

[Go to brightwheel](#)[All Collections](#) [Using brightwheel](#) [Log Actions and Activities](#) [Food Tracking](#)

Food Tracking

Add a custom menu, log meals, and run your meal report any time! Brightwheel even gives you the flexibility for CACFP reporting.



Written by Hadleigh
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[WEB](#)[APP](#)

As part of the Activity section of brightwheel, you can now create custom food menus for tracking purposes! This article will walk you through step-by-step on how to add a menu.

Table of Contents

- [How to Log a Meal](#)
- [Add Custom Menu Items](#)
- [Enable/Disable Menu Items in Rooms](#)
- [Meal Report](#)
- [CACFP Reporting](#)

How to Log a Meal

Teachers can log a meal just like any other activity in the activity wheel:

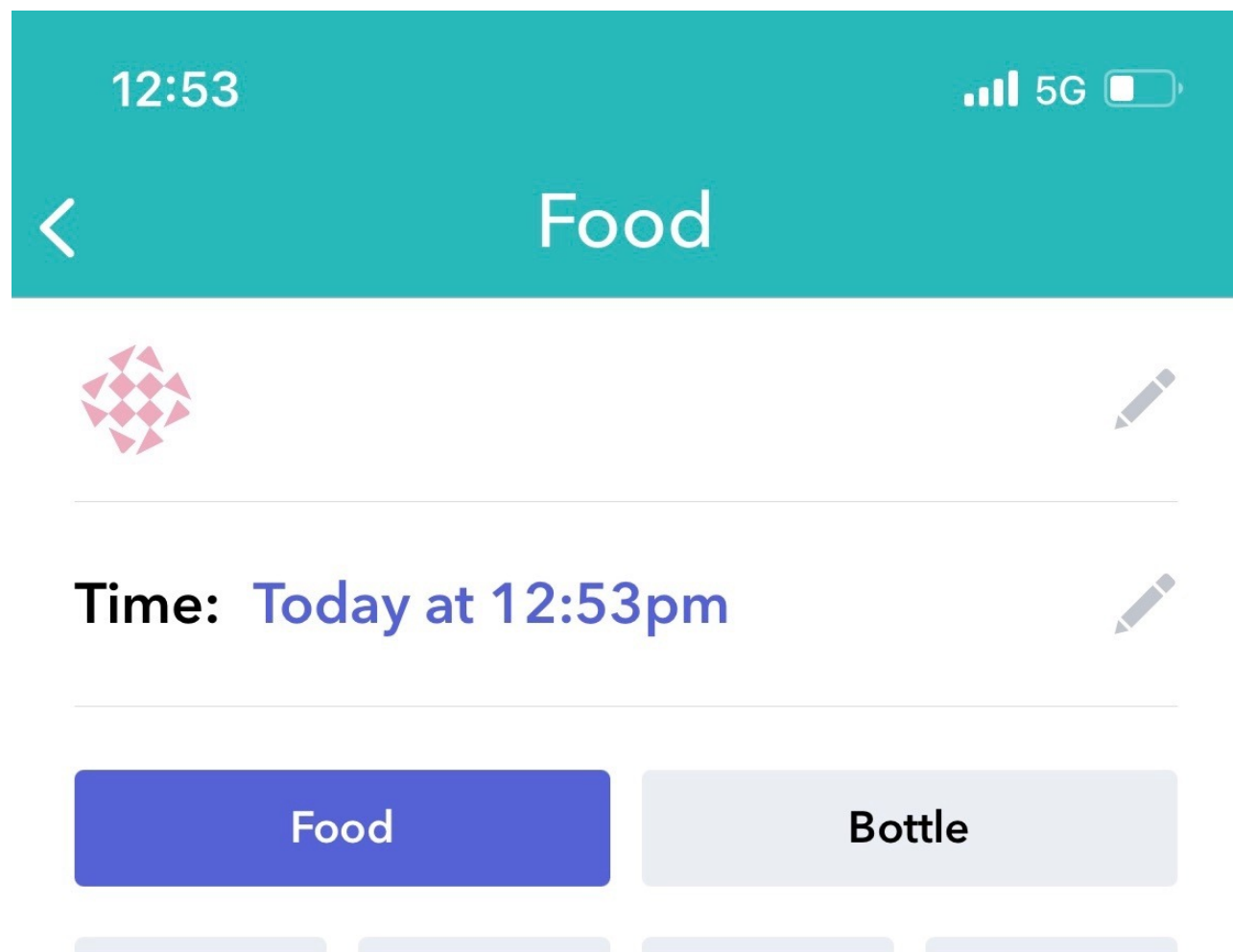
1. From the home screen in the app, select a **Room**
2. Click the **Activity** wheel in the bottom middle
3. Select **Food**

4. Tag an individual, some, or all of the children
5. Tap the "+" next to **Meals** to add custom tags for the food you serve (pasta, fruit, yogurt, etc.)
6. Add Staff Only as needed
7. Add a **Note or Photo**

Add Custom Menu Items

Premium users can add custom food items at any time! Once a menu item has been created it cannot be deleted. In addition, all menu items are specific to the room, to add a menu item that another room added, tap **Add To Room** when adding custom food items. Here's how:

1. From the home screen in the app, select a **Room**
2. Click the **Activity** wheel in the bottom middle
3. Select **Food**
4. Tag an individual, some, or all of the children
5. Tap the "+" next to **Meals**
6. Tap the pencil icon in the top right-hand corner
7. Enter the name of your new menu item and tap the + icon to add it to your system



- All
- Most
- Some
- None

Type: Select Meal Type 

Meal Items



Staff Only



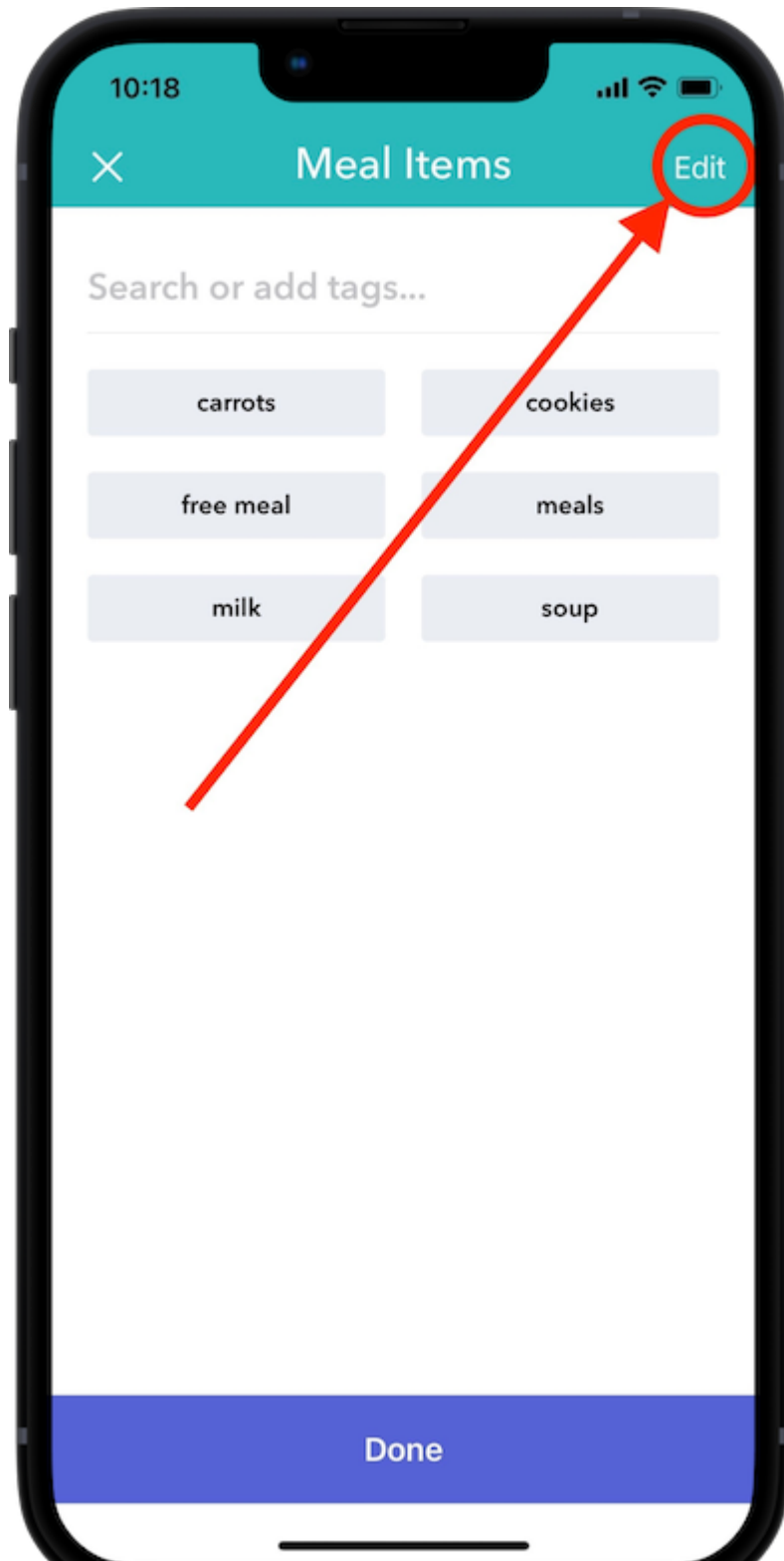
Note

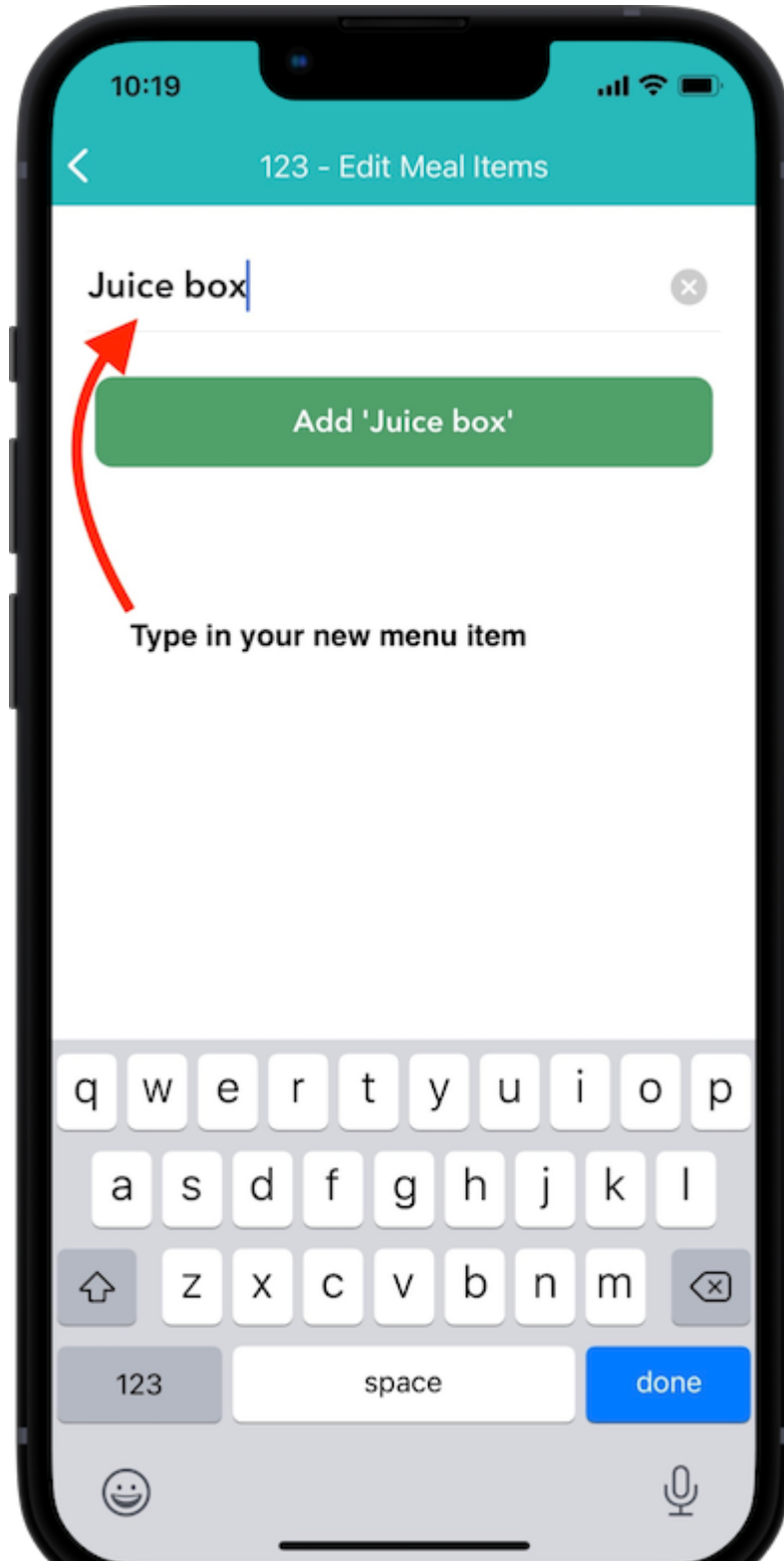


Optional note - Type here or use the microphone button to say it aloud

Add Activity







****Note: Menu items cannot be deleted once they have been saved.***

Enable/Disable Menu Items in Rooms

Once you have created custom menu items, you can enable or disable them by room! The process is very similar to adding a new item, here's how:

1. From the home screen in the app, select a **Room**
2. Click the **Activity** wheel in the bottom middle
3. Select **Food**
4. Tag an individual, some, or all of the children
5. Tap the "+" next to **Meals**
6. Tap the pencil icon in the top right-hand corner
7. Tap + **Add To Room** to enable a menu item or ✓ **In Room** to disable the item

This feature allows the menu in each room to be customized depending on the room but still standardized throughout your organization.

Meal Report

You can report on the meals being served from the web app:

1. Log into schools.mybrightwheel.com
2. Choose **Reports** from the top menu
3. Click on **Downloads**
4. Choose **Meals** from the Activity drop down and complete the rest of the form and click **Submit**

Reports

- Reports guide
- Room reports ▼
- Student reports ▼
- Billing reports ▼
- Staff reports ▼
- Other reports ▲
- Downloads

Downloads

[? Help center](#)

Export reports for a variety of logged activities including meals, incidents and potties.

Is there a report you want to see? Email us at feedback@mybrightwheel.com to let us know and we'll do our best to make it available soon.

Available reports

01/01/2019

05/30/2019

Meals x ▼

All x ▼

Email address 📧

your@email.com

Submit

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date	Time	Food Type	Ounces	Meal Type	Amount	Meal Items	Notes	School Account	First Name	Last Name	Student ID	Status	Staff	Room
2	04-23-2019	3:21:46 PM	food		not_specified				QA School of Thrones	Alex	Demo		Active	Jane Doe	Demo Room

CACFP Reporting

CACFP Reporting is now live in brightwheel Premium! To learn more about it and how to run these reports, check out this article [here](#).

Did this answer your question?





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