

[VIDEO] Create Menu Templates

Last Modified on 10/27/2023 12:12 pm
CDT

While you can copy and paste future menus on the Menu Calendar, creating a template allows you to save certain meal components to a template that can then be applied to meals as you enter them. This reduces the time spent entering components when serving the same meal. Watch the video below, or scroll down for step-by-step instructions.

Required Permissions: You must have the **Plan Menus** permission enabled on your account to create and manage menu templates. Center users can only create and access My Menus.

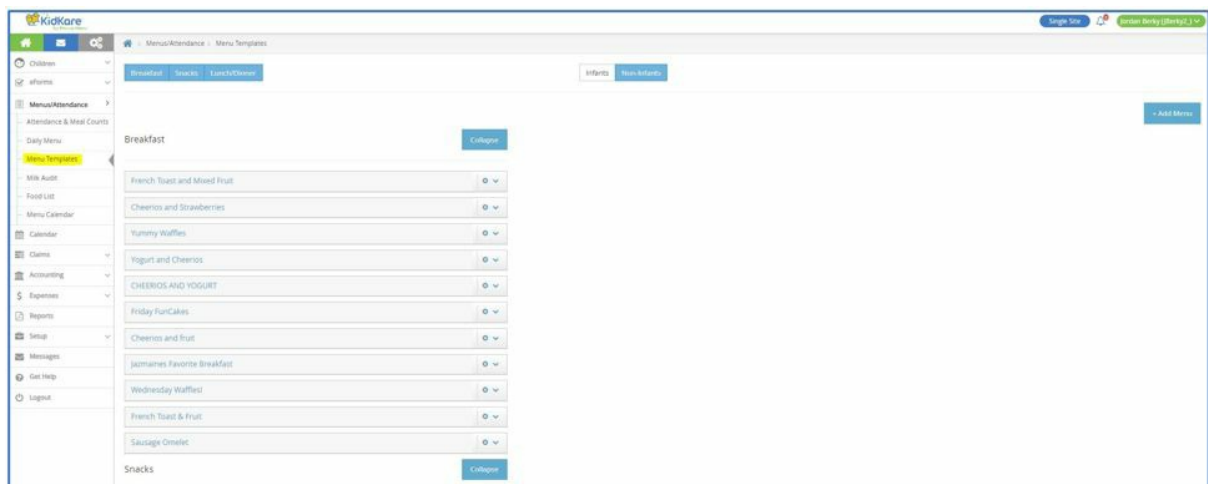
You can create menu templates from the Menu Templates page or from the Daily Menus page.

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Creating Menu Templates on the Menu Templates Page

1. From the menu to the left, click **Menus/Attendance**.
2. Select **Menu Templates**. The Menu Templates page opens.



3. At the top of the page, select **Infants** or **Non-Infants**.
4. Click **Add Menu**.
5. Click the **Which Meal Would You Like to Add** drop-down menu and select **Breakfast, Snacks, or Lunch/Dinner**.
6. Click the **What is the Name of This Menu** box and enter a name for this menu.
7. Click each **drop-down menu** and select the appropriate meal components.
8. When finished, click **Save**.

Creating Menu Templates on the Daily Menu Page

1. Enter your meal components as you usually would.
2. Click **Create Menu**.
3. Click the **Create Menu** box and enter a name for this menu.

The screenshot displays the KidKare software interface for creating a daily menu. The main section is titled "Breakfast" with a meal time of 07:00 AM - 08:00 AM. It features a "Menu" button and a "Create Menu" button. The menu components are listed in a table with columns for "Meal/Alternate", "Estimated Quantity Required", and "Actual Quantity Served". The components include Meat/Alternate, Bread/Alternate, Vegetables, Fruit, and Milk. A "Meal Pattern Requirements" button is also visible. On the right side, there is an "Attendance Summary" table with columns for Age, Estimated, and Actual. The table lists age groups from 1 yr to Adult, with a Total row at the bottom. A "Menu Notes" section is located below the attendance summary.

Meal/Alternate	Estimated Quantity Required	Actual Quantity Served
Meat/Alternate		
Bread/Alternate		
Vegetables		
Fruit		
Milk		

Age	Estimated	Actual
1 yr	0	0
2 yr	0	0
3-5 yr	0	0
6-12 yr	0	0
13-18 yr	0	0
Adult	0	0
Total	0	0

4. Click **Save**.