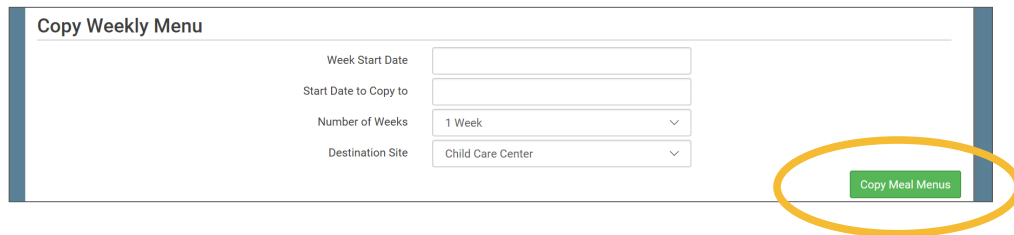


Menus can be copied from one week to any other week and within sites under the same sponsor.

To copy a menu:

- Click on “Menu” from the main dashboard.
- Scroll to the bottom of the menu calendar page to the section titled “Copy Weekly Menu”.

A screenshot of a web form titled "Copy Weekly Menu". The form contains four input fields: "Week Start Date" (text input), "Start Date to Copy to" (text input), "Number of Weeks" (dropdown menu with "1 Week" selected), and "Destination Site" (dropdown menu with "Child Care Center" selected). A green button labeled "Copy Meal Menu" is located at the bottom right of the form and is circled in yellow.

- All fields are required:
 - Week Start Date: this is the week that is your master copy. Only Sundays will be able to be selected. **You can only copy by the week. You cannot copy only one day to another day.**
 - Start Date to Copy to: this is where your new menu will appear. **The week that you are copying TO must be empty.** If you attempt to copy a menu to a week with any menus planned, you will get an error.
 - Number of weeks: you may choose to copy up to 6 weeks of menus to another period of 6 weeks. This is especially helpful for programs that use a rotating menu.
 - Destination Site (**note**: this option does not appear for any site-level staff. This option is only available to sponsor admin users): the drop-down menu defaults to the current site. If you wish to copy menus from one site to another site, then select the destination site here.
- Click “Copy Meal Menu”.
- You can confirm that the menus were copied by looking for the icons on the menu calendar page.