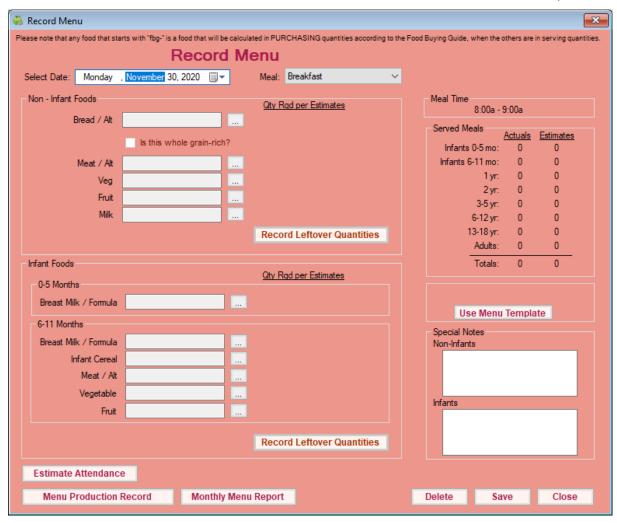
Record Center Menus

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You can record menus for any selected center, if needed. Note that these are the same steps a center would follow to record menus themselves in Minute Menu CX, save for **Step 1**.

- 1. Click the **Select Center** drop-down menu at the top of the window and select the center for which to record menus.
- 2. Click the Menus/Attendance menu and select Record Center Menus. The Record Menu window opens.



- 3. Click the Select Date drop-down menu and select the date for which you are recording a menu.
- 4. Click the Meal drop-down menu and select the meal you are recording.
- 5. Click next to each meal component to select a food. You can also click **Use Menu Template** to select a saved menu template. If this center also serves infants, make sure you complete the **Infant Foods** section, as well.
- 6. If the center has participants over the age of 18, enrolled, the **Adult Meal Pattern Substitutions** section displays.
 - o Check the Was yogurt substituted for milk? box if the center substituted yogurt for milk at this meal.
 - Check the Was milk served to adults? box if milk was served to adults at this meal.

Notes: You can only select one option. When you select an option, the other is immediately set to **No.** Milk and yogurt substitutions are reflected on the Menu Production Record.

- 7. In the **Special Notes** section, enter any notes about this meal in the appropriate box (**Non-Infants** and/or **Infants**).
- 8. Click Estimate Attendance to estimate attendance for this meal.
- 9. Click Save.