

How To Guide - Copying Menus

A schedule is a set of menus and may contain one menu or more menus. Each menu may have a title and a set of menu items that can be ordered.

You may copy from any schedule to another schedule within a site. The source schedule must be "Pending", "Active" or "Completed" status. Once a schedule is "Closed" or is "Deleted" you are no longer able to copy from it.

1. Go to the **"ORDERS"** tab => click **"Current Schedules"** => select the schedule to go to the schedule summary page.
2. Click the **"Menus"** or **"Manage Form"** button at the top of the page.
3. Now the **"Copy or Link Menus"** icon beside a menu date. 
4. Select the source menu in the **"Copy From Menu"** drop down list. The source menu does not have to be in the current schedule, but it is not possible to link menus from different schedules.
5. If you are copying to existing menu dates, select the menus in the **"Copy To Existing Menu"** list. Use the CTRL key when clicking on dates to select multiple dates.
6. If you are copying to a new menu date enter the menu date and optionally the title.
7. The menus can be linked for **"Admin"**, **"Linked for Paper Orders"** or **"Linked for All Orders"**.
 - a. If **linked for admin** then any changes made to the source menu will be applied to the linked menus. (to help save editing time)
 - b. If **linked for paper orders** when a parent goes to print off a paper order form it will just print the items with the dates.
 - c. If **linked for ordering**, then what is ordered in the first menu will be applied to all linked menus.
8. Then click the **"Copy Menu"** button.

Once you have completed the menus the schedule is ready for parents to place orders.