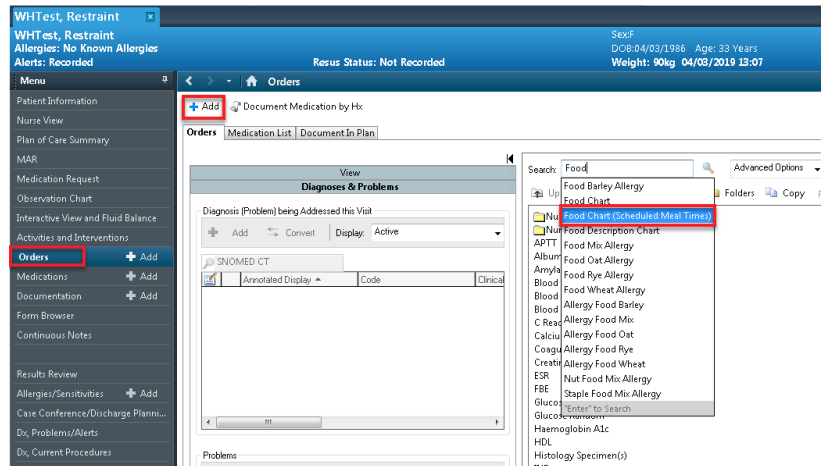# Orders - Ordering a Food Chart
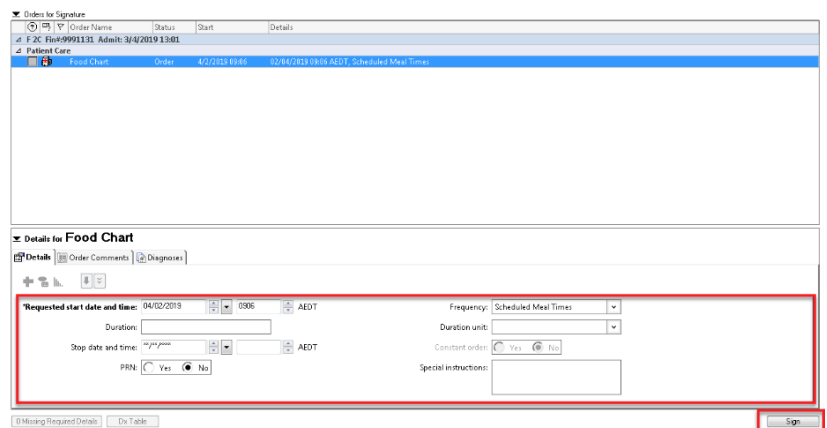
This Quick Reference Guide will explain how to: Order a Food Chart

1. Select **Orders**, then click on **Add**

2. In the search box type "**Food**", select either **Food Chart** or **Food Chart (scheduled Meal Times)**

3. Complete the Details window at the bottom of the screen and S**ign** the order

4. **Refresh** the page and your **Food Chart** is now ordered and tasks will drop to the Activity window on **Care Compass**