



## Edit a Menu Cycle

Background: This process allows you to change the details related to your Menu Cycle, such as Cycle Length and start and End Dates.

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### To Do and Notice:

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1. Navigate to **Cycle Menu Planning** and select **[Manage Menu Cycles](#)**.

2. Select the desired Menu Cycle from the list by clicking on its name.

**Notice:** If the Menu Cycle you are looking for is not in the list, type all or part of the name in the **Name** box, choose the appropriate options from **Facility**, **Status**, and **Publication Trait**, then click **Go** and select the Cycle from the list.

3. Edit the details listed as needed:

- **Name**
- **Diet Restrictions** (Restrictions in the right hand pane will be included)
- **Cycle Length**
- **Start Date** and **End Date**
- **Menu Status**
- **Average Daily Cost Target**

4. If you wish to edit the menus in the cycle, continue to the **Edit Menus** section below.

5. If you are finished, click the **Done** button in the upper right-hand corner of the screen.

**Notice:** For instructions on how to make changes to the menus that make up a Cycle, see the **Edit a Cycle Menu: Customize Menus** and/or **Edit a Cycle Menu: Advanced Menu Edits** Quick Guides.

**So What?** Making minor adjustments to an existing Cycle Menu will save time and incorporate resident feedback into your menu.

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