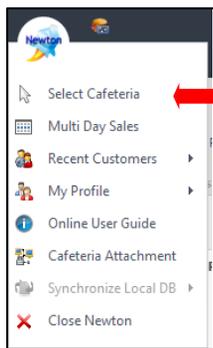
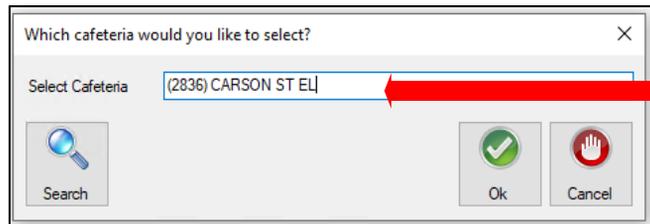


Selecting Cafeterias for Hub Receiver Claiming

Food Service Managers at Hub Sites will have access to Newton for their assigned Hub Receiver Sites. This will allow the FSM to claim meals served at Hub Receiver Sites.

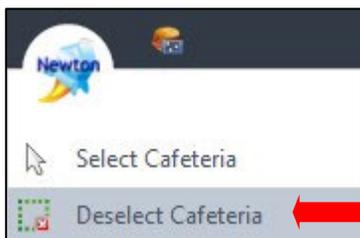


To select a different cafeteria
Click the Newton bubble on the top left and click **“Select Cafeteria”**.



In the popup window, type in your Cafeteria name or location code in the dropdown window and select it, then click **“Ok”**.

Note: Location Code may need to be used to search since Cafeteria names may be abbreviated.



If you select the wrong cafeteria, click the Newton bubble again and click **“Deselect Cafeteria”** then repeat the process to select your next Cafeteria.

Post Operating Day

Go to **Post Operating Day** for selected cafeteria. Hub Sites will enter the meal counts for the Hub Receiver Sites under **MISC Counts** for breakfast, lunch, and supper. Repeat this process for each Hub Receiver Site.