


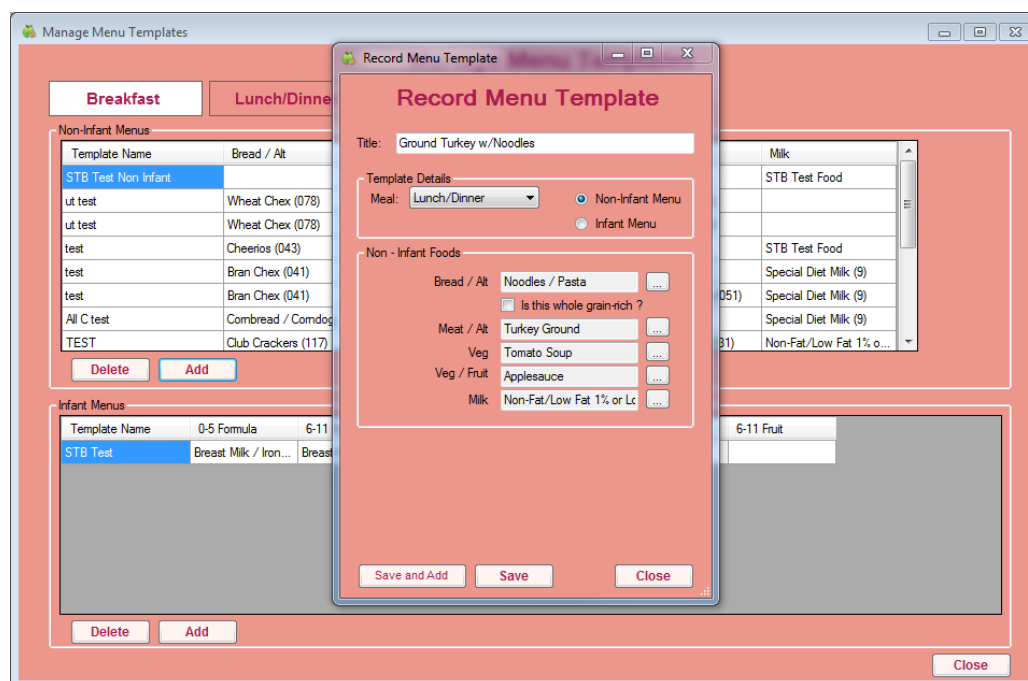
Create Menu Templates

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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:

1. 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  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.



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.