# [VIDEO] Create & Manage Master Menus

Last Modified on 08/06/2020 11:20 am CDT

Master Menus are templates created specifically for the USDA meal pattern. As such, there are three types of Master Menus:

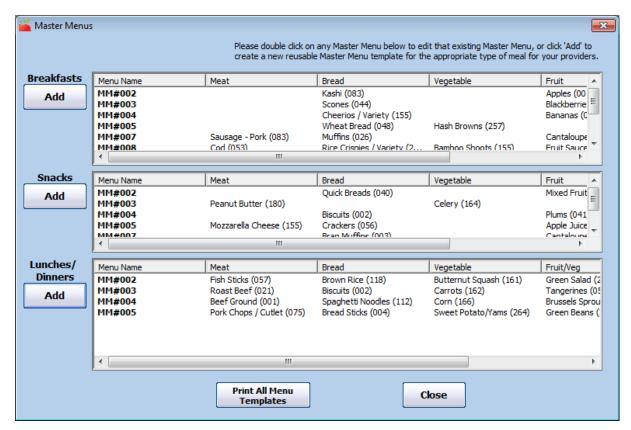
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- Lunch/Dinner
- Snacks

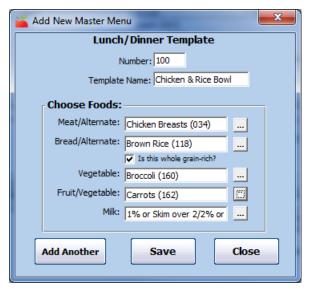
Watch the video below, or click one of the following links to jump to a spe	ecific Master Menu tas	k.
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# **Adding Master Menus**

1. Click the Menu Planning menu and select Master Menu Plans. The Master Menus window opens.



- Click Add under the appropriate meal. For example, to add a Lunch menu, click Add under Lunches/Dinners. The Add New Master Menu dialog box opens.
- 3. Click the **Number** box and assign a number to this Master Menu. This number is what providers use on scannable forms (if you use scanning).
  - o You must assign a number to this menu, even if your providers use KidKare.
  - Use a unique number. You cannot use the same menu number more than once. This includes any cycle menus you have set up.
  - Do not use any numbers that include a 9. This is because there is no number 9 in the Food sections
    on the Minute Menu HX scannable forms due to space constraints.
- 4. Click the Template Name box and enter a name for this master menu.
- 5. In the Choose Foods section, click in next to each food component to select. Your food list displays.
- Click a food to select it. The food list closes and the food you selected displays in the appropriate component box.
- 7. If you add a Bread/Alternate that is a whole grain, check the Is This Whole Grain Rich box.



- 8. When finished, click Save or Add Another.
- Click Yes at the confirmation prompt. If you clicked Add Another, the boxes in the Add New Master Menu dialog box clear so you can add a new menu. If you clicked Save, click Close to close the Add New Master Menu dialog box.

### **Editing Master Menus**

- 1. In the Master Menus window, double-click the menu to change. The Edit Master Menu dialog box opens.
- 2. Update the selected components, as needed.
- 3. When finished, click Save to save your changes.
- 4. Click Yes at the confirmation prompt. Click Close to close the Edit Master Menu dialog box.

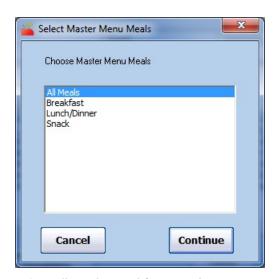
#### **Removing Master Menus**

**Note**: You cannot delete Master Menus that have been claimed. You can change the foods and update the menu, but you cannot delete it.

- 1. In the Master Menus window, double-click the menu to delete. The Edit Master Menu dialog box opens.
- 2. Click **Delete**. The menu is deleted.

# **Printing Master Menus**

- 1. In the Master Menus window, click Print All Menu Templates. The Select Mode dialog box opens.
- 2. Select English or Spanish.
- 3. Click Continue. The Select Master Menu Meals dialog box opens.



- 4. Select All Meals, Breakfast, Lunch/Dinner, or Snack.
- 5. Click Continue. A PDF is generated. You can print or export it.