



Guidelines for publishing menus.

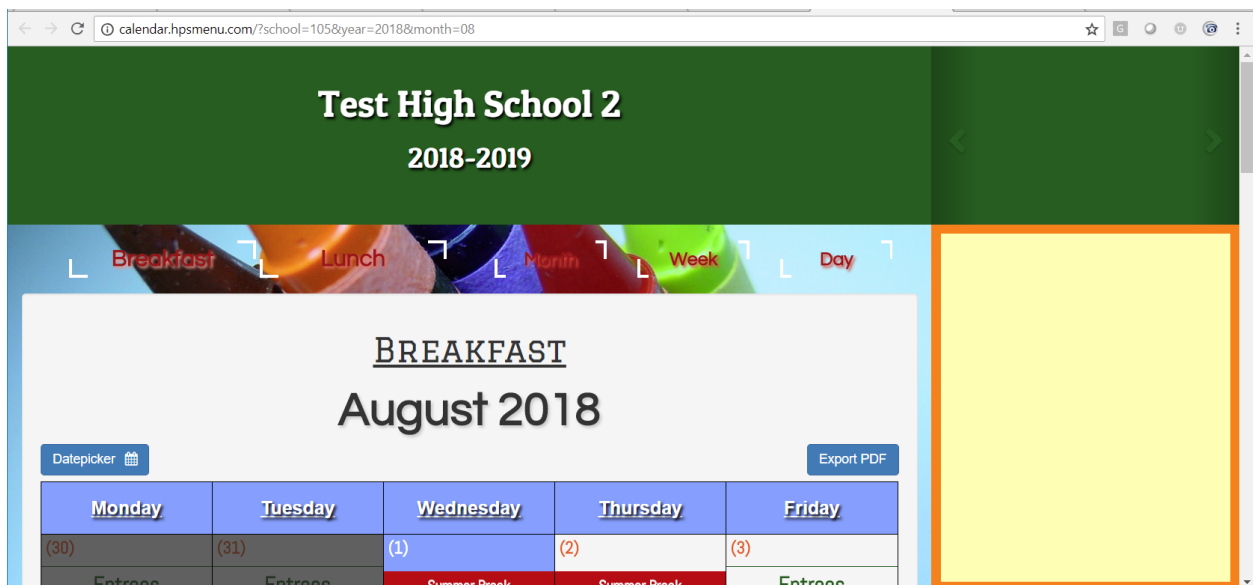
Purpose:

This How To guide is designed to provide instruction on how to publish menus from the HPS Menu Planner application and make the URL available to the district IT department for accessing publicly.

Instructions:

Begin by publishing and reviewing your menu calendar from the HPS Menu Planner application located at <https://hpsmenu.com>

Once you have selected a publishing template, and click on the Publish button, your browser should open a new tab or window and forward to your published menu (example listed below):



The URL to use for publishing is a portion of the initial URL for previewing the calendar. When publishing, the site supports future months, and therefore forwards the view to the published month. However, by default, the site assumes that you are trying to view the current month. Therefore, the url you should provide for publishing should be:

https://calendar.hpsmenu.com/?school={school_id}

Example:

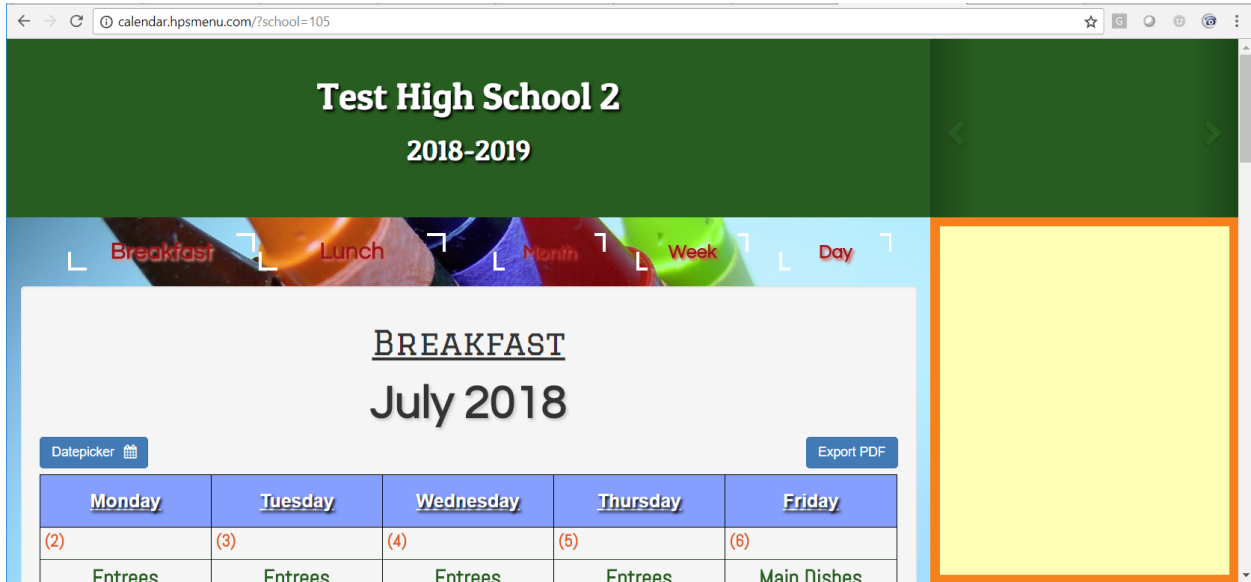
The initial published URL for August was:

<https://calendar.hpsmenu.com/?school=105&year=2018&month=08>

The published URL should eliminate the year and month:

<https://calendar.hpsmenu.com/?school=105>

This approach will allow the calendar to remain up to date within the current month, no matter when the calendar was published.



Potential Issues and Considerations:

Published calendars require standard web ports to be open for viewing including port 80, 443, and 8080.

SSL implementations have been completed in full. HPS Menu Planner uses the following URLs to edit and publish menus; all should be allowed through the firewall:

<https://hpsmenu.com>

<https://www.hpsmenu.com>

<https://calendar.hpsmenu.com>

<https://api.hpsmenu.com>

Note: If the generic URL in the format https://calendar.hpsmenu.com/?school={school_id} is used to publish the calendar, and there is not yet a calendar published for the **current month**, the user will receive a 404 error.

Mobile Apps are also available in the Apple store, and Google Play under the title "Menus for Schools":

