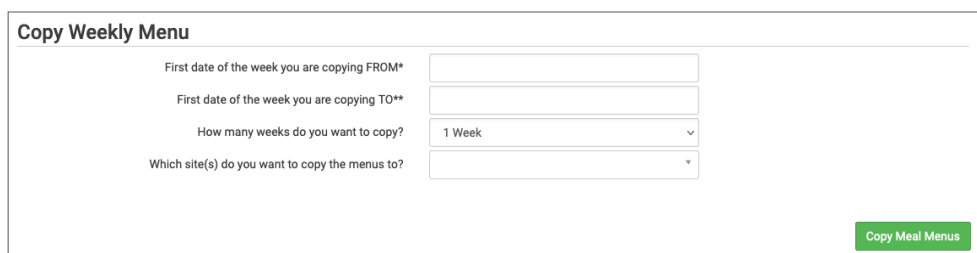


Menus can be copied from week to week or day to day, and within sites under the same sponsor.

## To copy a weekly menu:

- Click on “Menu” from the main dashboard, then scroll to the bottom under “Copy Weekly Menu”.



The screenshot shows a form titled "Copy Weekly Menu". It contains four input fields: "First date of the week you are copying FROM\*", "First date of the week you are copying TO\*\*", "How many weeks do you want to copy?" (with a dropdown menu showing "1 Week"), and "Which site(s) do you want to copy the menus to?" (with a dropdown menu). A green button labeled "Copy Meal Menu" is located at the bottom right of the form.

- All fields are required:
  - First date of the week you are copying FROM\*: this is the week that is your master copy. Only Sundays will be able to be selected.
  - First date of the week you are copying TO\*\*: this is where your new menu will appear. **If there are meals in the week you are copying TO, they will remain. If you want menus to be completely replaced, then delete the meals in the week you are copying TO before you copy.**
  - How many weeks do you want to copy?: 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.
  - Which site(s) do you want to copy the menus to? (**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”.

## To copy a single day menu:

- Click on “Menu” from the main dashboard, then scroll to the bottom under “Copy Single Day Menu”.



The screenshot shows a form titled "Copy Single Day Menu". It contains three input fields: "Date you are copying FROM\*", "Date you are copying TO\*", and "Which site(s) do you want to copy the menus to?" (with a dropdown menu). A green button labeled "Copy Meal Menu" is located at the bottom right of the form.

- All fields are required:
  - Date you are copying FROM\*: this is the day that is your master copy.
  - Date you are copying TO\*\*: this is where your new menu will appear. **If there are meals in the day you are copying TO, they will remain. If you want menus to be completely replaced, then delete the meals in the day you are copying TO before you copy.**
  - Which site(s) do you want to copy the menus to? (**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.