

# Menu Building Checklist for School Staff (Single School – Meal Manager) V.1.0

This checklist offers a step-by-step guide for school staff members who use Cypad for in-house meal service.

## Support materials

If you haven't used the Cypad system before, we recommend going through the available support materials first.

Video channel [here](#)



Support articles and FAQs [here](#)



## Go through general settings

<b>1. Check prices</b> Decide whether prices should be set up on the menu item level, year or school.	<b>On the school level:</b> Settings>Site Info>Meal prices <b>On the menu item level:</b> Menus>Item>Meal prices	<input type="checkbox"/>
<b>2. Check the FSM allowance</b>	<b>FSM allowance:</b> Settings>Site Info>Basic Info>FSM daily allowance> Save	<input type="checkbox"/>

## Build the main menu

<p><b>1. Add menu items</b> The menu item is an individual meal on the menu, for example, fish and chips. Compulsory fields: Menu ID, Name, Menu Type</p>	<p><b>Create a new menu item:</b> Menu&gt;Items&gt;Add  <b>Copy a menu item:</b> Menu&gt;Items&gt;Select an Item&gt;Actions&gt;Copy Menu Item  <b>Archive a menu item:</b> Menu&gt;Items&gt;Select an Item&gt;Archive checkbox at the bottom&gt;Save  <b>Import menu items:</b> Menu&gt;Admin&gt;Menu Item Import</p>	<input type="checkbox"/>
<p><b>2. Create a weekly menu</b> The weekly menu is a base for a future menu. It should have a recognisable and clear name, for example, Spring 24/25 menu week 1.</p>	<p><b>Create a new menu:</b> Menus&gt;Menus&gt;Lunch&gt;Actions&gt;Add Menu  <b>Copy an existing menu:</b> Menus&gt;Menus&gt;Select a Menu&gt;Actions&gt;Copy Menu  <b>Archive menu:</b> Menus&gt;Menus&gt;Select a Menu&gt;Actions&gt;Edit Menu&gt;Archive checkbox&gt;Save  <b>Add menu items to the menu:</b> Menus&gt;Menus&gt;Select a Menu&gt; Drag and drop items to the menu&gt;Save</p>	<input type="checkbox"/>
<p><b>3. Add menus to the school template</b> Once menus are ready, they should be added to the right place in the school template</p>	<p>Menus&gt;Templates&gt;Select template&gt;Drag and drop menus according to weeks</p>	<input type="checkbox"/>
<p><b>4. Add allergy information to student records</b> This step is required in case you add allergy information and diet types at the menu item level. For example, if Student A is allergic to fish, this information should be added on the menu item level AND to student records.</p>	<p><b>On the menu item level:</b> Menus&gt;Items&gt;Select an item&gt;Select diet type or Allergy Tab on the left&gt;Save  <b>On the student level:</b> Meals&gt;Select a student&gt;Enter information in allergens, diet types, and diet notes&gt;Save</p>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>5. Check the final result</b></p>	<p>Menus&gt;Calendar&gt;In the calendar view check menus in the Menu column</p>	<input type="checkbox"/>

## Build theme day menus

<p><b>1.Add menu items for a theme day</b> This process is the same as creating menu items for the main menu</p>	<p><b>Create a new menu item:</b> Menu&gt; Items&gt;Add</p>	<input type="checkbox"/>
<p><b>2.Create a theme day menu and add menu items</b> A theme day menu is created following the same process as the main menu but in a different category.</p>	<p><b>Create a new theme day menu:</b> Menus&gt;Menus&gt;Theme Days&gt;Actions&gt;Add Menu <b>Add menu items to the menu:</b> Menus&gt;Menus&gt;Select a Menu&gt; Drag and drop items to the menu&gt;Save</p>	<input type="checkbox"/>
<p><b>3. Assign a theme day to the school calendar</b> Keep in mind that if you add a theme day on top of the live menu, all pre-orders for that day will be cancelled and notifications will be sent to parents. Theme days can be assigned to the whole school or only to selected classes/year groups.</p>	<p>Menus&gt;Calendar&gt;Drag and drop a theme day on the required date&gt;Select which class the theme day applies to&gt;Press 'Ok'</p>	<input type="checkbox"/>