

Copy & Paste Menu

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CDT

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.

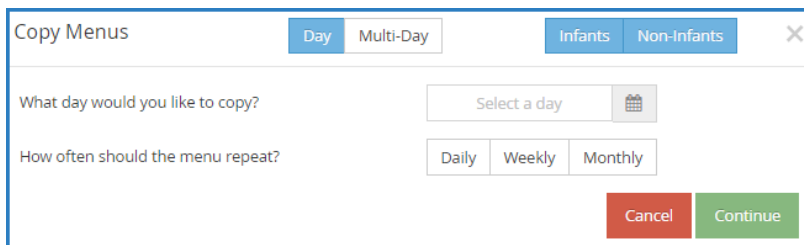
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Required Permissions: You must have the **Plan Menu** permission enabled on your account to copy and paste menus on the Menu Calendar. Sponsors must enable this feature for sponsored centers.

Copy & Paste Menu for a Single Day

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Menu Calendar**.
3. Click **Copy Menu** in the top-left corner. The Copy Menu pop-up opens.



The screenshot shows a 'Copy Menu' pop-up window. At the top, there are tabs for 'Day' and 'Multi-Day', and buttons for 'Infants' and 'Non-Infants'. Below this, there are two main sections: 'What day would you like to copy?' with a 'Select a day' button and a calendar icon, and 'How often should the menu repeat?' with buttons for 'Daily', 'Weekly', and 'Monthly'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

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 Menu**.

Copy & Paste Menus for Multiple Days

1. From the menu to the left, click **Menus/Attendance**.
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 **Multi-Day**.

Copy Menus

Day Multi-Day



Infants Non-Infants

What days would you like to copy your menus from?

Select a day - Select a day

Begin pasting on: Select a day Skip weekends Yes

Cancel Continue

6. In the **What Days Would You Like to Copy Your Menus From** section, select the days you need to copy.
Enter the first date in the first box, and enter the last date in the second box. You can also click  to select dates from a calendar.
7. Click the **Begin Pasting On** box and enter the day on which to begin pasting your menus. You can also click  to select dates from a calendar.
8. Specify whether to skip weekends. Weekends are set to skip by default.
9. Click **Continue**.
10. At the confirmation prompt, review your selections, and click **Copy Menus**.

Note: When copying menus for an entire month to a new month, we recommend that you copy from and to the first Monday of each month to the last **day** of each month. We also recommend that you do not skip weekends, so the menu copy to the correct days.