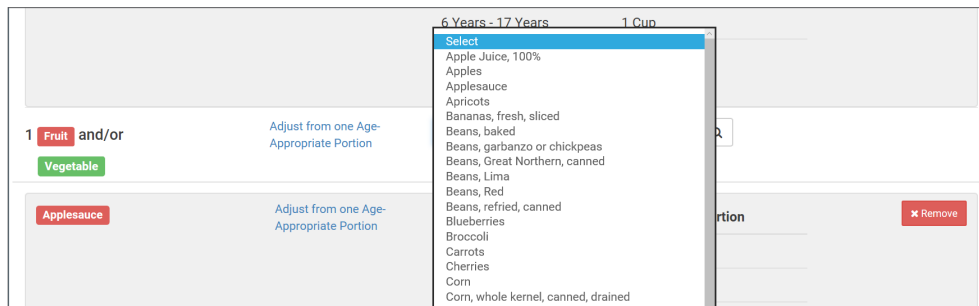
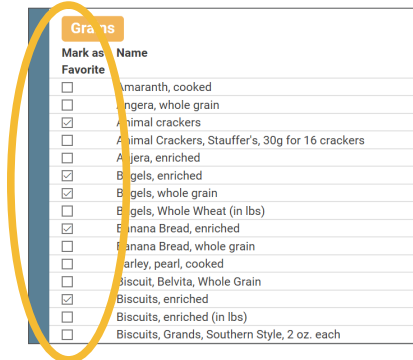


As you are planning menus, you may find that you use the same foods over and over. It would take a considerable amount of time to search for a food item each time you want to include it in a menu. That's where favorite foods comes in. If a food item is designated as a favorite, it will appear in the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



Notes:

- By default, all infant foods are designated as favorite foods. If you would like to add another food item to an infant menu you will need to add it to your favorite foods list in order for it to appear in the drop-down menu.

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.