

Manage Food Categories

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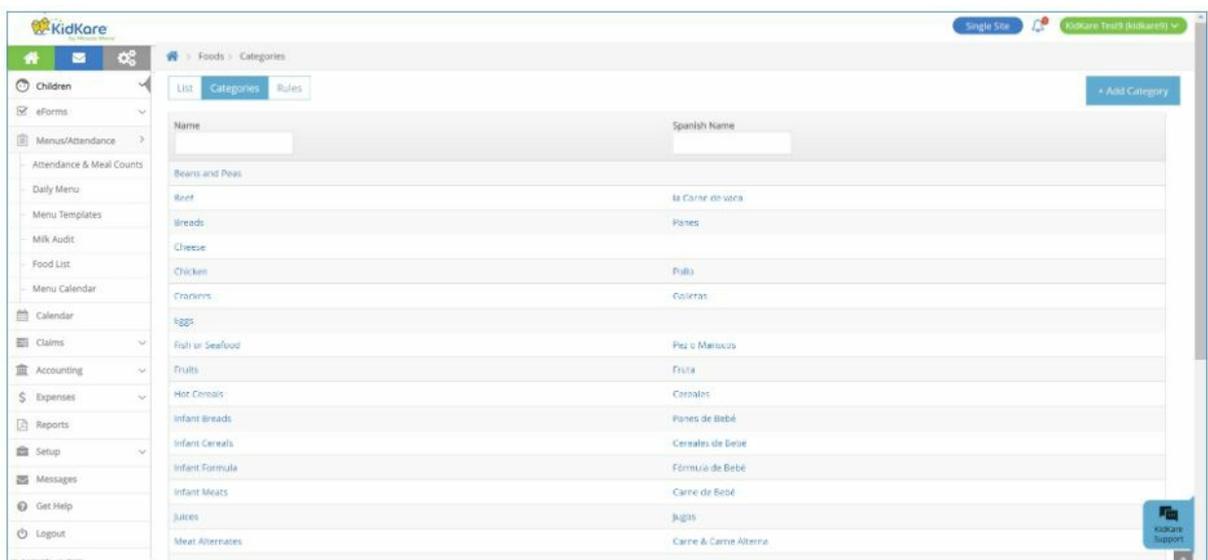
Add Food Categories

Set up food categories on the Food Categories page. You can then assign foods you create/edit on the Food List page to these categories.

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

To add a food category:

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Food List**. The Food List page opens.
3. Click the **Food Categories** tab. The Food Categories page opens.



4. Click **Add a Category**. A pop-up opens.

Display ×

Name: *

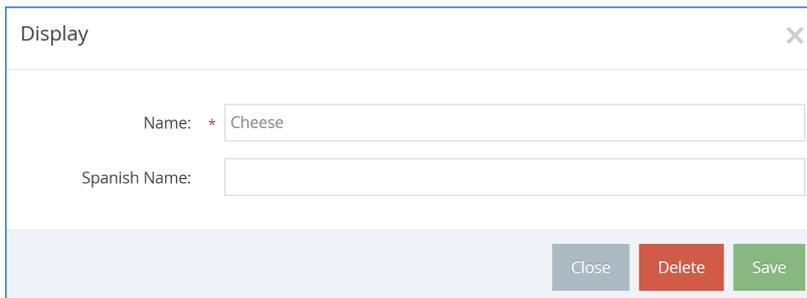
Spanish Name:

5. Click the **Name** box and enter a name for this category. This box is required.
6. Click the **Spanish Name** box and enter the Spanish name for this category. This box is optional.
7. Click **Save**.

Edit Food Categories

To edit a food category:

1. On the Food Categories page, click the category name to change. A pop-up opens.



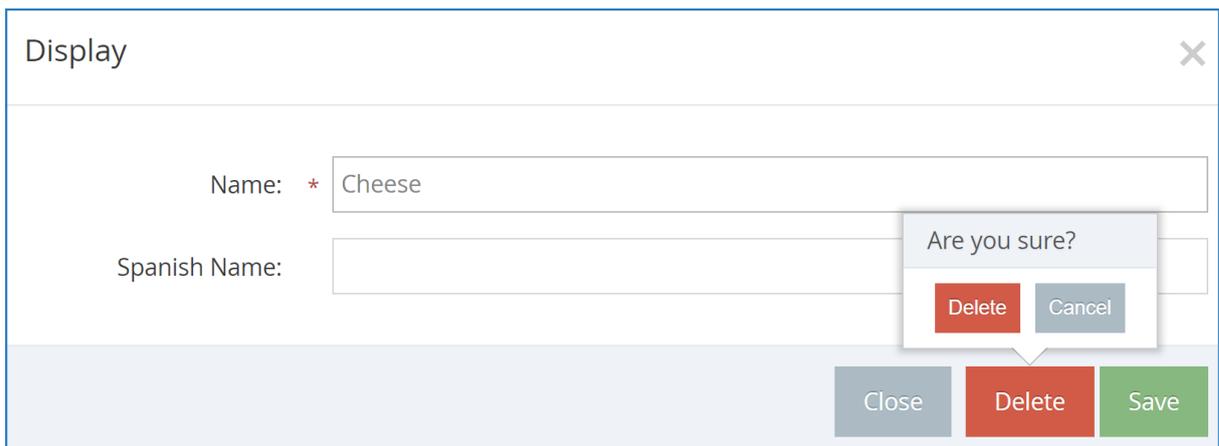
The screenshot shows a 'Display' pop-up window with a close button (X) in the top right corner. It contains two text input fields: 'Name: * Cheese' and 'Spanish Name:'. At the bottom right, there are three buttons: 'Close' (grey), 'Delete' (red), and 'Save' (green).

2. Click each box and enter new information over the existing information.
3. When finished, click **Save**.

Delete Food Categories

To delete a food category:

1. On the Food Categories page, click the category to remove. A pop-up opens.
2. Click **Delete**.
3. At the Are You Sure prompt, click **Delete**.



The screenshot shows the 'Display' pop-up window with the 'Name' field containing 'Cheese'. A confirmation dialog box titled 'Are you sure?' is overlaid on the form, with 'Delete' and 'Cancel' buttons. The 'Delete' button in the dialog is highlighted. The main form also has 'Close', 'Delete', and 'Save' buttons at the bottom right.

Note: You must remove all foods from a category before you can delete it.