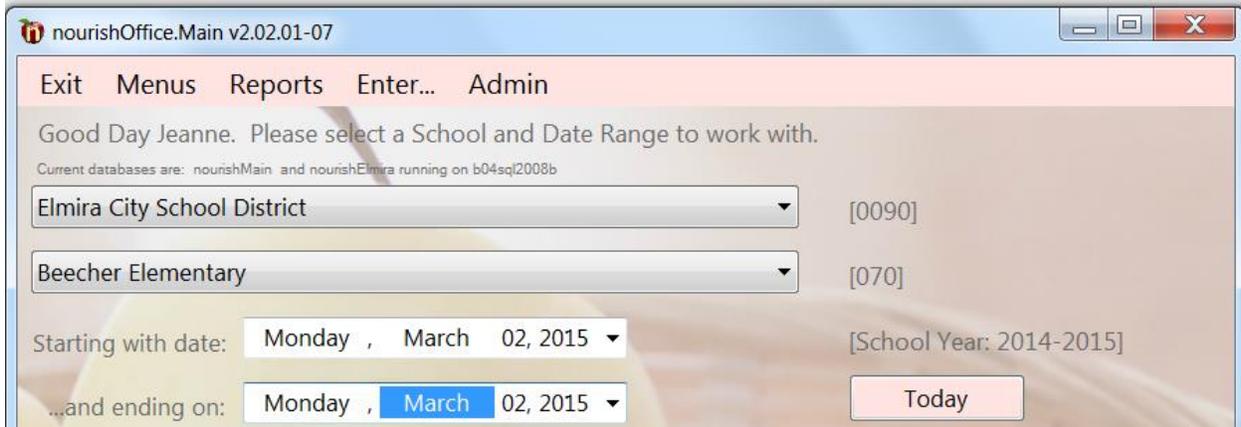


Delete Menu Items

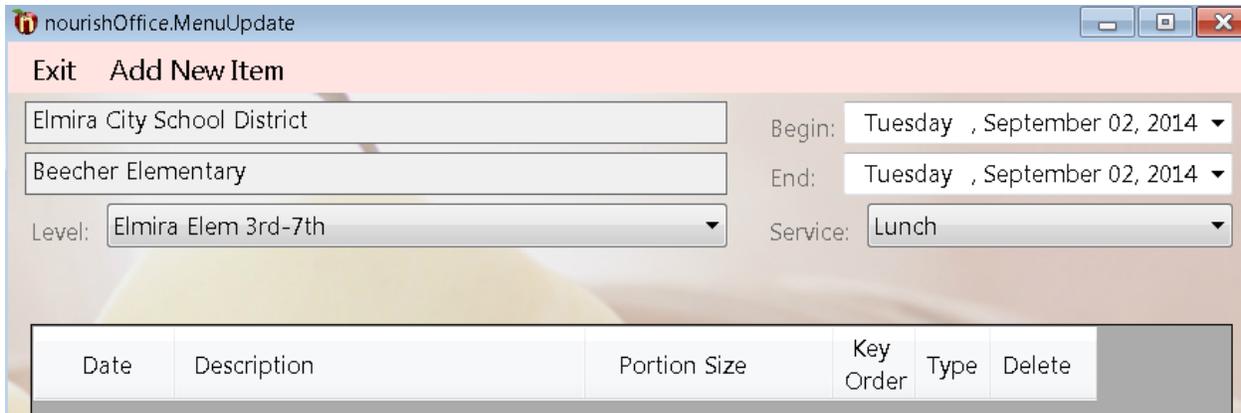
Nourish Office is used to remove items from the menu. *Only delete items with a future date so production numbers will not be affected.*

Open **Nourish Office**, select the appropriate school and set the date for the menu.



The screenshot shows the 'nourishOffice.Main v2.02.01-07' window. The menu bar includes 'Exit', 'Menus', 'Reports', 'Enter...', and 'Admin'. The main area displays 'Good Day Jeanne. Please select a School and Date Range to work with.' Below this, it lists current databases: 'nourishMain' and 'nourishElmira running on b04sql2008b'. There are two dropdown menus for school selection: 'Elmira City School District' (with ID [0090]) and 'Beecher Elementary' (with ID [070]). Date selection is shown with 'Starting with date: Monday, March 02, 2015' and '...and ending on: Monday, March 02, 2015'. A 'Today' button is also present. The school year is noted as '[School Year: 2014-2015]'.

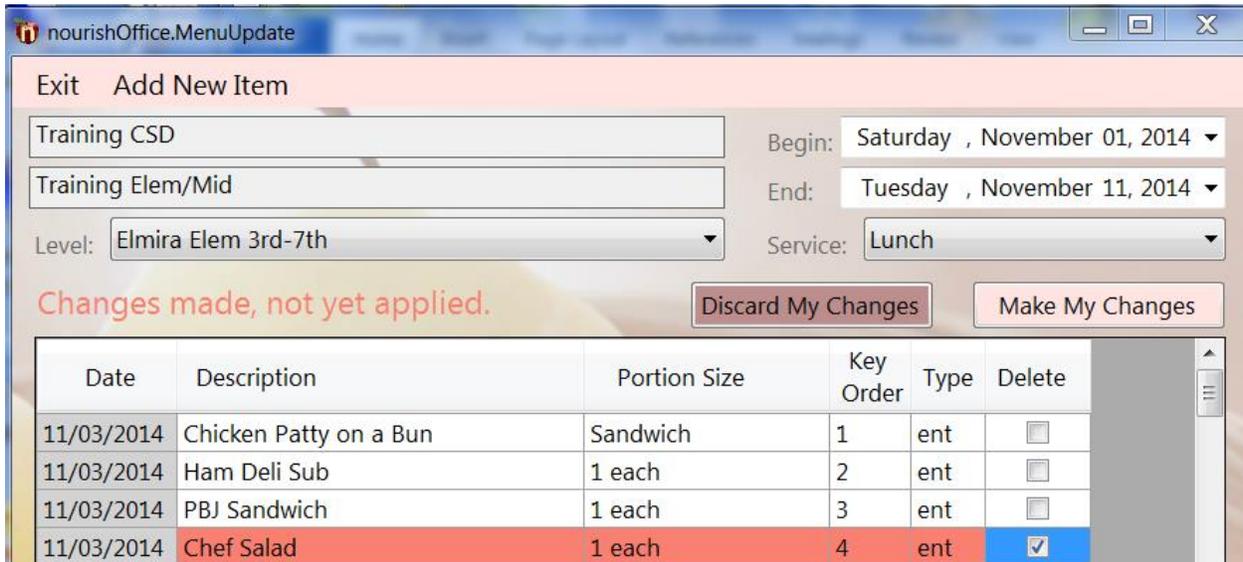
Select **Menu>Update Lunch Master Menu** to open the next screen. Verify the **Begin** date and **End** date as this is when the item will be removed from the menu.



The screenshot shows the 'nourishOffice.MenuUpdate' window. The menu bar includes 'Exit' and 'Add New Item'. The main area contains several input fields: 'Elmira City School District' and 'Beecher Elementary' (text boxes), 'Level: Elmira Elem 3rd-7th' (dropdown), 'Begin: Tuesday, September 02, 2014' (date picker), 'End: Tuesday, September 02, 2014' (date picker), and 'Service: Lunch' (dropdown). At the bottom, there is a table with the following columns: Date, Description, Portion Size, Key Order, Type, and Delete.

Date	Description	Portion Size	Key Order	Type	Delete
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Place a checkmark in the **Delete** column for the item(s) to be removed. The item line will highlight in red indicating which item(s) will be removed.



Training CSD Begin: Saturday , November 01, 2014

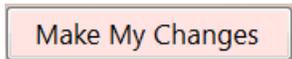
Training Elem/Mid End: Tuesday , November 11, 2014

Level: Elmira Elem 3rd-7th Service: Lunch

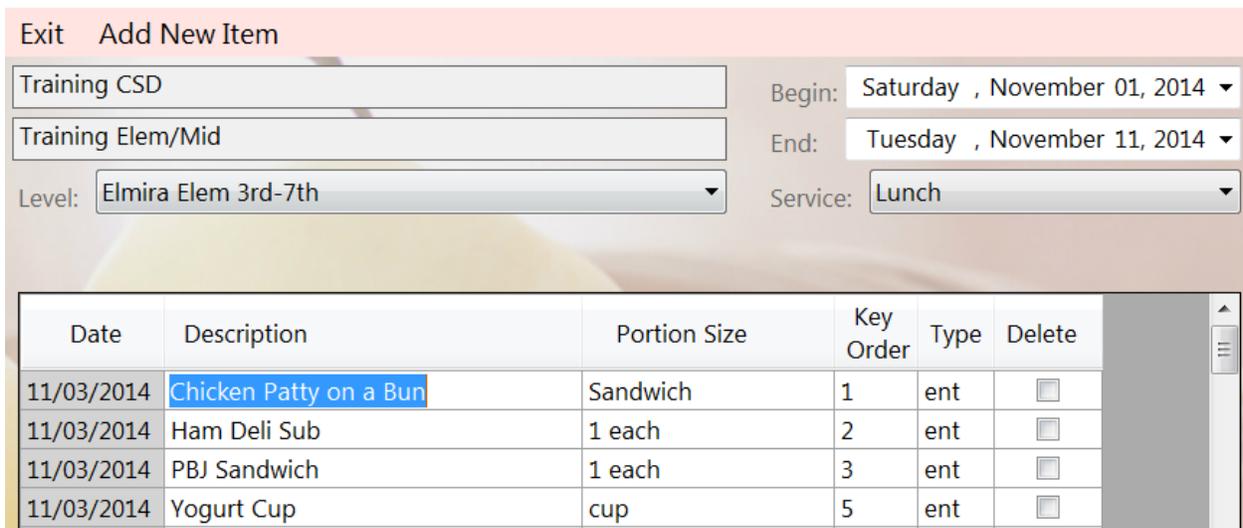
Changes made, not yet applied. Discard My Changes Make My Changes

Date	Description	Portion Size	Key Order	Type	Delete
11/03/2014	Chicken Patty on a Bun	Sandwich	1	ent	<input type="checkbox"/>
11/03/2014	Ham Deli Sub	1 each	2	ent	<input type="checkbox"/>
11/03/2014	PBJ Sandwich	1 each	3	ent	<input type="checkbox"/>
11/03/2014	Chef Salad	1 each	4	ent	<input checked="" type="checkbox"/>

When all items have been marked for deletion, select the **Make My Changes** button.



The item(s) will be removed from the list.



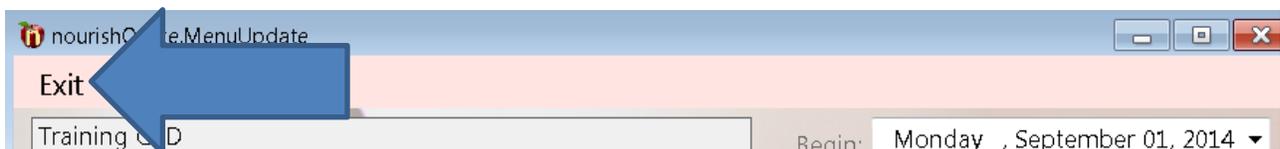
Training CSD Begin: Saturday , November 01, 2014

Training Elem/Mid End: Tuesday , November 11, 2014

Level: Elmira Elem 3rd-7th Service: Lunch

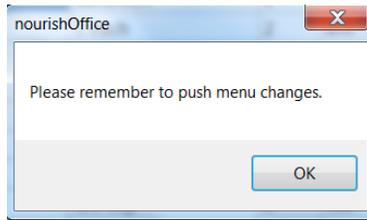
Date	Description	Portion Size	Key Order	Type	Delete
11/03/2014	Chicken Patty on a Bun	Sandwich	1	ent	<input type="checkbox"/>
11/03/2014	Ham Deli Sub	1 each	2	ent	<input type="checkbox"/>
11/03/2014	PBJ Sandwich	1 each	3	ent	<input type="checkbox"/>
11/03/2014	Yogurt Cup	cup	5	ent	<input type="checkbox"/>

Once all items have been removed select **Exit**.

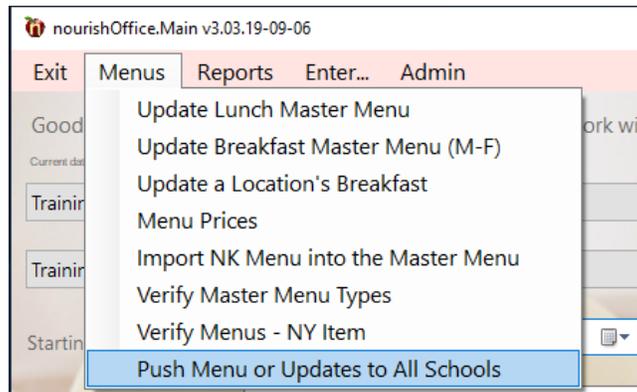


Exit Training CSD Begin: Monday , September 01, 2014

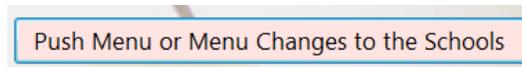
A window will appear reminding the user to push the recent menu changes.



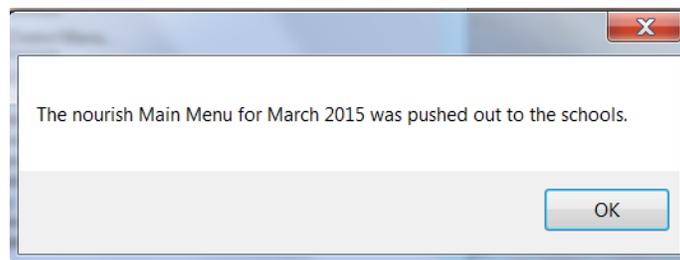
Select **Menus>Push Menu or Updates to All Schools**



Select the **Push Menu or Menu Changes to the Schools** button to begin.



Wait until the confirmation message appears confirming the push was successful. Select **OK**.



Select **Exit** to return to Nourish Office main menu. Select **Exit** again to quit Nourish Office.

