

Menus can be edited unless:

1. A food production record has been created. If you want to edit a menu and a food production record has already been created based off that menu, then you need to delete the food production record before you can edit the menu.
2. A claim has been processed for the month. If you want to edit a menu and a claim has been created, you need to roll-back the claim, edit the menu, and then re-process the claim.

To edit a planned menu:

- Click on “Menu” on the main dashboard.
- Click on the date and meal you wish to edit.
- Remove, add or substitute the food items.
- Click “Save”. If the menu you planned meets the meal pattern requirements, then you will be re-directed to the Meal Details page. If your menu does not meet the meal pattern requirements, you will see info boxes in red that will identify the errors.