
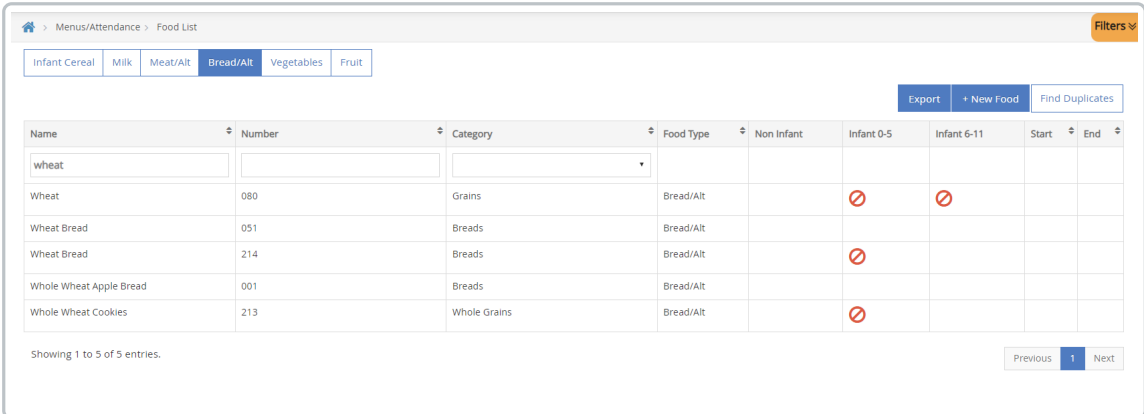


# Edit Foods

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CDT

To edit an existing food on your food list:

1. From the menu to the left, click **Foods**.
2. Click **Food List**. The Food List page opens.
3. Locate the food to change. You can filter the displayed list, as needed.
  - Click **Infant Cereal, Milk, Meat/Alt, Bread/Alt, Vegetables, and/or Fruit** to filter to specific food types.
  - Click the **Name** box and begin typing a food name to filter the food list.
  - Click the **Category** drop-down menu and select the category to which to filter.
  - Click the **Name, Category, Food Type, Start, or End** columns to sort information in ascending or descending order.
  - Click  and select **Yes** to include expired foods, or select **No** to exclude expired foods.



Menus/Attendance > Food List Filters

Infant Cereal Milk Meat/Alt **Bread/Alt** Vegetables Fruit

Export + New Food Find Duplicates

Name	Number	Category	Food Type	Non infant	Infant 0-5	Infant 6-11	Start	End
wheat								
Wheat	080	Grains	Bread/Alt		⊘	⊘		
Wheat Bread	051	Breads	Bread/Alt		⊘			
Wheat Bread	214	Breads	Bread/Alt		⊘			
Whole Wheat Apple Bread	001	Breads	Bread/Alt					
Whole Wheat Cookies	213	Whole Grains	Bread/Alt		⊘			

Showing 1 to 5 of 5 entries. Previous 1 Next

4. Click the food to change. The **Edit Food** page opens.
5. Change the food, as needed.

**Note:** Do **NOT** add a Start date to existing foods. Adding a start date to an existing food removes the food from your list until the start date is reached. You should only use start dates on new foods.

6. When finished, click **Save**.