

**DEPARTMENT OF CORRECTIONS
DIET ATTENDANCE ROSTER**

Instructions

1. Enter institution name and directors name on the roster.
2. Enter the diet, expiration date, DC # and inmate name in the appropriate cells. This information will link to the Daily sign-in sheet
3. Enter number of meals the inmate signed for the day.(i.e. 1, 2 or 3)
4. Add new diets to the bottom of the roster and click the sort button to sort by diet.
5. Formulas calculate based on the day the inmate begins the diet.
6. Enter an "X" under "Inactive" for inmates that do not need to print on the Daily Sign In Sheet

Buttons

- "Sort"** Button on Roster Page - Sorts inmates by diet then alphabetically by last name on the Roster page and the Daily Sign In Sheet.
- "Print"** Button on Roster Page - Automatically print out the Roster Spreadsheet. Will not print out blank cells.
- "Find"** Button on Roster Page - Type in DC# in the corresponding box (above the "Find" button) and press Enter. Once the DC# is entered, press the "Find" button.
- "Delete"** Button on Roster Page - Will Find and **Delete** inmate information. Type in the desired DC# in the corresponding box (above the "Delete" button). Once the DC# is entered, press the "Delete" button.
- "Print"** Button on Daily Sign in Sheet - When pressed, will automatically print out the Daily Sign In Sheet. It will only print out the information you listed on the Roster spreadsheet; it will not print out blank cells.

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23	24	25	26	27	28	29	30	31	Meals Attended	Meals Eligible	% of Meals Missed	

