


# Edit Foods

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CDT

To edit an existing food on your food list:

1. From the menu to the left, click **Foods**.
2. Click **Food List**. The Food List page opens.
3. Locate the food to change. You can filter the displayed list, as needed.
  - Click **Infant Cereal, Milk, Meat/Alt, Bread/Alt, Vegetables**, and/or **Fruit** to filter to specific food types.
  - Click the **Name** box and begin typing a food name to filter the food list.
  - Click the **Category** drop-down menu and select the category to which to filter.
  - Click the **Name, Category, Food Type, Start**, or **End** columns to sort information in ascending or descending order.
  - Click  and select **Yes** to include expired foods, or select **No** to exclude expired foods.
4. Click the food to change. The Edit Food page opens.
5. Change the food, as needed.

**Note:** Do **NOT** add a Start date to existing foods. Adding a start date to an existing food removes the food from your list until the start date is reached. You should only use start dates on new foods.

6. When finished, click **Save**.