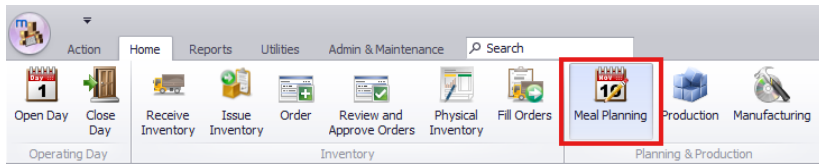
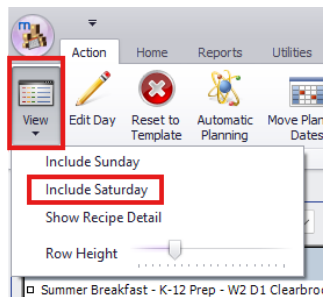
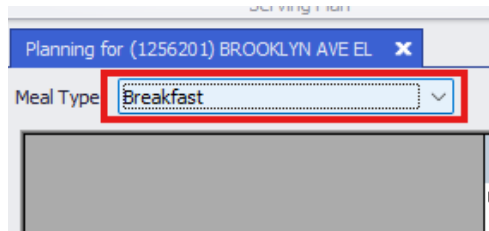


Creating a Saturday Meal Plan Quick Guide

From within the **Home** tab on the ribbon select **Meal Planning**



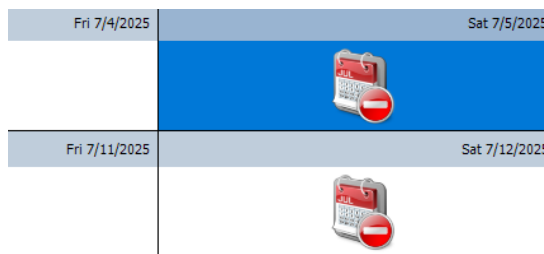
From within **Meal Planning** there will be your cafeteria's calendar view, from here you will be able to see all the meals that have been planned for your site. Underneath where it says planning will be a **Meal Type** drop down list. Select the correct Meal Type.



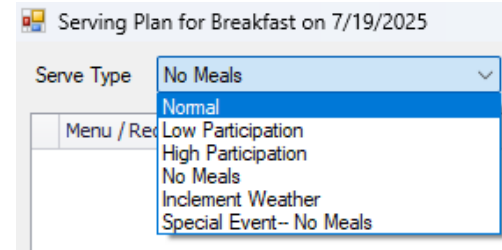
In the Action tab, there will be options to either edit days of the meal planning, print the calendar view of which **Meal Type** is currently selected and change the **View**. From changing the view, the options will include putting **Saturday** or **Sundays** on this meal plan, all standard calendars will show Monday - Friday.

Changing the row height could also include the **Recipe Details** for the menus. If there is a Saturday meal plan coming up, simply click on **View** → **Include Saturday**.

Next, select the Saturday that needs to have a meal planning set up, either double click the day or click *Edit Day*.



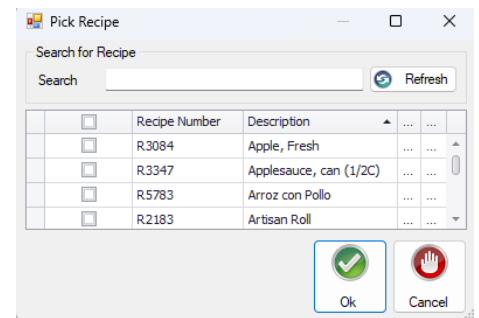
The first step will be to change the **Serve Type** on the top left-hand corner from **No Meals** to **Normal**, if this isn't selected it will give you an error message and will not let the day to be completed.



In the lower left-hand corner of the **Meal Plan** there will be an **Add** button, when clicking on this button it will then prompt the ability to add menus to this meal. Once the menu has been selected, put in the number of meals intended for being served for this Saturday.



If the selected menu does not have the correct recipes, again click on the **Add** on the bottom left of the page and here it will give the option to add an additional menu or recipe. When all is entered properly, click **OK** on the bottom right of the page.



Menu / Recipe #	Menu / Recipe Description	Count Type	Menu Category / Item Type	Offer vs Serve	K-5	Adults/Empl.
BK EEC Prep-W2D1 CB	Breakfast - EEC Prep - W2 D1 Clearbrook	Meals Planned	Unsubscribable Meal	<input checked="" type="checkbox"/>	0	0
R2437	Deluxe Cereal-Crunch	Servings Planned		<input type="checkbox"/>	0	0
R2449	Deluxe Cereal-Honey Cheerios	Servings Planned		<input type="checkbox"/>	0	0
R3148	Orange, Fresh (1/2 C)	Servings Planned		<input type="checkbox"/>	0	0
R8034 CB	Milk White Low Fat Carton (EEC) - Clearbrook	Servings Planned		<input type="checkbox"/>	0	0

Since we planned our meal, the day will turn **green** which means that the day has been planned for meals and is set for production. This process would then be repeated if further Saturday programs exist within your calendar.

Thu 7/17/2025	Fri 7/18/2025	Sat 7/19/2025
1:04 Clearbrook	0 Summer Breakfast - K-12 Prep - W2 D5 Clearbrook	0 Breakfast - EEC Prep - W2 D1 Clearbrook
Thu 7/24/2025	Fri 7/25/2025	Sat 7/26/2025
1:04 Clearbrook	0 Summer Breakfast - K-12 Prep - W1 D5 Clearbrook	
Thu 7/31/2025	Fri 8/1/2025	Sat 8/2/2025