

How to Find a Shared Menu

In the Menu section - use the **School View** to select the school building you want to Import the Menu(s) to.

Choose **Shared Menus** from the drop down box

School View:

My Menu

- My Menu
- Shared Menu**
- Menu with Meal Component Conflicts (SLE)
- Deactivated Menu

A listing of all Shared Menu will show up. Use the **Search box** to input in the name of the Menu you are looking for.

Type in **HPS** to bring up the **Back To School Menus**.

Click on the blue **Detail** button to bring it into your Menus.

Shared Menu Table

Description	Event Color	School	District	Detail
9-12- I/W Monday Week 1		HPS High School	HPS District	<input type="button" value="Detail"/>
9-12- I/W Tuesday Week 1		HPS High School	HPS District	<input type="button" value="Detail"/>

If this is the menu you want - click on the **Import** button to bring it into "your menus"

Daily Menu Header

Menu Name: Menu Color:

Creation Date: Last Edit:

Make any desired changes to the Menu name and/or Menu color then click the blue **Submit** button.

Daily Menu Header

Menu Name: Menu Color:

Average Recipe Serving Count: Estimated Required Serving Count:

When you are the Menu's section, you will see the newly imported menu under **My Menu**.

You now have full control of this menu and can edit it in any way you like.

Home / Menu School View:

My Menu Table

Description	Event Color	Creation Date	Last Edit	Is Copy	Detail
HPS COVID MENU I/W Monday Week 1		2020-06-09 10:06:06	2020-06-09 10:10:30	1	<input type="button" value="Detail"/>