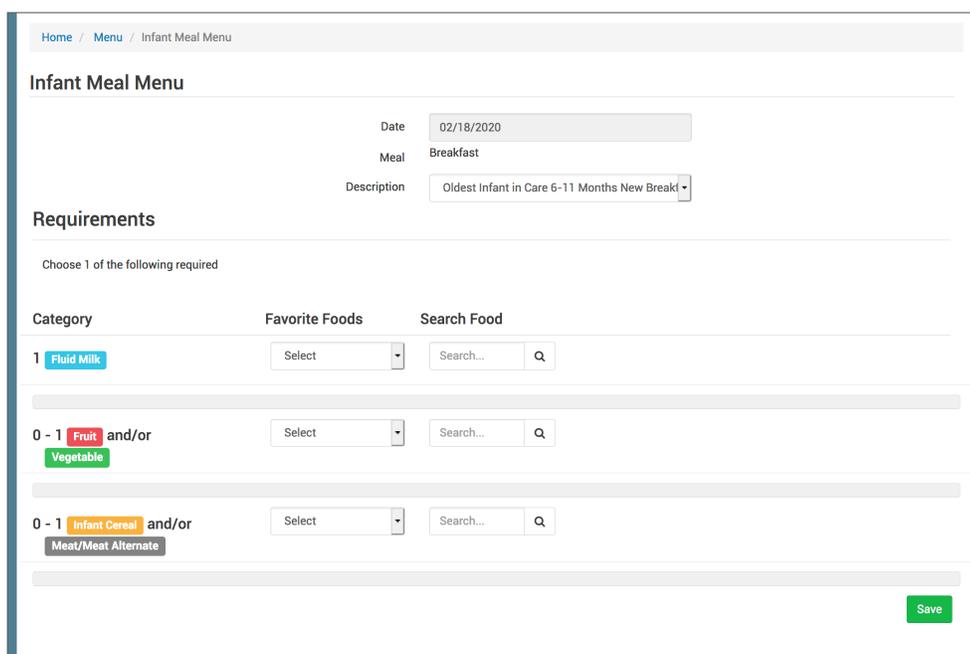**To plan a menu for infants by date:**
- Be sure that "By Date" is selected for Infant Menu Method under Site Details.
- Click on the blue "Edit Infant Menu" button.
- Under "Description" select the infant age range for which you want to plan a menu. **Note: the system prompts you to select the age range of the OLDEST infant in care. If you have only infants 5 months and younger, select the choice "Oldest Infant in Care 0-5 months". If you select this choice, you not be entering items other than formula/breast milk. If you have any infants at all that are 6 months or older, select "Oldest Infant in Care 6-11 months". Then you will be prompted to enter food items in addition to formula/breast milk.**
- Select the food items that you are using to satisfy the infant meal components. You are not required to enter anything other than formula/breast milk since it may be possible that an infant is not developmentally ready for food items.
- You may enter as many food items as you want.
- If you need to record which specific foods were consumed by each specific infant, then you should either use the Infants by Name menu method (option is selected under Site Details) or enter all the foods offered and use the Infant Food Serving Report to match each infant to the specific food they ate.
- When you are done, click "Save". If the menu does not meet the meal pattern requirements, you will receive an error message in red at the top. Otherwise, if the menu meets the meal pattern requirements, you will return to the menu details screen.
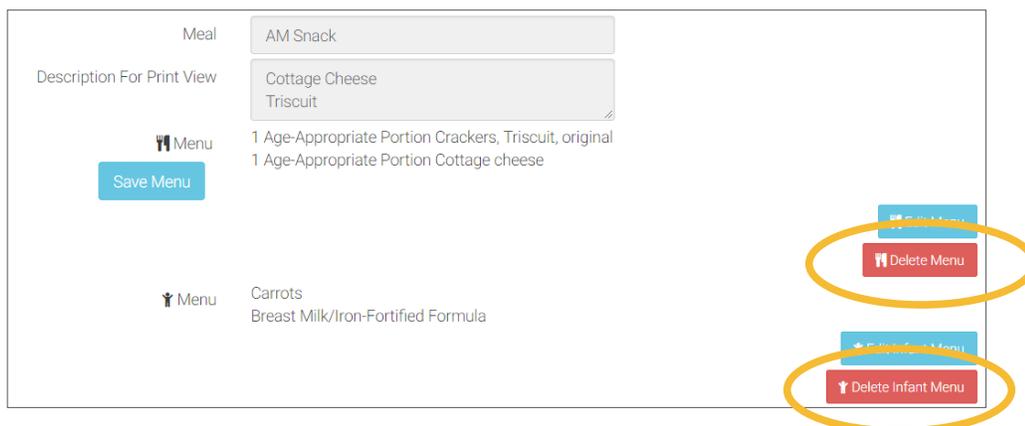
You may delete a menu as long as the meal has not been included in a claim. If a food production record has been created based on the menu, deleting the menu will ALSO delete the food production record. This is to ensure that the menu and food production record always match.

To delete a menu for a single day:
- Click on Menu on the main dashboard.
- Click on the date and meal that you want to delete.
- Click the red "Delete Menu" or "Delete Infant Menu" button.
- The menu is now deleted and the fork/knife icon disappears from the menu calendar.

To delete a menu for multiple days:
- Click on Menu on the main dashboard.
- Click on the "Delete Menus" button at the top of the page.
- Select the Delete From, Delete To and Meal you wish to delete.
- Click the red "Delete Menus" button.