

Meal Runs

[View Meal Runs](#)

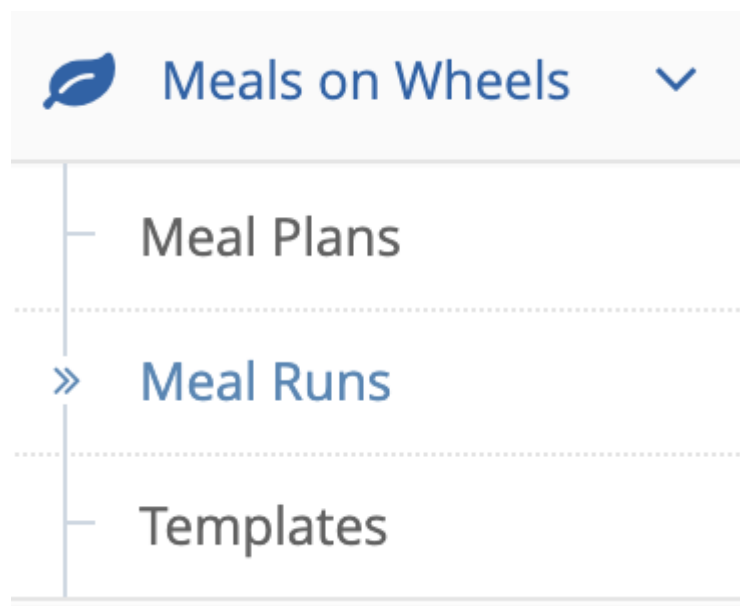
[Create and Update Meal Runs](#)

[Add Clients to Meal Runs](#)

[View Meal Deliveries](#)

View Meal Runs

To get to the Meal Runs Page, select the **Meals on Wheels** option in the menu and select **Meal Runs**. This page lists all your active meal runs and the clients in those runs. On this page, you can **Create** new meal runs, **Update** or **Delete** existing meal runs, and **Add** clients to meal runs.



Create and Update Meal Runs

To **Create** a new meal run, click the **New Meal Run** button on the top right-hand side. You'll have to enter the **Name** of the meal run. You can also select a service for that run here. Once you've done that, click on "Create New Run" to save it.

New Meal Run

Name	<input type="text" value="Name..."/>
Service:	<div>Please Select A Service</div> <div>▼</div>

Create New Run

To **Update** a meal run's **name** or other information, or add **comments** to a meal run, click the blue **Information** button next to the meal run's name. After making the desired changes, click the **Save Changes** button.

To **delete** the meal run, click the **Delete Meal Run** button on this popup.

test

Meal Run Information	Clients	Meal Deliveries
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Meal Run Information

Meal Run Name: <input type="text" value="test"/>	Service: <input type="text" value="Please Select A Service"/>	Run Start Address: <i>(Optional)</i> <input type="text"/>
Stock Location: <input type="text" value="Please Select A Location"/>		Run Start Suburb: <i>(Optional)</i> <input type="text"/>
Comments: <i>(Can be displayed on the run sheet)</i> <div></div>		

Save Changes

Delete Meal Run

Add Clients to Meal Runs

To modify which clients are in a meal run, go to the **Clients** tab at the top of the Meal Run page. You'll see a list of all clients currently in the meal run.

Car C





Meal Run Information	Clients	Meal Deliveries
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Add Client To Meal Run

Jennifer Goldings ▼

Add

Manage Existing Meal Run Clients

Save	Client Name
	Gregory Hicks 81 Smith St, Abbeywood
	Paul Strabs 88 Smith St, Brisbane
	Terry Apples 88 Smith St, Abbeywood
	Bob Jones 2 C street, Darlinghurst

To **Add** a client to the meal run, select the desired client in the drop-down menu and click the **Add** button.

Car C

Meal Run Information

Clients

Meal Deliveries



Add Client To Meal Run

Jennifer Goldings

Add

To **Remove** a client, click the **Red Bin** icon next to the client's name.

Manage Existing Meal Run Clients

Save	Client Name
	Gregory Hicks 81 Smith St, Abbeywood
	Paul Strabs 88 Smith St, Brisbane

To change the **Run Order** of the clients in the meal run, you can **drag and drop** the clients. Once you're happy with the order, click the **Save** button.

View Meal Deliveries

To view the daily meal deliveries for a run, navigate to the **Meal Runs** page, and select the **Meal Deliveries** tab across the top. Here you can find a daily list of client

meal deliveries, including information like client names and addresses and a **Meal Totals** table that sums up the deliveries.

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Meal Run InformationClientsMeal Deliveries

←

29/09/2022

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Open in Google Maps

Meal Deliveries (Thursday, 29th September 2022)

Client	Meals
Paul Strabs 88 Smith St Brisbane 3000	1x Blend - Chicken and vegetable (Cut Up)

Meal Run Map

PRINT

Meal Totals (Thursday, 29th September 2022)

Meal	Qty
Blend - Chicken and vegetable	1

Use the Date Filter in the top-right to change the day you’re viewing. Click the **Arrow Buttons** to go backwards and forwards a day at a time, or click the **Date Field** to select a specific date.

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Meal Run InformationClientsMeal Deliveries

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29/09/2022

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You can also view the run map and print it out.