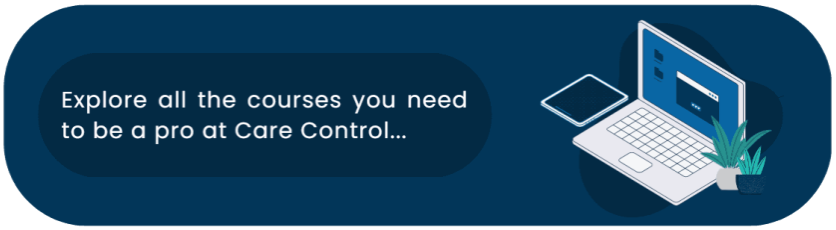
FAQ – Meals and Menus

FAQ's · https://cclearninghub.co.uk/docs/faq-meals-and-menus/



FAQ - Meals and Menus

This guide will cover some of the basics of the Meals and Menus feature on Care Control Windows, including some common mistakes encountered when using this module.

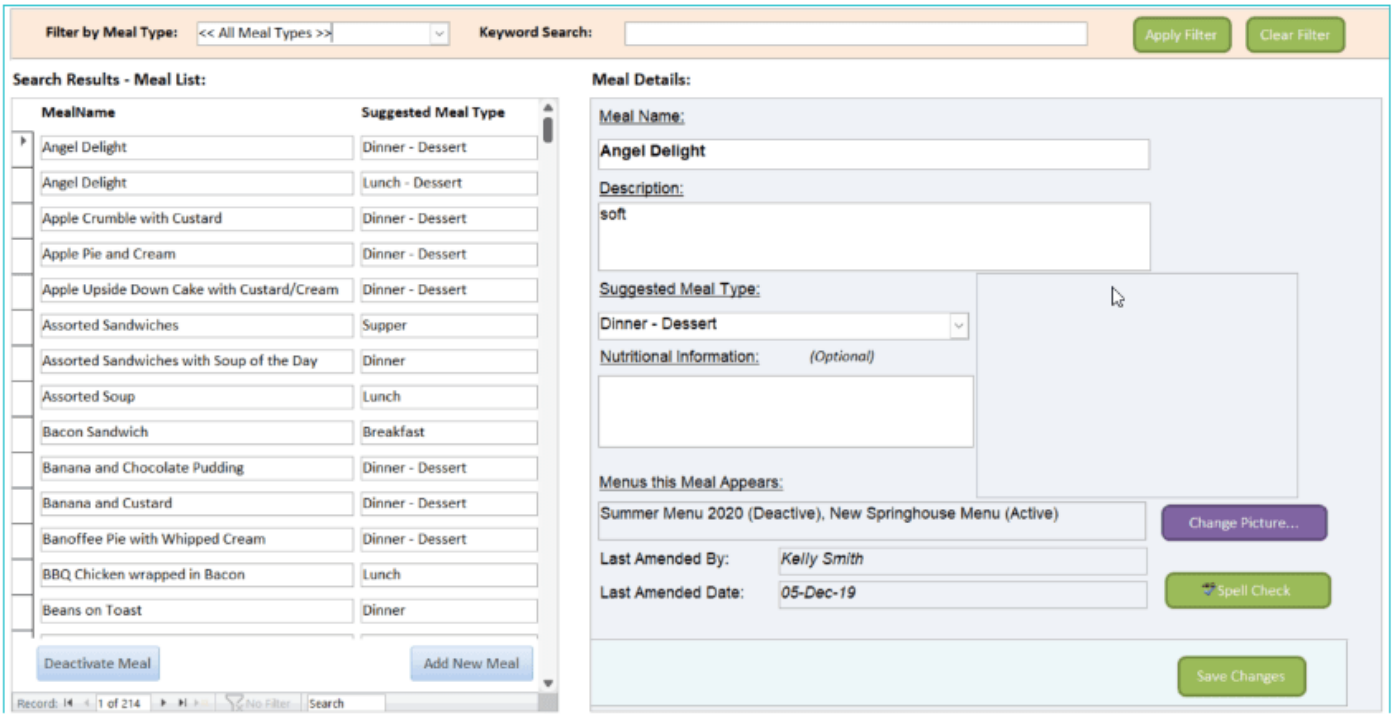


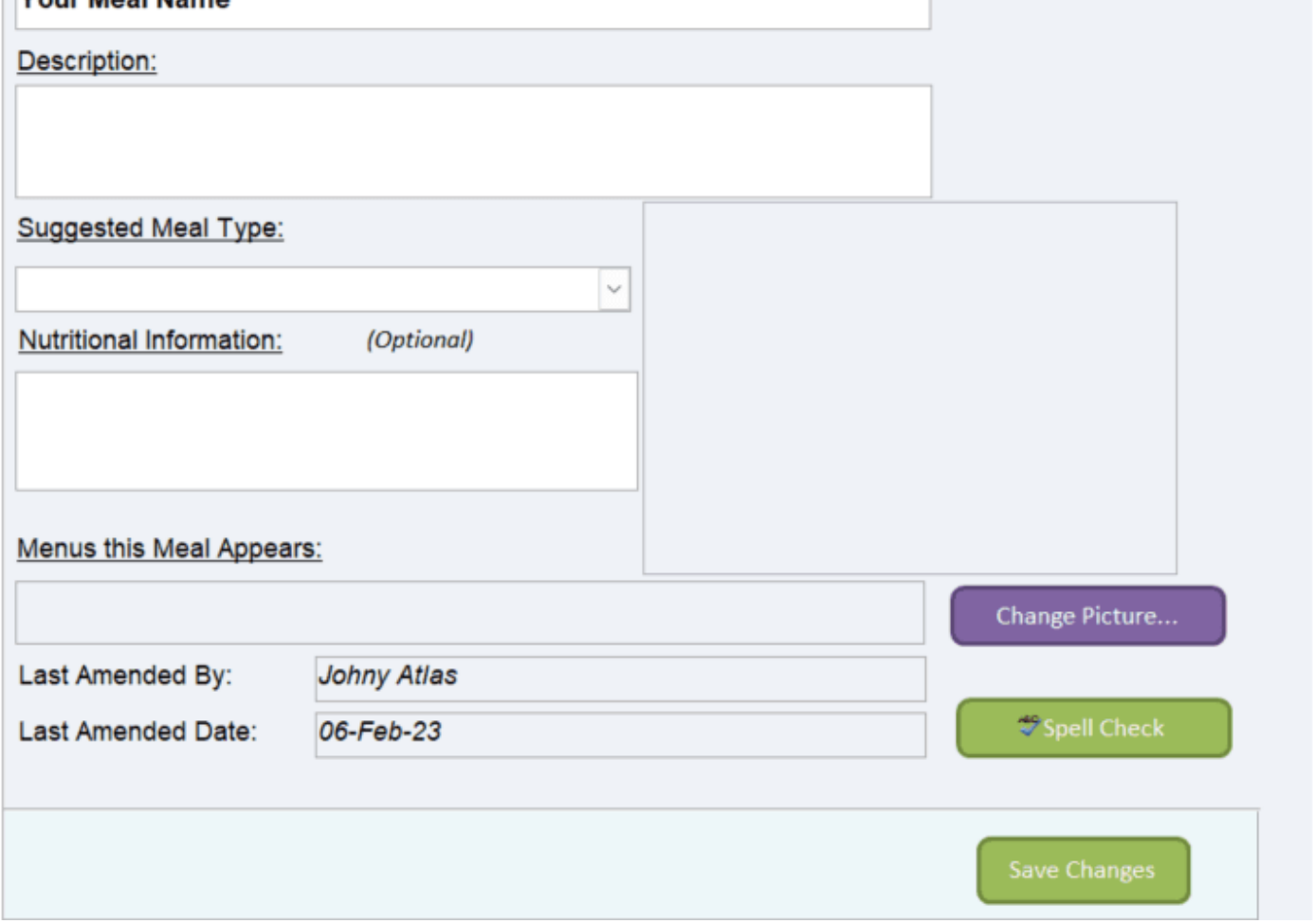
1

Communication > Meal & Menus

2

Manage / View Meals – This area allows you to create a list of meals and connect them with meal types, so that when you're creating your own menu you can select which of those meals you would like to be included.





3

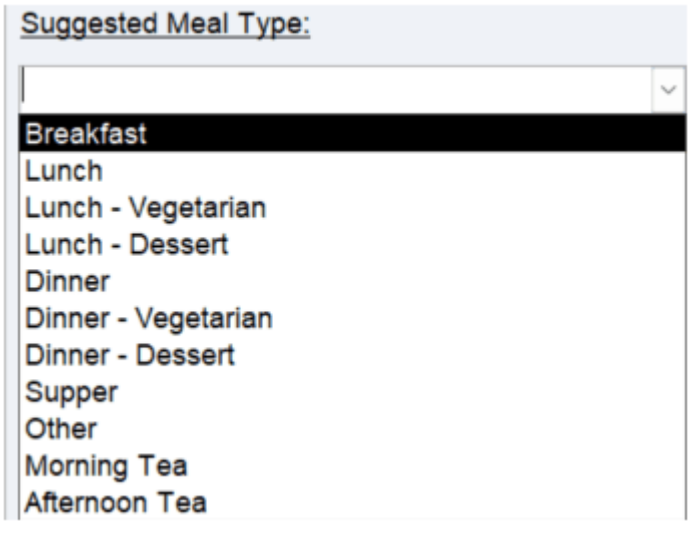
Adding a meal – Click Add New Meal > the Meal Details to the right will display ‘Your Meal Name’ and some blank boxes for you to fill out.
Click inside the box to change the name of the meal and add in a Description and Nutritional Information (if desired).

4

Click on the drop down arrow to select a meal type, the meal type will determine when this meal choice will be an option for the resident to select. So if you create a meal of eggs on toast and then choose Breakfast, you won’t then be able to record that meal for Lunch. In order to have the meal available for all types of meals you would need to recreate the meal a few times and then select a different meal type for each entry.

Menus this Meal Appears: you will not be able to amend this area, the information will populate once the meal has been added into a menu.

Ch[illegible] Picture [illegible] if you would like the resident to have a visual of the meal then you [illegible] displayed when recording Menu Choice.





5

Manage menus – This is where your menus will be listed.

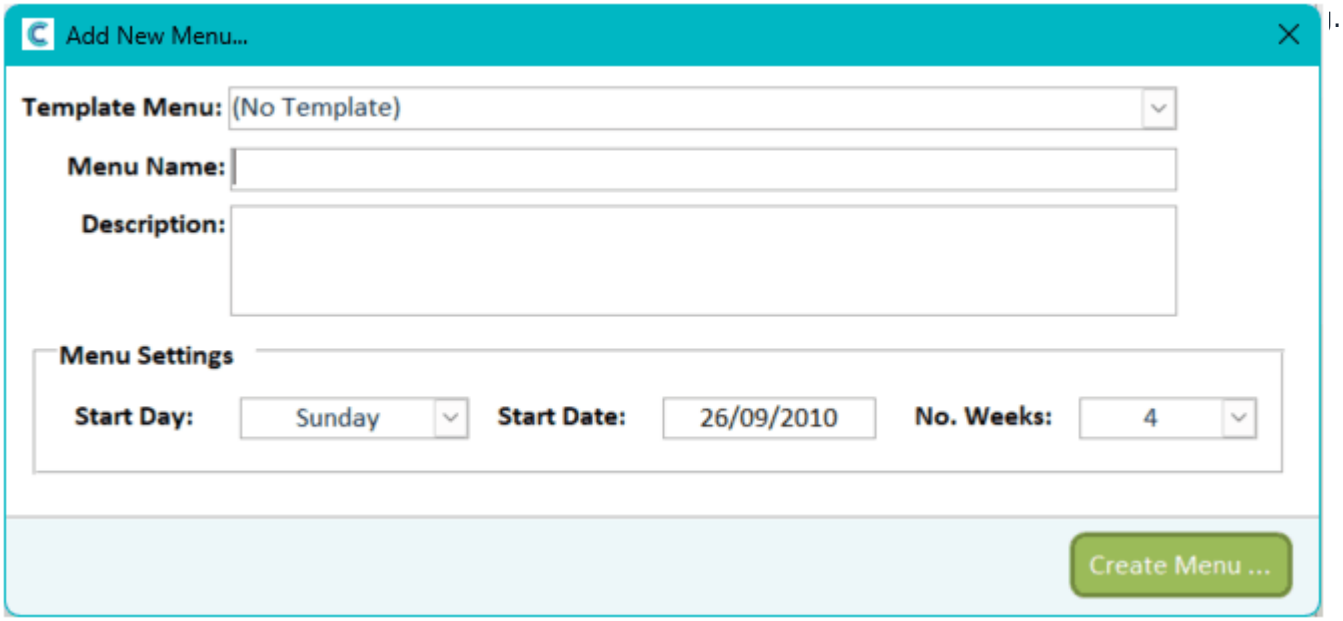
No. Active Clients – the amount of clients who have active monitoring for Menu Choice.

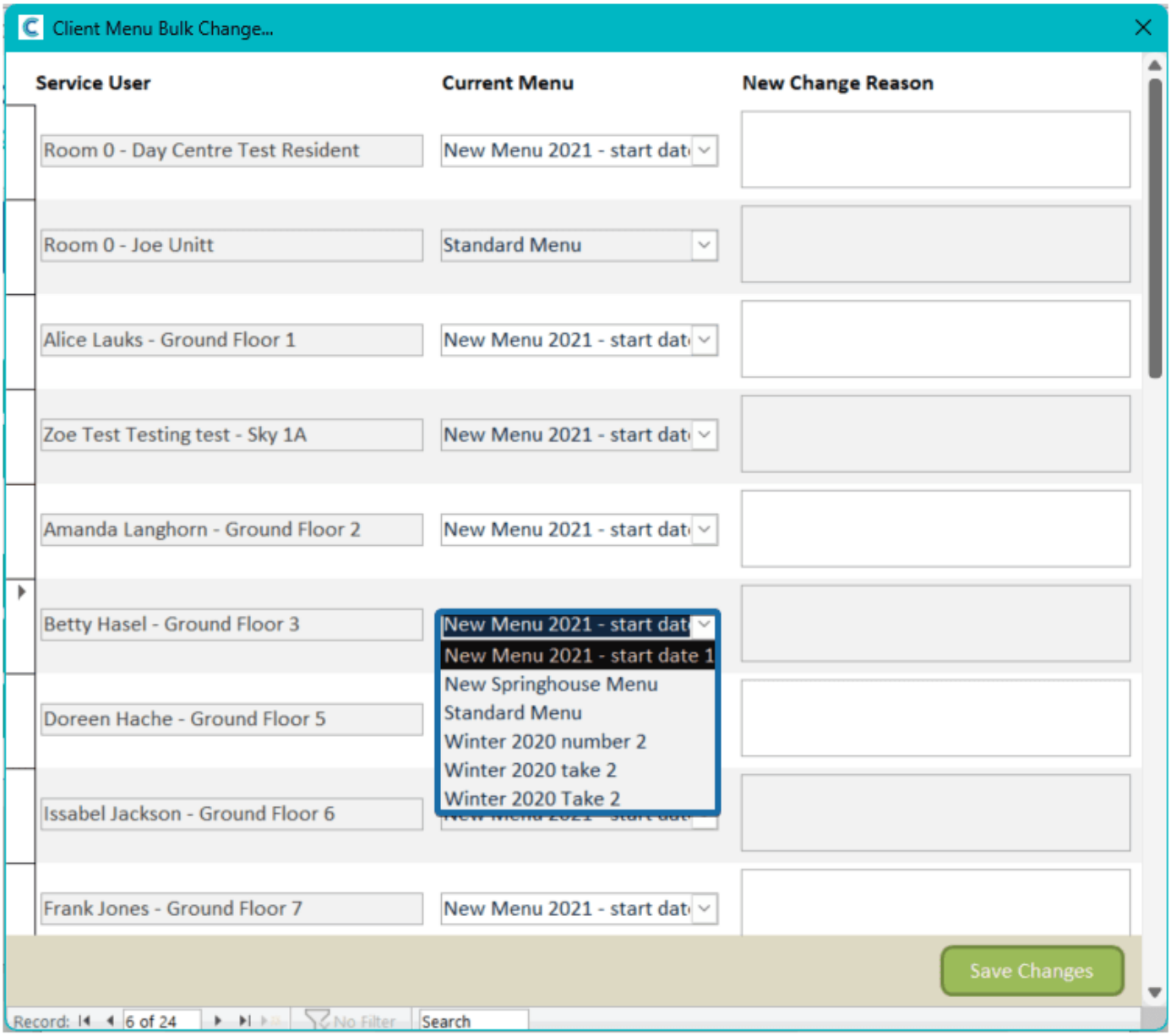
Menu Status – Active Menus – these can be selected as the default menu, if they're Not Active then you cannot select them as the Default Menu. Default Menu – when this has a Yes, this is the menu in which meals will be chosen from when recording Menu Choice.

6

Creating a new menu – Click Add New Menu.

- Template Menu – if you wish you can base the new menu on an existing one, this will mean that all of the meals in that menu will be copied over to the new menu.
- Menu Name – create a recognizable name for your menu.
- Description – you may want to give some detail about the menu, such as the type of menu this is.
- Start Day – which day would you like the menu to begin on.
- Start Date – the date in which the menu will begin from.





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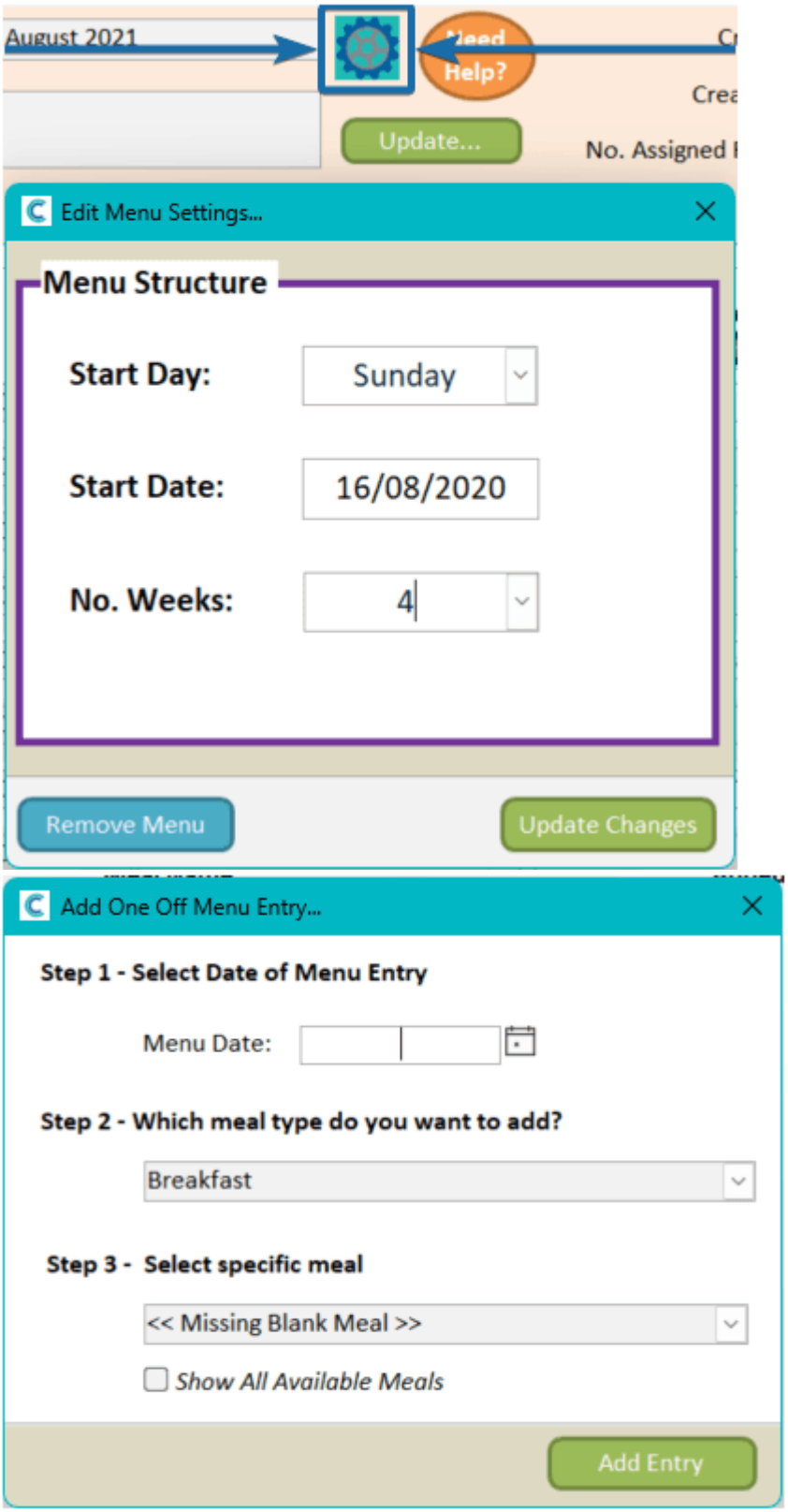
Menu assignment – Click Bulk Menu Assignment > here you can click the Current Menu drop down for individual residents and change the menu they have assigned to them.
You can only select an Active Menu, and once chosen this will be the menu that resident has to choose from when recording Menu Choice.

8

Rolling vs One-Off – With a rolling menu the meals will be continuously available.

In order to determine the structure of the menu click the Cog icon > the No. Weeks is where you can determine how long you want the menu to roll on for until it goes back to the beginning (week

1).



9

One off meals will only be available on a specific date. You can select the date, the meal type and select the meal for that day.

10

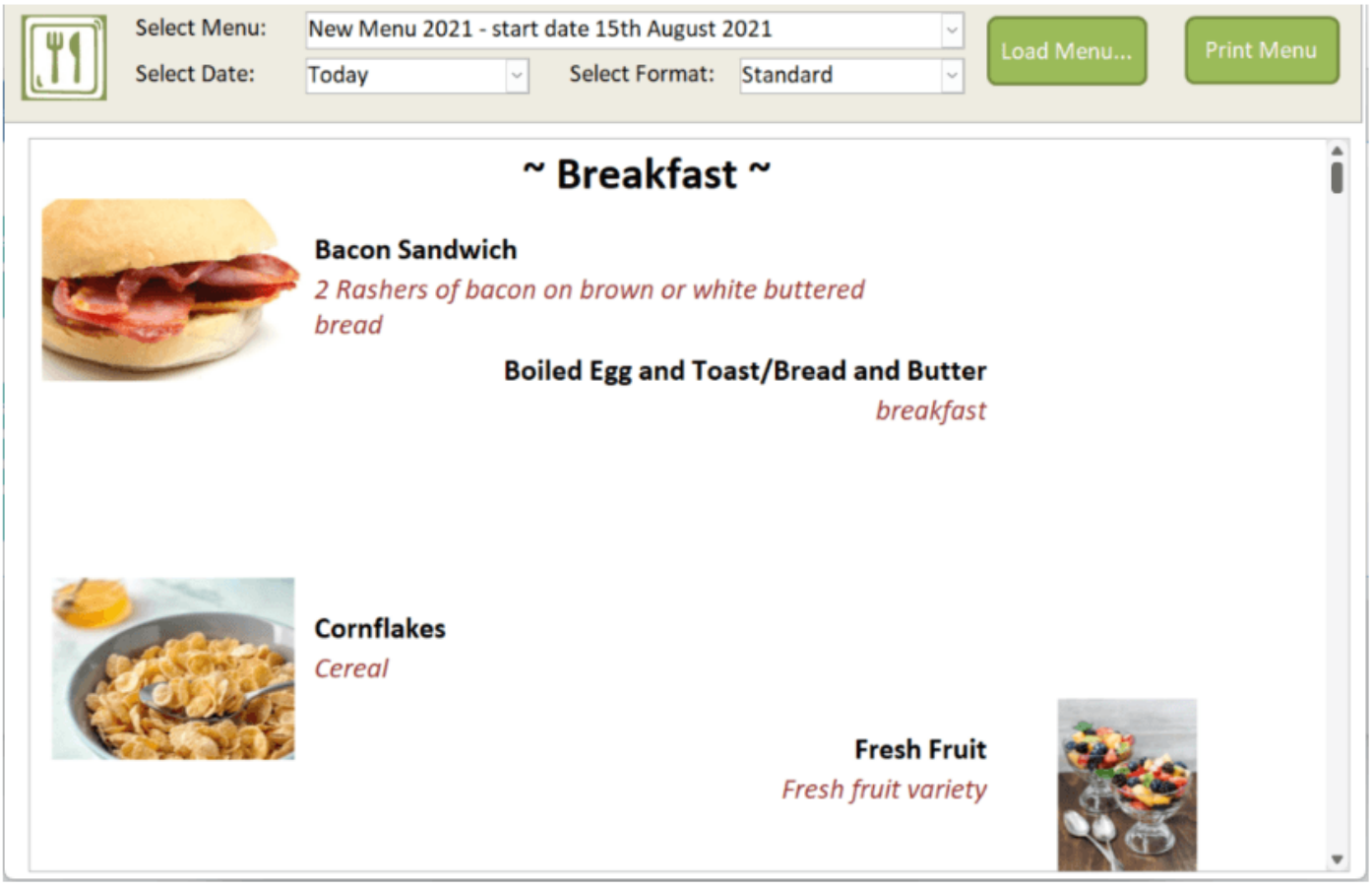
Viewing your menu – View Menu > Select a Menu from the dropdown > Load Menu

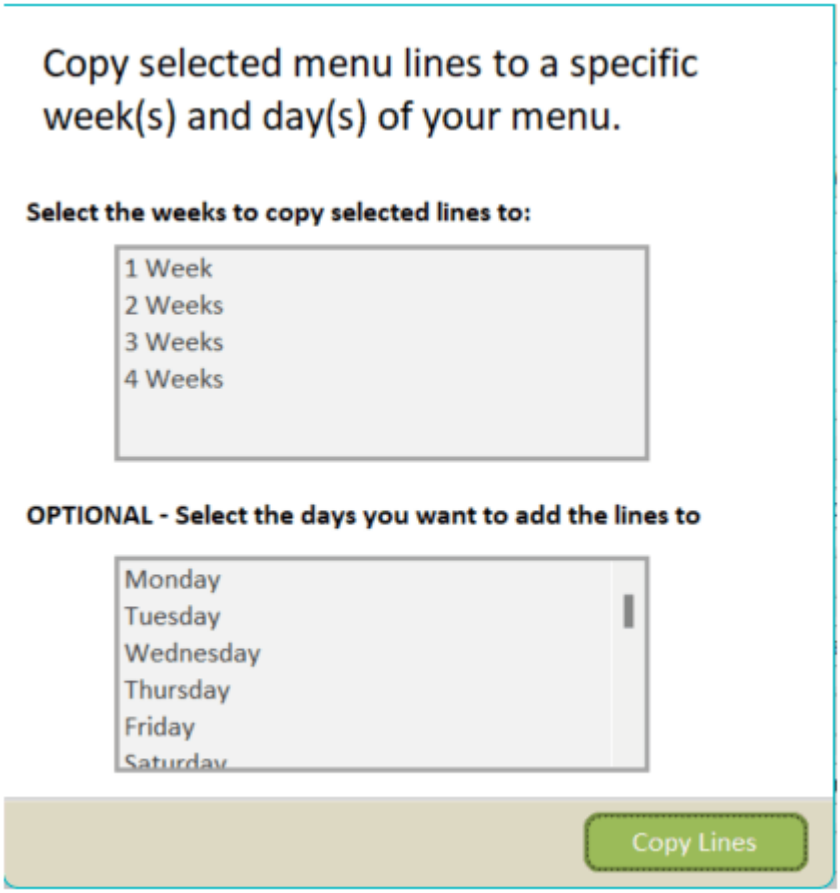
Select Format: You can choose whether you want to view the menu as-

Standard – the images will be slightly smaller.

No Images – the text will remain the same size, the images are just removed.

Large Images – the images will be a lot larger, this doesn't affect the text size.





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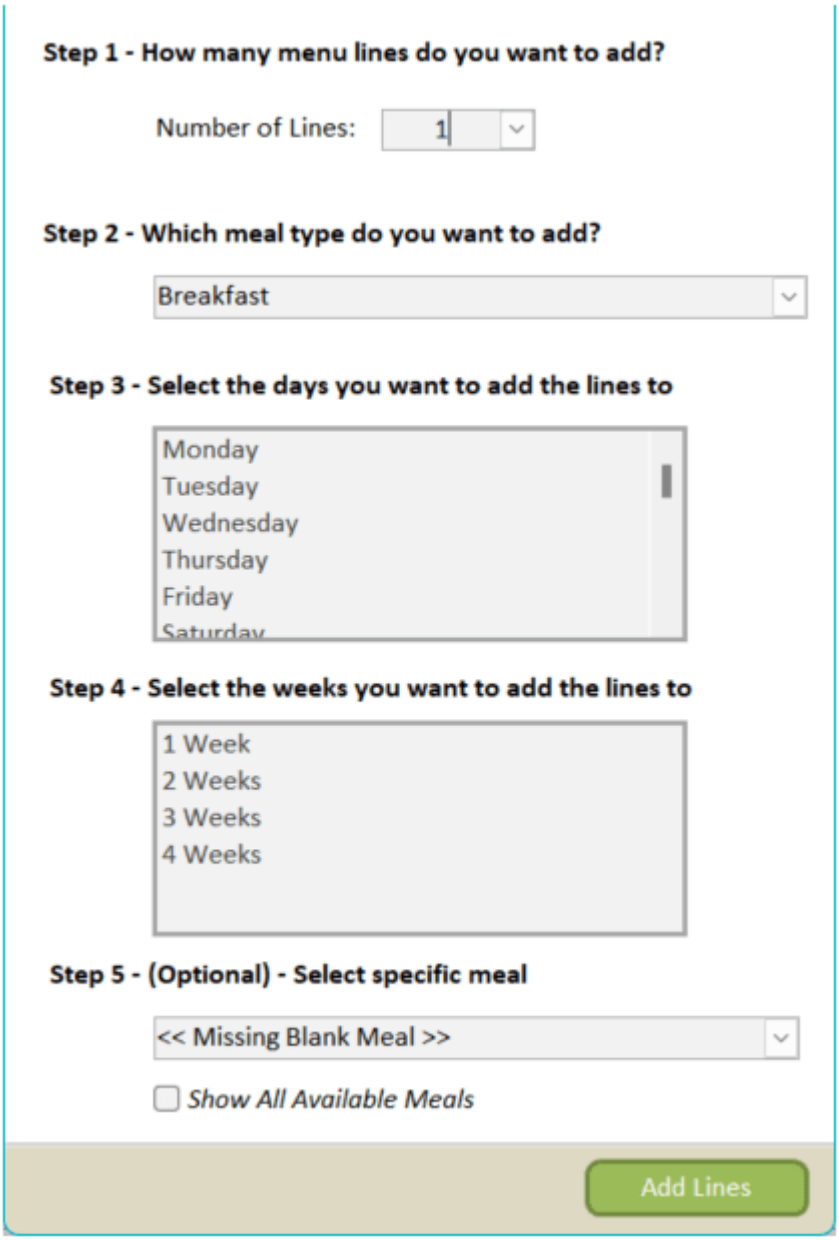
Editing an exiting menu – Select a Menu > Edit Menu

Move to Today – the meal should be available to select on todays date.
Show Missing Meals Only – the meals which are missing from this menu will be displayed, all other meals will disappear.

Copy Selected Lines – after selecting this option you will be able to copy the lines into specific weeks and days.

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Add Menu Lines – you will be able to determine how many lines you like to add in, the type of meal, which days to add them too and the week number. A specific meal can be selected if you wish.
Remove Selected Lines – if you select a line and choose this option it will be completely removed from the menu.


Step 1 - How many menu lines do you want to add?
Number of Lines: 1
Step 2 - Which meal type do you want to add?
Breakfast
Step 3 - Select the days you want to add the lines to
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Step 4 - Select the weeks you want to add the lines to
1 Week
2 Weeks
3 Weeks
4 Weeks
Step 5 - (Optional) - Select specific meal
<< Missing Blank Meal >>
Show All Available Meals
Add Lines