

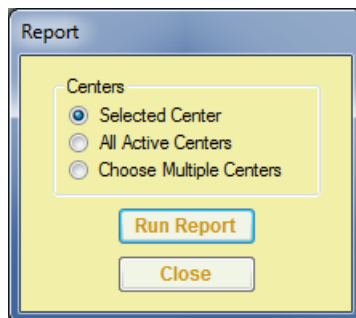
Print Scheduled Center Menus

Last Modified on 05/21/2020 2:04 pm CDT

We recommend you periodically review your sites' planned menus to ensure that they meet meal pattern requirements each day.

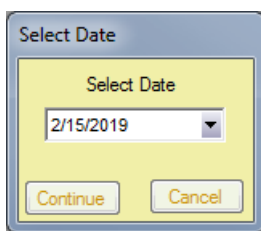
Printing the Center Monthly Menu Report

1. Click the **Reports** menu, **Menus**, and select **Center Monthly Menu Plan**. The Report dialog box opens.
2. Select one of the following options:
 - **Selected Center**: Print the report for the center shown in the Select Center box at the top of the window.



- **All Active Center**: Print the report for all of your active centers.
 - **Choose Multiple Centers**: Print this report for centers you select.
3. Click **Run Report**. If you selected the **Selected Center** or **All Active Center** option, go to **Step 5**. If you selected the **Choose Multiple Centers** option, the Center Filter dialog box opens.
 4. Set filters for the centers to include on the report. You can specify the status, start dates, claim dates, state, and so on. When finished, click **Next**.

5. The **Select Date** dialog box opens. Click the drop-down menu and select the date for which to print the report.



6. Click **Continue**. A PDF is generated. You can save the PDF or print it.

Reviewing the Center Monthly Menu Report

When reviewing center menus, make sure that:

- Juice is only planned for once per day.
- There is a vegetable planned at each lunch and dinner.
- A whole grain-rich food is planned for at least once per day.
- There are no grain-based desserts present.