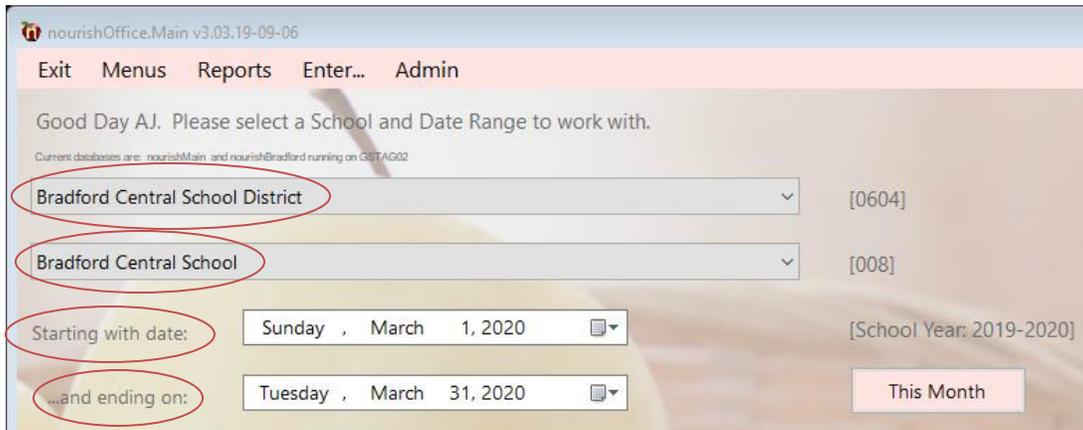


## Adding Items to Breakfast Menu

The Breakfast Menu is unique since the items are not pulled from NutriKids but instead exist in a separate menu. For any permanent changes, do those in the Master Menu instead of the Location's Breakfast.

Open NourishOffice and Select the appropriate **District**, **School** and **Date**.



nourishOffice.Main v3.03.19-09-06

Exit Menus Reports Enter... Admin

Good Day AJ. Please select a School and Date Range to work with.

Current databases are: nourishMain and nourishBradford running on GSTAG02

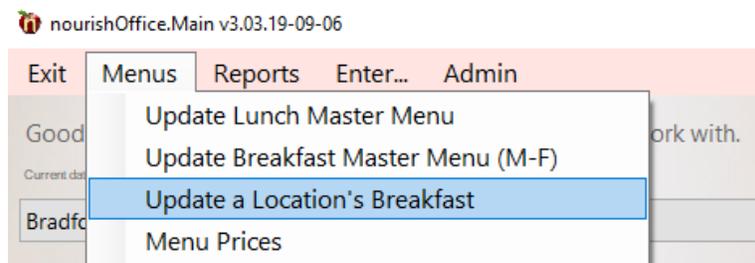
Bradford Central School District [0604]

Bradford Central School [008]

Starting with date: Sunday, March 1, 2020 [School Year: 2019-2020]

...and ending on: Tuesday, March 31, 2020 [This Month]

Select **Menus>Update A Location's Breakfast**



nourishOffice.Main v3.03.19-09-06

Exit Menus Reports Enter... Admin

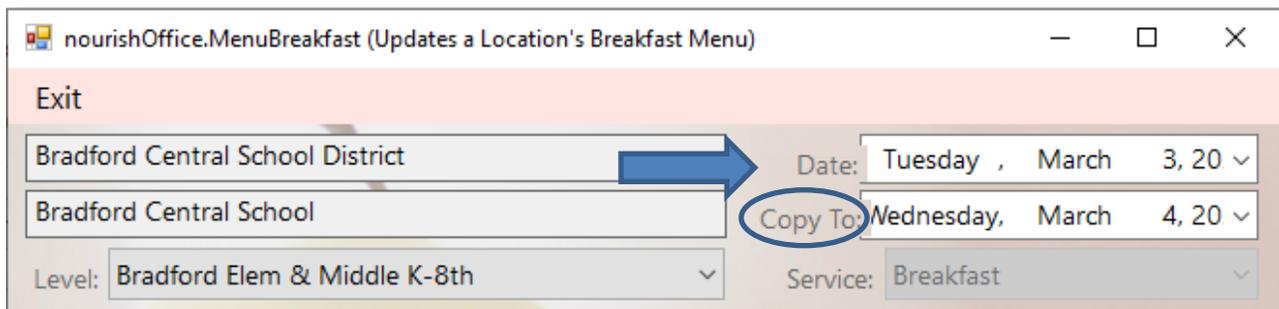
Update Lunch Master Menu

Update Breakfast Master Menu (M-F)

Update a Location's Breakfast

Menu Prices

Verify the **District**, **School** and **Menu** Level, if there a multiple menu levels. The **Date field** is the date the item was served. The **Copy To** field is the date you wish to copy the item to. **\*\*Note – be sure to verify the item does not already exist on the preferred date. Duplication of menu items will cause production numbers to double. \*\***



nourishOffice.MenuBreakfast (Updates a Location's Breakfast Menu)

Exit

Bradford Central School District

Bradford Central School

Level: Bradford Elem & Middle K-8th

Date: Tuesday, March 3, 20

Copy To: Wednesday, March 4, 20

Service: Breakfast

In this example, I confirmed that the UBR wasn't already on the menu for 3-4-20 because we need to copy it from the March 3<sup>rd</sup> menu to the March 4<sup>th</sup> menu. To do so, place a check mark in the **Copy to** field and select **Make My Changes** to save. *Everything in white is on "Today's" menu and anything red and "Checked" can be "Unchecked" to add to "Today's" menu.*

Changes made, not yet applied. Discard My Make My Changes

Date	Description	Delete/Restore from/to 03-03-2020	Copy to 03-04-20
03/03/2020	Yogurt	<input type="checkbox"/>	<input type="checkbox"/>
03/03/2020	PBJ Sandwich	<input type="checkbox"/>	<input type="checkbox"/>
03/03/2020	Test Push	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/03/2020	No Second Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/03/2020	Coco Creme Bar	<input type="checkbox"/>	<input type="checkbox"/>
03/03/2020	Asst Fruit	<input type="checkbox"/>	<input type="checkbox"/>
03/03/2020	UBR	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/03/2020	Whole Bagel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/03/2020	Juice	<input type="checkbox"/>	<input type="checkbox"/>

*There is no need to push the menu as breakfast changes happen immediately.*

Exit out of NourishOffice when finished.

Exit