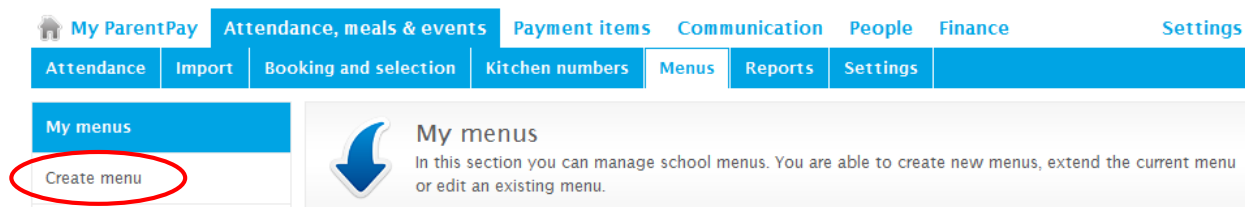


Menu Selection: How to Create a New Menu

Schools are able to create and manage their own meal selection menus. To action this you need to go to **Attendance, Meals & Events > Menus**

To create a new selections menu click **Create New Menu**



You will need to enter the details for the menu:

- Name: Give your menu an easily identifiable name
- Event time and type: Choose the relevant event time and type (ie. Lunch Time and the relevant "bookable" event type)
- Start date: The menu must start on a Monday
- End date: The menu must end on a Sunday
- No of cycle weeks: the number of cycle weeks in your menu rotation

Menu details

Name

Give your menu a unique name that will make it easily identifiable eg. Spring.

Event time

Event type

A menu created for Lunch time will be a Selection menu.

Start date

This must always be a Monday.

End date

This must always be a Sunday.

Number of cycle weeks

The number of weeks in one rotation of the menu.

Click **Create menu**

Create menu

Your menu will have been created. You now need to complete the displayed tabs to complete the setup of the menu. Click the option to move forward to **Menu courses**

Menu details
Menu courses
Menu choices
Menu rotation
Preview & finish

|| Autumn Menu 2015 | Lunch time | Start date: Mon Sep 07 2015 - End date: Sun Dec 20 2015

✓ Completed - This tab has all information required.

<p>Menu name <input type="text" value="Autumn Menu 2015"/> <i>Give your menu a unique name that will make it easily identifiable eg. Spring.</i></p> <p>Meal time Lunch time <i>The time of day you require this menu for.</i></p> <p>Event type <input type="text" value="Bookable Pupil Meal"/> <i>The meal type that reflects the relevant meal charge.</i></p> <p>Start date <input type="text" value="07/09/2015"/> <i>This must always be a Monday.</i></p> <p>End date <input type="text" value="20/12/2015"/> <i>This must always be a Sunday.</i></p>	<p>Number of cycle weeks 3 <i>The number of weeks in one rotation of the menu.</i></p> <p>Menu type ? Booking with selections <i>The type of menu which your site has been set to deliver. Please contact the ParentPay Service Desk if this is incorrect.</i></p>
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Cancel
Save menu
Menu courses >

Below is an example of how to set up a selections menu with the following settings:

- Three options for the main course (eg. meat, vegetarian and packed lunch), with the requirement of having one main course to be selected
- Side dishes for information only
- Two options for dessert, with the requirement of having one selected

On the menu courses tab, the settings need to be as shown:

- Course name: For example 'Main Course'
- Course type: Select 'Mandatory single choice' to force the payer to select one option to complete the order
- Number of choices: (the number of options available, eg. meat, vegetarian, packed lunch = 3 choices)

Main Course

Course name
Main Course
Enter a course name eg. Main Meal.

Number of choices for course
3 + -

Course type ?
Mandatory single choice

If you have side dishes to list, please click on 'Add a course' - normally these would be shown for information purposes only, so set up as shown:

Side dish

Course name
Side dish
Enter a course name eg. Main Meal.

Number of choices for course
1 +

Course type ?
Choose on day

If you have a dessert with no selectable options, then please click on 'Add a course' and follow the steps as per the Side Dish steps as above (Choose on Day).

If you have a choice of desserts and require the payer to pre-order their choice, then click on 'Add a course' and follow the steps as per the Main Course steps above.

Once you have set up the courses, proceed to **Menu Choices**



You are required to enter the options for each course within Cycle 1 as shown below:

Autumn Menu 2015 | Lunch time | Start date: Mon Sep 07 2015 - End date: Sun Dec 20 2015

Incomplete - This tab has missing information.

Cycle week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Course	Beef Lasagne	Add Main Course choice	Add Main Course choice	Add Main Course choice	Add Main Course choice
	Vegetable Lasagne (v)	Add Main Course choice	Add Main Course choice	Add Main Course choice	Add Main Course choice
	Cheese Sandwich	Add Main Course choice	Add Main Course choice	Add Main Course choice	Add Main Course choice

Side dish				
Potatoes and Vegetables	Add Side dish choice	Add Side dish choice	Add Side dish choice	Add Side dish choice
Dessert				
Fruit	Add Dessert choice	Add Dessert choice	Add Dessert choice	Add Dessert choice
Jelly and Ice Cream	Add Dessert choice	Add Dessert choice	Add Dessert choice	Add Dessert choice

< Menu courses Cancel Save menu Menu rotation >

If you wish to add notes to a course, perhaps to indicate it is vegetarian or to supply other dietary information, click on the yellow pencil icon to add further notes. You can also indicate it is vegetarian by adding (V) after the course name in the main text box for easy identification.

NB: There is a maximum of 150 characters allowed in the notes box.

Cycle week 1

Add Notes to Main Course course choice

Vegetable Lasagne (v)

Nutritional analysis (optional)

Vegetarian

Apply changes Cancel

Once you have completed your menu for cycle one you need to do the same for any other cycles you have. Once you have finished inputting your menu choices click **Menu Rotation**

Menu details Menu courses Menu choices Menu rotation Preview & finish

Autumn Menu 2015 | Lunch time | Start date: Mon Sep 07 2015 - End date: Sun Dec 20 2015

Incomplete - This tab has missing information.

Cycle week 1 Previous Cycle week 1 Next

Monday	Tuesday	Wednesday	Thursday	Friday
Main Course				
Beef Lasagne	Chicken Fajita	Roast Lamb	Chicken Curry	Baked Salmon in Tomato Sauce
Vegetable Lasagne (v)	Vegetable Spring Roll (v)	Vegetable Bake (v)	Vegetable Curry (v)	Stuffed Peppers in Tomato Sauce (v)
Cheese and Pickle Sandwich	Ham and Tomato Sandwich	Egg Mayo Sandwich	Chicken Sandwich	Cheese and Onion Sandwich
Side dish				
Potatoes and Vegetables	Potato Wedges and Vegetables	Potatoes and Vegetables	Rice and Vegetables	Potatoes and Vegetables
Dessert				
Fruit	Fruit	Fruit	Fruit	Fruit
Jelly and Ice Cream	Sponge Cake	Profiteroles	Muffin	Chocolate Crunch

< Menu courses Cancel Save menu Menu rotation >

The cycle weeks will be set out as per your school setup. Providing you have entered your term dates onto ParentPay the menu setup will identify when your school is closed.

Week commencing	Cycle week
Mon Sep 07 2015	Cycle week 1
Mon Sep 14 2015	Cycle week 2
Mon Sep 21 2015	Cycle week 3
Mon Sep 28 2015	Cycle week 1
Mon Oct 05 2015	Cycle week 2
Mon Oct 12 2015	Cycle week 3
Mon Oct 19 2015	Cycle week 1
Mon Oct 26 2015	No menu for this week
Mon Nov 02 2015	Cycle week 2
Mon Nov 09 2015	Cycle week 3
Mon Nov 16 2015	Cycle week 1
Mon Nov 23 2015	Cycle week 2
Mon Nov 30 2015	Cycle week 3
Mon Dec 07 2015	Cycle week 1
Mon Dec 14 2015	Cycle week 2

If you want your menu rotation to continue through the holiday periods you can untick the box to ensure the menu does not skip holiday weeks.

Click **Preview & Finish**


Your menu will be displayed. You can scroll through the cycles to check your menu is correct.

Once you are confident your menu has been set up correctly click **Publish**.


NB: Once your menu is published you will only be able to edit the choices (in case a menu choice changes) or extend the menu. It is therefore important that you ensure the menu is correct prior to publishing.

Monday	Tuesday	Wednesday	Thursday	Friday
Main Course				
Beef Lasagne	Chicken Fajita	Roast Lamb	Chicken Curry	Baked Salmon in Tomato Sauce
Vegetable Lasagne (v) *	Vegetable Spring Roll (v)	Vegetable Bake (v)	Vegetable Curry (v)	Stuffed Peppers in Tomato Sauce (v)
Cheese and Pickle Sandwich	Ham and Tomato Sandwich	Egg Mayo Sandwich	Chicken Sandwich	Cheese and Onion Sandwich
Side dish				
Potatoes and Vegetables	Potato Wedges and Vegetables	Potatoes and Vegetables	Rice and Vegetables	Potatoes and Vegetables
Dessert				
Fruit	Fruit	Fruit	Fruit	Fruit
Jelly and Ice Cream	Sponge Cake	Profiteroles	Muffin	Chocolate Crunch

If you are creating menus for the first time you will receive a message asking you to contact the ParentPay Support Team as they will need to publish the first menu only.

 As this is your first published menu you need to contact the ParentPay Support Team to request that this menu is verified. You are only required to do this for your first menu, any future menus will be published automatically.

Any subsequent menus you will be able to publish.

 This menu is now ready to be published. **IMPORTANT ADVICE!** Publishing this menu will make it visible to payers and bookings can be made. You can only change choices and notes to a menu once published, any other amendments will need to be actioned by the ParentPay Support Team.

[Publish menu](#)

[Publish later](#)

As soon as your menu is published it will be available to your Payers to enable them to make their selections from the menu.