

[VIDEO] Create & Assign Master Menus

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CST

You can create centralized menus for individual site use. First, create one or more master menu plans. Then, release them to the sites you choose. Once sites receive the master menu, they can print the Menu report and post it in their center for staff and parents to see.

The master menu feature was designed to be used for multiple sites that are using the same menu, such as those with a central kitchen, to make menu planning easier. If an individual center has its own menu plan that differs from other sites, there is no need to create master menus. Your center can plan their own menus from their own account.

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Adding Master Menus

1. From the menu to the left, click **Menus/Attendance**.
2. Select **Master Menu Calendar**. The Master Menu Calendar page opens.
3. Click the **Menu Name** drop-down menu and scroll to the **Enter New Master Menu** box.
4. Click the **Enter New Master Menu** box and enter a name for the menu to create.
5. Press **Enter**.
6. Double-click the date on which the menu should be served.
7. Click the meal type to expand the section. For example, if you're adding lunch, click Lunch.
8. Use the drop-down menus in the **Non-Infants** and/or **Infants** section to select the components for this meal.

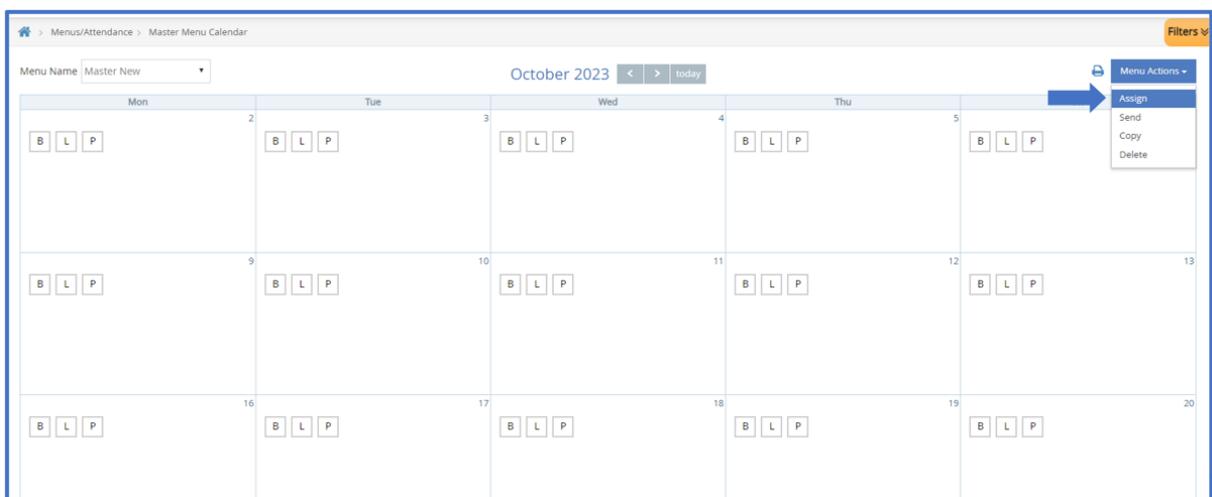
The screenshot displays the 'Plan Master Menu' interface. At the top, there is a navigation bar with a date selector (07/14/2023) and a 'Menu Name' dropdown set to 'Friday Lunch Special'. A 'Back' button and a 'Monthly Menu Report' button are also visible. The main content area is divided into sections for 'Breakfast', 'AM Snack', and 'Lunch'. The 'Lunch' section is expanded, showing two columns: 'Non-Infants' and 'Infants'. Each column has a 'Menus' button and a list of dropdown menus for selecting menu items. The 'Non-Infants' column includes options for Meat/Alternate (Tuna (033)), Bread/Alternate (Biscuits (002)), Vegetables (Broccoli (155)), Fruit/Vegetable (Cucumbers (163)), and Milk (1% Milk). The 'Infants' column includes options for 0-5 months Infant Milk, 6-11 months Infant Milk, Meat/Alternate, Infant Cereal, Fruit, and Vegetables. A 'Notes' field is present at the bottom of each column. A 'Delete' button and a 'Save' button are located at the top right of the 'Lunch' section.

9. When finished, click **Save**.

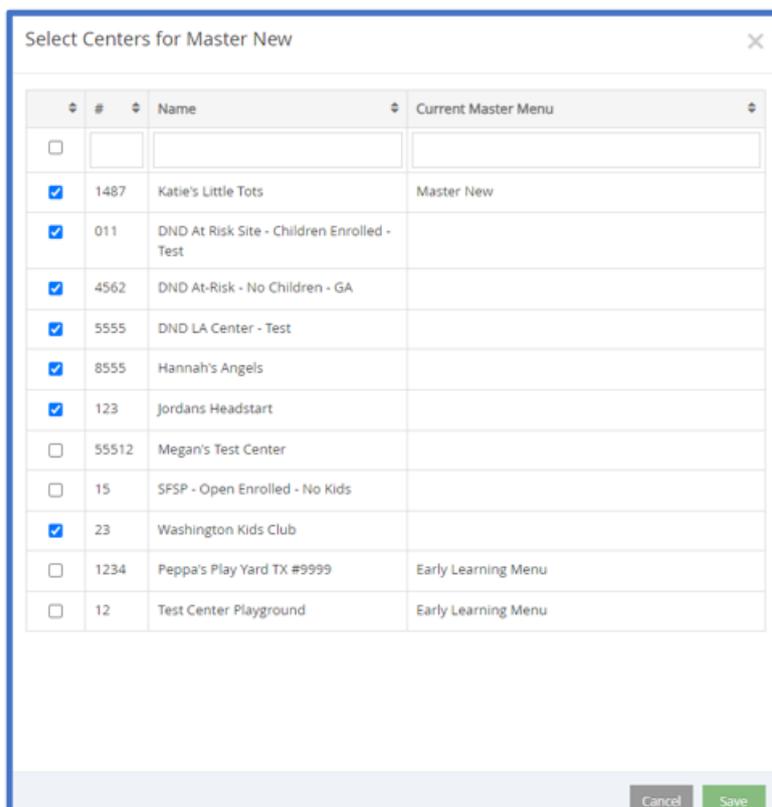
Assign and Send Master Menus

Once the Master Menu is built for the entire month, it needs to be assigned and sent to the site(s).

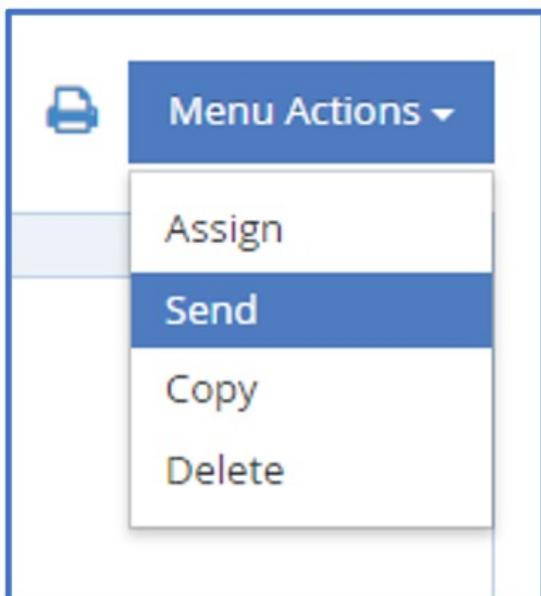
1. From the menu to the left, click **Menus/Attendance**.
2. Select **Master Menu Calendar**. The Master Menu Calendar page opens.
3. In the top left corner, click the **Menu Name** drop-down menu and select the Master Menu you want to assign.
4. In the top right corner, click the blue box that says **Menu Actions**. Select **Assign**.



5. Select the site(s) that will be assigned this Master Menu. Click **Save**.



6. In the top right corner, click the blue box that says **Menu Actions**. Select **Send**.



7. A confirmation box pops up, click **Yes**. Menus are assigned and sent to the sites and can now be viewed in each sites KidKare account.
