Copy & Paste Menus

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.
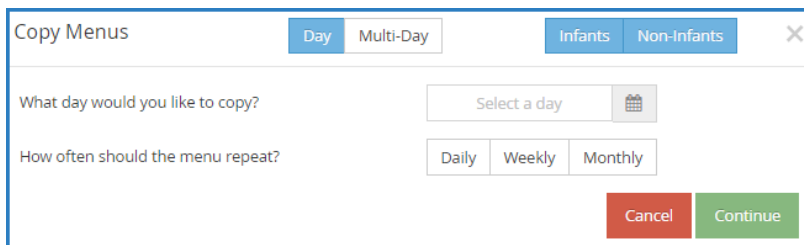
> **In this article:**
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> - Copy & Paste Menus for Multiple Days

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

Copy & Paste Menus for a Single Day

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 **Day**.

6. Click the **Select a Day** box and enter the day to copy. You can also click [calendar icon] 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**.

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**.

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 menus copy to the correct days.