

Record Center Menus

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CST

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.

Record Menu

Please note that any food that starts with "fbg-" is a food that will be calculated in PURCHASING quantities according to the Food Buying Guide, when the others are in serving quantities.

Select Date: **Monday, November 30, 2020** Meal: **Breakfast**

Non - Infant Foods

Bread / Alt ...

☐ Is this whole grain-rich?

Meat / Alt ...

Veg ...

Fruit ...

Milk ...

Record Leftover Quantities

Infant Foods

0-5 Months

Breast Milk / Formula ...

6-11 Months

Breast Milk / Formula ...

Infant Cereal ...

Meat / Alt ...

Vegetable ...

Fruit ...

Record Leftover Quantities

Meal Time

8:00a - 9:00a

Served Meals

	Actuals	Estimates
Infants 0-5 mo:	0	0
Infants 6-11 mo:	0	0
1 yr:	0	0
2 yr:	0	0
3-5 yr:	0	0
6-12 yr:	0	0
13-18 yr:	0	0
Adults:	0	0
Totals:	0	0

Use Menu Template


Special Notes

Non-Infants

Infants

Estimate Attendance

Menu Production Record **Monthly Menu Report** **Delete** **Save** **Close**

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.
 - 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.

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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**.