

## Mealtracker 3.0 Support Document

**Topic:** Creating Holiday Menus

**Description:** This process will allow you to create special holiday menus easily. You can plan a holiday menu without disturbing your current active menu.

### Procedure:

1. From the MealTracker Home Page click on **Cycle Menus** then **Cycle Menu Features**.
2. In the Cycle Menus windows click on **Add**
3. Type in the name of the cycle (For example: Memorial Day Weekend)
4. Select the number of weeks (We suggest one), click **Add**
5. The new Menu will now appear on the menu list. If you want the menu to be the active menu, highlight the menu and click **Set Active**. Click **Close** to close the window.

*\*\*The menu is created, however for the time being it is now empty. You may go to **Change Menu** to enter menu items one by one for each day and meal or you can copy an existing menu to the holiday menu and simply modify the days on which you want to serve special holiday meals. Below are the instructions to copy an existing menu.*

### Copying An Existing Menu To Another:

1. From the **Cycle Menus** option select **Copy Menu**.
2. Select which menu you are copying from in the Copy From section. Also, Select the days to copy. (For Example: 0-7, the 0 is for always offered) Finally, select the Meals to copy.
3. On the right under the Copy To section, select the new cycle you have created.
4. Select the meals you want to **copy** (All meals, usually), then the **Diets** and **Categories**.
6. Finally, click on **Copy**. Once the copy bar is complete, you can **Close** the window.
7. Now you may edit the days of the holiday menu on which you want to serve special meals. All you need do is go to the **Change Menu** option from the **Cycle Menus** selection. Change the cycle to the new holiday cycle, select the week, day and meal to modify.