Copy & Paste Menus for Single Days

Use the Menu Calendar to copy and paste menus to past and future days. When you paste a menu, the meal components are copied to the days you select. However, estimated attendance, estimated quantities, actual attendance, actual quantities served, and menu notes are not copied.

> **Required Permissions:** You must have the **Plan Menus** permission enabled on your account to copy and pate menus on the Menu Calendar. Sponsors must enable this feature for sponsored centers.

1. From the menu to the left, click **Food Program**.
2. Click **Menu Calendar**.
3. Click **Copy Menus** in the top-left corner. The Copy Menus pop-up opens.
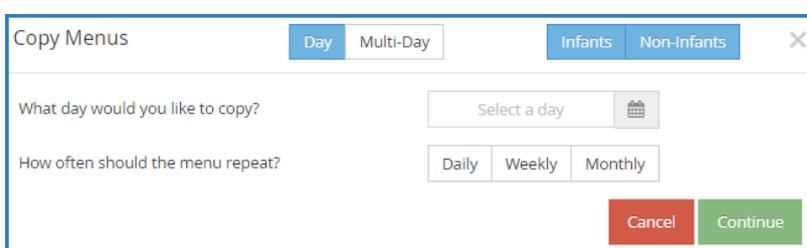
4. Select **Infants**, **Non-Infants**, or both.
5. Click **Day**.
6. Click the **Select a Day** box and enter the day to copy. You can also click 📅 to select the date from a calendar.
7. In the **How Often Should Menu Repeat** field, specify how often this menu should repeat: Daily, Weekly, or Monthly).
8. Set up repetition frequency according to your selection in the How Often Should Menu Repeat field.
9. Specify when to stop repeating this menu:
   - **End After:** Select the **End After** option. Then, click the **Occurrences** box and enter the number of occurrences.
   - **End By:** Select the **End By** option. Then, click the **Select a Day** box and enter the date on which to stop repeating the menu.
10. Click **Continue**.
11. At the confirmation prompt, review your selections and click **Copy Menus**.