



SPONSOR LEVEL FUNCTION

EXPLANATION OF ATTENDANCE LOCKOUT FEATURE:

Sponsors should consider using this function for the following scenarios:

1. Sponsor requires that ALL or SPECIFIC sites take electronic (live) meal counts/attendances at point of service, and wish to lock them out after a day or a number of days.
2. Sponsor found record keeping non-compliances during a site level review and needs to prevent site from claiming certain meals or days.

TWO OPTIONS FOR MEAL ATTENDANCE LOCK OUT:

Option 1: Use Meal Lockout Based on # of Days After

- Locks out selected facilities from taking attendance after the fact for more than “X” days before today
- Best choice for scenario #1 above

Option 2: Use Meal Lockout Based on Specific Dates

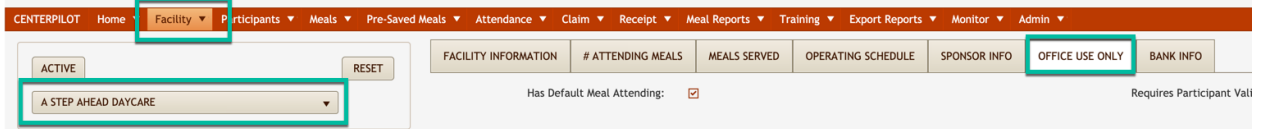
- Locks out selected facilities from taking attendance between and including two dates (a range of dates)
- Best choice for scenario #2 above

Option 1: Use Meal Lockout Based on # of Days After

1. Sponsor Must Choose the # of Days to use GLOBALLY across sponsorship
 - a. Only one choice for ALL facilities
 - b. Sponsor may select facilities affected (only chosen sites will be locked out)
2. Home/Sponsor Information/Sponsor Settings
 - a. **Use Meal Lockouts** – Note that this choice does not need to be TRUE for the lockout function to work, but there’s no harm in selecting TRUE
 - b. **Allowable Days After Date for Attendance**
 - i. May choose 0 – 8 days (Days lock out at midnight)
 - ii. SAVE SPONSOR INFO

The screenshot shows the 'SPONSOR SETTINGS' tab in the CenterPilot application. The 'Use Meal Lockouts' dropdown is set to 'TRUE' and the 'Allowable Days After Date For Attendance' dropdown is set to '5'. Red arrows point to these two settings. A 'SAVE SPONSOR INFO' button is visible in the top right corner of the settings area.

3. Facility/Facility Information/(Select Facility to Be Locked Out)/Office Use Only Tab



4. Scroll down to **Meal Attendance Lockout** feature

5. Change first option (**Use Meal Lockout Based On # Days After**) to TRUE

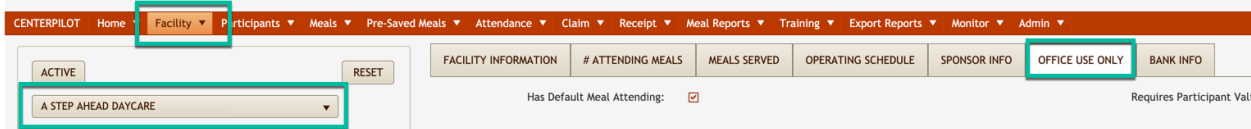
6. Check which meals to lockout

- a. Checking only specific meals will block **ONLY** those meals for all blocked days
- b. Checking all meals will block all meals for all blocked days

7. Be sure to click **SAVE FACILITY SETTING** on upper left side of screen

Option 2: Use Meal Lockout Based on Dates

- 1. Does not require any set up in Sponsor Settings
- 2. Facility/Facility Information/(Select Facility to Be Locked Out)/Office Use Only Tab



3. Scroll down to Meal Attendance Lockout feature

4. Change second option (***Use Meal Lockout Based On Dates***) to TRUE
5. Enter first and last date to lock out all days between these dates (including these dates)
6. Check which meals to lockout
 - a. Checking only specific meals will block **ONLY** those meals for all blocked days
 - b. Checking all meals will block all meals for all blocked days

7. Be sure to click SAVE FACILITY SETTING on upper left side of screen