




Edit a Menu Cycle: Advanced Menu Edits

Background: These steps can be utilized to modify the Menus within a Menu Cycle by swapping days in the cycle, globally removing items and/or globally replacing items.

To Do and Notice:

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.

Swap Cycle Days

3. Click on the **Week at a Glance** button in the upper right-hand corner.
4. Click on the **Swap** button.
5. Select the desired **Source** Cycle Day(s).
6. Select the desired **Source** Meal.
7. Select the desired **Target** Cycle Day(s).
8. Select the desired **Target** Meal.
9. Click **Swap**.

Globally Remove Menu Items

1. From the **Week at a Glance** view, click on the item you wish to remove.
2. Select the Cycle Day(s) and Meal as appropriate.
3. Click **Remove**.

Globally Replace Menu Items

1. From the **Week at a Glance** view, click on the item you wish to replace.
2. Select the Cycle Day(s) and Meal as appropriate.
3. Click **Replace**.
4. Search for the new item that will replace the old item.
5. Click on the radio button in front of the item.
6. Click **Done**.
7. Click **Replace**.

So What? See also **Edit Cycle Menus** and **Edit Cycle Menus: Customize Menus** Quick Guides for additional instructions related to Cycle Menus.
