

Create a School Lunch Calendar

You can customize a weekly or monthly lunch calendar by adding items to days in the Lunch Calendar. You can also copy a previously created menu for a day or week in order to save time or to clear either an item or an entire day.

▼ To add a menu item to a day on the Lunch Calendar

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Lunch Calendar**.
3. Select a date.
4. In the Menu Items pane, click the **Add** tab, and highlight an item.
5. Select either **Add Item to Selected Day** or **Add Item to Entire Month**.
6. Repeat steps 2-5 until your calendar is complete.
7. Click **Close**.

▼ To copy/paste a selected day's or week's menu

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Lunch Calendar**.
3. Select a date.
4. In the Menu Items pane, click the **Copy/Paste** tab.
5. Click the **Copy Day** or **Copy Week** button.

Note

If you select **Copy Week**, any day you select during a week will effect the entire week.

6. Select a day or week to paste the copied week to.
7. Click **Paste > Close**.

▼ To delete a menu item or day

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Lunch Calendar**.
3. Select a menu item or day to delete.
4. In the Menu Items pane, click the **Delete** tab, and highlight an item.
5. Click the **Delete Item** or **Clear Day** button.
6. Confirm the item/day you want to delete.
7. Click **OK > Close**.