# 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.
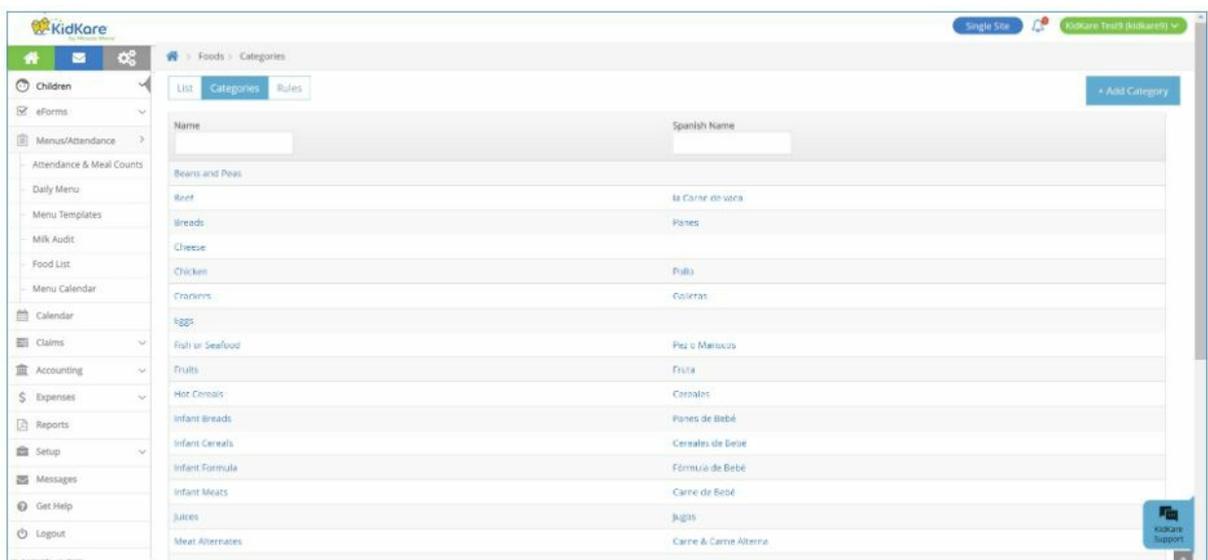


4. Click **Add a Category**. A pop-up opens.

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.
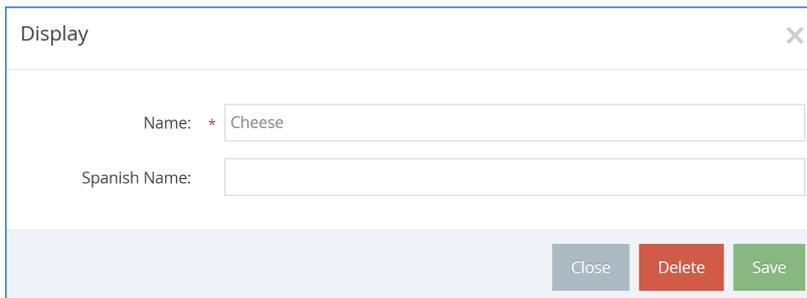


2. Click each box and enter new information over the existing information.
3. When finished, click **Save**.

# 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**.
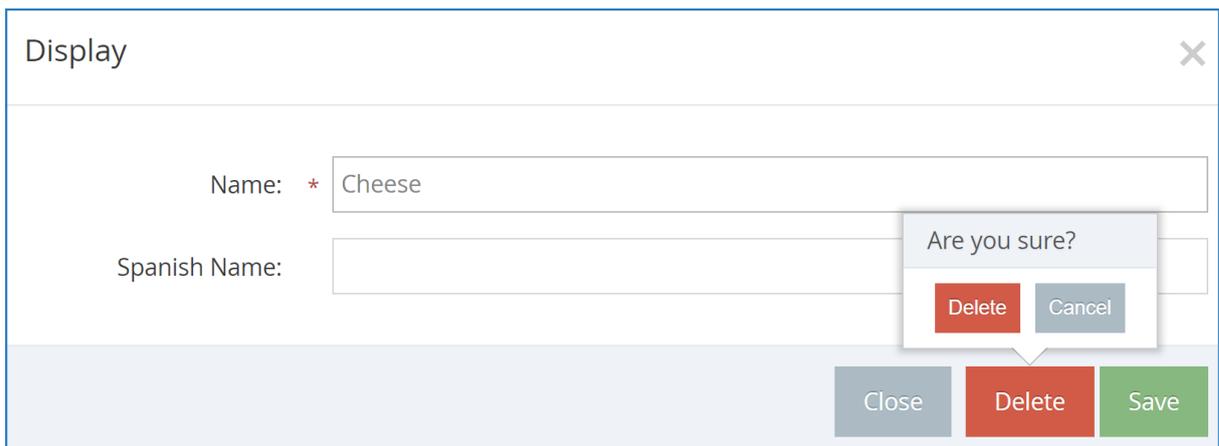


**Note:** You must remove all foods from a category before you can delete it.