

CHEAT SHEET: SETTING UP



Send Sites to School Café

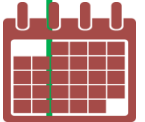
1

1. Open "System" tab, "Sites and Users" folder, and "Sites" subfolder.
2. Locate specific sites using the search criteria fields and "Apply."
3. Click on the site name.
4. Open the "Configuration tab.
5. Check "Send Site to School Café."

Assign Menus to the Production Calendar

3

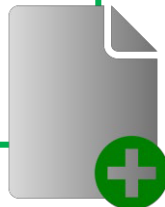
1. Open "Menu Planning" tab, "Menus" folder, and "Assign Menus" subfolder.
2. Select "Meal Type", "Site Group," and "Menu Line" from dropdown menus.
3. Click the desired menu start date on the calendar.
4. Select single day "Menus" or multiple days' "Menu Cycles" to search for menus or groups of menus to be assigned. If desired, enter additional search criteria in the "Name" and "Tags" fields. Click "Apply."
5. Check the box next to the desired menu or menu cycle and click "Next."
6. Verify menu assignment details.
7. Click "Assign."



Add Content that Populates to School Café for each Menu Item

2

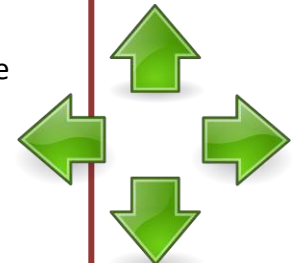
1. Open the "Menu Planning" tab and "Recipes" folder.
2. Locate specific recipes using the search criteria fields and "Apply."
3. Click on the "Recipe code."
4. Click the "Menu Item" tab.
5. Enter text designating a "Marketing Name."
6. Enter promotional text in the "Marketing Description" text box.
7. Click "Upload Picture."
8. Select a picture file.
9. Click "Upload."



Publish Menus to School Café.

4

1. Open "Menu Planning" tab, "Menus" folder, and "Publish Menus" subfolder.
2. Select the start date for menu publication and the range of days in the menu cycle.
3. Click the "Get Menus" button.
4. Verify menu details.
5. Click the "Publish Menus" button.





TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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