

ADDING FOOD ALLERGY INFO TO STUDENTS

Adding Student FOOD Allergy Alert Info:

- **Menu/Food Service**
- Select **CUSTOMER**
- *Search for the student needing a food allergy notice*
- Open the student customer record (*click on the circle with the arrow inside*)
- On the left side, select **GENERAL**
- *Scroll to bottom of screen to* **ALERT MESSAGES**
- On the right side, click on **ADD CUSTOMER ALERT MESSAGE**
- Select the allergy type from the drop down list
- *Click on* **CRITICAL** *if needed*
- On the top of the Alert screen, click **SAVE** or **SAVE AND ADD ANOTHER** (*to add multiple allergy items to same student*)