

## Menu: Saved Menus: Modify an Existing Saved Menu



A saved menu can be edited at any time. Be aware that any meals that were recorded using that saved menu in the past **will not be changed**. If you need to change the food items served on a particular day, you will need to edit the planned menu.

### To edit a saved menu:

- Click on “Menu” from the main dashboard.
- Click on “View Menus” in the upper-left corner.
- Click on the name of the saved menu that you want to edit.
- Make any changes to the menu that you need by removing and/or adding items. You can also change the Name and Description of the menu. You should not change the Meal Pattern associated with the saved menu.
- When you are done making changes, click “Save”.
- The edited saved menu is now available on your list.