Copy a Cycle Menu

Background: Rather than creating a Cycle Menu and menus "from scratch," you may simply copy an existing Cycle Menu and save hours worth of work.

To Do and Notice:

1. Navigate to **Cycle Menu Planning** and select **Manage Menu Cycles**.

2. Select a Cycle Menu by clicking the radio button in front of it.

3. Click **Copy Cycle**, found in the upper right-hand corner.

4. At the top of the screen, select a **Target Unit** from the drop-down list.

5. Enter a **Target Menu Name** in the box.

6. Enter a **Target Cycle Length** in the box.

7. Under **Available Diet Restrictions,** click on the Restriction(s) as needed to select them.
   Notice: Push and hold the **Ctrl** key while making your selection, in order to select multiple Restrictions.

8. Click **Select.** Ensure that the restrictions you chose move from the box on the left side of the screen to the box on the right side of the screen.
   Notice: Click **Select All** if you want to choose all Restrictions.

9. Under **Available Meals,** click on the Meal(s) as needed to select them.
   Notice: Push and hold the **Ctrl** key while making your selection, in order to select multiple Meals.

10. Click **Select.** Ensure that the restrictions you chose move from the box on the left side of the screen to the box on the right side of the screen.
    Notice: Click **Select All** if you want to choose all Meals.

11. If you wish to swap meals, choose a meal from the **Swap this Meal** drop-down list, then select a meal from the **With this Meal** drop-down list.
    Notice: This option is used to serve a meal type at a different time - i.e., if you wish to serve your heavier meal mid-day, you can swap lunch and dinner.

12. Click **Copy,** found in the upper right-hand corner.

13. In the top right corner of the screen, click **Done**.
    Notice: For details on how to edit Cycle Menus, please see the **Customize/Edit Menu Cycle Quick Guide**.

So What? Copying existing Menu Cycles allows you to manage menus efficiently for a specified span of time.