



Diet Census Forecast Tally

Background: The Diet Census Forecast Tally gives consolidated counts, across all diet restrictions, of the number of portions needed for each recipe and each selected meal.

To Do and Notice:

1. Navigate to **Cycle Menu Planning** and select **Diet Census Forecast Tally**.

Notice: The system will default to the last selections.

2. Select the desired Menu Cycle from the list by clicking on its name.

Notice: Check **Previous tally for selected Service Unit** for the last tally run date.

3. Select a **Service Unit** from the drop-down list.

4. Select the **Meal(s)** you wish to include by clicking on its name.

Notice: In order to select multiple Meals, push and hold the **Ctrl** key while making your selections.

5. Select the **Start Date** and the **End Date** for the range of days you wish to include.

6. Enter a **Quantity** for each Diet Restriction.

Notice: This will be the number of people you anticipate will have that diet restriction.

7. Click **Tally**.

So What? The forecasted portions are based on the quantities entered for each diet restriction, combined with the popularity index for each menu cycle menu item.
