Create Menu Templates

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Menu templates are reusable menus that are not specific to the day or meal. Both sponsors and centers can create and use menu templates. Any center-created templates are only visible to the center that created them (and the sponsor). You can create templates for both infants and non-infants. You can also use menu templates to build your master menus.

To create Menu Templates:

- Click the Menus/Attendance menu and select Manage Menu Templates. The Manage Menu Templates window opens.
- 2. Click Breakfast, Lunch/Dinner, or Snack.
- 3. Click Add under Non-Infant Menus or Infant Menus. The Record Menu Template dialog box opens.
- 4. Click the **Title** box and enter a name for this template. This name displays on the Center Monthly Menu Plan report.
- 5. Click an next to each meal component to select foods.
- 6. When finished, click **Save**. You can also click Save and Add to save this template and immediately begin creating a new template.

anage Menu Templates	_	Record Menu Template
		💑 Record Menu Template
Breakfast	Lunch/Dinne	Record Menu Template
Non-Infant Menus		
Template Name	Bread / Alt	Title: Ground Turkey w/Noodles Milk
STB Test Non Infant		Template Details STB Test Food
ut test	Wheat Chex (078)	Meal: Lunch/Dinner Non-Infant Menu
ut test	Wheat Chex (078)	 Infant Menu
test	Cheerios (043)	Non - Infant Foods
test	Bran Chex (041)	Bread / Alt Noodles / Pasta Special Diet Milk (9)
test	Bran Chex (041)	Disthis whole grain-rich ? D51) Special Diet Milk (9)
All C test	Combread / Comdog	Meat / Alt Turkey Ground Special Diet Milk (9)
TEST	Club Crackers (117)	Veg Tomato Soup B1) Non-Fat/Low Fat 1% o ▼
Delete Add		Veg / Fuit Applesauce
	_	Milk Non-Fat/Low Fat 1% or Lc
Infant Menus		
	Formula 6-11	6-11 Fruit
STB Test Brea	st Milk / Iron Breast	
		Save and Add Save Close
Delete Add		
		Close

Note: You can toggle between Non-Infant Menu and Infant Menu while creating templates. However, if you switch menu types without saving, your changes are lost.