

How To Duplicate Menus

1. Go into Menu Compliance Tab
2. Select Add New Menu
3. Name new Menu (CNIPS, Grade Range)
4. Select School Year (Ex: 2012-2013)
5. Select Week from Drop Down Menu (Ex: 10/28/2012 – 11/03/2012)
6. Select Meal Session (Ex: Lunch)
7. Select Grade Range (Ex: K-5)
8. Click on CREATE
9. Once the menu worksheet is created, click DUPLICATE EXISTING MENU
10. To Duplicate from (Option 1 in drop down menu) Menu from one day to other days in current menu
 - a. Select days
 - b. Click DUPLICATE MENU
11. To Duplicate from (Option 2 in drop down menu) Menu from days in another menu into current menu
 - a. Select School Year (Ex: 2012-2013)
 - b. Select Week of from Drop Down Menu (Ex: 11/25/2012 – 12/01/2012) *This is the week you want to copy from*
 - c. Select Meal Session (Ex: Lunch)
 - d. Select Grade Range of the menu you want to copy from (Ex: 6-8)
 - e. Under Copy Menu from – Select Menu Name (Your menu should be named your CNIPS number and the grade group of your menu)
 - f. Select days from menu you want duplicated
 - g. Click DUPLICATE MENU