

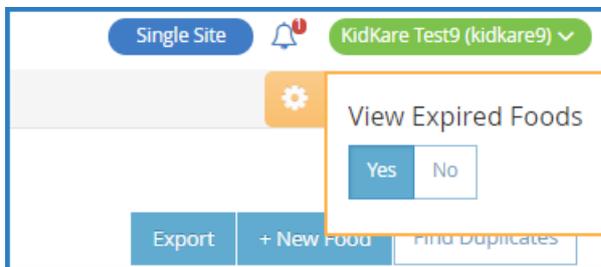
# Export Your Food List

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CDT

You can export your food list to an Excel® spreadsheet (.XLSX).

**Required Permissions:** You must be assigned to the **Director** or **Administrator** role to access the Food List page.

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Food List**. The Food List page opens.
3. Select the **Food Types** to include in the export at the top of the page.
4. Click  in the top-right corner to specify whether to view expired foods and include them in the exported list.



5. Click **Export**.

Depending on your browser settings, the file downloads automatically, or you are prompted to select the location in which to save the file.