

How To Guide - Working with Multiple Schedules

A **schedule** is a **set of menus** and **may contain just one or many menus**. It may be appropriate to have multiple schedules active at the same time to address different requirements such as different delivery schedules.

Some schools have split lunch periods where some grades have lunch at one time and other grades have lunch at a different time. In this case it may be best to setup two schedules so that you can generate separate supplier orders and delivery sheets.

1. Go to the "**ORDERS**" tab => "**Add a New Schedule**".
2. Give each schedule a meaningful title that reflects the delivery time as well. For example, "**Fall 2014 - Early Lunch**" and "**Fall 2014 - Late Lunch**". This will help you keep things straight and will assist your suppliers.
3. Create the schedules normally except at the bottom of the form select which classes will access each schedule in the "**Selected Access**" field.
4. For the first schedule select all the classes that have the first delivery time and then for the second schedule select the classes that have the second delivery time. Parents will only see one of the schedules for each of their children and there will be no confusion.
5. Click "Insert" to create the schedule

The next step is to create the menus for the schedule. When you have finished creating the menus for the first schedule go to the second schedule and copy all the menus.

You will have to generate two supplier orders for each menu date, but this will ensure that your food delivery is correct and the food is hot.

For suppliers that will only deliver once you can generate a multi-menu supplier order to include both menus for a single date.