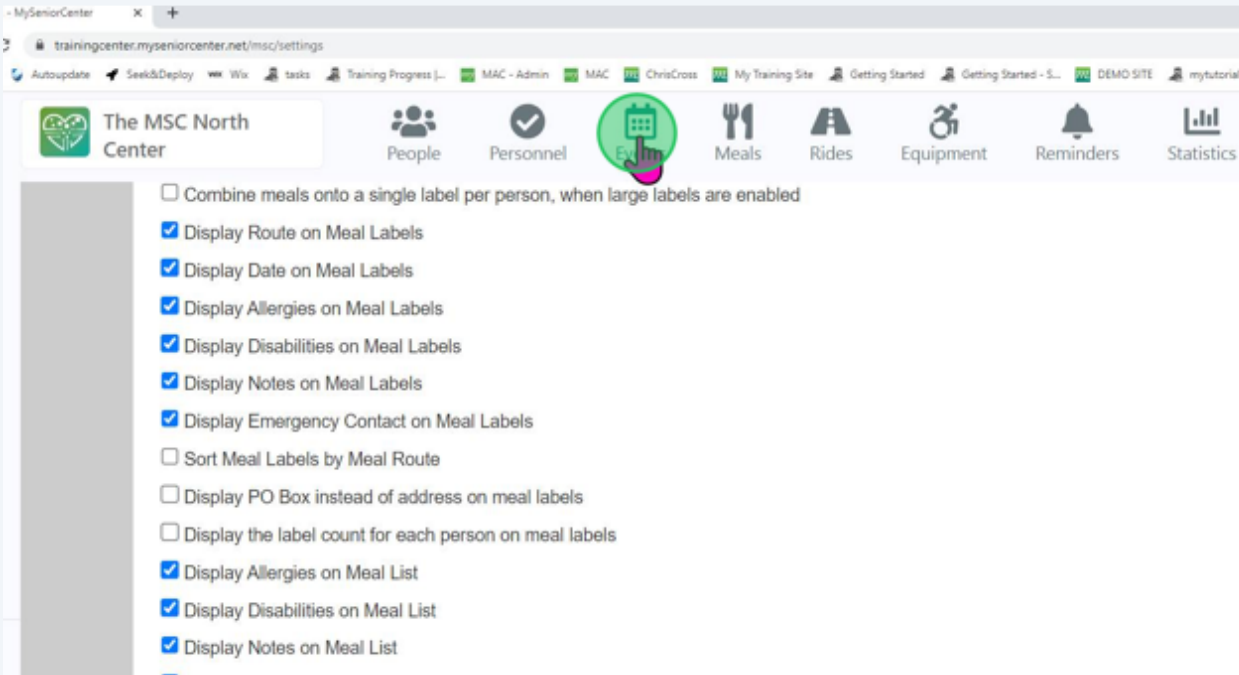
 **People**

Default DOB to 01/01/1901 (Click to Change)

When DOB is missing, set person's age to 100

Show the middle initial on People Search List


67 Here you'll find different display option for your route sheets.



MySeniorCenter x +

trainingcenter.myseniorcenter.net/msc/settings

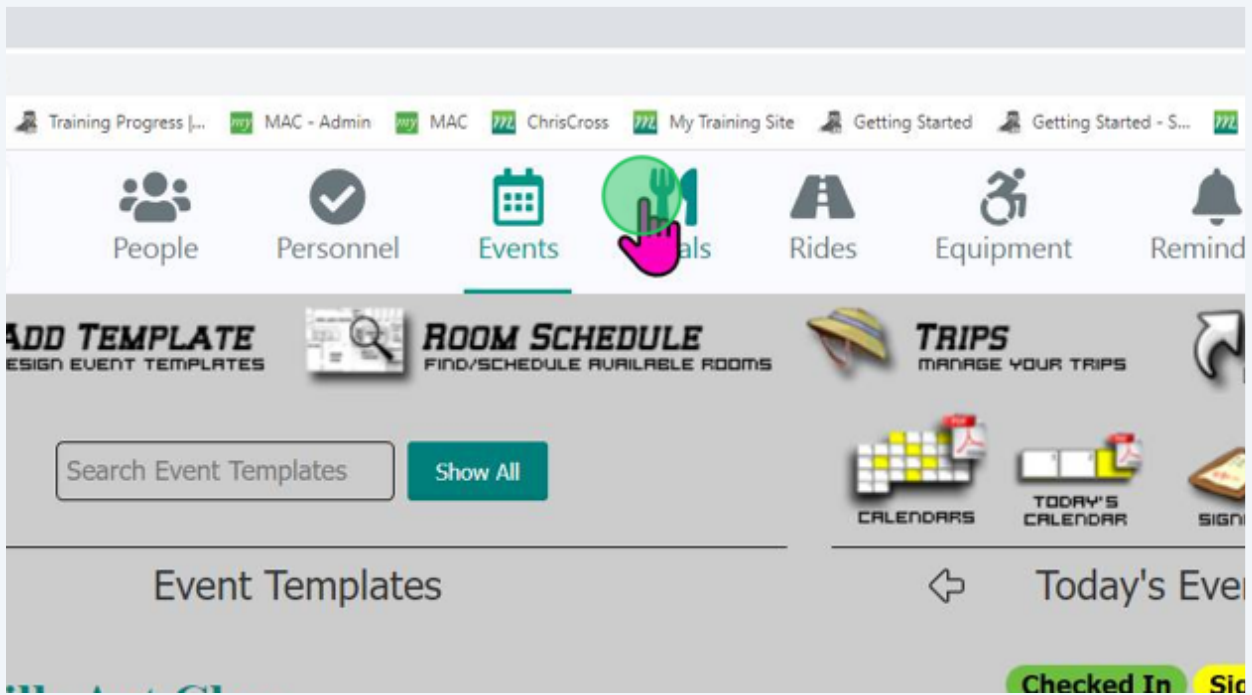
Autoupdate Seek&Deploy Wix tasks Training Progress [MAC - Admin MAC ChrisCross My Training Site Getting Started Getting Started - S... DEMO SITE mytutorial

 **The MSC North Center**

[People](#) [Personnel](#) [Meals](#) [Rides](#) [Equipment](#) [Reminders](#) [Statistics](#)

- Combine meals onto a single label per person, when large labels are enabled
- Display Route on Meal Labels
- Display Date on Meal Labels
- Display Allergies on Meal Labels
- Display Disabilities on Meal Labels
- Display Notes on Meal Labels
- Display Emergency Contact on Meal Labels
- Sort Meal Labels by Meal Route
- Display PO Box instead of address on meal labels
- Display the label count for each person on meal labels
- Display Allergies on Meal List
- Display Disabilities on Meal List
- Display Notes on Meal List
- Display Emergency Contact on Meal List

68 Click "Meals"



69 You have completed the Meals Training