

CHEAT SHEET: MENUS & MENU CYCLES

MENU TEMPLATES & STANDARD MENU ITEMS

CREATE MENU TEMPLATES

1. Click on “Menu Planning” tab. Click on “Configuration” folder. Click on “Menu Templates” subfolder. Click on “Add New Template” link.

CREATING STANDARD MENU ITEMS

2. Click on “Menu Planning” tab. Click on “Configuration” folder. Click on “Standard Menu Items” subfolder. Search for and select the desired menu items. Click on “Add Selected to Standard Menu Items” button.

ASSIGNING A MENU CYCLE TO PRODUCTION CALENDAR

1. Click on “Menu Planning” tab. Click on “Menus” folder. Click on “Assign Menus” subfolder.
2. Select “Meal Type,” “Site Group,” “Organization Level,” and “Menu Line” for the menu cycle.
3. Click on the first day of the first week to start the menu cycle.
4. Filter search for menus or menu cycles to assign to calendar. Click on “Apply” button.
5. Select box for menu cycle to add to calendar.
6. Click on “Next” button.
7. Preview and alter any menu cycle details.
8. Click on “Assign” button.

CREATING A MENU

BASIC INFORMATION

1. Click on “Menu Planning” tab. Click on “Menus” folder. Click on “Menus” subfolder. Click on “Add New Menu” hyperlink.
2. (Optional) Click on “Choose a Template” box to use a previously created menu template.
3. Select a “Meal Pattern,” “Meal Type,” and “Site Group” from drop down box.
4. Enter menu name in “Menu Description” box.
5. (Optional) Click on “Projected Servings Count as a Percentage” box for projected menu item servings to show as a percentage. Click on the “Add New Menu” button.
6. In “Menu Item Categories” section:
 - a. Click on each “Include” box for each menu item to include on menu.
 - b. Enter the number of choice(s) a student may make for each “Menu Item Categor(y)” selected.
7. In “Serving Group” section:
 - a. Click on the “Include” box for each “Serving Group” to include on the menu.
 - b. Enter “Projected Meal Count” (Min1 Req.) for each selected “Serving Group.”
8. Click on “Add New Menu” button.

ADDING MENU ITEMS

1. Click on “Add Menu Items” button. Filter menu item search and select box next to each desired menu item. Click on “Add” button to add menu items to menu.
2. Enter projected servings for each menu item, for each serving group.
3. Click on “Save” button.

CREATING A MENU CYCLE

BASIC INFORMATION

1. Click on “Menu Planning” tab. Click on “Menus” folder. Click on “Menu Cycles” subfolder. Click on “Add New Menu Cycles” hyperlink.
2. Enter “Menu Cycle Name” in box.
3. Select a “Meal Pattern,” “Meal Type,” and “Site Group” from drop down box.
4. Enter “Number of Weeks (1-9)” for menu cycle. Enter “Days per Week (3-7)” for each week within the menu cycle.
5. Click on “Save” button.

ADDING MENUS

1. Click on “Choose Menu” button for first day of first week of menu cycle.
2. Enter any menu “Tags” (optional). Enter menu “Name.” Click on “Apply” button.
3. Click on desired menu. Repeat for each day of each week of the menu cycle. Click on “Save” button.



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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