Edit a Menu Cycle: Customize Menus

Background: These steps can be utilized to modify the Menus within a Menu Cycle.

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.

3. Click the **Edit Menus** button found in the upper right-hand corner of the screen.

4. Select the desired **Day, Meal** and/or **Diet** using the drop-down menus located in the upper left-hand corner of the screen.

Add Items

1. Click on the **Add Items** button.

2. Search for the item.

> Search
>
> **Notice:** If there is already information in the **Search for Items and Recipes** window, leftover from a previous search, click **Clear** or **Clear All** to start a new search.
>
> 1. Enter the name of the recipe you wish to edit in the **Name** box.
>   **Notice:** To perform a more detailed search you may click on **More Search Criteria**.
> 2. At Item Type, select Recipe.
> 3. If you wish to search only recipes currently being used, click the **Search in Use Items Only?** checkbox.
> 4. Click **Go**.
> 5. Click the checkbox next to the Item(s) that you wish to select.
>   **Notice:** The cookpot symbol indicates the item is a recipe; the carrot symbol indicates that the item is Non-Recipe; the green check mark symbol indicates item is "in use."
> 6. Click **Done**.

3. Enter a number in the **Spread Line** box which is unique from the other Spread Line numbers on that menu.

Notice: The Spread Line number is used to link items and/or replacements across all diets.

Delete Items

1. Select the Item(s) you wish to delete by clicking the checkbox in front of the item.

2. Click on the **Delete Checked** button.

3. Click **OK**.

Copy Items

Notice: This option can be used to copy menu items that are offered on a regular basis to multiple days/meals at once, such as coffee and tea.

1. Select the Item(s) you wish to copy by clicking the checkbox in front of the item.

2. Click on the **Copy Checked** button.

3. Select the appropriate **Diet** by clicking the radio button in front of your choice.

4. Click **Next.**

5. Select the desired **Meal**(s) by clicking the radio button in front of your choice.

6. Click **Next.**

7. Select the **Day**(s) in the Menu Cycle to which you wish to copy the item.

8. Click **Next.**

9. Review the information on the **Confirm and Copy** screen for accuracy.

10. Click **Copy.**

11. Click **OK**.

12. Click **Done.**

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