

Manage Menu Templates

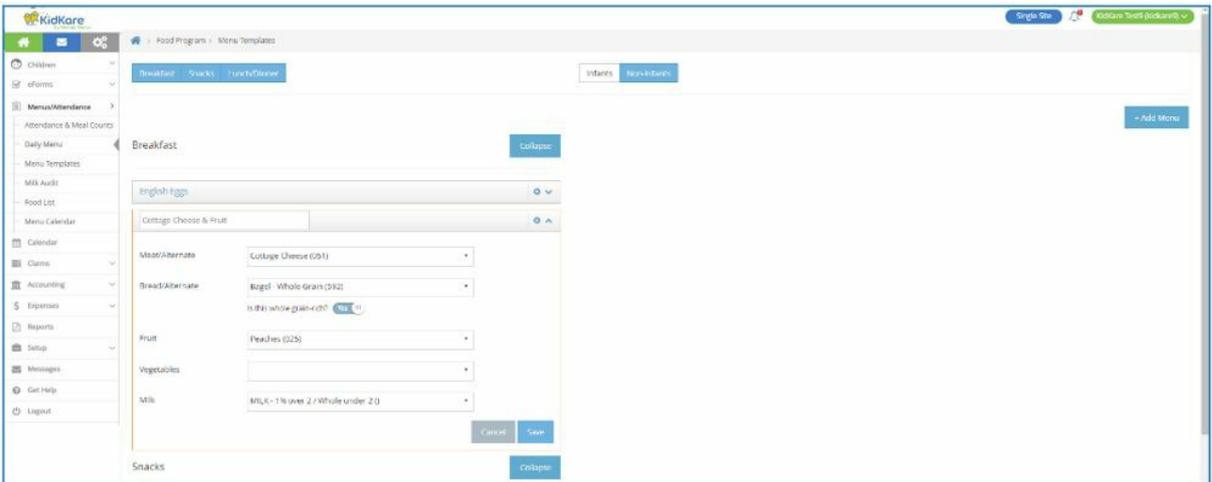
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All menu templates are stored on the Menu Templates page, even if the template was created from the Daily Menu page. Once you create a template, you can easily edit it, as needed.

Required Permissions: You must have the **Plan Menus** permission enabled on your account to manage menu templates. Center users can only create and access My Menus.

Edit Menu Templates

1. From the menu to the left, click **Menu Templates**. The Menu Templates page opens.
2. Locate the menu to change.
3. Click  next to the menu to edit. The menu details display.
4. Click **Edit**.
5. Select new foods and enter a new menu name, if needed.



The screenshot shows the KidKare web interface for editing a menu template. The left sidebar contains a navigation menu with 'Menu Templates' selected. The main content area is titled 'Breakfast' and shows a form for editing the menu. The form includes a dropdown for 'English Eggs', a text input for 'Cottage Cheese & Fruit', and several dropdown menus for 'Meat/Alternate' (Cottage Cheese (931)), 'Break/Alternate' (Bogal Whole Grain (282)), 'Fruit' (Peaches (326)), 'Vegetables', and 'Milk' (MILK-1% over 2 / Whole under 2 (1)). There are 'Cancel' and 'Save' buttons at the bottom right of the form.

6. When finished, click **Save**.

Delete Menu Templates

1. From the menu to the left, click **Menu Templates**. The Menu Templates page opens.
2. Click  next to the menu to delete.
3. At the confirmation prompt, click **Delete**.

English Eggs

Cottage Cheese & Fruit

Meat/Alternate: Cottage Cheese (051)

Bread/Alternate: Bagel - Whole Grain (592)

Is this whole grain-rich? Yes No

Fruit: Peaches (025)

Vegetables:

Milk: MILK - 1% over 2 / Whole under 2 0

Hey there! Are you sure that you want to delete this menu?

Delete Cancel

Cancel Save