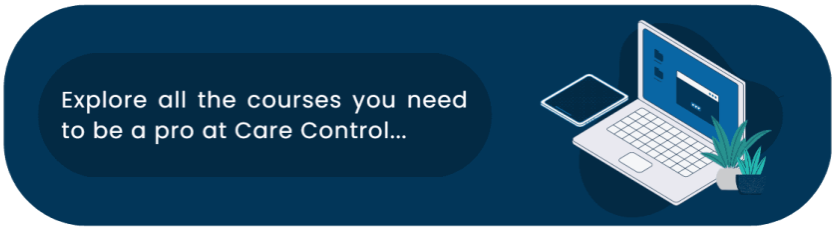
Creating Menus – Part One

Kitchen Windows · https://cclearninghub.co.uk/docs/creating-menus-part-one/

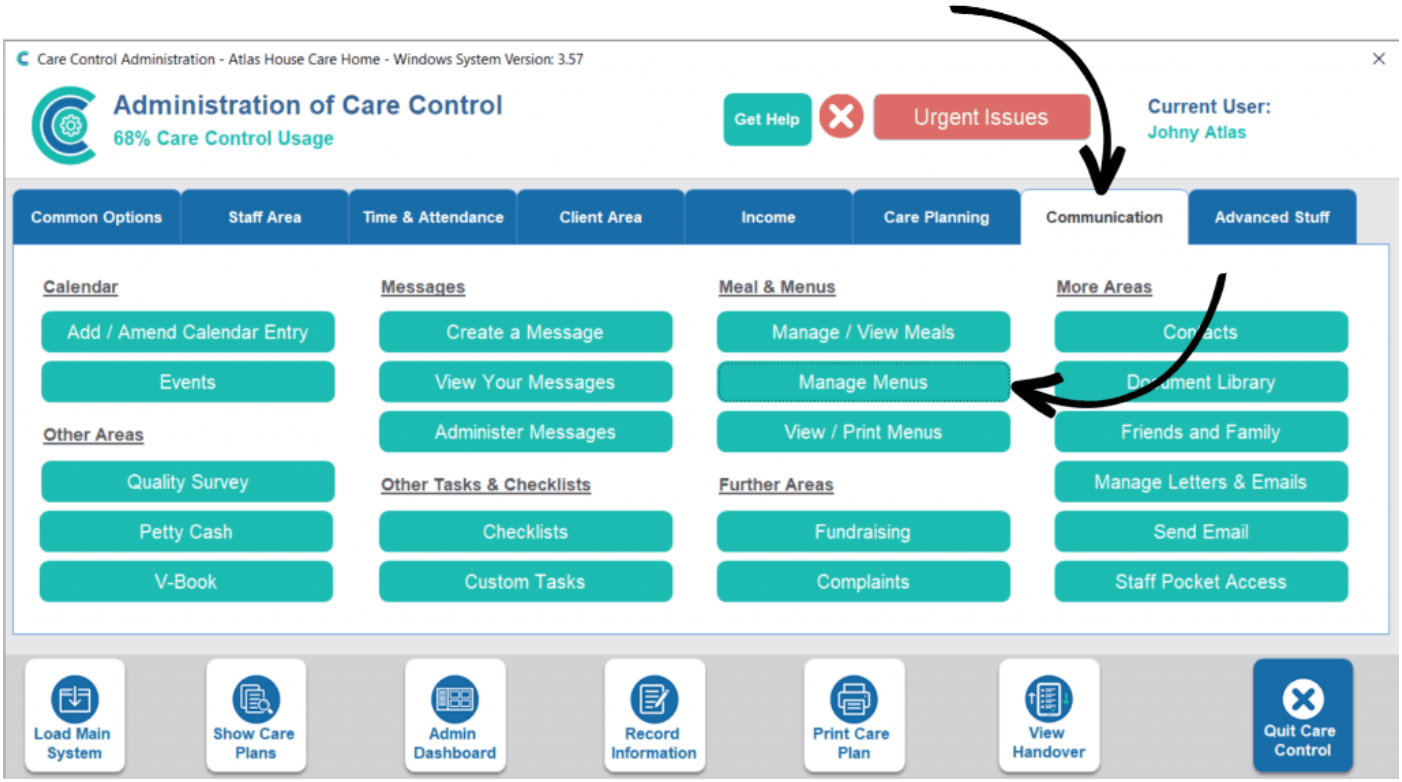


Creating Menus - Part 1

Care Control contains a food menu tool which works in conjunction with food intake and meal choices. The system includes some default menu's which are ready to use, but it is possible to create your own to suit your organisation. This guide is Part 1 of 2.

Note: Admin access or Kitchen manager access is required to create and edit menus.

Embedded media:
https://player.vimeo.com/video/814530425?color&autopause=0&loop=0&muted=0&title=1&portrait=1&byline=1&h=8bd3

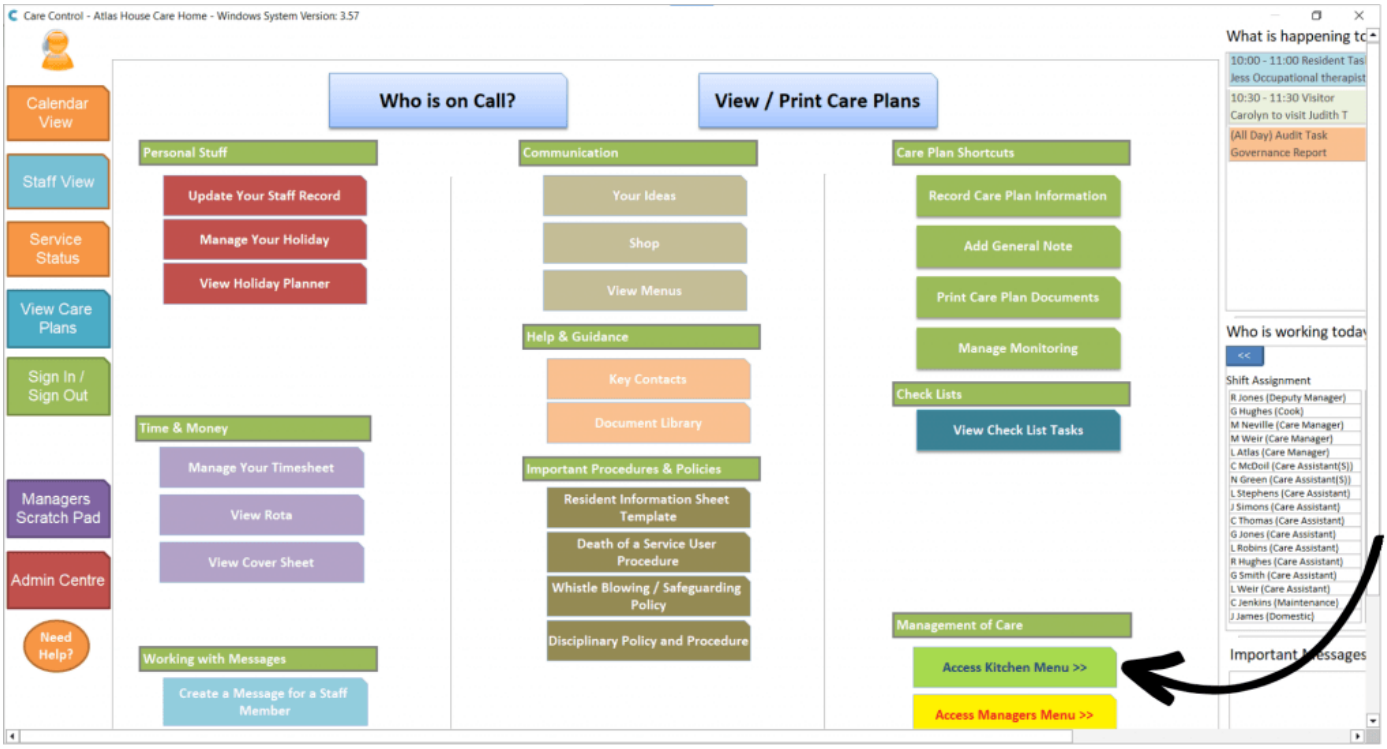


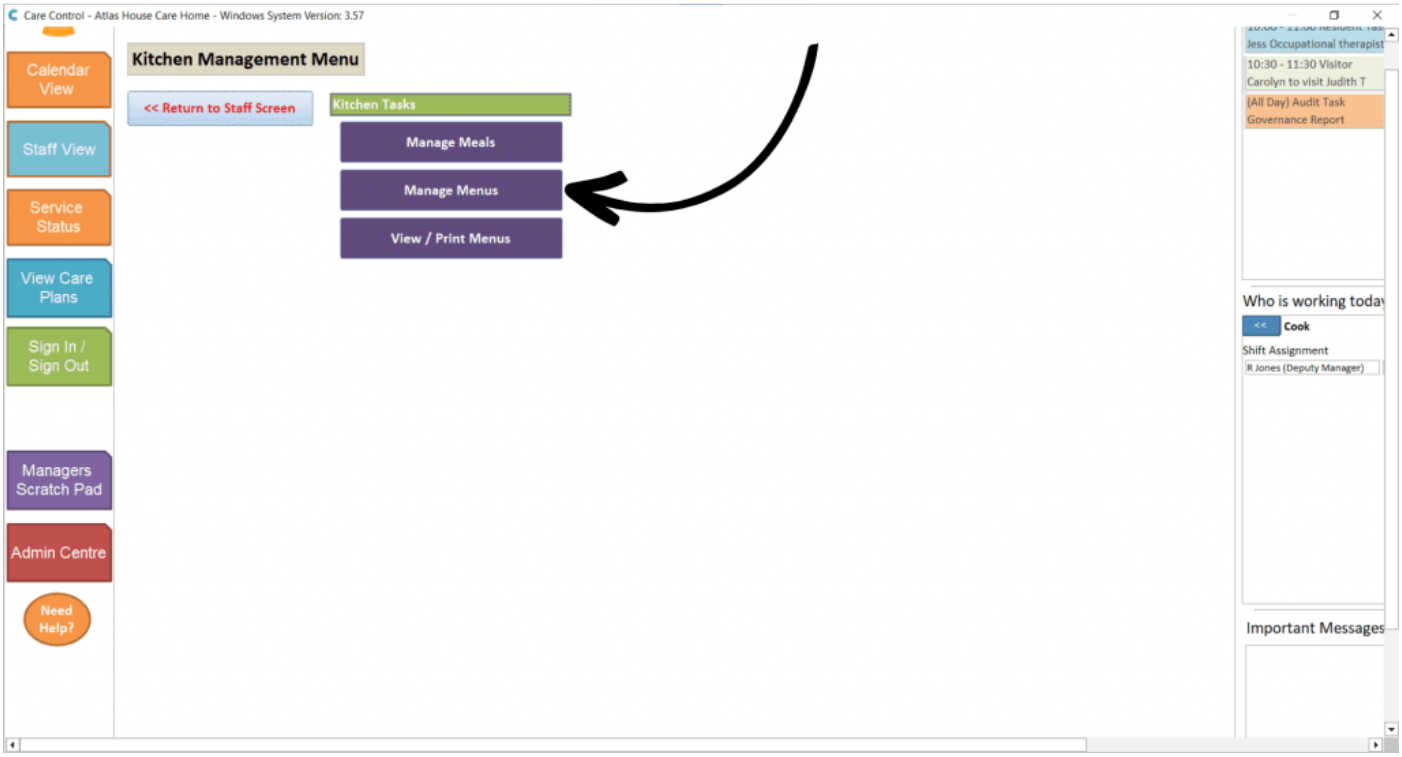
1

In the **Administration of Care Control Windows**, navigate to the **Manage Menus** tool, which can be found under the **Communication tab**.

2

This can also be accessed from the **Staff View** of CC Windows. Press **Access Kitchen Menu**.


Care Control - Atlas House Care Home - Windows System Version: 3.57
Calendar View
Staff View
Service Status
View Care Plans
Sign In / Sign Out
Managers Scratch Pad
Admin Centre
Need Help?
Who is on Call?
View / Print Care Plans
Personal Stuff
Update Your Staff Record
Manage Your Holiday
View Holiday Planner
Time & Money
Manage Your Timesheet
View Rota
View Cover Sheet
Working with Messages
Create a Message for a Staff Member
Communication
Your Ideas
Shop
View Menus
Help & Guidance
Key Contacts
Document Library
Important Procedures & Policies
Resident Information Sheet Template
Death of a Service User Procedure
Whistle Blowing / Safeguarding Policy
Disciplinary Policy and Procedure
Care Plan Shortcuts
Record Care Plan Information
Add General Note
Print Care Plan Documents
Manage Monitoring
Check Lists
View Check List Tasks
Management of Care
Access Kitchen Menu >>
Access Managers Menu >>
What is happening to
10:00 - 11:00 Resident Tasi
Jess Occupational therapist
10:30 - 11:30 Visitor
Carolyn to visit Judith T
(All Day) Audit Task
Governance Report
Who is working today
<<
Shift Assignment
R Jones (Deputy Manager)
G Hughes (Cook)
M Neville (Care Manager)
M Weir (Care Manager)
L Atlas (Care Manager)
C McDoil (Care Assistant(S))
N Green (Care Assistant(S))
L Stephens (Care Assistant)
J Simons (Care Assistant)
C Thomas (Care Assistant)
G Jones (Care Assistant)
L Robins (Care Assistant)
R Hughes (Care Assistant)
G Smith (Care Assistant)
L Weir (Care Assistant)
C Jenkins (Maintenance)
J James (Domestic)
Important Messages



3

Next, select **Manage Menus**.

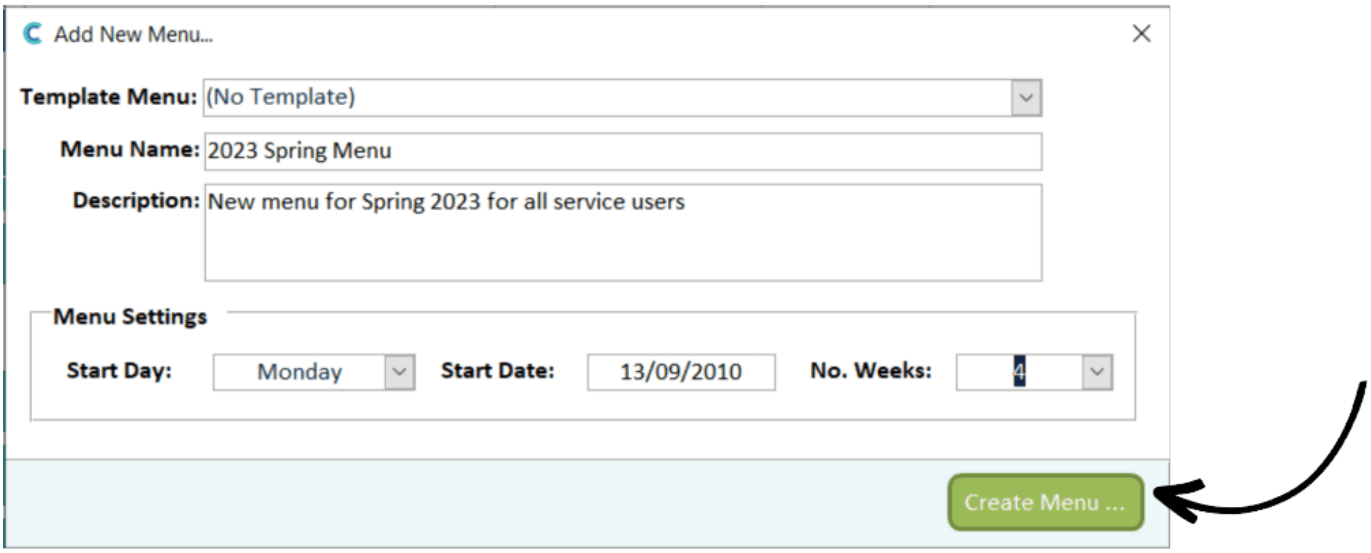
4

The same **Manage Menus** window will open from either method. A list of the current menus on your system will be shown. To add a new one, select **Add New Menu** from the options at the bottom of the window.

New Menu 2021 - start date 15th Augu	15	Active	Yes
New Springhouse Menu	0	Active	
Winter 2020 number 2	0	Active	
Winter 2020 take 2	0	Active	
Winter 2020 Take 2	0	Active	
Menu 2023	0	Not Active	
Standard Menu	0	Not Active	
Summer Menu	0	Not Active	
Summer Menu 2020	0	Not Active	
Summer Menu 2020	0	Not Active	
Summer Menu 2020	0	Not Active	
Summer menu 2020 revised	0	Not Active	
Winter 2020	0	Not Active	
Winter menu 2020	0	Not Active	



Add New Menu | Edit Menu | Toggle Active / Deactive | Set as Default New Clients | Bulk Menu Assignment | Need Help? | View Menu



5

You can base your new menu on an existing one by using it as a template. **Enter a Menu Name** and **Description** as well as a **Start Day**, **Start Date** and the number of weeks this menu will last for before repeating. Finally, press **Create Menu.**

6

Your new menu will appear in the list. Part 2 of this guide will cover how to structure and build your menu.

New Menu 2021 - start date 15th Augu	15	Active	Yes
New Springhouse Menu	0	Active	
Winter 2020 number 2	0	Active	
Winter 2020 take 2	0	Active	
Winter 2020 Take 2	0	Active	
Menu 2023	0	Not Active	
Spring 2023	0	Not Active	
Standard Menu	0	Not Active	
Summer Menu	0	Not Active	
Summer Menu 2020	0	Not Active	
Summer Menu 2020	0	Not Active	
Summer Menu 2020	0	Not Active	
Summer menu 2020 revised	0	Not Active	
Winter 2020	0	Not Active	
Winter menu 2020	0	Not Active	

Add New Menu | Edit Menu | Toggle Active / Deactive | Set as Default New Clients | Bulk Menu Assignment | Need Help? | View Menu