

## Add or Edit the Lunch Menu

You can use Menu Items to add, edit, and remove items to create your school's lunch menu. Setting up the menu items is a one-time set up feature unless you need to make changes to the items.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
  2. Select **Menu Items**. The Menu Items dialog box displays.
  3. On the toolbar, click **New**. The Add Menu Item dialog box displays.
  4. Enter the menu item information.
  5. Click **OK**.
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1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
  2. Select **Menu Items**. The Menu Items dialog box displays.
  3. Select a menu item, and on the toolbar click **Edit**. The Edit Lunch Item dialog box displays.
  4. Edit the menu item information.
  5. Click **OK**.
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1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
  2. Select **Menu Items**. The Menu Items dialog box displays.
  3. Select a menu item, and on the toolbar click **Delete**.
  4. Click **Yes**.

You can use a barcode scanner to scan the UPC of your menu items. The scanned barcode automatically appears in the UPC field.



### Tip

You can enter up to 20 characters in the UPC Code field. The UPC code for an item will auto-fill a selected field, if you scan a barcode while in add/edit mode. You can also print a list of barcodes from the menu items grid.

1. On the Home screen, click **Lunch**. The Lunch Management Assistant displays.
2. Click **Menu Items**. The Menu Items dialog box displays.
3. On the toolbar, click **Print > Scannable Barcodes**. The Print dialog box displays.
4. Make your selections, and click **OK**.