How to add and edit a new meal in Cloud

Communication · https://cclearninghub.co.uk/docs/how-to-add-and-edit-a-new-meal-in-cloud/

How to Add and Edit a New Meal in Cloud

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Kieran Worth

Keeping your meal options up to date is simple with Care Control. From the Admin App, you can quickly add new meals, include detailed descriptions and nutritional information, and even upload images to help your team and residents make informed choices.

This guide will show you how to create a new meal and edit existing ones, so your menus always stay accurate and easy to manage.

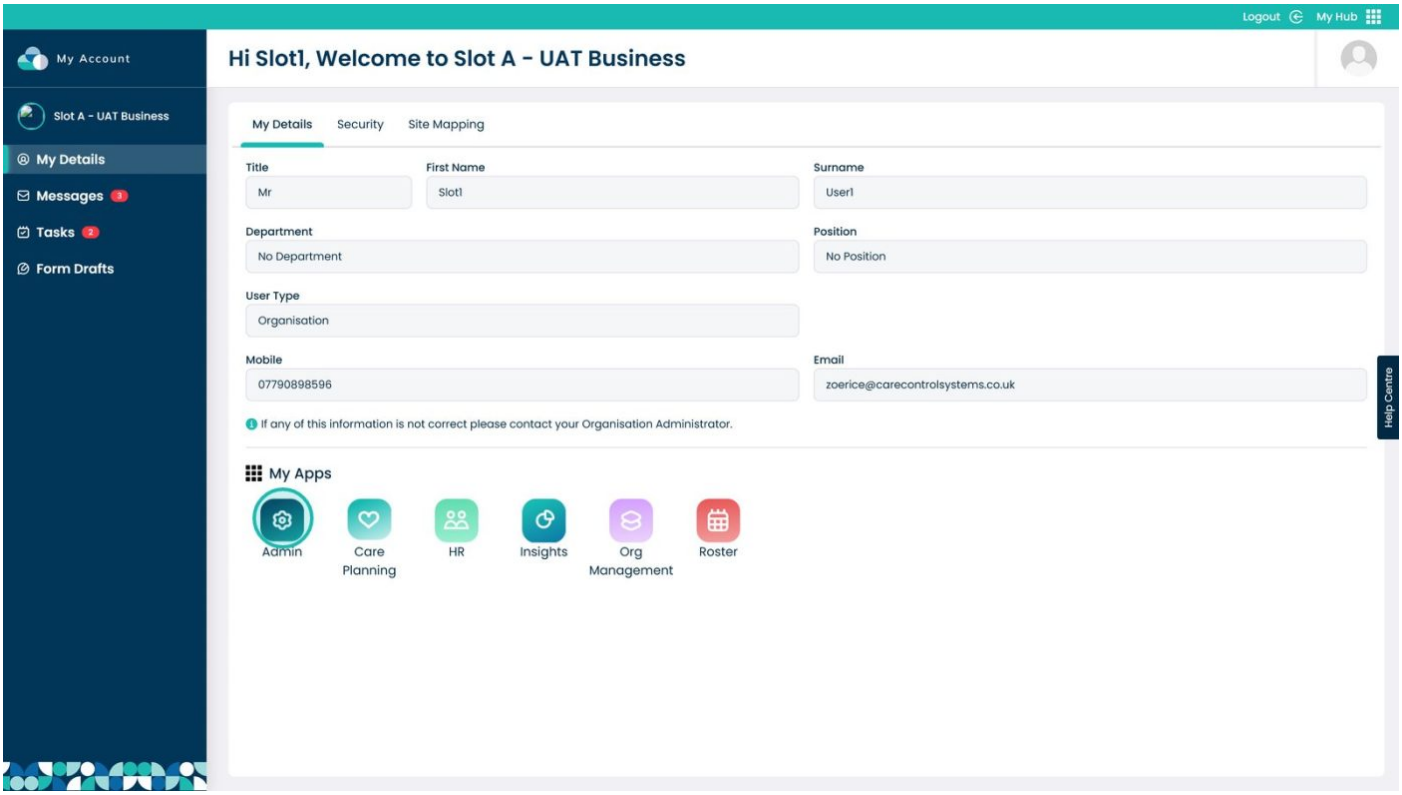
Interactive Guide

Embedded media:

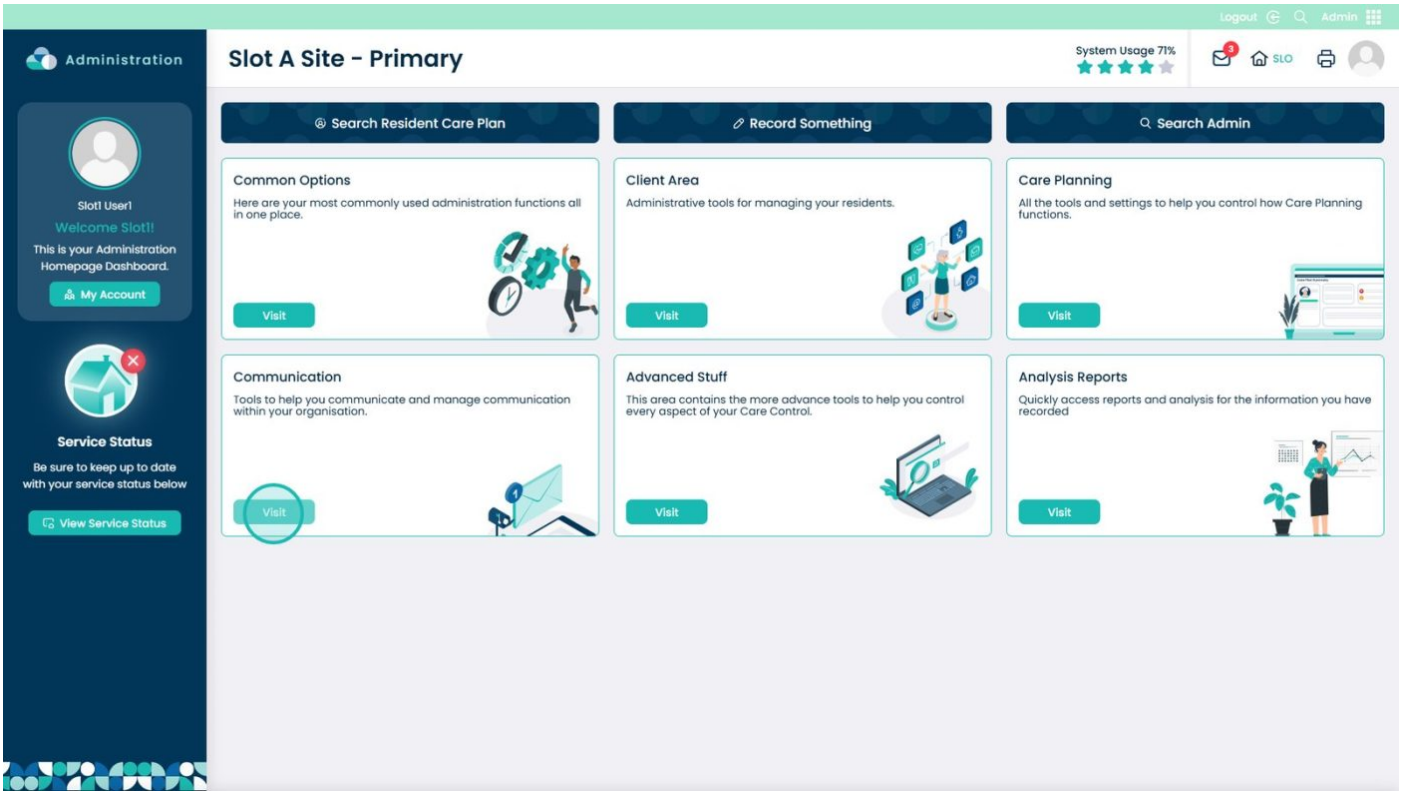
https://demo.arcade.software/H75irRsYowuqzAKKSZZQ?embed&embed_mobile=tab&embed_desktop=inline&show_copy_li

Text based guide

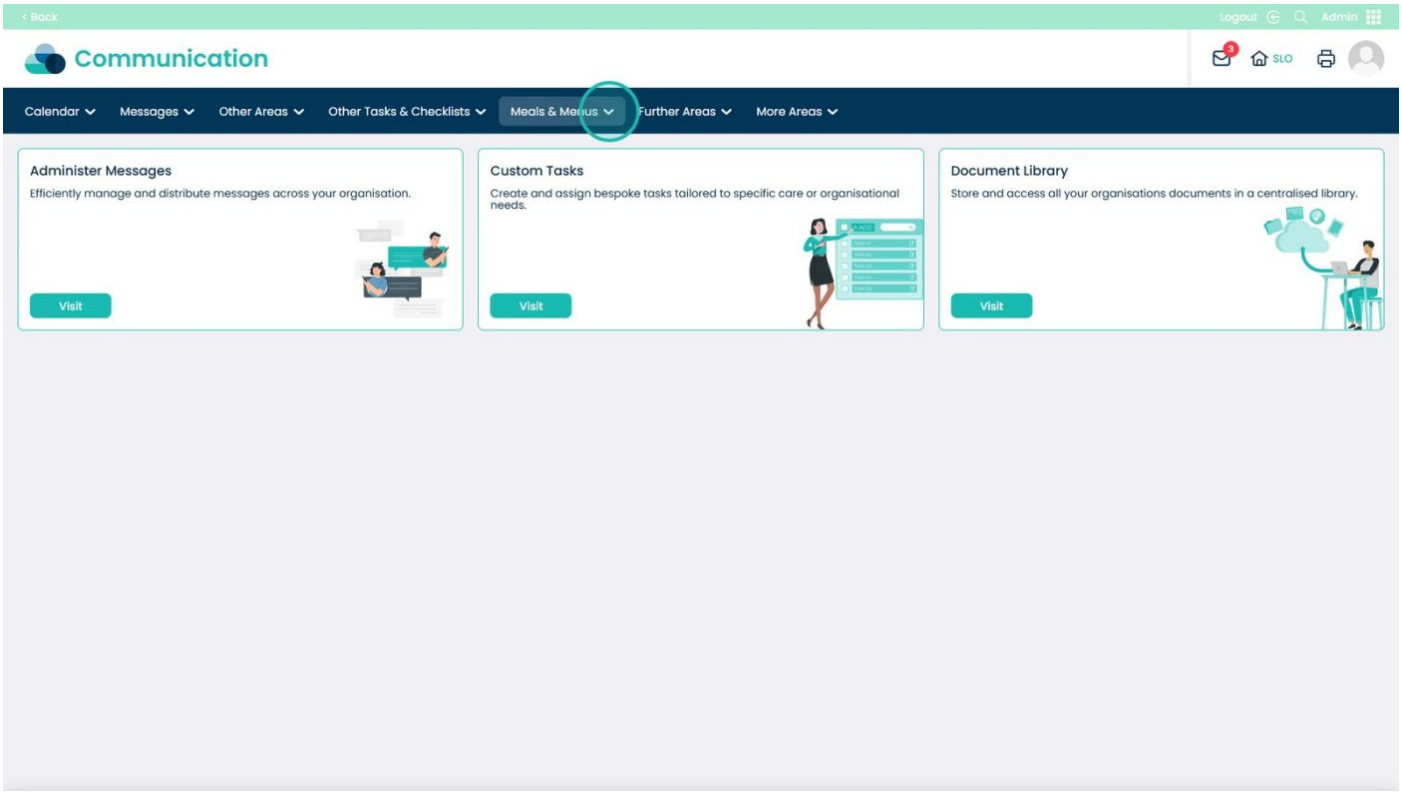
Open the Admin App



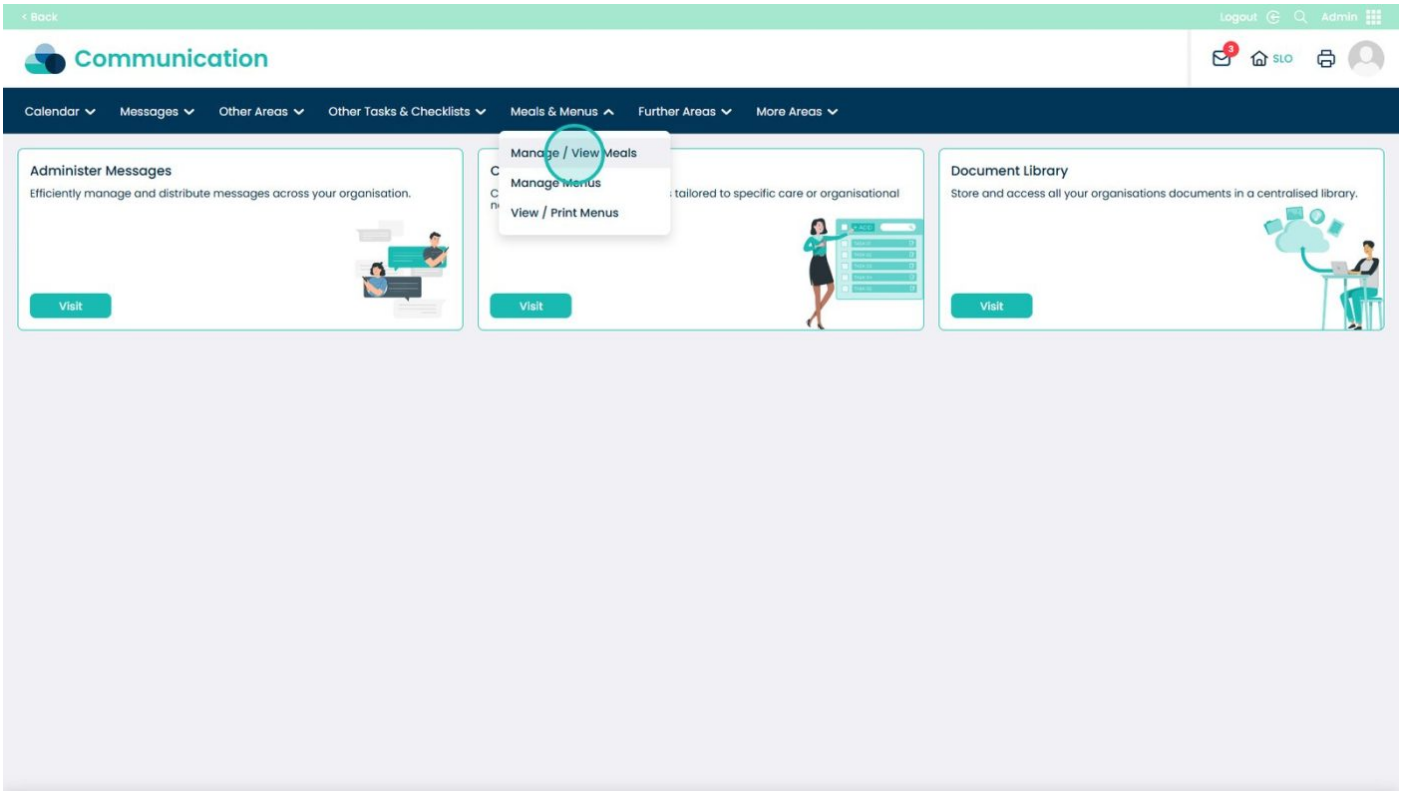
Visit the Communication Area



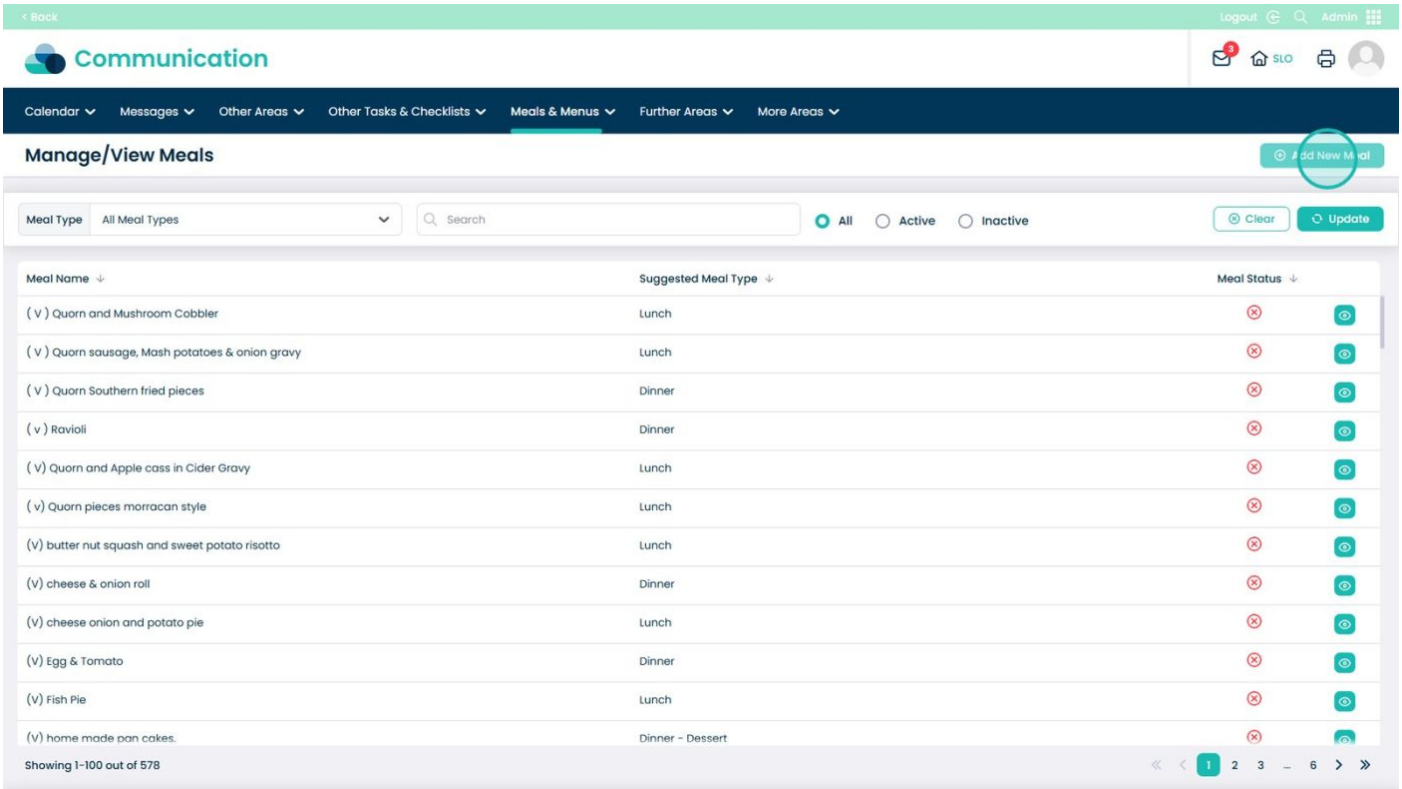
Select the Meals & Menus drop-down



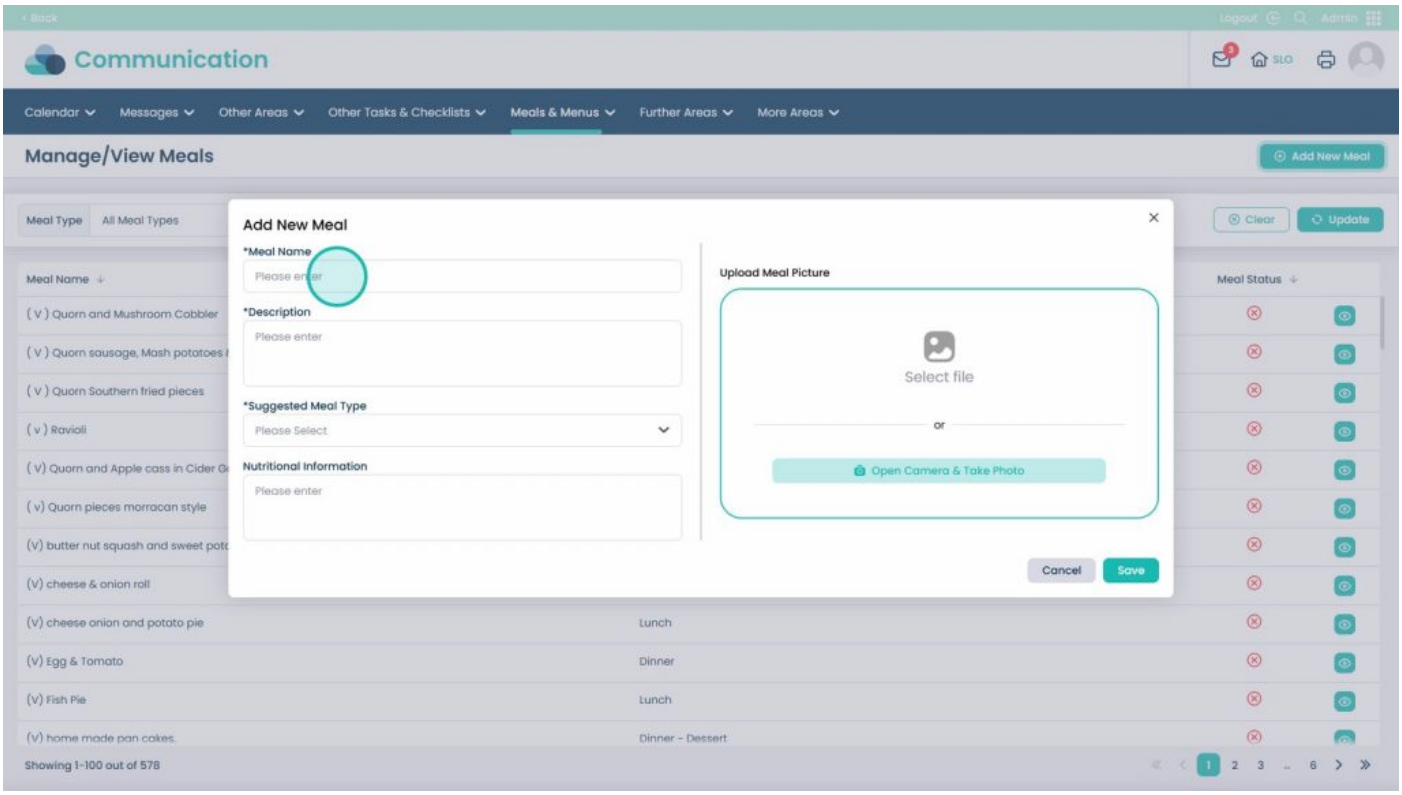
Open the Manage / View Meals section



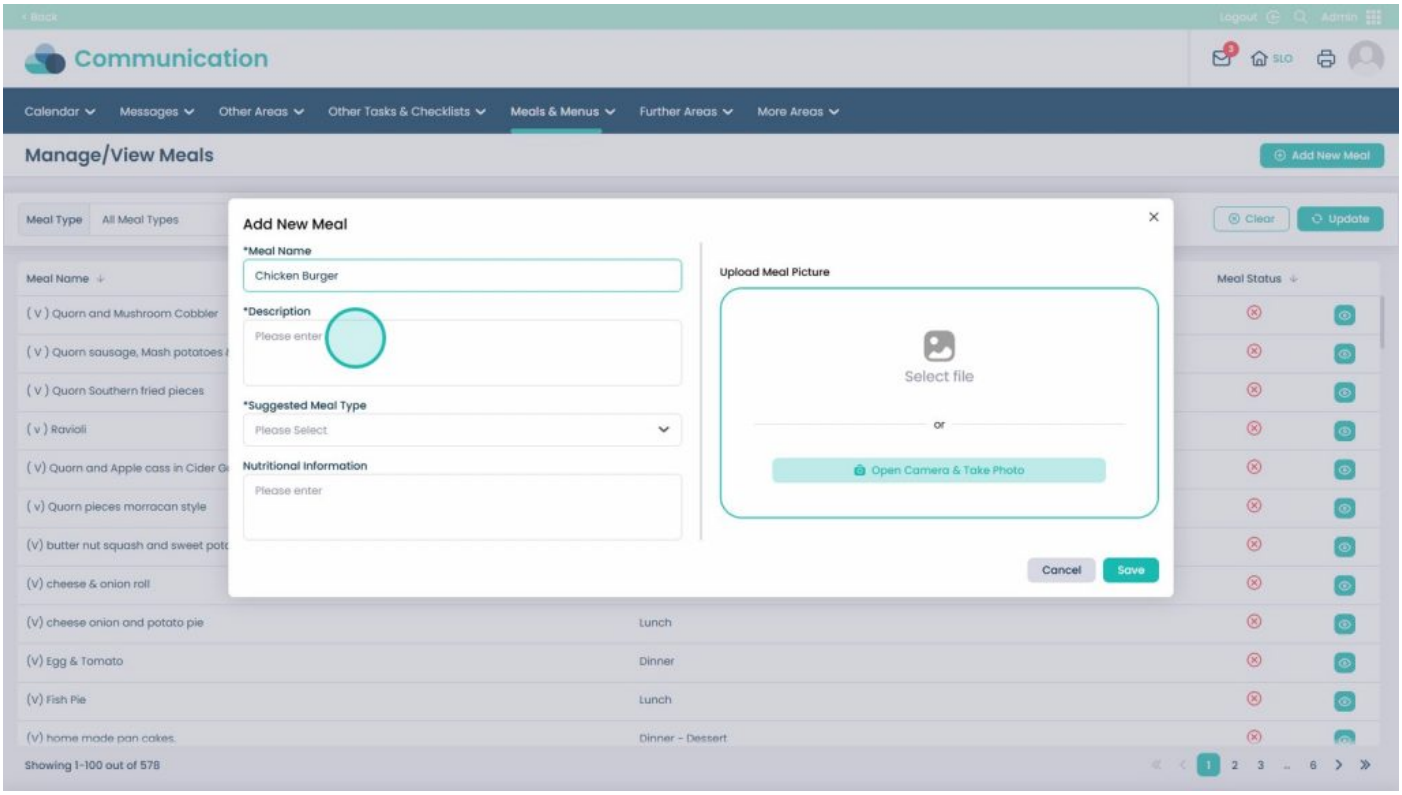
Select Add New Meal



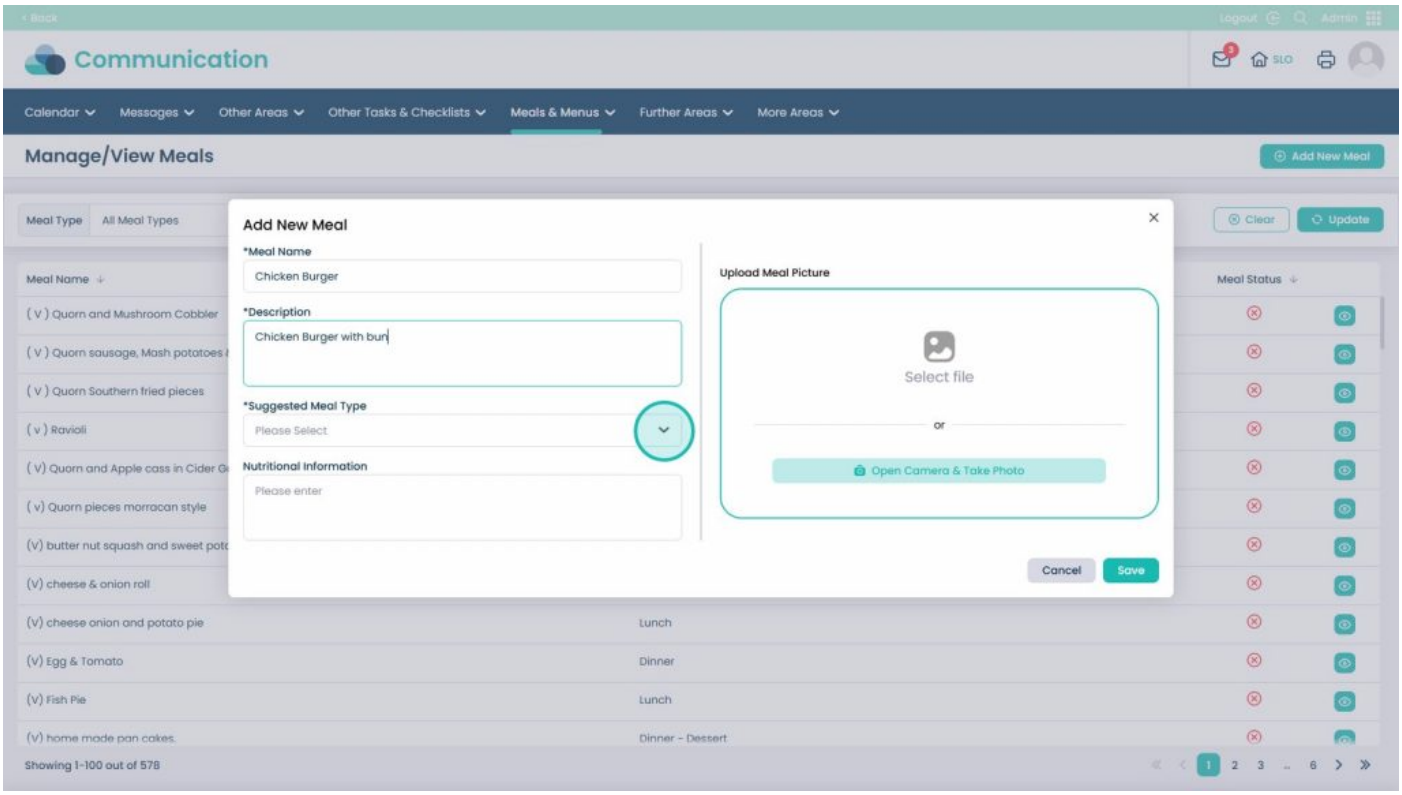
Enter the name of the meal in this box



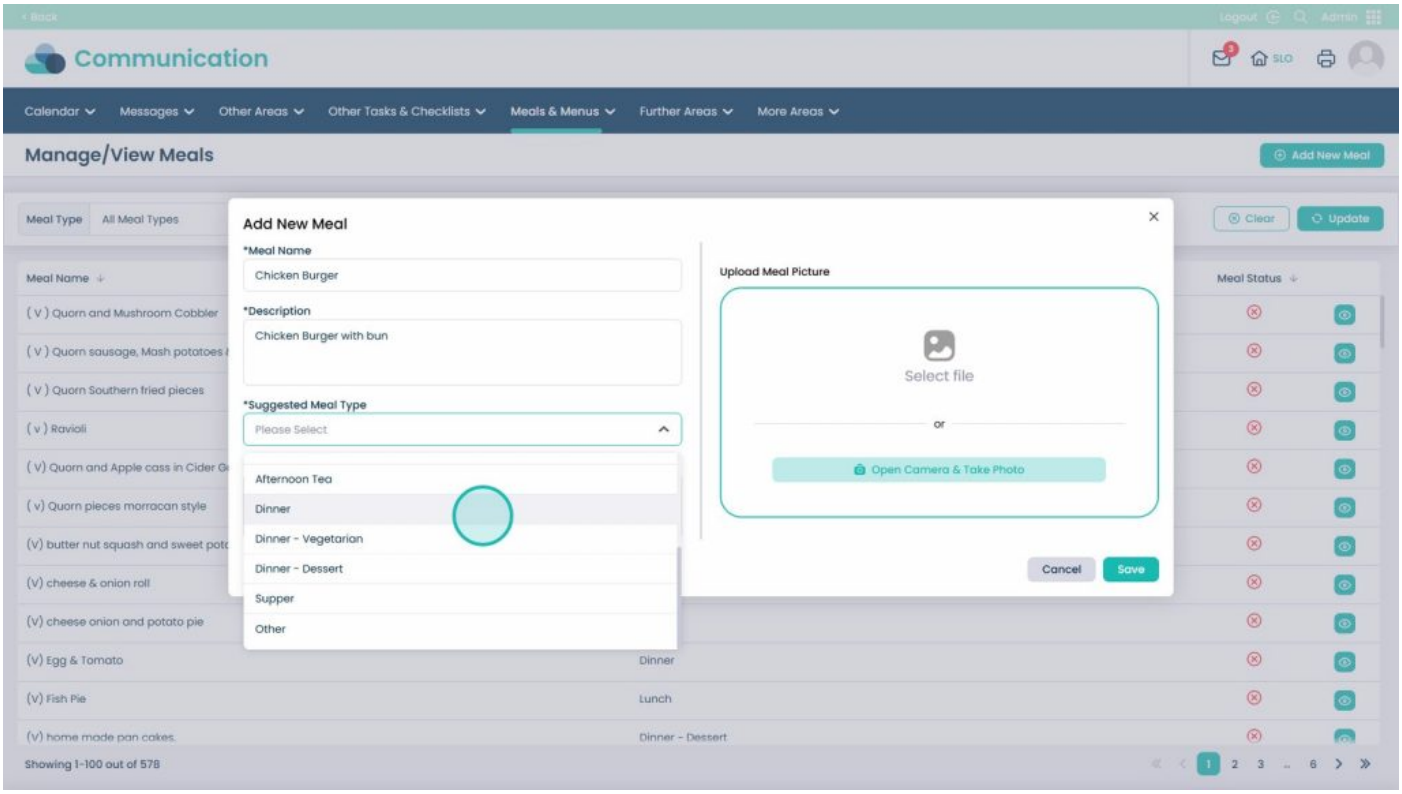
Give a further detailed description of the meal within the Description box



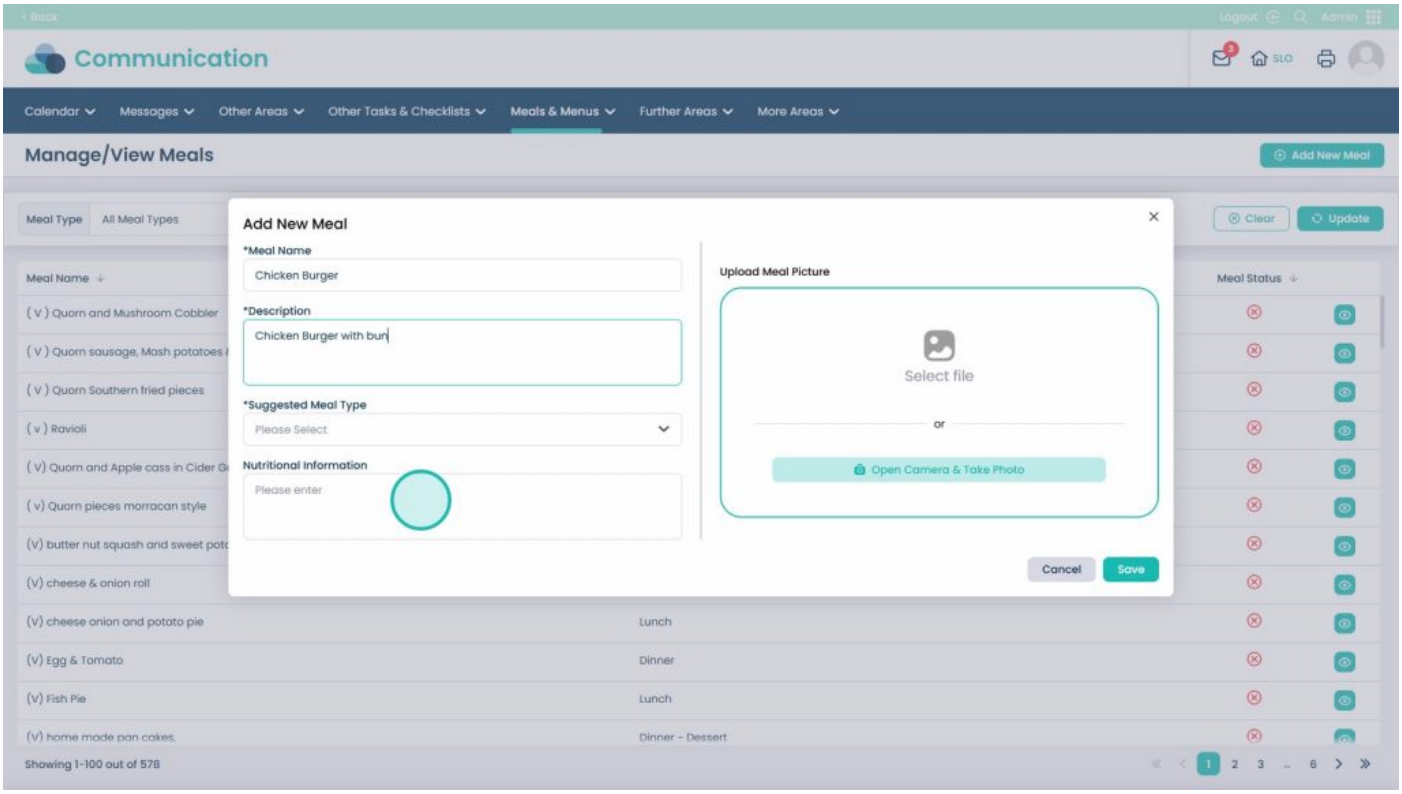
Open the Suggested Meal Type drop-down menu



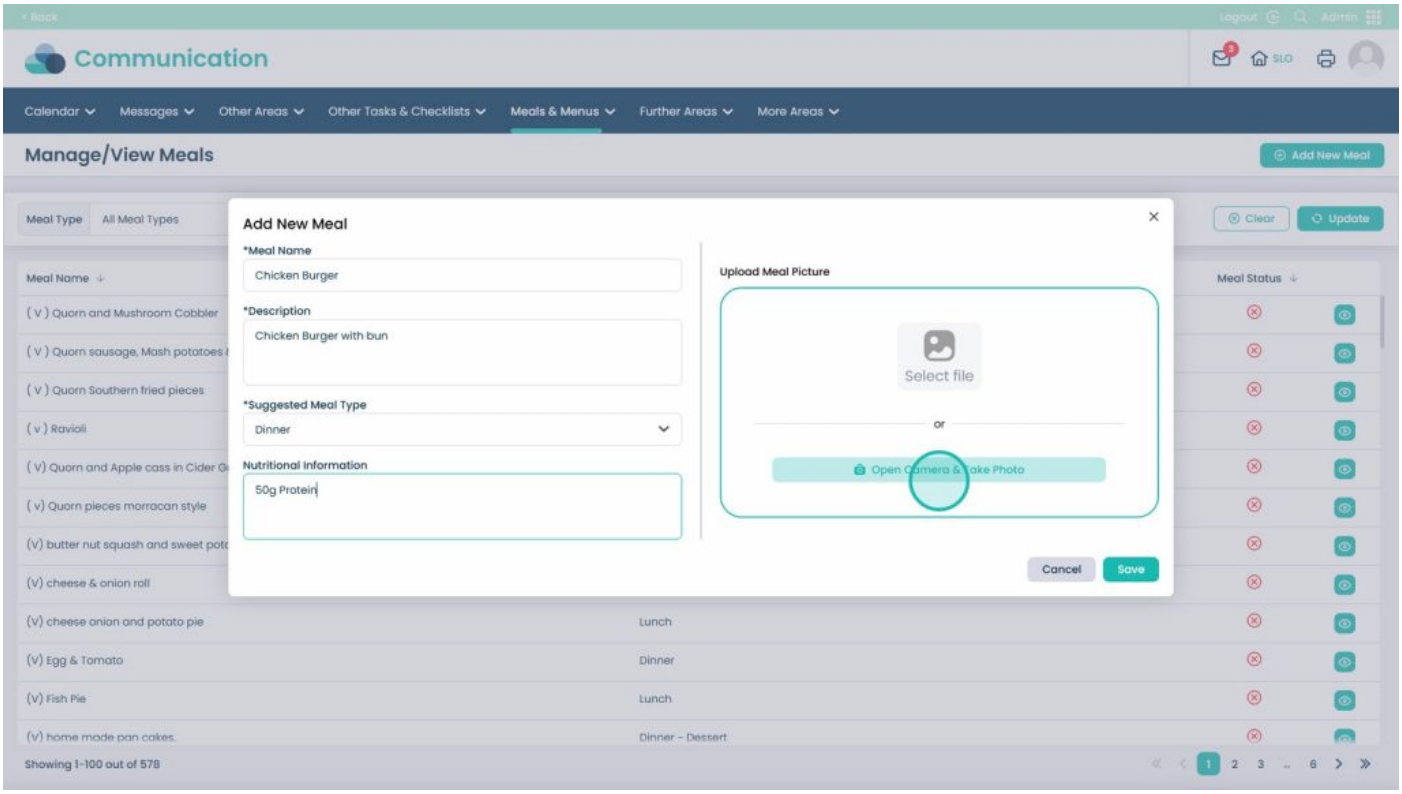
Select the meal type which best suits the meal



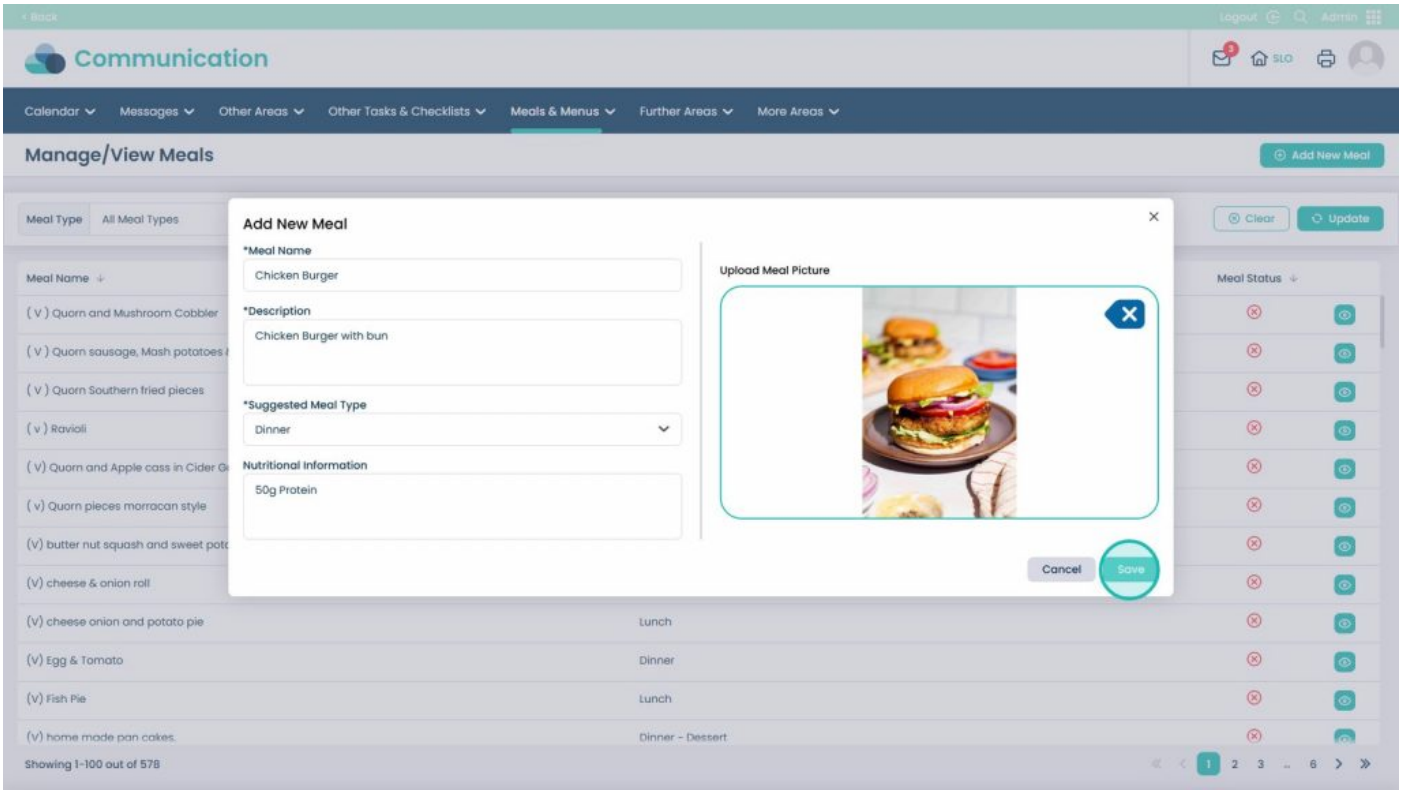
You can enter further Nutritional Information to help with allergens etc, however this is not required



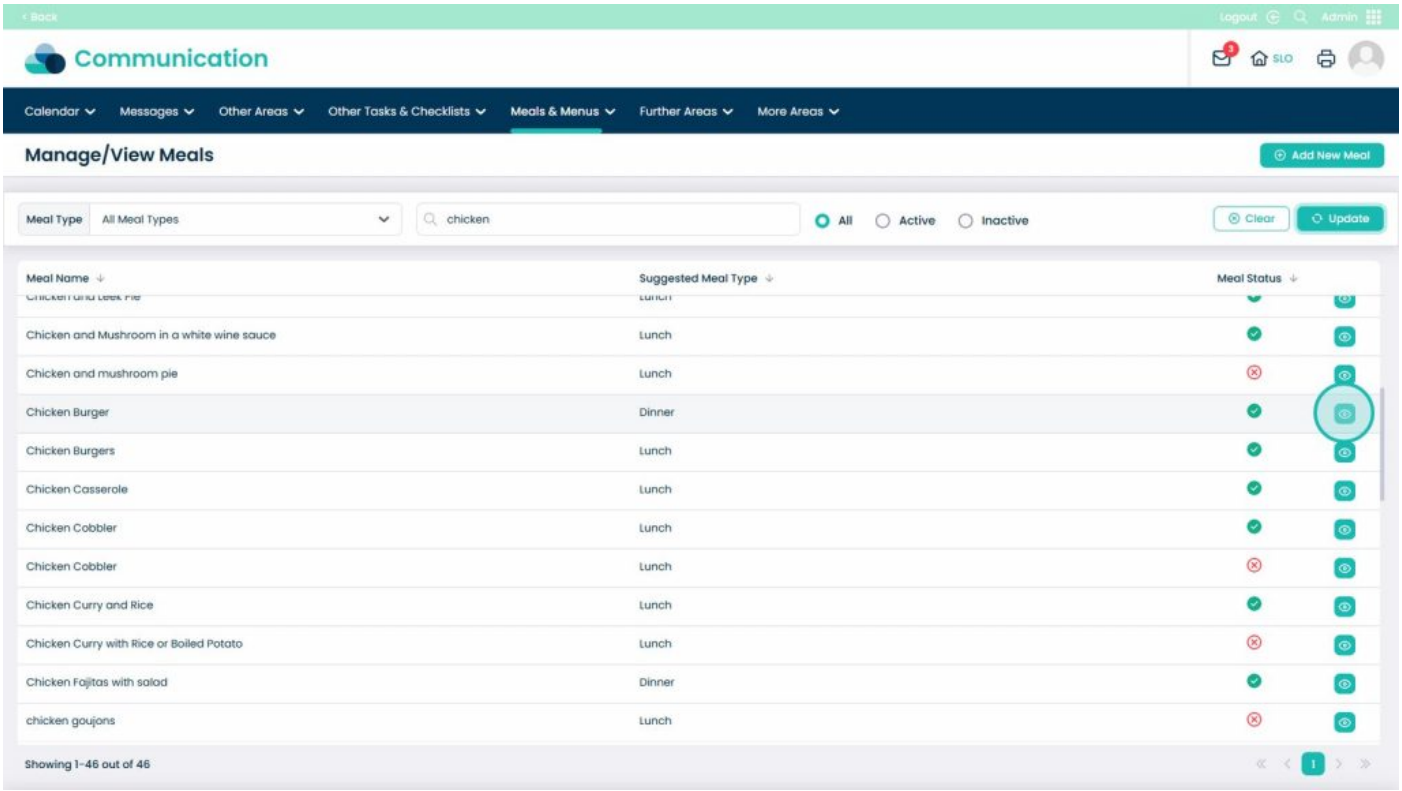
You can also upload an image by clicking Select File or taking a photo with your camera on your device



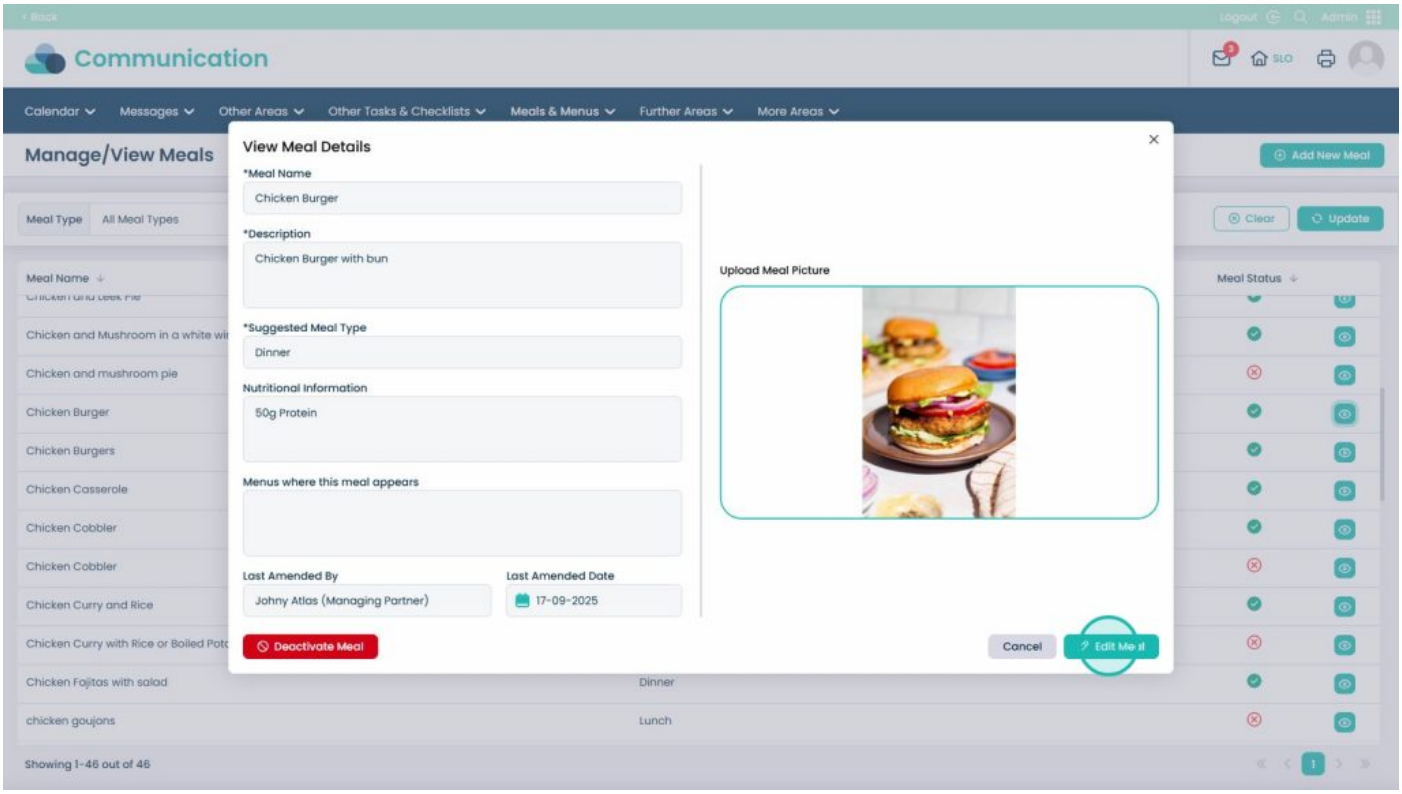
When finished, click Save. The meal will automatically be active



To edit the meal select the eye icon on it



From here you can edit the meal by pressing the Edit Meal button inputting the same details as previous steps cover



Was it helpful ?

- Happy
- Normal
- Sad

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