

Center Weekly Menu

Last Modified on 08/03/2020 2:17 pm CDT

The Center Weekly Menu report prints your weekly menu plan. You can print this for a single week or the entire month.

Required Permissions: You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Attendance + Meal Count reports.

1. From the menu to the left, click **Reports**.
2. On the **Reports** page, select the following:
 - **Category:** Meals & Attendance
 - **Report:** Center Weekly Menu
 - **Date:** Select a start date for the report. The report will generate for that week.
 - **Type:** Non-Infant, Infant, or Both
 - **Number of Weeks:** Single Week or Entire Month
3. Click **Run**. A PDF downloads.