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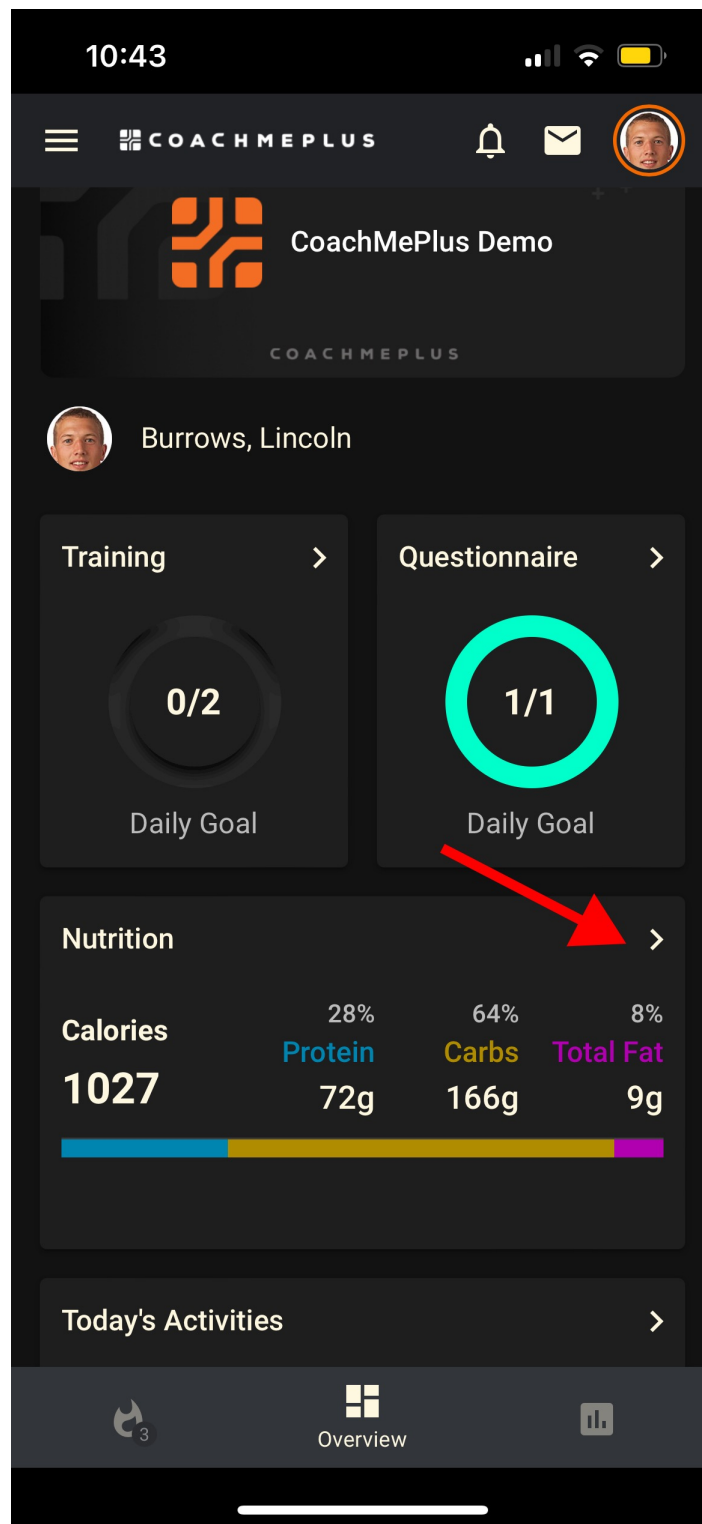# How To: Log a Meal

Michael Gallivan
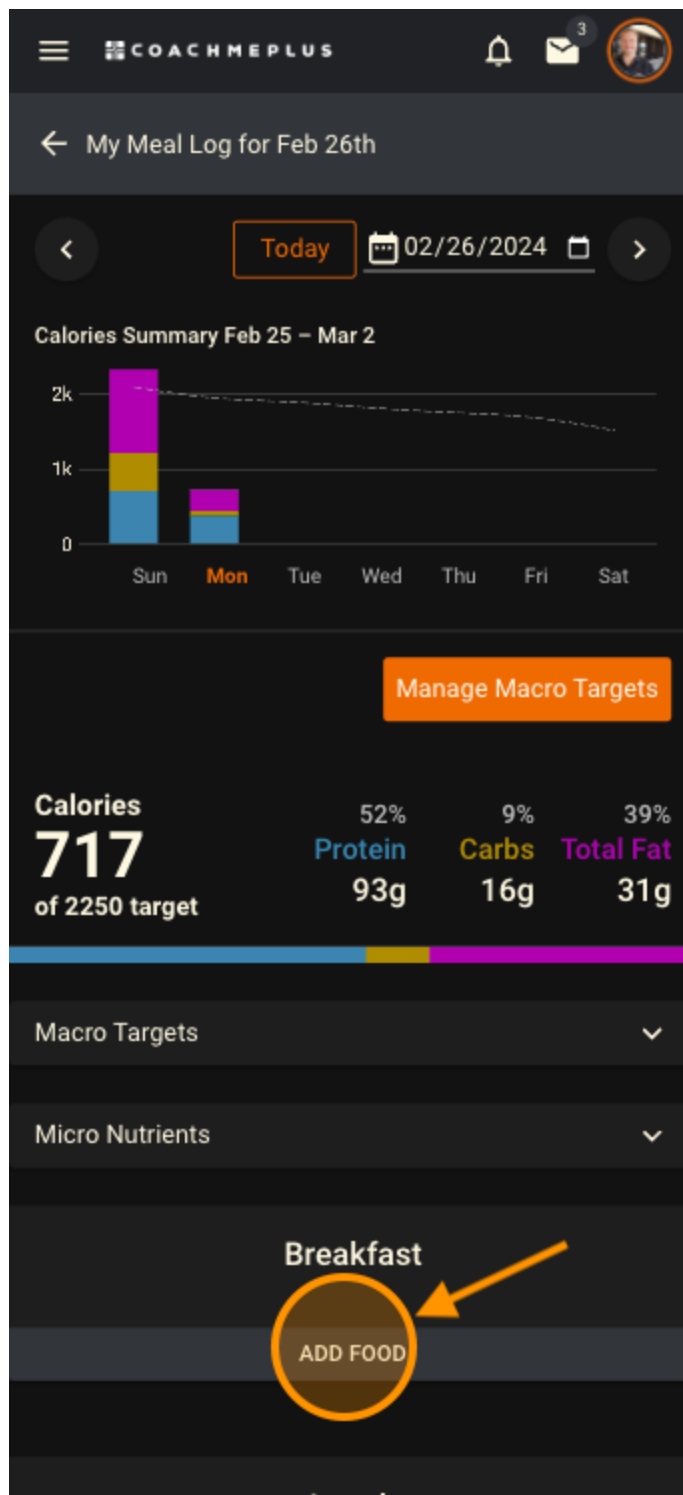2 hours ago · Updated

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In this Article:

Walkthrough of how to access nutrition module, search, and add foods to your daily food log.

Step-by-step Instructions:

1. From your home screen, click on "Nutrition" or the arrow next to it.

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**2. Select which meal you are adding food to**

3. On this screen, you can type in the name of the food you are searching for. This will bring up a list of common foods and branded foods that may match your food.

This screen will also populate with recent food choices for the meal you have selected, or if this feature is active, you can see meals suggested by a nutritionist in your organization.
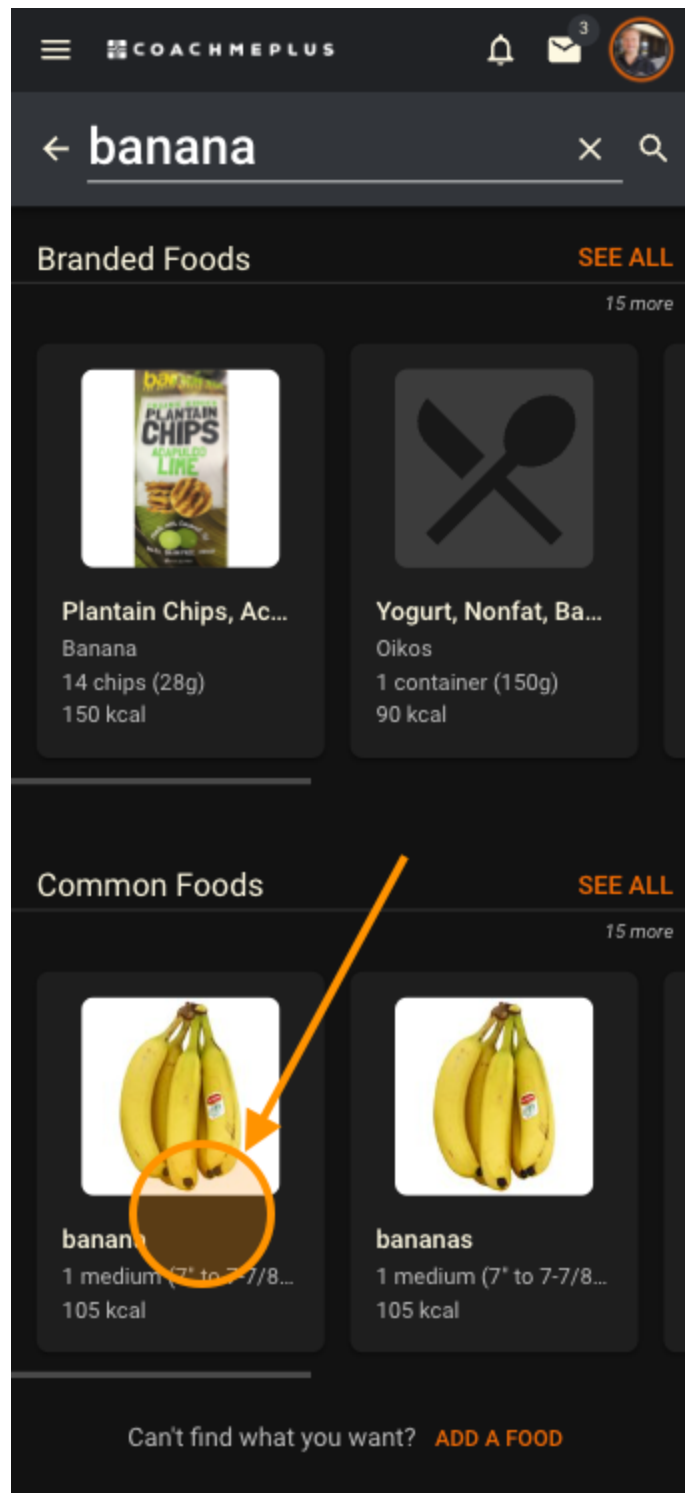
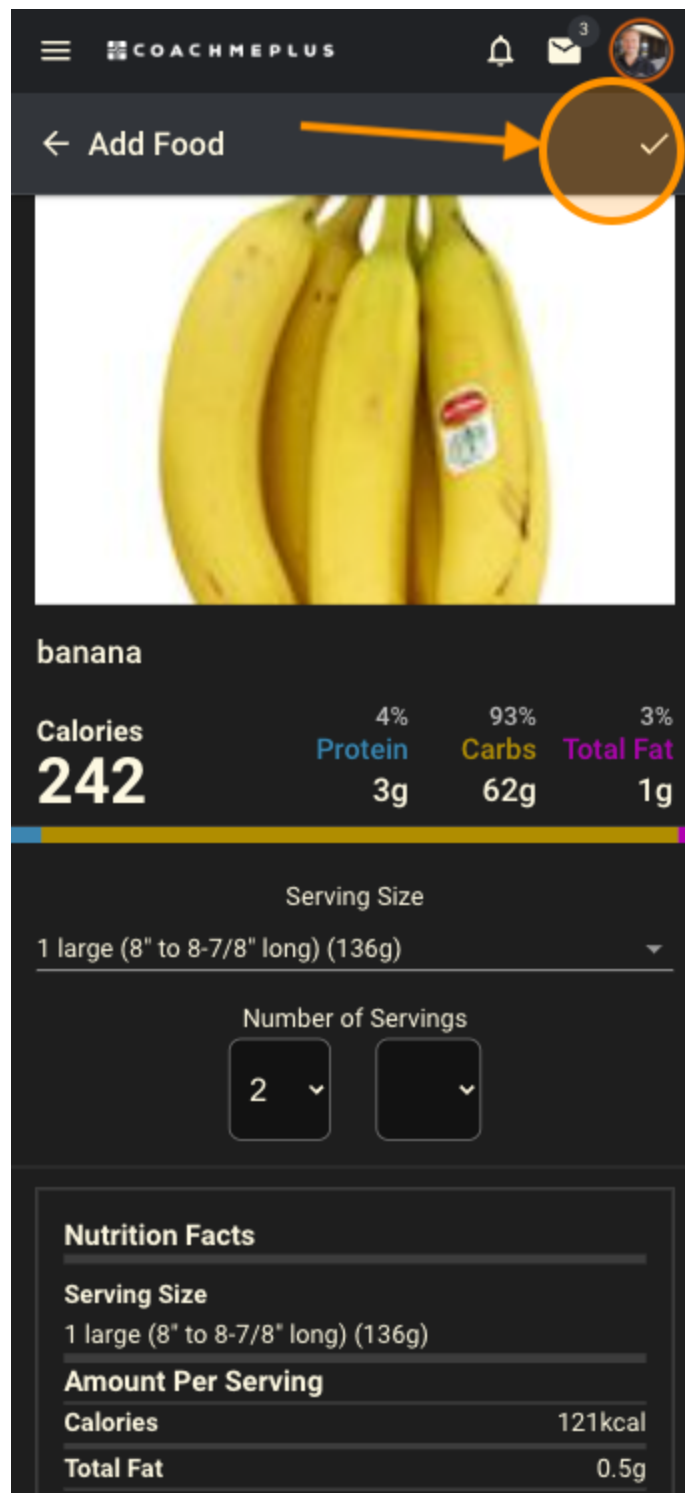**1 - Search Foods here**

2 - Suggested Meals

3 - Recent Meal Entries
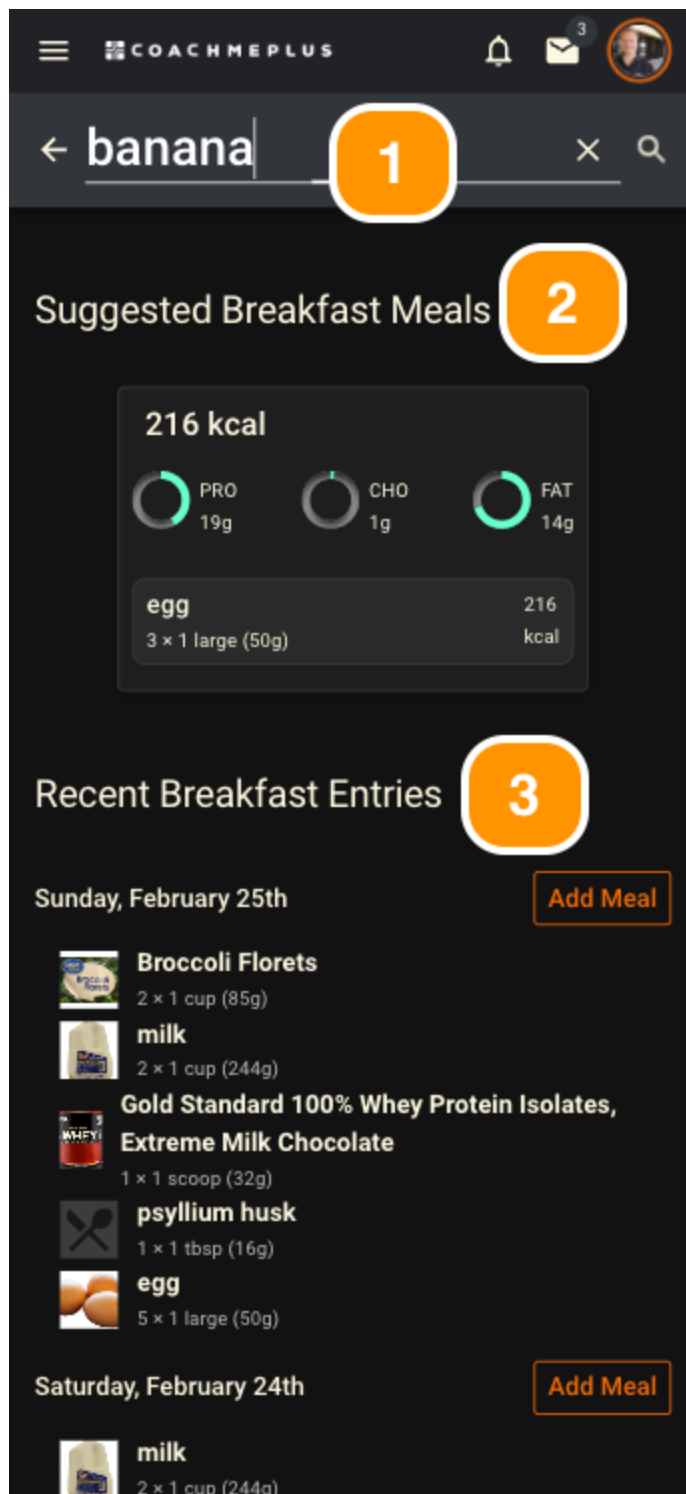
4. Select the food

5. Select serving size, number of servings, and click save. The servings vary by food and wil include a dropdown list of all potential options (e.g. oz, grams, tsp, tbsp, etc.)

Cant find the food you're looking for? use this link to learn how to add a custom food: **How To: Add a Custom Food**

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