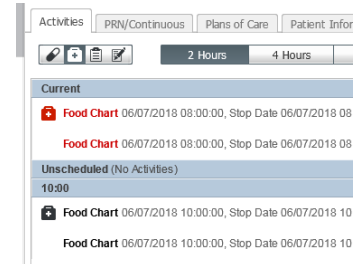


Documentation - Completing a Food Chart

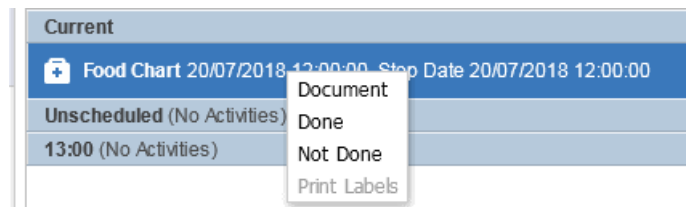


This Quick Reference Guide will explain how to: document a Food Chart.

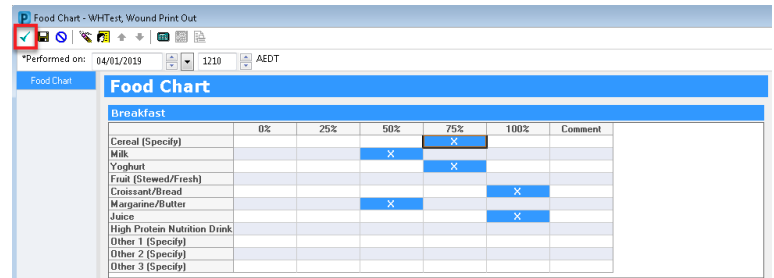
1. Go to the **Activities** Page in **CareCompass** to view tasks.



2. Right click on the **Food Chart** task and choose **Document**.



3. Fill in the fields as required to complete that meal time.



4. Sign the document by clicking the **Green Tick**

5. To add to the Food Chart for the next meal go to **Form Browser** (Table of Contents) and locate the Food Chart > Right Click > Modify, the existing chart will open and can be added to. This can be done for each meal time over the day to create 1 complete document for the day.

