## 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:                              | HPS Eleme | entary School- te | st 🗸     | Reset View |
|---|-----------|-------------------|----------|------------|
|   |           |                   |          |            |
|   |           |                   |          |            |
|   |           |                   |          |            |
| My Menus                                  | \$        | Edit Stations     | Create N | lew Menu   |
| My Menus                                  |           |                   |          |            |
| Shared Menus                              |           |                   |          |            |
| Menus with Meal Component Conflicts (SLE) |           |                   |          |            |
| Deactivated Menus                         |           |                   |          |            |

A listing of all Shared Menus 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.

| l | 🛿 Shared Menu Table      |               |                 |      |              |               |                 |
|---|--------------------------|---------------|-----------------|------|--------------|---------------|-----------------|
| ( | Q HPS                    |               |                 | Shar | ed Menus 🗘   | Edit Stations | Create New Menu |
|   | Description              | Event Color 🔺 | School          |      | District     |               | 🗘 Detail        |
|   | 9-12- I/W Monday Week 1  |               | HPS High School |      | HPS District |               | 🖸 Detail        |
|   | 9-12- I/W Tuesday Week 1 |               | HPS High School |      | HPS District |               | 🖸 Detail        |

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

| 🌐 Daily Menu Header 💊   |                     |                     |                   |                           |            |      |  |  |  |
|-------------------------|---------------------|---------------------|-------------------|---------------------------|------------|------|--|--|--|
|                         |                     | Calculate Nutrition | Calculate My Cost | Nutrition Analysis Export |            | Back |  |  |  |
|                         |                     |                     |                   |                           | $\bigcirc$ |      |  |  |  |
| Menu Name               | Menu Color          |                     |                   |                           |            |      |  |  |  |
| 9-12- I/W Monday Week 1 |                     |                     |                   |                           |            |      |  |  |  |
| Creation Date           | Last Edit           |                     |                   |                           |            |      |  |  |  |
| 2020-06-01 11:57:01     | 2020-06-09 09:29:45 |                     |                   |                           |            |      |  |  |  |

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

| 🌐 Daily Menu Header            | Back                             | ] |
|--------------------------------|----------------------------------|---|
| Menu Name                      | Menu Color                       |   |
| 9-12- I/W Monday Week 1_IMPORT | ▼                                |   |
| Average Recipe Serving Count   | Estimated Required Serving Count |   |
| 85.714285714286                | 85.714285714286                  |   |
|                                |                                  |   |
|                                | Back Submit                      | ) |

When you are the Menu's section, you will see the newly imported menu under  $\ensuremath{\textit{My Menus}}$  .

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

| Home / Menus School View: HPS High School - test |             |                                  |             |                     |         |               | n School - test | ✓ Reset View    |
|--|-------------|----------------------------------|-------------|---------------------|---------|---------------|-----------------|-----------------|
| <i>∎</i>   | My M        | enu Table                        |             |                     |         |               |                 |                 |
|  | Q           |                                  |             |                     |         | My Menus 🗢    | Edit Stations   | Create New Menu |
|  | Description |                                  | Event Color | Creation Date       | Last Ed | it 🗘          | ls Copy         | Detail          |
|  |             | HPS COVID MENU I/W Monday Week 1 |             | 2020-06-09 10:06:06 | 2020-0  | 6-09 10:10:30 | 1               | 🖸 Detail        |