

Manage Review Disallow Reasons

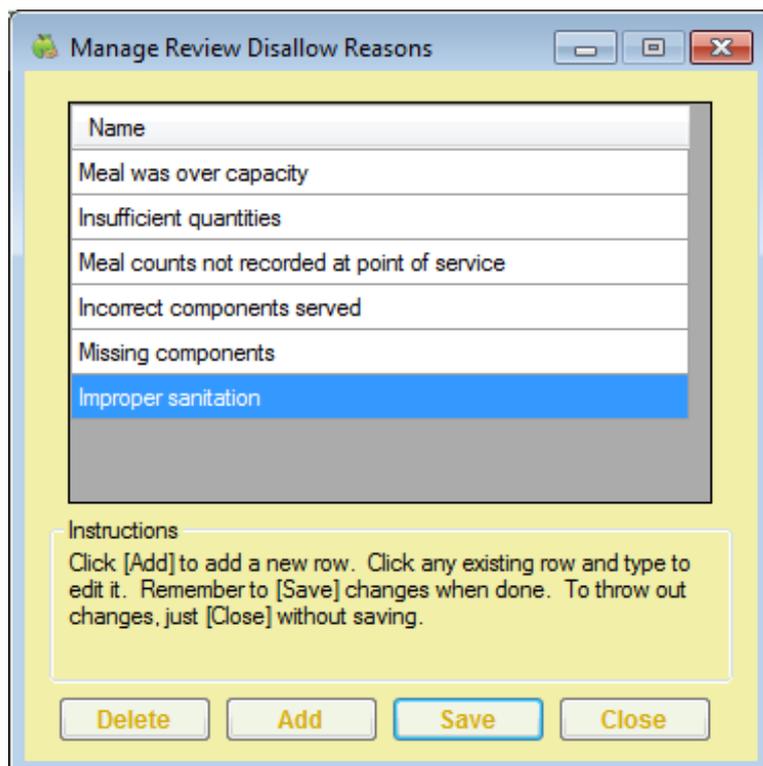
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Monitors can select disallowances on reviews, if needed. To do so, you must first set up disallowance reasons. Examples of why you may disallow during a review:

- Meal was over capacity.
- Not enough food served/insufficient quantities.
- Meal counts not recorded at point of service.
- Incorrect components served.
- Missing components.
- Improper sanitation.

Add as many disallowance reasons, as needed.

1. Click the **Tools** menu and select **Manage Review Disallow Reasons**. The Manage Review Disallow Reasons dialog box opens.
2. Click **Add**. A blank row is added to the list.
3. Click the new row and enter the disallowance reason.
4. Click **Save**.
5. Continue to add as many reasons, as needed.



These reasons populate the **Disallow Reason** drop-down menu in the Add New Review Disallow tab.

The screenshot shows a software window titled "Add a New Review Jess Center 123" with three tabs: "General", "Meal", and "Disallow". The "Disallow" tab is active. The main content area is titled "[Disallow Range of Meals]" and contains several sections:

- Age group(s) to disallow:** Three checkboxes for "Infants", "1 Year olds", and "2+ Years olds".
- Starting Date:** A date selection dropdown.
- Ending Date:** A date selection dropdown.
- Meal Categories:** Two columns of checkboxes for "Breakfast", "AM Snack", "Lunch", "PM Snack", "Dinner", and "Eve Snack".
- Instructions:** Text explaining that meals checked in the Starting Meal category will be automatically disallowed on every day from the Starting Date to the day before the Ending Date, and meals checked in the Ending Meal category will be disallowed on just the Ending Date. A note states that disallow starting and ending dates must fall within the same calendar month as the review.
- Disallow Reason:** A dropdown menu with a green border. The menu is open, showing "Meal was over capacity" and "Insufficient quantities".
- Other Reasons:** Checkboxes for "5 Day Attendance Problem", "Closed", "Corrective Action Visit", and "Corrective Action Started".
- Corrective Action Notes:** A text input field.

At the bottom of the window, there are "Save" and "Close" buttons. Below the main content area, there is a section titled "[Disallow Specific Meals]" with a button labeled "Disallow Specific Meals for Specific Children".