


Copy Meals

Background: Use the steps below to copy meals on your cycle menu template. The entire menu, elected days, selected meals, or selected diet restrictions can be copied to other locations.

1. From the homepage, go to  **Edit Menus**.

Hint: Make sure the correct Menu Cycle is chosen. If not, navigate to [Switch Cycle](#) in the top right corner.

2. Click  **Copy Meals** in the top right corner.

➤ **#1** Select the Diet Restriction to Copy

- If you want to copy the menu for a single diet restriction, select the icon next to **Diet Restriction** below **Source**. Click in the box and select the **Source Diet Restriction** you want to copy from and then select the icon next to one of the **Destinations**. Click Next.
- If you want to copy from all **Diet Restrictions**, select the icon next to **All Diet Restrictions**. Click Next.

Note: Click on [‘Select’](#) below Source to change the menu template used as the source of copying meals.

➤ **#2** Select the Meals to Copy

- If you want to copy all meals from the menu, select the icon next to **All Meals** under both **Source** and **Destination**. Click Next.
- If you want to copy only certain meals, select the icon next to **Selected Meals** under both **Source** and **Destination**. Select the meals you want to copy in the box below **Source** and the meals you want to copy to under **Destination**. Click Next.


➤ **#3** Select the Cycle Days to Copy

- If you want to apply to all cycle days, select the icon next to **All** under both the **Source** and **Destination**. Click Next.
- If you want to copy the current cycle day, select the icon next to **Current** below **Source**. Select one of icons below **Destination** to control which days will be copied into: Current Day, All Days in the cycle menu, or Range of Days. Click Next.
- If you want to specify which cycle days to copy, select the icon next to **Range** below **Source** and select a range of days or individual days from the calendar below. Select the icon next to **Range** below **Destination** and select a range of days or individual days from the calendar.

➤ **#4** Confirm and Copy

- This page summarizes the choices you made in the previous steps. If the choices are accepted, click **Copy** to proceed.

Note: Click [‘Back’](#) to make any final changes before copying.

- Once successfully copied, a confirmation message will appear on the screen and sent back to the  **Edit Menus** page.

Note: Customer is responsible for revision of menus to meet federal and state regulatory agency guidelines. Menu Solutions dietitians are not able to provide RD signature or license number for menus and materials under any circumstances.