

Center Monthly Menu Plan Report

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The Center Monthly Menu report displays all of your planned menus for the month. Print this report and post it each month. Remember to print both the infant and non-infant versions.

Required Permissions: You must have the Meal & Attendance (Reports) permission enabled on your account to run the Center Monthly Menu Plan report.

To run the report:

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
 - **Category:** Meals & Attendance
 - **Report:** Center Monthly Menu Plan
 - **Date:** Select the month for which to print the report.
 - **Age Group:** Select Infant or Non-Infant. The default is Non-Infant.
3. Click **Run**. A PDF downloads.