

[VIDEO] Create Menu Templates

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CDT

Menu templates are reusable menus that are not specific to the day or meal. Both sponsors and centers can create and use menu templates. Any center-created templates are only visible to the center that created them (and the sponsor). You can create templates for both infants and non-infants. You can also use menu templates to build your master menus.

To create menu templates:

1. From the menu to the left, click **Menus/Attendance**.
2. Select **Menu Templates**. The Menu Templates page opens.
3. Select **Infants** to add infant menu templates or **Non-Infants** to add non-infant menu templates.
4. Click **Add Menu**.
5. Click the **Select Meal** drop-down menu and select the meal for which to create a template.
6. Click the **What is the Name of This Menu** box and enter a name for this menu.
7. Click each drop-down menu and select the foods for each meal component.

The screenshot shows the 'Add Menu' form for Non-Infants. At the top, there is a breadcrumb trail: 'Menus/Attendance > Add Menu'. Below this, there are two input fields: 'Which meal would you like to add?' with a dropdown menu set to 'Lunch/Dinner', and 'What is the name of this menu?' with a text box containing 'Turkey Burgers'. The main section is titled 'Non-Infants' and contains several dropdown menus for selecting food items: 'Meat/Alternate' (Turkey Ground (035)), 'Bread/Alternate' (Buns / Rolls (003)), 'Vegetables' (Lettuce (166)), 'Fruit/Vegetable' (Tomatoes (160)), and 'Milk' (1% Milk). There is also a radio button for 'Is this whole grain-rich?' with 'No' selected. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. At the very bottom of the page, there is a footer with copyright information: 'Copyright © 2023 - Minute Menu Systems, LLC - All Rights Reserved' and links for 'Terms | Privacy Policy | Cookie Policy'.

8. When finished, click **Save**.