



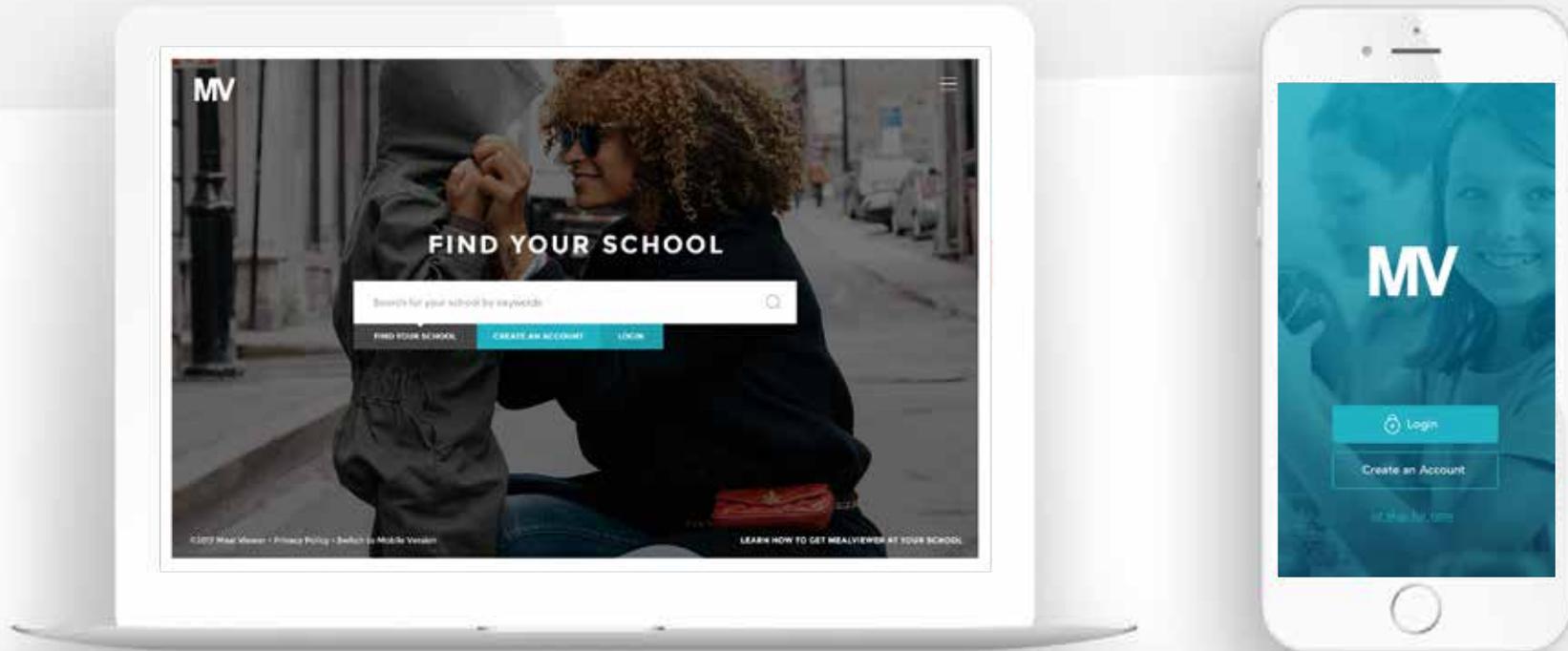
**MEALVIEWER**  
*USER GUIDE*

/ 2017

# USER GUIDE / **INSIDE**

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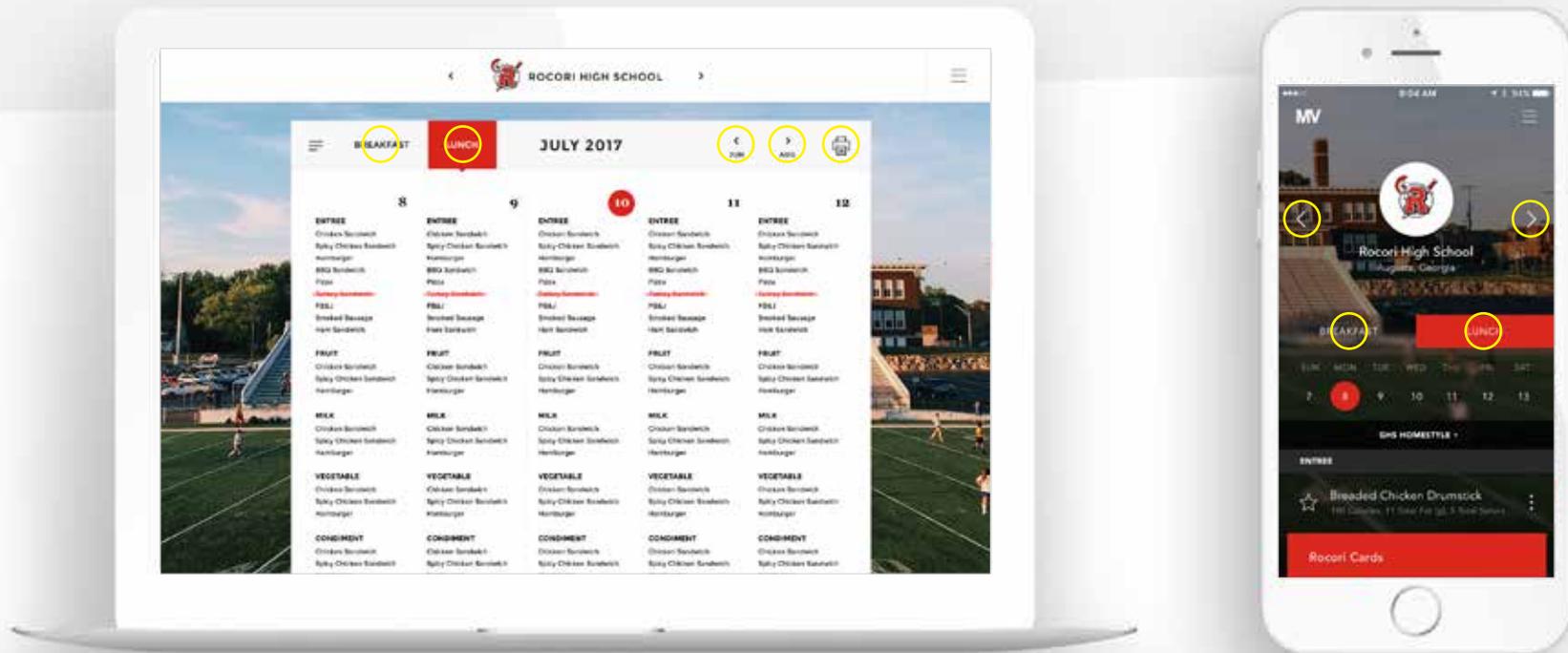
# MV / CREATING PROFILES



Begin the MealViewer experience either by going to [schools.mealviewer.com](https://schools.mealviewer.com) or by downloading the MealViewer ToGo App.

When you open the app for the first time, you will be asked if you would like to login or set up an account. When creating an account you will set up profiles that help to track your school location and allergen information. You can set up multiple profiles for multiple students if needed. Once you have selected whether you are a parent or a student, you will be guided through a few questions to set up this profile. If you would rather skip this part for now, simply press skip at the bottom of the page.

# MV / NAVIGATION

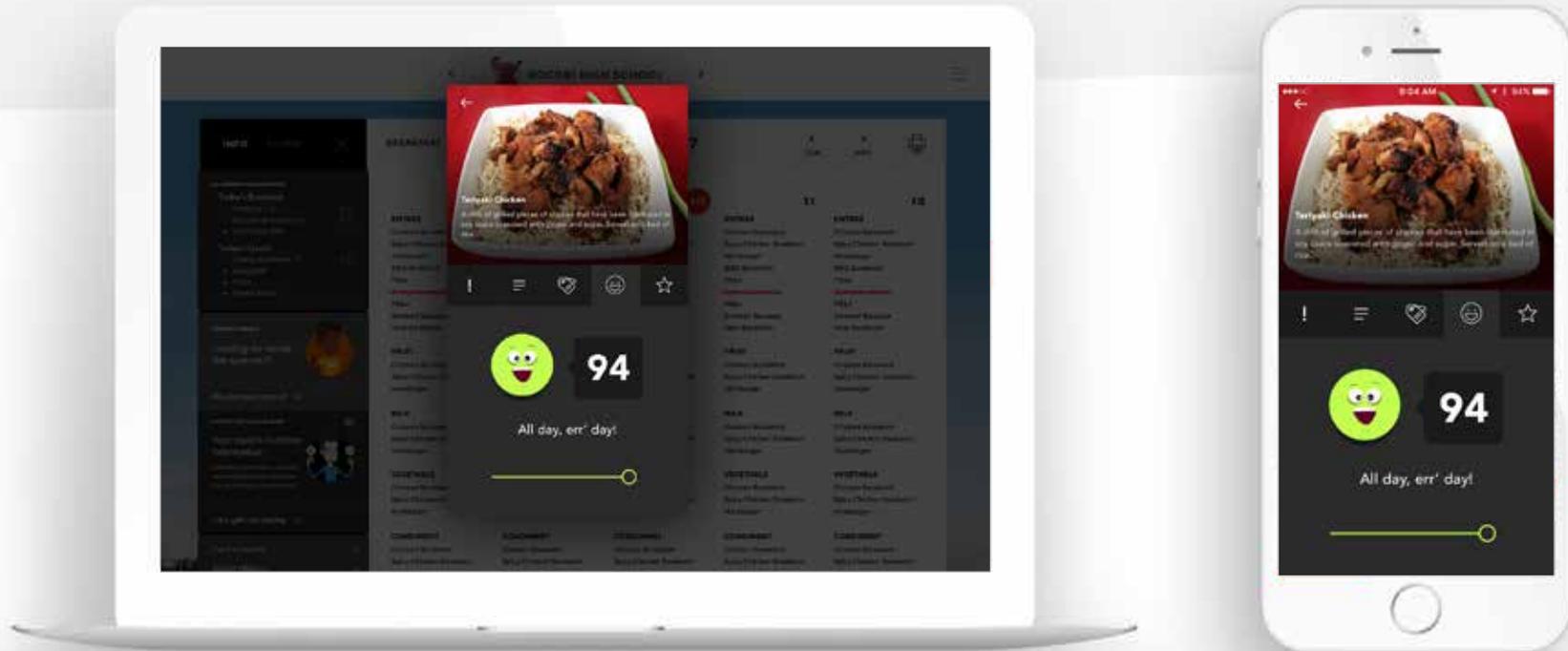


Once the profiles are created you will be directed to your school menu page.

On the app, you can swipe left or right on the calendar date to check out the menu for the previous and coming weeks. Switch between breakfast and lunch with one simple touch. Scroll through the menu to see each menu item.

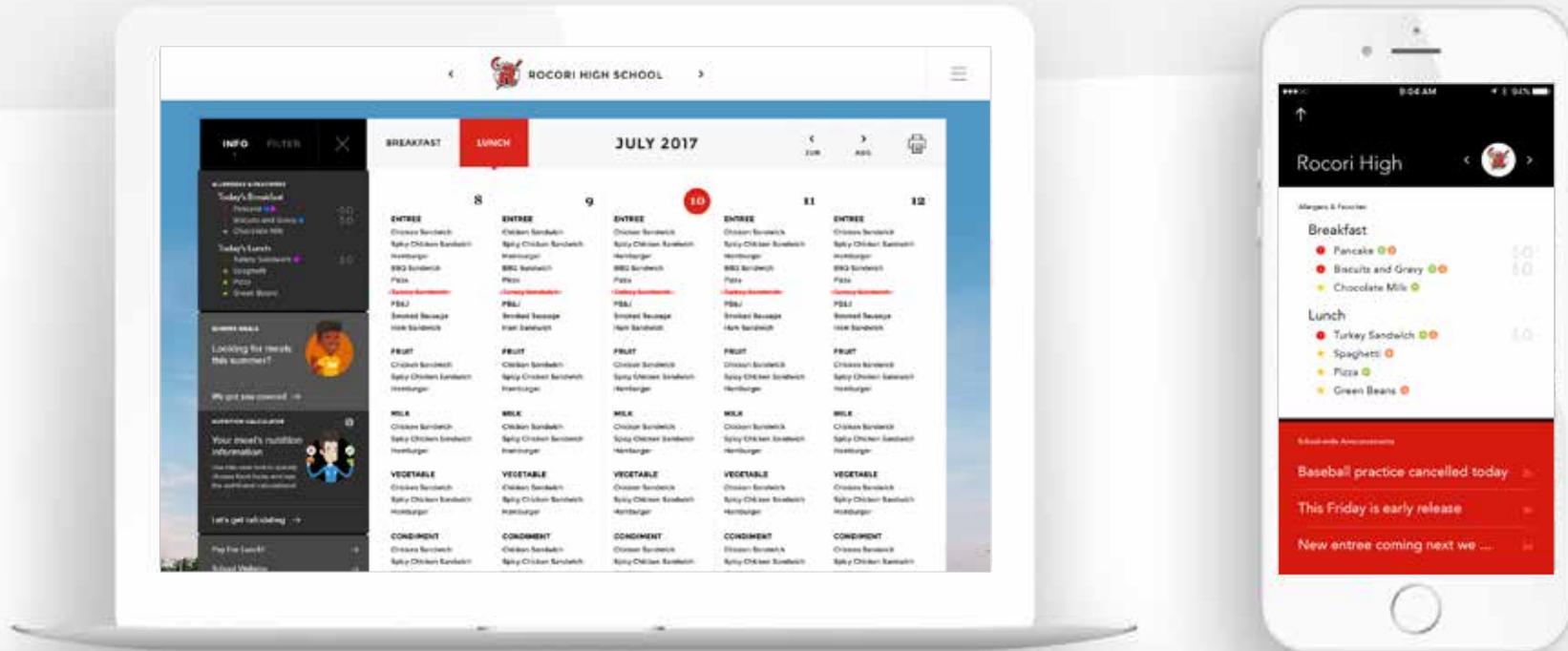
On the desktop version, you will see your menus listed on a monthly calendar. You can print your menus by clicking the top right print icon and selecting from your options there. Select Breakfast or Lunch options at the top left of the menu page to view either menu. You can also view previous month's menus or the coming month's menus by clicking the arrow on the top right of the menu page.

# MV / FOOD ITEMS



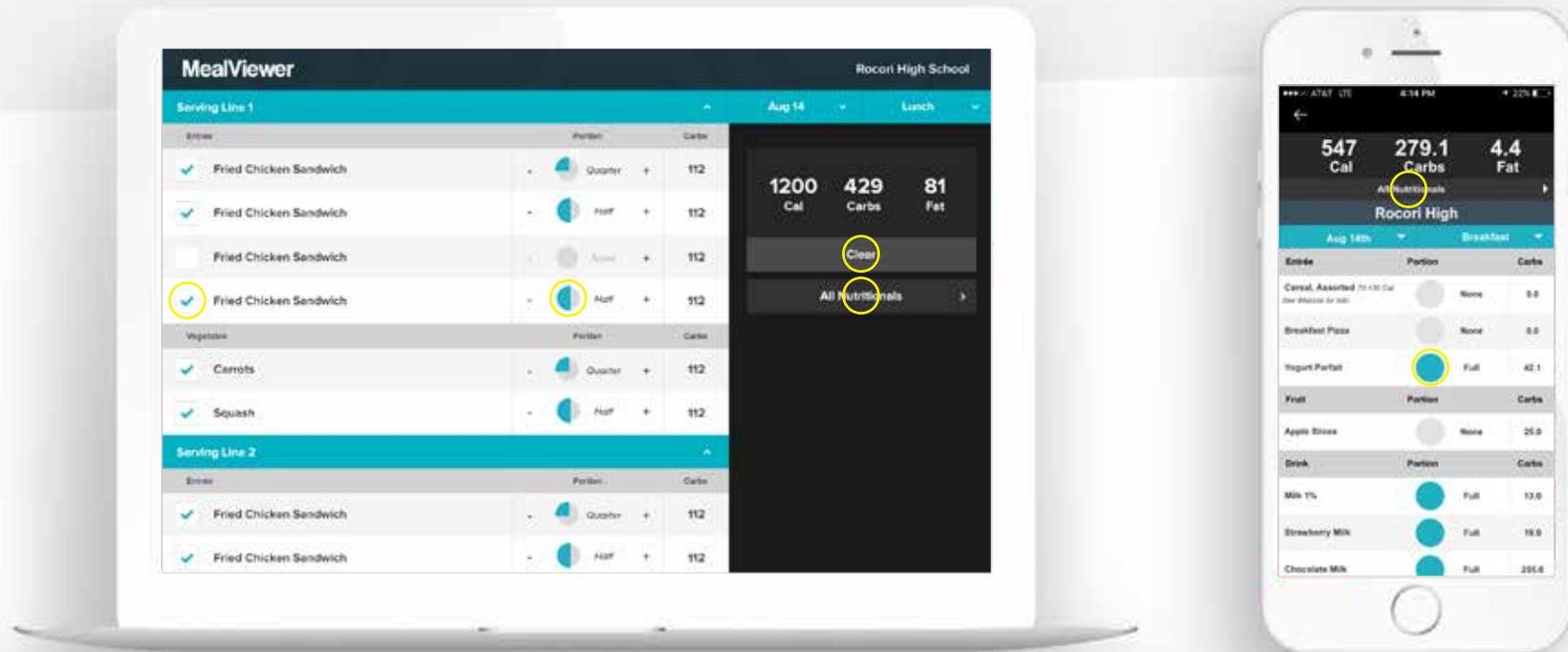
To see more item information, press or swipe left over the item listed on the app or simply click on the item on the desktop. From there you will be able to view more information including an item picture and description, allergens, nutritionals, and badges. You can also rate each item on a 0 - 100 scale, and even choose to favorite the item for future reference.

# MV / NOTIFICATIONS, SCHOOL CARDS



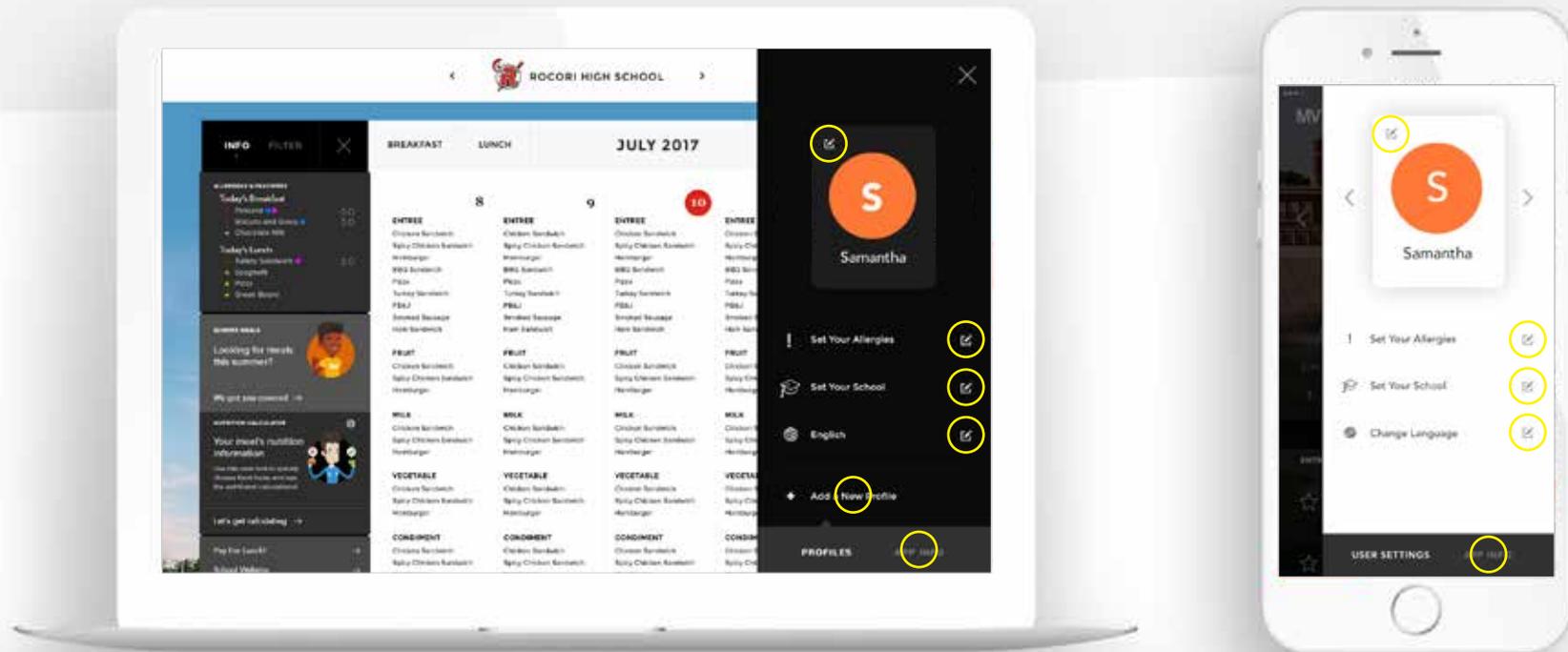
To check notifications, swipe up on the app or select the left menu bar on the desktop. You will be able to view your student's allergen alerts on that day's menu as well as any school announcements. From here you can also access our nutrition calculator to count the student's carbs along with other nutritionals to get all the correct information that you need. Underneath this you can access the external links set by the district as well as the pricing information for each meal. District disclaimers can be found in this area as well.

# MV / NUTRITION CALCULATOR



To use the nutritional calculator, simply click the “Let’s add it up” text on that card. You will be directed to the calculator and from there will be able to select menu items that you or your student ate that day and even adjust the portion size consumed for that item. The totals for Calories, Carbs and Fat will be listed at the top and additional nutritional information can be found in the drop down “All Nutritional” menu. To start again, simply click the Clear button and reenter your items.

# MV / SETTINGS



If you need to edit a profile, simply press on the menu bar at the top right of the page and choose which profile you would like to edit. From here you can click on the student's name to edit, set your allergens or select a different school. If you need to add another profile, you can select "Add Profile" and follow the steps again.

By selecting App Info, at the bottom of the page, you can choose to reset the profiles and start over from the beginning or search for a different school.

I hope you enjoy our new look. If you have any questions, remember that your MealViewer family is here for you!