

# Lunch Menu Manager User Instructions

## Description

This document serves as the instructions for use of the lunch menu management system, Lunch Menu Manager (LMM).

The purpose of Lunch Menu Manager is to provide a centralized menu management suite that will consolidate a number of processes into a much simpler, single-entry solution. The goal is for all of the deliverers where menu data may be required to retrieve that data from the same source, expediting the distribution process.

LMM can be used to automatically synchronize menus with websites and other applications. In addition to web publishing, LMM provides a simple method to generate printable and sharable PDF menus.

## Instructions

### Logging in

1. At the Login screen, type the Username and Password that you chose for the menu system. If you did not yet choose a password or have forgotten it, contact your webmaster or technology department.



Username

Password

2. Click the Login button to enter the administrator panel.
3. You should now see the current month's calendar.

Frontier Jr./Sr. High School				
March 2016				
Lunch menu				
Monday	Tuesday	Wednesday	Thursday	Friday
	<b>1</b> cherry blossom chicken vegetable fried rice green pepper strips baby carrots applesauce	<b>2</b> orange chicken garden spinach salad green pepper strips baby carrots applesauce or orange slices southwest chicken salad	<b>3</b> pepperoni calzone baked beans pineapple or apple southwest chicken salad	<b>4</b> salisbury steak mashed potatoes w/gravy green beans dinner roll w/butter cup diced pears or apple southwest chicken salad
<b>7</b> nacho supreme leaf lettuce tomato wedges celery sticks refried beans pineapple tidbits or apple southwest chicken salad	<b>8</b> spicy chicken sandwich green beans cucumber slices graham snack 9-12 applesauce southwest chicken salad	<b>9</b> spaghetti w/meat sauce garden spinach salad seasoned peas garlic bread apple taco salad	<b>10</b> breaded chicken sandwich fresh broccoli corn cookie 9-12 diced peaches or apple taco salad	<b>11</b> breakfast for lunch: sausage patty biscuit w/sausage gravy hash brown patty diced peaches or apple taco salad
<b>14</b> chicken noodles mashed potatoes green beans dinner roll w/butter cup orange wedges or apple taco salad	<b>15</b> pepperoni calzone strawberry spinach salad baked beans pineapple tidbits or apple taco salad	<b>16</b> corn dog steamed broccoli curly fries apple oatmeal bar 9-12 strawberries or apple chef salad	<b>17</b> chicken nuggets mashed potatoes w/gravy green beans dinner roll w/butter cup diced peaches or apple cobb salad	<b>18</b> hamburger on wg bun garden spinach salad curly fries wg animal crackers 9-12 mixed fruit or apple chef salad
<b>21</b> nacho supreme leaf lettuce tomato wedges celery sticks refried beans pineapple tidbits or apple chef salad	<b>22</b> pepperoni pizza tossed salad w/romaine baby carrots w/ranch pretzel diced pears or apple chef salad	<b>23</b> chicken wrap southern style sweet potatoes baby carrots spanish rice applesauce cobb salad	<b>24</b> country style beef patty mashed potatoes w/gravy steamed broccoli dinner roll w/butter cup diced peaches or apple cobb salad	<b>25</b> ham & cheese calzone potato wedges baby carrots and cucumber slices w/ ranch graham snack pineapple tidbits or apple cobb salad
<b>28</b> stromboli roasted garlic lemon broccoli corn applesauce cobb salad	<b>29</b> chicken noodles mashed potatoes green beans dinner roll w/butter cup orange wedges or apple cobb salad	<b>30</b> mystery meat sandwich curly fries baby carrots w/ranch sugar cookie 9-12 diced peaches or apple greek salad	<b>31</b> salisbury steak mashed potatoes w/gravy green beans dinner roll w/butter cup diced pears or apple greek salad	

VARIETY 1% OR LOWFAT MILK CHOICE SERVED WITH ALL MEALS.  
VARIETY FRUIT JUICE OFFERED AT LUNCH FOR GRADES 9-12 ONLY.

## Adding menu entries

1. The calendar will initially display the current month. If you wish to switch to a different month, use the left and right navigation buttons at the top center of the page.



2. To select a day, simply click on the corresponding box in the month calendar view. You will be presented a box in which you can enter the menu items for that day.

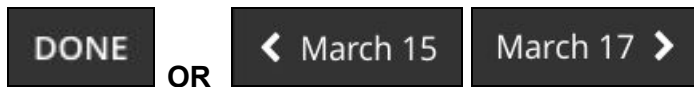
Wednesday, March 16, 2016

DONE




BREAKFAST	PREVIEW
<div>egg patty on english muffin or variety cereal fruit choice variety fruit juice variety milk</div>	<div>16 egg patty on english muffin or variety cereal fruit choice variety fruit juice variety milk</div>
LUNCH	PREVIEW
<div>corn dog steamed broccoli curly fries apple oatmeal bar 9-12 strawberries or apple</div>	<div>16 corn dog steamed broccoli curly fries apple oatmeal bar 9-12 strawberries or apple chef salad</div>
<div><div>chef</div>salad</div>	

3. Enter the breakfast items, pressing enter/return after each. You should type one item per line because that is how it will appear on the menu. Limit the breakfast menu for any given day to **seven lines**; otherwise, it may not fit on the menu. The previews at right will update as you type, so you know how it will look on the calendar.

4. Enter the lunch items, pressing enter/return after each. Limit the lunch menu for any given day to **six lines** (or seven if you choose not to enter a salad option below).
5. If applicable, enter the salad option for the day, omitting the word *salad*. For example, if the day's salad choice is taco salad, type only the word *taco* in the salad box. The salad choice will be added as a separate line on the lunch menu for that day. You may leave this field blank if there is no salad choice.
6. To save the menu data on your screen, you may tap the DONE button in the top right of the menu editor box; **OR** you may click the left and right arrows to quickly move between days of the current month.



7. If you made changes, they will be saved automatically when you click the DONE or left and right day navigation buttons. To reassure you that the changes were saved successfully, the normally-blue logo in the upper left of the window will temporarily switch to green or red, representing success or failure respectively.


NORMAL =  ; SUCCESS =  ; FAILURE = 

### Adding notes to the bottom of a monthly menu

8. The calendar will initially display the current month. If you wish to switch to a different month, use the left and right navigation buttons at the top center of the page.



1. Click on the footer area beneath the calendar. If no footer is set, this will read "(no footer text)."

 Edit footer (no footer text)
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2. Type the notes for the for the month in the box. Please limit your input to **four lines**; otherwise, the printable calendar may not fit on a single page.

<b>Footnotes</b>	<b>DONE</b>
<p>This text will be displayed in the footer of the calendar for the selected month. Printed menus may span two pages if these footnotes exceed five lines.</p> <div>VARIETY 1% OR LOWFAT MILK CHOICE SERVED WITH ALL MEALS. VARIETY FRUIT JUICE OFFERED AT LUNCH FOR GRADES 9-12 ONLY.</div>	

3. Click DONE.

<b>DONE</b>
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4. The notes will now appear at the bottom of the calendar. You may now Print or Share the calendar with the respective buttons, and the notes will be included.

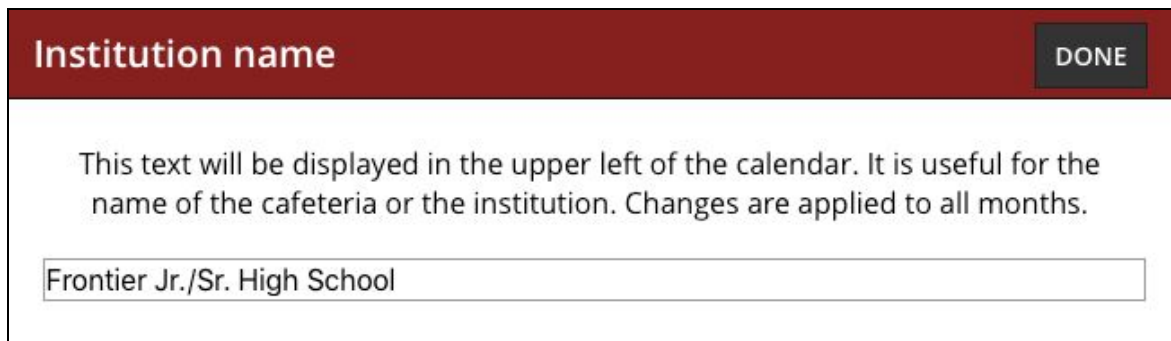
 Print	 Share
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## Adding a title to the top left of the calendar

1. Click the area to the left of the current month name.



2. Type the title, such as the name of the institution or cafeteria, in the box. Only **one line** is permitted in this box.

A screenshot of a form titled 'Institution name' in a dark red header bar. In the top right corner of the header is a dark grey button with the text 'DONE'. Below the header, there is a text area containing the instruction: 'This text will be displayed in the upper left of the calendar. It is useful for the name of the cafeteria or the institution. Changes are applied to all months.' At the bottom of the form is a text input field containing the text 'Frontier Jr./Sr. High School'.

3. Click Done.



4. The title will now appear in the top left of the calendar. It applies to *each* month, not just the current one. You may now navigate to a month and Print or Share the calendar with the respective buttons, and the title will be included.

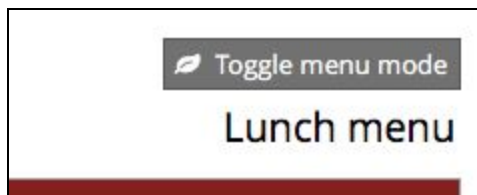


## Printing the monthly menu

1. The calendar will initially display the current month. If you wish to switch to a different month, use the left and right arrow buttons at the top of the page.



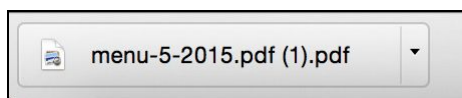
2. Initially, the calendar for the month will display the **lunch items** only. If you wish to print a menu for the **breakfast items** instead, click the area with the text on the top right of the calendar which reads "Lunch menu."



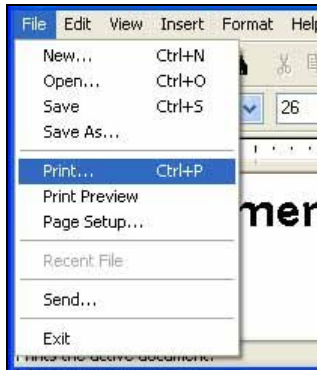
3. Once the menu appears as you'd like, click the Print button at the top of the page. The system will generate a printable version of the menu in the form of a document. It will automatically download within a few seconds of clicking the button.



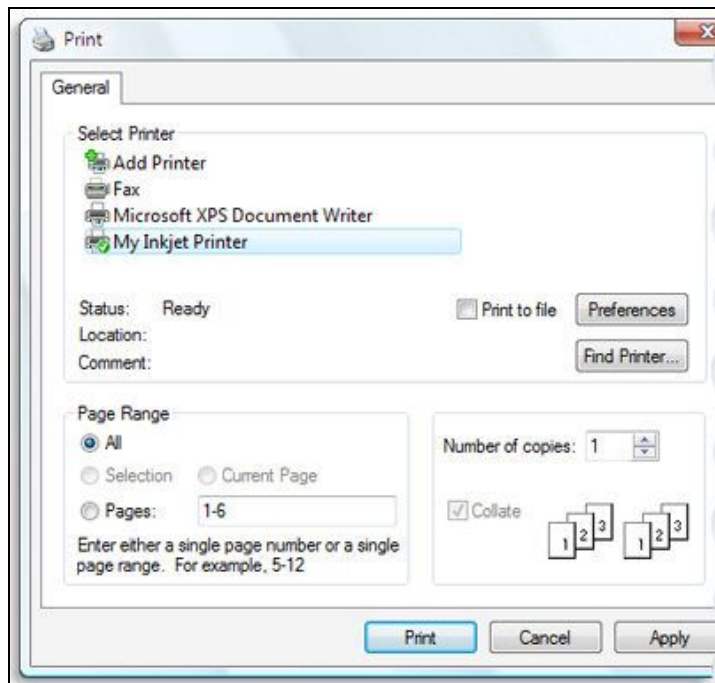
4. Once downloaded, open the PDF document from the Downloads bar at the bottom of the window. You may also save the document if you wish to keep it on your computer.



5. After opening the generated document, you still have to print it. Open the File menu in the top left of the window and then click Print.



6. You will be presented with the system print dialog where you can select the printing preferences and finally print the menu.



Last updated: 16 June 2017