How To Track Food

An important part of your progress is keeping track of what you actually eat from day to day. You can use the VLM program's FOOD LOG to record your actual food intake for the day.

The FOOD LOG is accessible at any time in the VLM program once you have completed Lesson 2. You can access it by clicking on the KEEP TRACK page at the top, then clicking the FOOD tab under the weekly calendar.

The FOOD LOG allows you to enter food and meal information for the current day and up to 10 days in the past.

There are two ways to add items into the FOOD LOG:

- the red ADD A FOOD link
- the ADD A FAVORITE FOOD box

How To Use the ADD A FOOD link in the FOOD LOG:

1. Navigate to the day you want to track food.
2. Open the meal you want to add an item to by clicking on the + button. (Breakfast is open by default.)
3. Click the red ADD A FOOD link.
4. A pop-up window containing the ADD A FOOD window will open.
5. From this window you can use the tabs to:
   - FIND A FOOD via search
   - view your FAVORITES
   - create a CUSTOM FOOD if you can't find one in the database

6. To FIND A FOOD, enter your food into the search field and click search.
7. The food database will return results in sets of 20 per page.
8. Select your food item and click on its name to reveal a slide down menu.
9. Use the drop-downs to select the correct mealtime, portion, and serving size.
10. When ready, click the ADD FOOD link.
11. The chosen food item will be added to your Food Log and all corresponding values will be added to the Daily Totals at the bottom of the page.
12. Fat Grams and Calories will be automatically tracked from the Food Log Daily Totals entered for you on the Daily Tracking page. These numbers can be overwritten with a custom value if you wish, as long as the custom value is larger than the value found in the Food Log.

The FAVORITES tab displays your favorite foods. Click on a Favorite Food name, use the dropdown to select a mealtime, and then click the ADD FOOD link to add it to the FOOD LOG.

The CUSTOM FOODS tab allows you to enter a food that can't be found in the database. You will have to manually enter the nutrition information to the best of your knowledge.

How To Create a Custom Food in the FOOD LOG:

1. Navigate to the day you want to track food and open the ADD FOOD window.
2. Click the CUSTOM FOOD tab at the top of the ADD FOOD window.
3. Click the red ADD A CUSTOM FOOD button.
4. Type a Name for your custom food.
5. Enter the serving size.
6. Enter nutritional information for each serving (Calories, Fat, Carbohydrates, Sodium).
7. When all information is correct, click the SAVE button to save your custom food.

How To Make a Favorite Food:

1. Any time a food item is listed in a meal plan or search a grey star will appear next to it.
2. To make it a favorite, simply click the grey star to change it to orange. This saves the listed item as a favorite, and also saves the selected portion(s) and nutritional information.
3. The item will now appear in the ADD A FAVORITE FOOD section.

How To Use the ADD A FAVORITE FOOD in the FOOD LOG:

1. Navigate to the day you want to track food.
2. Open the meal you want to add an item to (by default Breakfast is open) by clicking on the + button.
3. In the ADD A FAVORITE FOOD section on the right side of the page, click on a food item and 'drag' it over to the space inside the desired mealtime
4. Your food item will be added to the mealtime list as a tracked food. The Portion and Nutritional information is automatically added.

How To Edit or Delete Items in the FOOD LOG:

1. Navigate to the day you want to edit a tracked food.
2. To delete a food, click the DELETE link to the right of the item. The item will be removed from the list and any nutritional totals will be adjusted accordingly.
3. To edit a food item, click on the EDIT link to the right of the item.
4. A pop-up window will appear that allows you to change which meal the item is associated with and the portion/serving information.
5. Make your changes and click SAVE.