

How To Guide - Managing Delivery Locations

At some school's students in senior grades will assist the meal delivery and distribution in lower grades. For these students it is best to deliver their food to the location they are assisting instead of their classroom. This is done by setting the student's **"Delivery Location"** to be somewhere other than their classroom.

"Delivery Locations" must first be enabled by:

1. Go to the **"ADMINISTRATION"** tab => **"Edit Application Profile"**, click on the **"Classes and Staff"** button and set **"Delivery Locations"** to 'Yes'.

Then students can be updated by:

2. Go to **"ADMINISTRATION"** => **"Students"** and either editing students individually or by clicking the **"Alternate Locations"** button to view all students and update them as required.

Clicking the "Alternate Locations" button will take you to a screen listing all the students and their current delivery location. By default their location will be their classroom. You can change the location for any student in the list and then scroll to the bottom to **"Update Students"**.

After updating the students any student with a "Delivery Location" that is not their classroom will be highlighted.

To reset the **"Delivery Locations"** scroll to the bottom and click the **"Reset Locations"** button. This will restore all Delivery Locations to the student's classroom.

Staff Delivery Locations

Staff Meal Locations can be set by editing each staff person's entry under **"Teachers and Staff"** or by clicking the **"Delivery Locations"** button to set all staff at once.