

[VIDEO] Remove Foods

Last Modified on 08/05/2020 10:58 am CDT

To remove foods from your list:

1. Click the **Administration** menu and select **Manage Foods**. KidKare opens in a browser.
2. Log in using the same credentials you use to access Minute Menu CX.
3. From the menu to the left, click **Foods**.
4. Click **Food List**. The Food List page opens.
5. Locate the food to remove. You can filter the displayed list, as needed.
 - Click **Infant Cereal, Milk, Meat/Alt, Bread/Alt, Vegetables**, and/or **Fruit** to filter to specific food types.
 - Click the **Name** box and begin typing a food name to filter the food list.
 - Click the **Category** drop-down menu and select the category to which to filter.
 - Click the **Name, Category, Food Type, Start**, or **End** columns to sort information in ascending or descending order.
6. Click the food to remove. The Edit Food page opens.
7. In the **Effective Dates** section, click the **End** box and enter an end date. This should be the last day that the food is available to centers.
8. Click **Save**.