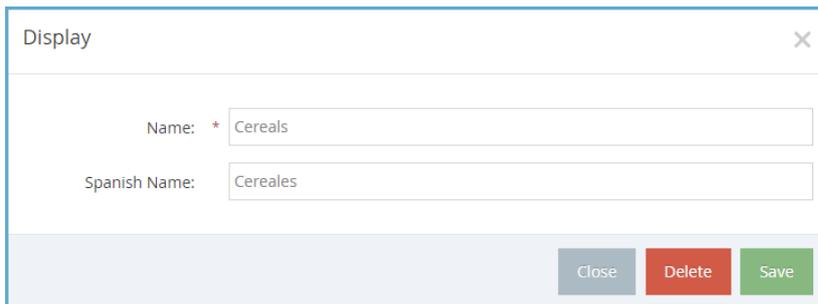


# Create New Food Categories

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CDT

## Adding a New Food Category

1. From the menu to the left, click **Foods**.
2. Click **Food Categories**.
3. Click **Add Category**. A pop-up opens.
4. Click the **Name** box and enter a name for this category.
5. Click the **Spanish Name** box and enter a Spanish name for this category (optional).



The screenshot shows a pop-up window titled "Display" with a close button (X) in the top right corner. Inside the window, there are two text input fields. The first field is labeled "Name: \*" and contains the text "Cereals". The second field is labeled "Spanish Name:" and contains the text "Cereales". At the bottom right of the window, there are three buttons: "Close" (grey), "Delete" (red), and "Save" (green).

6. Click **Save**.

## Editing Food Categories

1. From the menu to the left, click **Foods**.
2. Click **Food Categories**.
3. Locate the category to edit. You can click the Name box or the Spanish Name box and begin typing a food category to filter the list.
4. Click the category to edit.
5. Update the name and/or Spanish name, as needed.
6. Click **Save**.

## Deleting Food Categories

Before you can delete a food category, you must move all foods assigned to that category to a different category. To do so:

1. From the menu to the left, click **Foods**.
2. Click **Food List**.
3. Click the **Category** drop-down menu and select the category you are removing. The foods assigned to that category display.
4. Click the first food in the list. The Edit Food page opens.
5. Click the **Category** drop-down menu and select a new category for this food.
6. Click **Save**.
7. Click  at the top of the page to move to the next food.
8. Repeat **Steps 7-9** until all foods have been removed from the category you are deleting.

Now, you can delete the category.

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