

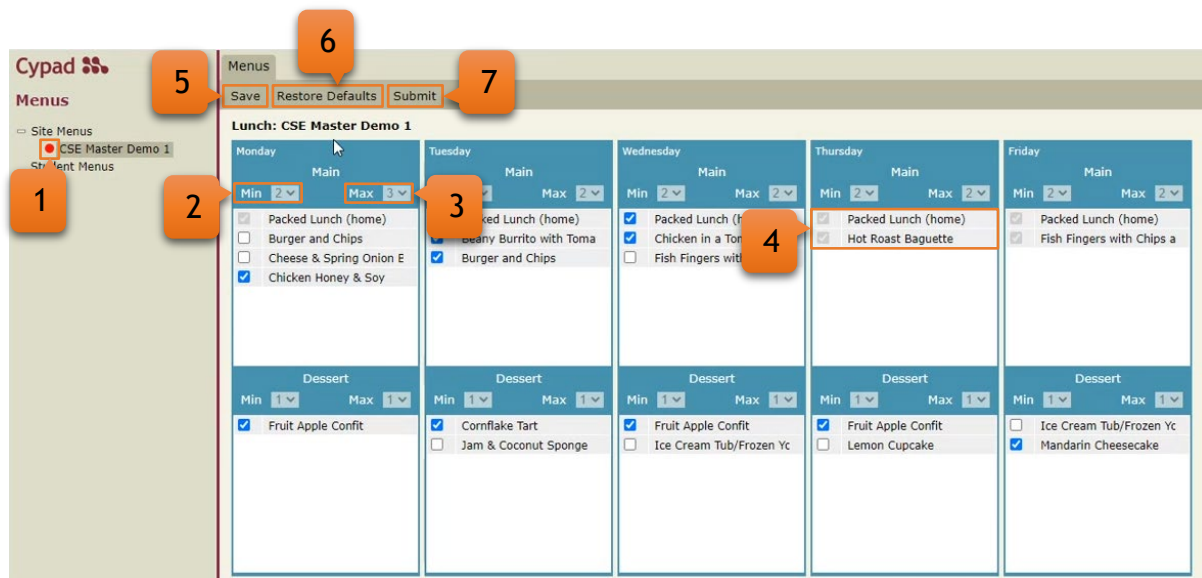
## How to Guide for School Admin Users

### Menus Page

#### Menu awaiting submission

Once a Master Menu on a Master Template is assigned to a Site/Student it will appear on the Menus page for a School Admin user.

The **Status Indicator [1]** is red to indicate the Menu is yet to be submitted for approval.



The screenshot shows the Cypad Menus interface. At the top, there are three buttons: 'Save' (callout 5), 'Restore Defaults' (callout 6), and 'Submit' (callout 7). On the left, a sidebar shows a red status indicator (callout 1) next to the menu name 'CSE Master Demo 1'. The main area displays a grid of menu items for Monday through Friday, categorized into 'Main' and 'Dessert'. Each item has a checkbox and a quantity selector (Min and Max). Callout 2 points to the 'Min' selector for Monday's main course, which is set to 2. Callout 3 points to the 'Max' selector for Monday's main course, which is set to 3. Callout 4 points to a greyed-out checkbox for 'Hot Roast Baguette' on Thursday, indicating it cannot be unselected. The 'Submit' button is highlighted with callout 7.

The Min and Max values cannot be edited by the School Admin. For example, when the **Min [2]** counter is set to 2 and the **Max [3]** counter is set to 3, the School Admin can select up to 3 items in the list but no less than 2 items.

Items that have a **Grey checkbox [4]** cannot be unselected.

Clicking **Save [5]** will save the changes without submitting them.

Clicking **Restore Defaults [6]** will reset the Menu choices to the default selections set by the Caterer.

Clicking **Submit [7]** will submit the Menu choices for approval.

**NOTE:** The Menu can no longer be changed once submitted.

### Menu awaiting approval

Once submitted the **Status Indicator [1]** turns orange to confirm the Menu has been submitted. The School Admin can view the Menu but not edit it.

The screenshot shows the Cypad 'Menus' interface. On the left, a sidebar lists 'Site Menu' and 'Student Menu'. Under 'Site Menu', 'CSE Master Demo 1' is highlighted with an orange status indicator [1]. The main area displays a menu for 'Lunch: CSE Master Demo 1' for the week of Monday to Friday. Each day's menu is divided into 'Main' and 'Dessert' sections. The 'Main' section for each day includes items like 'Packed Lunch (home)', 'Burger and Chips', 'Cheese & Spring Onion E', and 'Chicken Honey & Soy'. The 'Dessert' section includes 'Fruit Apple Confit', 'Cornflake Tart', 'Jam & Coconut Sponge', 'Ice Cream Tub/Frozen Yc', and 'Lemon Cupcake'. The 'Report' button is visible in the top right of the main area.

### Menu approved

Once approved the **Status Indicator [1]** turns green to confirm the Menu has been created. The School Admin can generate a PDF of the Menu by clicking **Report [2]**.

The screenshot shows the Cypad 'Menus' interface after the menu has been approved. The status indicator [1] is now green. The 'Report' button [2] is highlighted with an orange box. The main area displays the menu for 'Lunch: 9133-CSE Master Demo 1' for the week of Monday to Friday. The 'Main' section for each day includes items like 'Burger and Chips', 'Packed Lunch (home)', 'Beany Burrito with Tomato', 'Chicken in a Tomato Sauce', 'Hot Roast Baguette', and 'Fish Fingers with Chips and'. The 'Dessert' section includes 'Fruit Apple Confit', 'Cornflake Tart', and 'Mandarin Cheesecake'.

