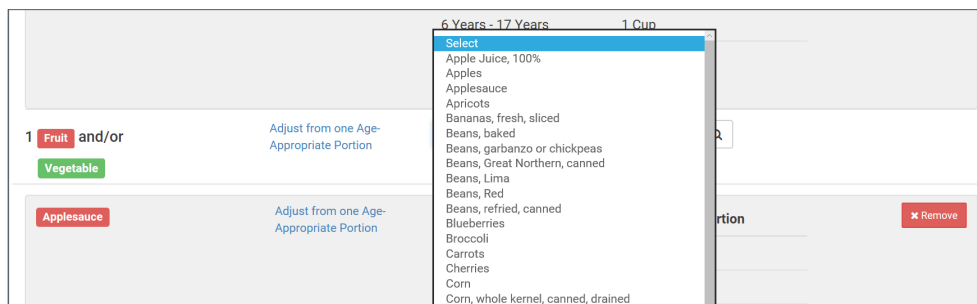
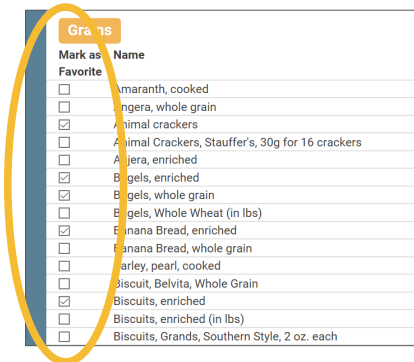


As you are planning menus, you may find that you use the same foods over and over. It would take a considerable amount of time to search for a food item each time you want to include it in a menu. That's where favorite foods comes in. If a food item is designated as a favorite, it will appear in the drop-down menu when planning menus.



A few items are automatically set to be favorites. To add or remove items from your favorite foods list:

- Click on “Menu” from the main dashboard.
- Click on “Favorite Foods” in the upper-left corner.
- This screen is split into two sections with the top list for “Foods for Participants Other than Infants < 12 months” and the bottom list for “Foods for Infants < 12 months”.
- Check the box next to food items that you want as favorites.
- Uncheck the box next to any food items that you want to remove as favorites.
- Click “Save”.



To copy favorite foods from one site to another:

- Once you have all the favorites selected and saved, scroll to the bottom of the screen and select the site from the dropdown menu.
- Click the green “Copy favorite foods” button.