



## Holiday Menu

Background: You can create a Holiday Menu or themed menu, which can be used on its own or incorporated into your existing Cycle Menu. Your new Holiday Menu can be saved for future use.

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### To Do and Notice:

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

#### Create Holiday Menu

2. Click **Add a Menu Cycle**.
3. Enter a Name in the **Name** box.
4. Select Diet Restrictions you wish to include in your Holiday Menu.
5. Enter the Cycle Length of the Holiday Menu.
6. Enter the Start and End Date that you will be serving the Holiday Menu.
7. Click **Create**.
8. Click on the title of the Cycle Menu you just created, then click **Edit Menus**.
9. Build your holiday menu.  
**Notice:** This can be for one meal, two meals, or the entire day. See the Edit a Menu Cycle Quick Guide series for additional instructions.
10. Spread menu items as needed.  
**Notice:** See the Spreading Menus eLearning for additional instructions.
11. Click **Done** to return to the Manage Menu Cycles screen.

**Notice:** If you plan to use the Holiday Menu as a separate menu skip to the [Reports](#) section below. To incorporate this menu into an existing Cycle Menu, continue to [Copy Cycle Menu](#).

#### Copy Cycle Menu

**Notice:** The following steps will allow you to keep one copy of your Cycle Menu undisturbed and the other copy will be used to create a hybrid of your Cycle Menu and the Holiday Menu you just created.

12. Click the radio button in front of the Cycle Menu in which you wish to include the Holiday Menu.
13. Click **Copy Cycle** in the upper right-hand corner.  
**Notice:** See the Copy a Menu Cycle Quick Guide for additional instructions.
14. Enter the appropriate information.  
**Notice:** You might want to name the menu so you know this Cycle Menu includes the Holiday Menu.
15. Click **Done**.

### **Copy Holiday Menu into Cycle Menu**

**Notice:** The following steps will guide you through the process of inserting your Holiday Menu into the copy of the Cycle Menu you created in steps 14-15.

**16.** Select the copied Cycle Menu you want to incorporate into your holiday menu, by clicking on its name.

**Notice:** This is the Cycle Menu you created in steps 12-15.

**17.** Click **Edit Menus**.

**18.** Click **Copy Meals**.

**19.** At Source, click **Select**.

**20.** Click the radio button in front of your holiday menu.

**21.** Click **Select**.

**22.** For your Source, choose the desired Diet Restriction or choose All Diet Restrictions.

**23.** For your Destination, choose the Diet Restriction option that corresponds with the option you selected for your Source.

**Notice:** At this point, your Destination Menu should be the menu you selected at step 16.

**24.** Click **Next**.

**25.** Choose the appropriate meals from your Source.

**26.** Choose the corresponding meals for your Destination.

**27.** Click **Next**.

**28.** Under Destination, click Range, then select the appropriate cycle day by clicking on its number.

**29.** Click **Next**.

**30.** Confirm that all details are correct.

**31.** Click **Copy**.

### **Reports**

**32.** If you keep your holiday menu separate, you may want to use Meal at a Glance or Day at a Glance report.

**33.** Click Week at a Glance and confirm that your menu is correct.

**34.** You may want to re-run the Diet Census Forecast Tally to capture the menu changes before you print your Production reports and create your schedules for ordering.

**Notice:** See Diet Census Forecast Tally Quick Guide for additional instructions.

**So What?** You may now run Production Reports that will include your Holiday Menu.