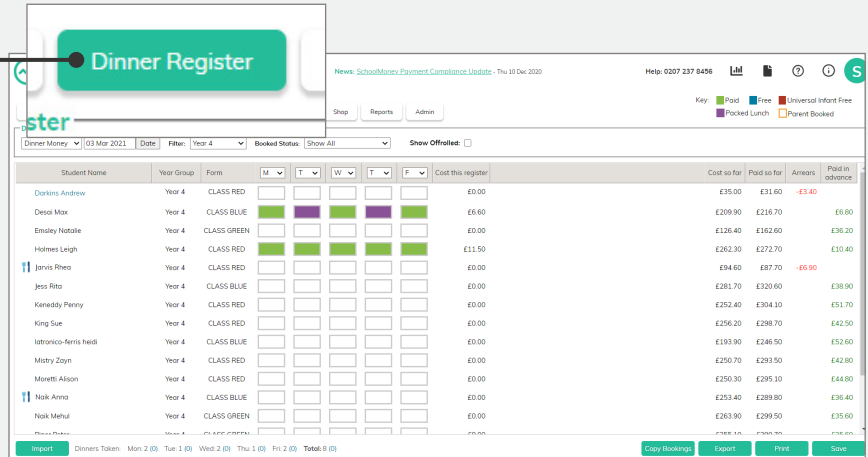# Dinner Register - Cheat Sheet
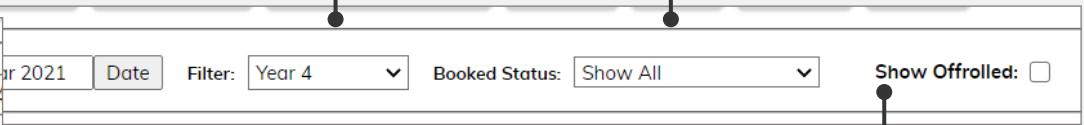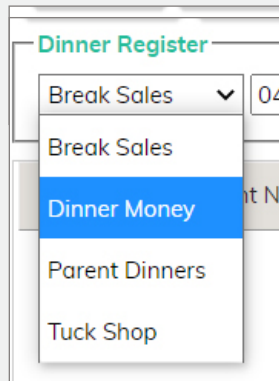
## Dinner Register Home Page

**Dinner Register Tab**
Allows a school to see which students are on school dinners and which students are on packed lunch, along with any outstanding payments or costs to date.

**Dinner Register Search Facility**
Allows you to search from the drop down menu for a specific type of meal/snack, date range, filter by year group, or any booked or unbooked meals.
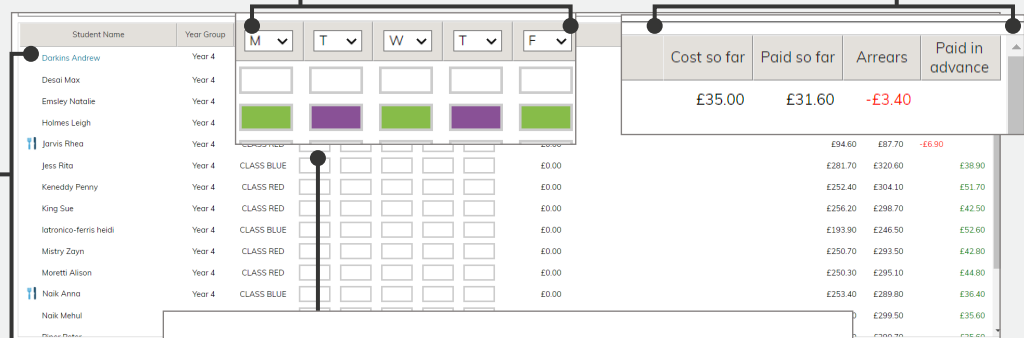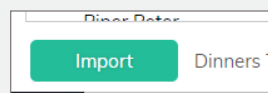
**Show Offrolled**
Select to see students off roll.

**Days of the Week**
Displaying the meal status for each student. Which meal type they are having per day.

**Credits and Arrears**
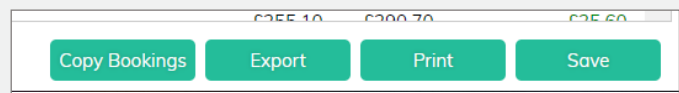Displaying which student has paid and who has outstanding payments.

**Student Names**

**Key**
Displays a student's meal status.

Key: Paid | Free | Universal Infant Free | Packed Lunch | Parent Booked

**Import**
Paste the T2P attendance report from SIMS.

**Copy Bookings**
You can copy bookings from a previous register.

**Export**
Export the register to MS Excel.

**Print**
Print the register.

**Save**
Save the register.