

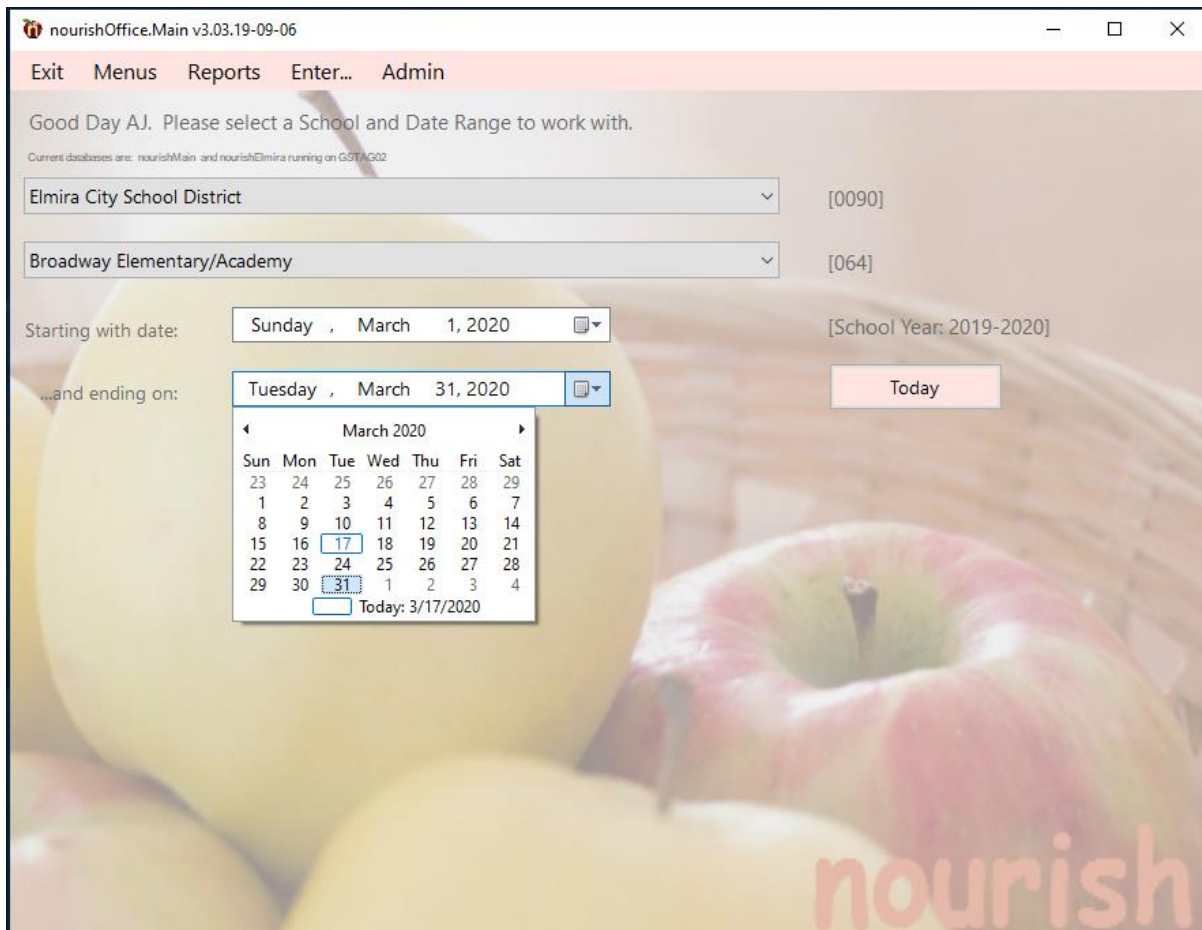
Menu Pricing

Menu Pricing can be updated using **Nourish Office**. Menu pricing includes Breakfast and Lunch prices for the following items:

- Meal Price
- 2nd Entrée Price
- Side Entrée
- 2nd Full Meal
- Adult Entrée
- Ala Carte (Milk, Soup, pb1, pb2, sd2)

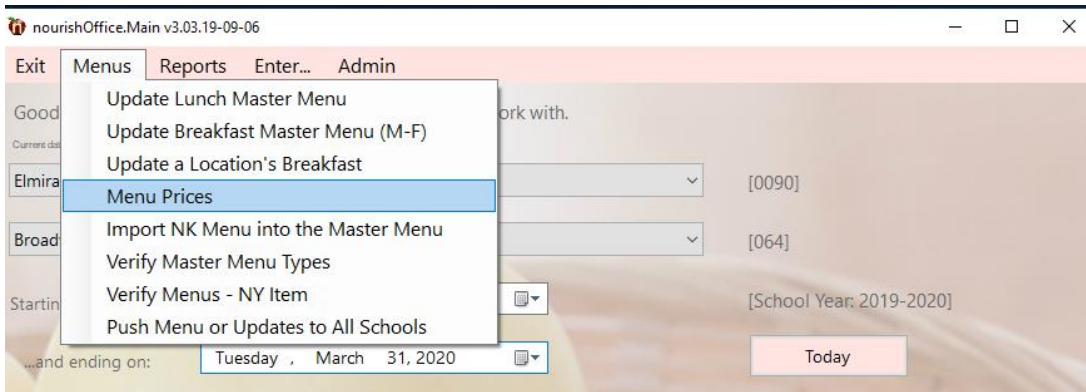
Note - Key Definitions are not set using the Menu Pricing Option. Use the Key Definition button from the Nourish Main page.

Open **Nourish Office** and select the appropriate district and school using the drop down arrows. Then select the appropriate date range using the drop down arrows to the right of the **Starting with date**, and **...and ending on:**. This will bring up a calendar, from which you can choose your dates.

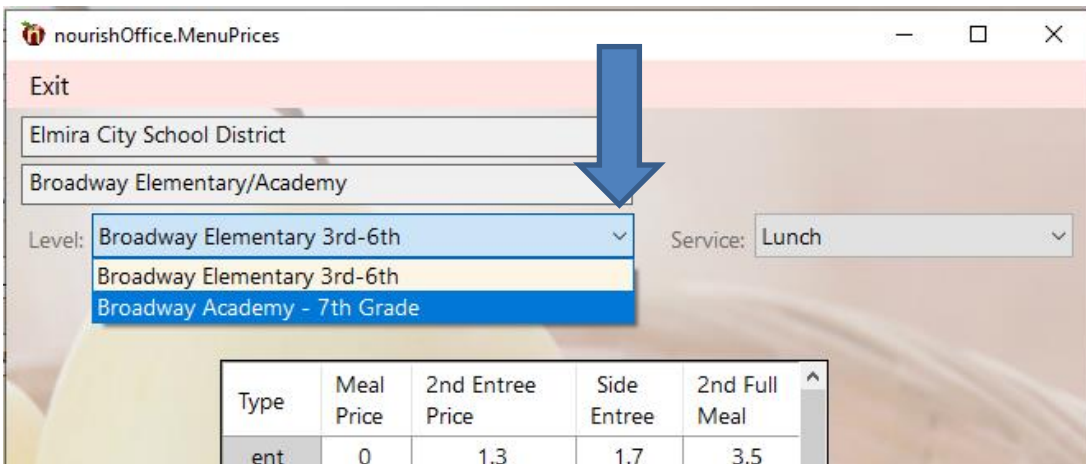


The screenshot shows the 'nourishOffice.Main v3.03.19-09-06' application window. The menu bar includes 'Exit', 'Menus', 'Reports', 'Enter...', and 'Admin'. The main area displays 'Good Day AJ. Please select a School and Date Range to work with.' Below this, there are two dropdown menus for 'School District' (set to 'Elmira City School District') and 'School' (set to 'Broadway Elementary/Academy'). The 'Starting with date:' field is set to 'Sunday, March 1, 2020' and the '...and ending on:' field is set to 'Tuesday, March 31, 2020'. A calendar for March 2020 is open, showing the date range from Sunday, March 1st to Tuesday, March 31st. The 'Today' button is highlighted. The background of the interface features a basket of apples and the 'nourish' logo.

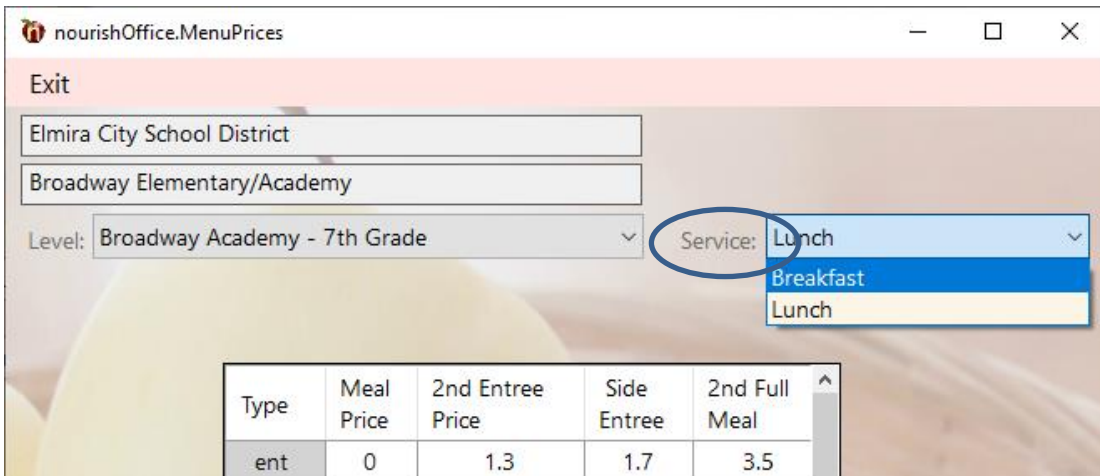
Select **Menus>Menu Prices** to begin.



A second window will open listing the school selected from the previous options. If there is more than one menu level at the school an additional drop down is indicated by the down arrow to the right of the school name.



Select Breakfast or Lunch from the **Service** option



Once all options have been selected the current menu prices appear. Prices in the white columns can be changed.



As changes are made, a new message appears indicating the changes have not been applied. Finish making all changes and then select the **Make My Changes** button to save. Selecting the **Discard My Changes** button will not make any changes.



Change the **Service** and/or **Level** to correct additional menu prices. When finished, select **Exit**.

If you need to change prices for a different school within the district, click **Exit** and start from step one at the top of the page.