

How to log your Food intake for Food log challenge February 12- 18th

- Remember: Must log your food intake 3 days out of the week for prizes. Log has separate fields for Breakfast, Lunch & Dinner.
- Make a “new” log for each day
- If you have another app you want to use to log, feel free- **however** you will need to send the documentation to Janet Spearman at jspearman@vascularaccessplus.com to get credit.

Go into Salesforce and go to “Wellness Program Logs” tab then click the “new” button to create a new log

The screenshot displays the Salesforce user interface. At the top, a navigation bar contains various tabs: Groups, Files, Leads, Accounts, Contacts, Opportunities, Reports, Dashboards, Products, Forecasts, Patient Procedure Record, TIMECARD, Occurrence Reports, **Wellness Program Logs**, and Central Line Prevalence Studies. The 'Wellness Program Logs' tab is highlighted in orange. Below the navigation bar, the page title is 'Wellness Program Logs Home'. On the left, there are view controls: 'View: All' (with a dropdown arrow), 'Go!', and 'Edit | Create New View'. On the right, there is a 'Help for this Page' link. The main content area is titled 'Recent Wellness Program Logs' and features a 'New' button. Below the title, there is a table with several empty rows. A blue rectangular box is overlaid on the left side of the table. At the bottom of the page, a footer contains the text: 'Copyright © 2000-2017 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#) | [508 Compliance](#)'.

Select your name from the drop down menu under “Employee Name”.

Wellness Program Log Edit Save Save & New Cancel

Information

Date of Entry [2/10/2017] Owner Janet Spearman

Employee Name ▼

Name of Wellness Challenge

Total Ounces of Water

- Bradley, Mary
- Crosgrove, Joshua
- Emken, Julie
- Forsyth, Julie
- Gerlach-Burchess, Christina
- Hamling, Emily
- Howard, Jamie
- Kaimikaua, Mahiola-Elua
- McGruder, Katie
- Posvar, Sabre
- Shields, Michelle
- Spearman, Janet**
- Trump, Catherine

Save Save & New Cancel

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Under the “Name of Wellness Challenge” field put *Food log* for name of challenge and then write out in each box what you had for Breakfast, Lunch & Dinner. Hit “save”

Information

Date of Entry [2/10/2017]

Owner Janet Spearman

Employee Name

Name of Wellness Challenge

Breakfast

Lunch

Dinner

Food log- Example of entry

Wellness Program Log Edit
New Wellness Program Log

Wellness Program Log Edit Save Save & New Cancel

Information

Date of Entry [2/10/2017] Owner Janet Spearman

Employee Name


Name of Wellness Challenge

Breakfast

Lunch

Dinner

Save Save & New Cancel



Reminders!!

- You must complete the challenges as stated
- Once you complete, prizes will be sent out as soon as possible
- If you have any questions/ concerns please contact Janet Spearman in the office via email or you can call me Office #: 402-779-8307
or cell# 402-319-4041