How to manage meals on Cloud

Communication · https://cclearninghub.co.uk/docs/how-to-manage-meals-on-cloud/

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Kieran Worth

Keeping your meal information accurate and up to date is essential for providing a smooth dining experience for residents and staff. This feature makes it easy to view all of your meals in one place, filter them by type, and quickly switch between active and inactive options. You can search for specific meals, reactivate dishes when they’re needed again, and make updates to meal details whenever your menu changes.

By following this guide, you’ll be able to manage your meals with confidence, save time, and ensure that everyone always has access to the right meal choices.

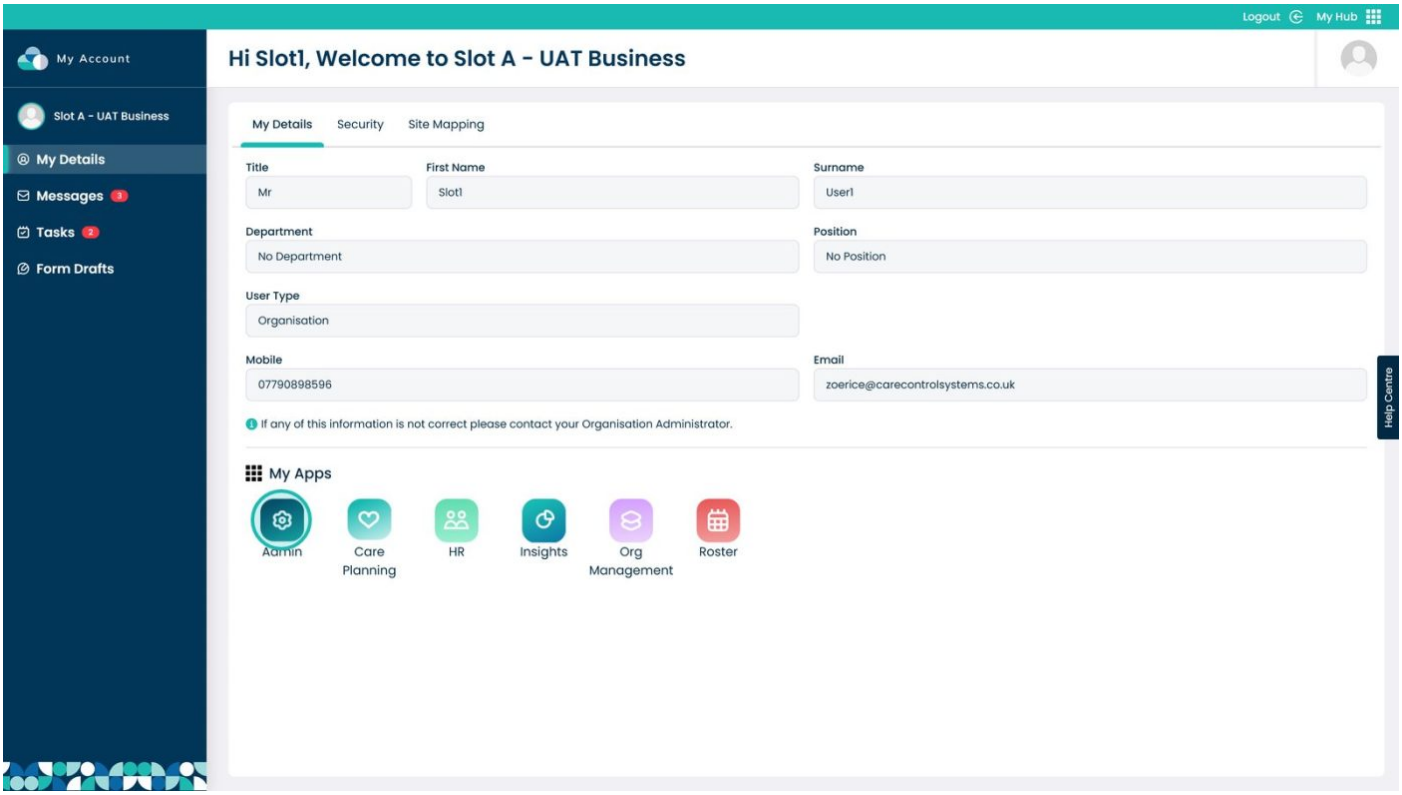
Interactive Guide

Embedded media:

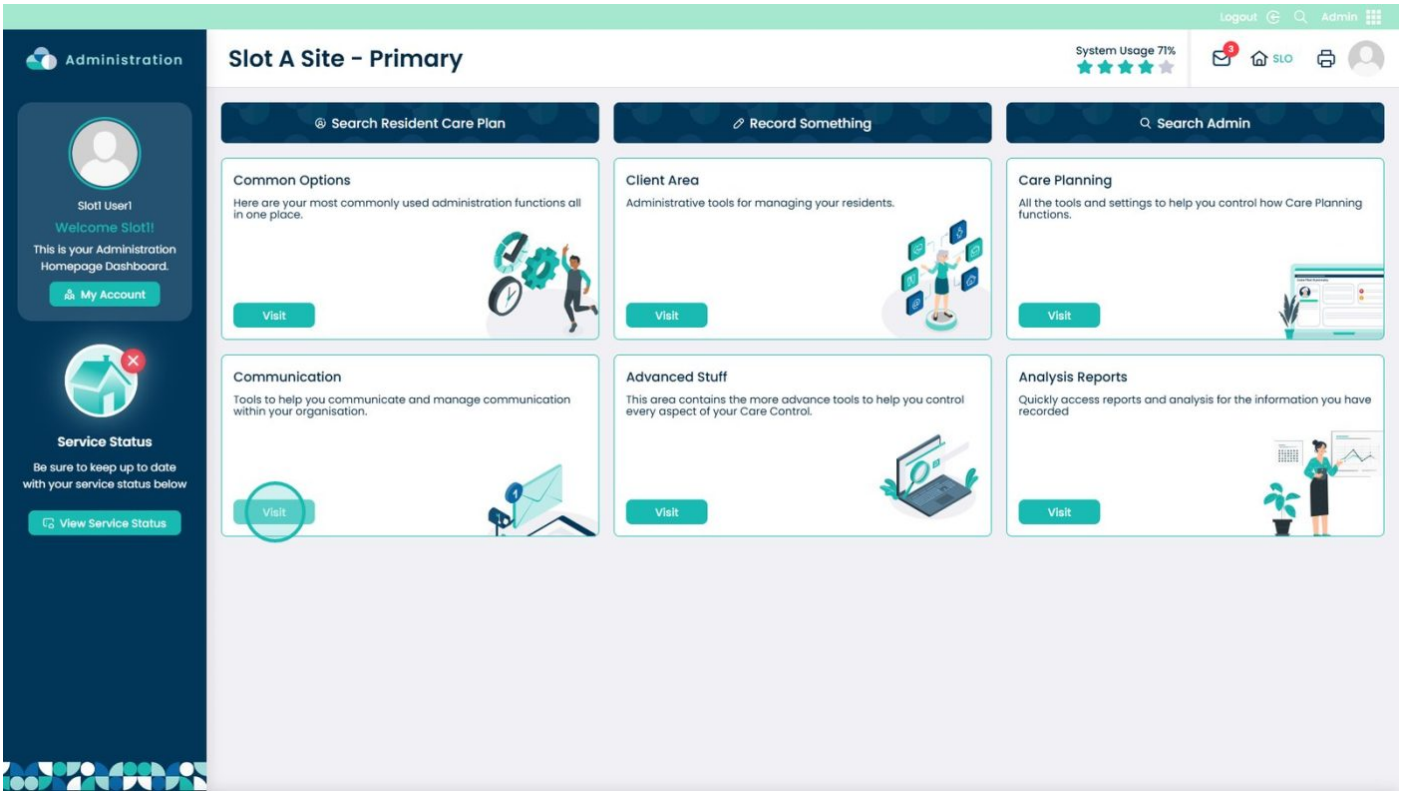
https://demo.arcade.software/jPcj1ZwThi1ZaZpfAaX4?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

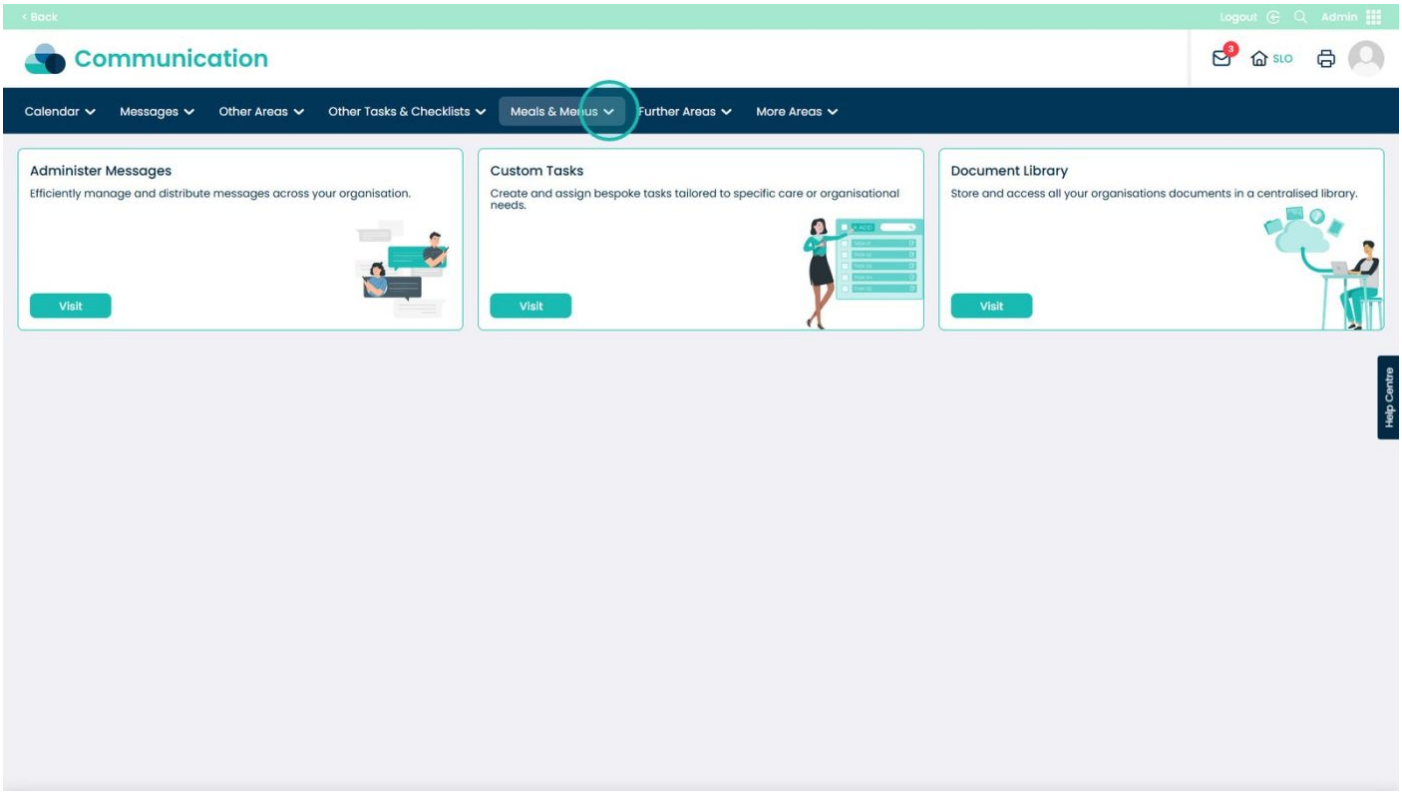
Enter the Admin App



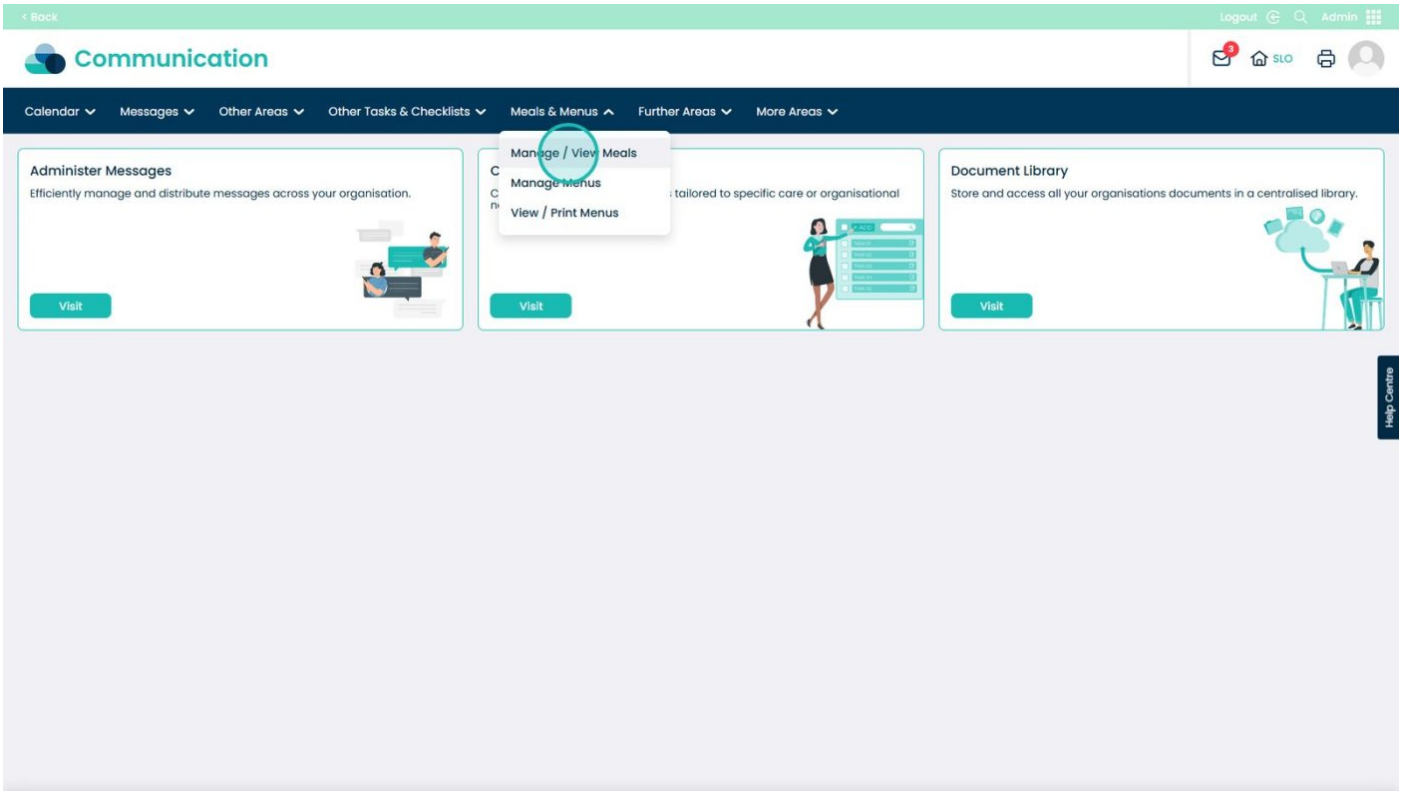
Visit the Communication area



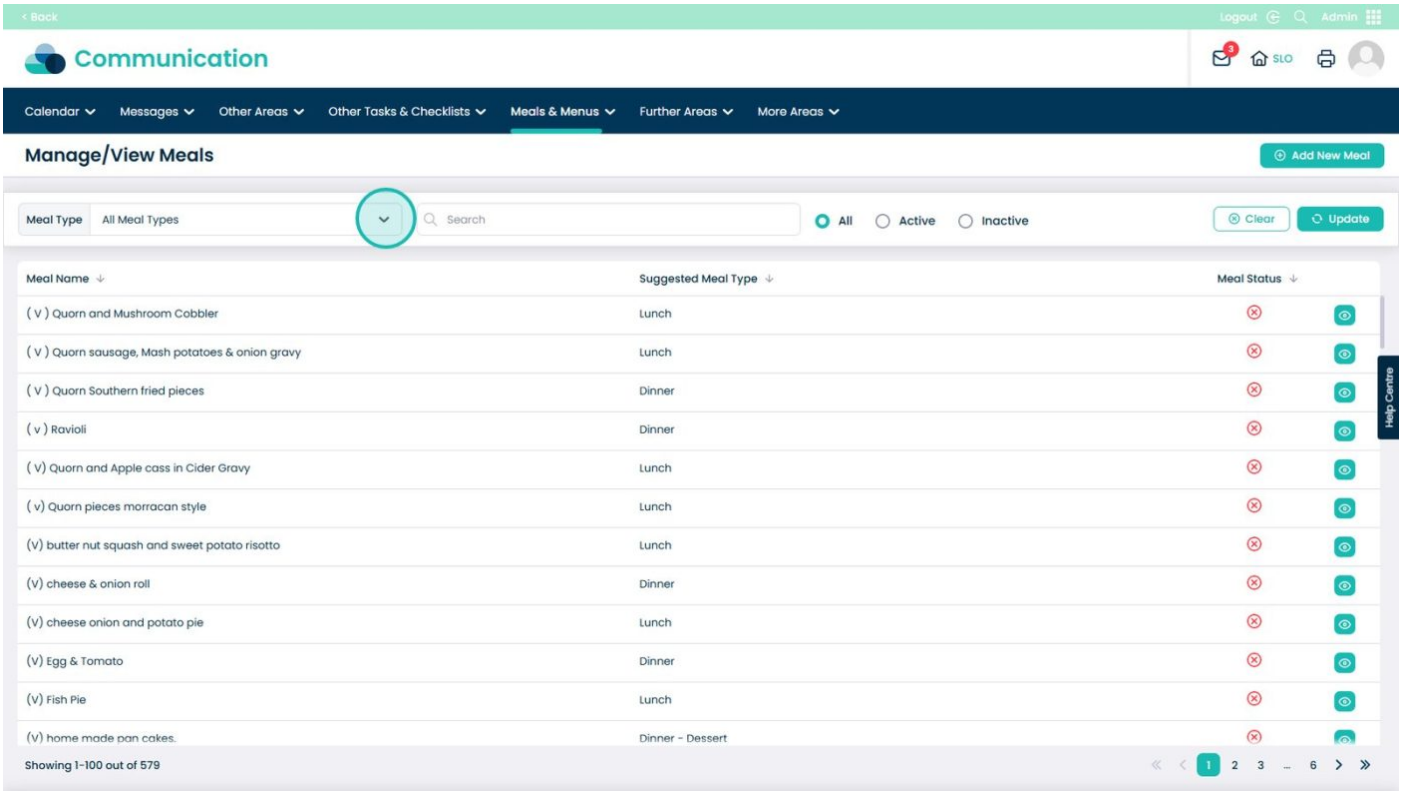
Open the Meals & Menus drop-down



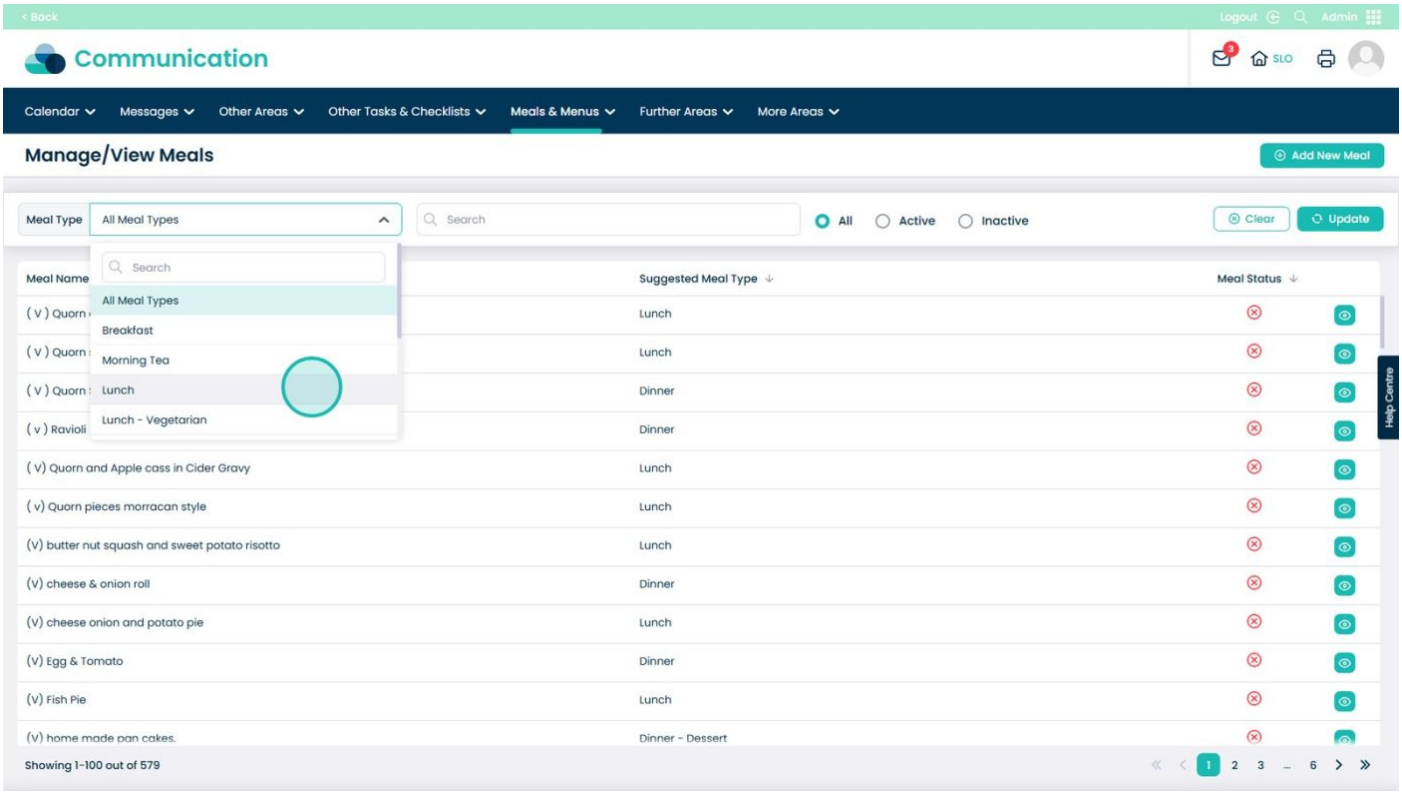
Select to Manage / View Meals



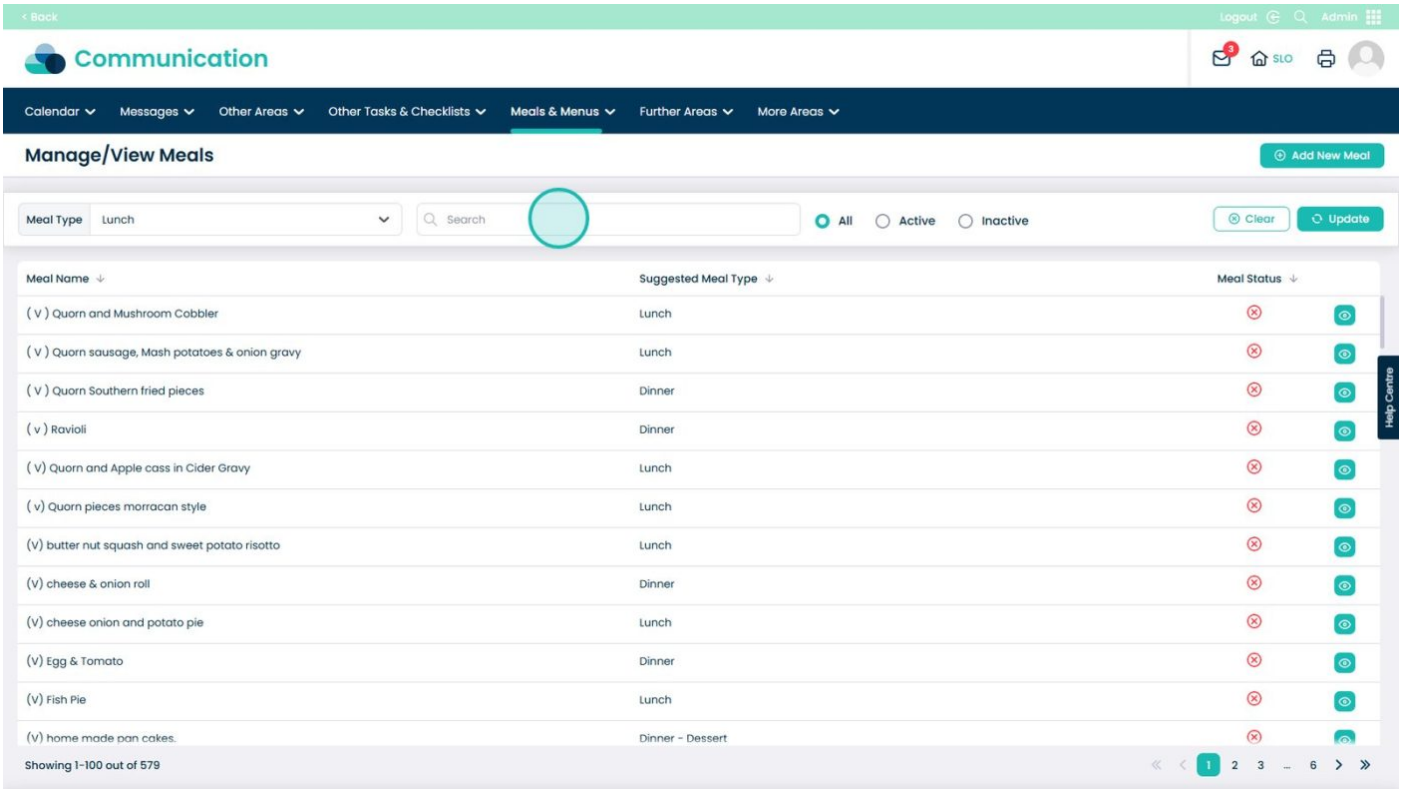
On this page you can see every meal. You can start filtering by selecting the drop-down



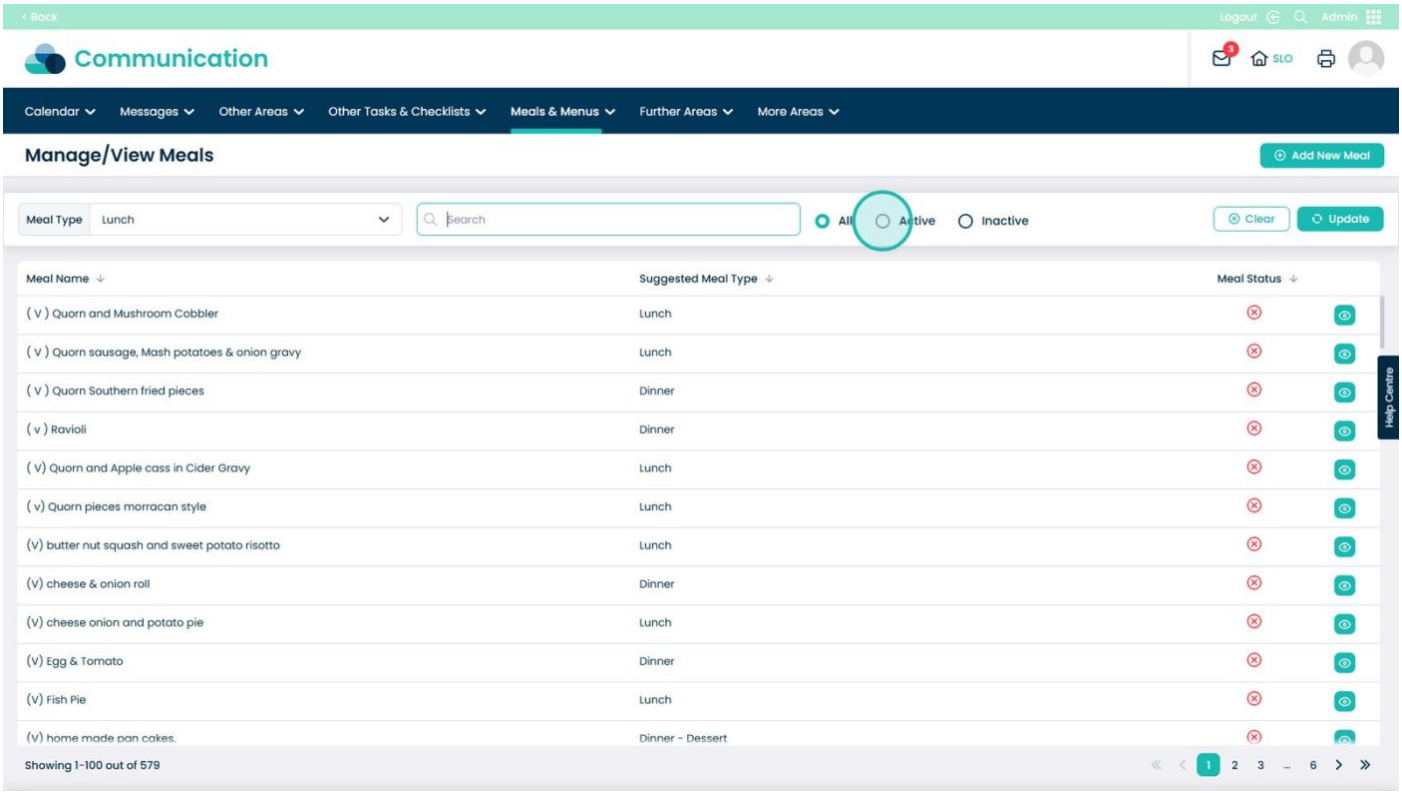
Choose which meal type you want to filter by



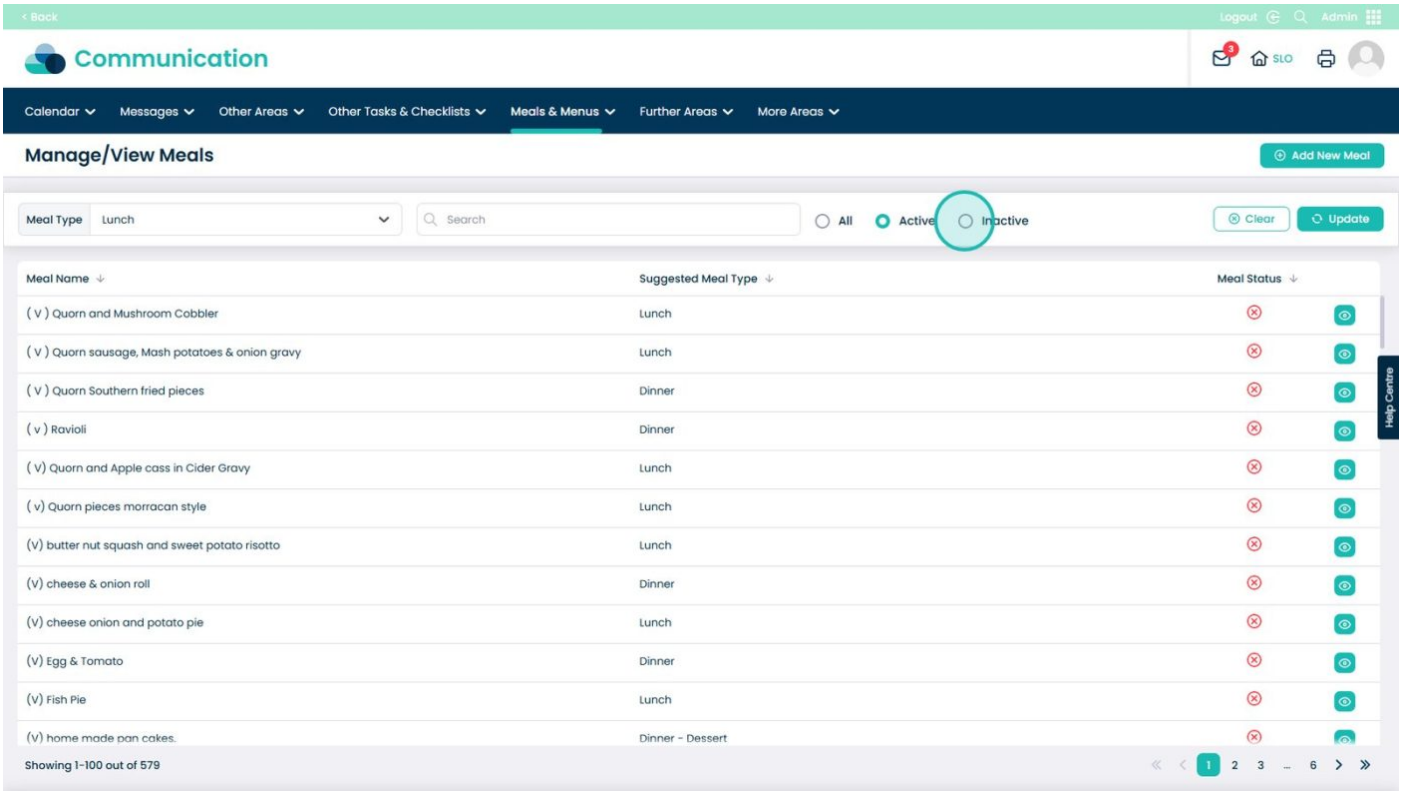
You can also specifically search for meals using the search bar



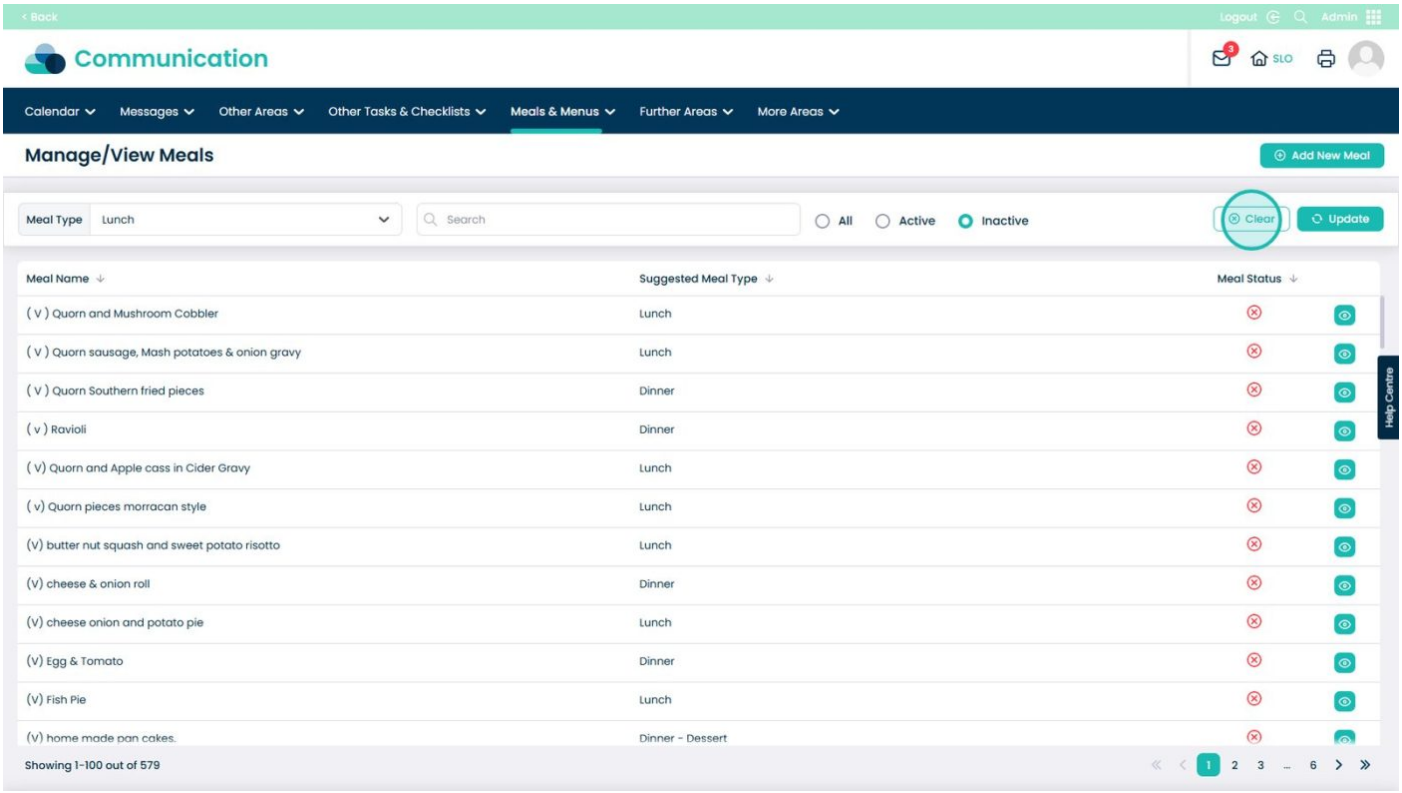
You can pick to show Active meals



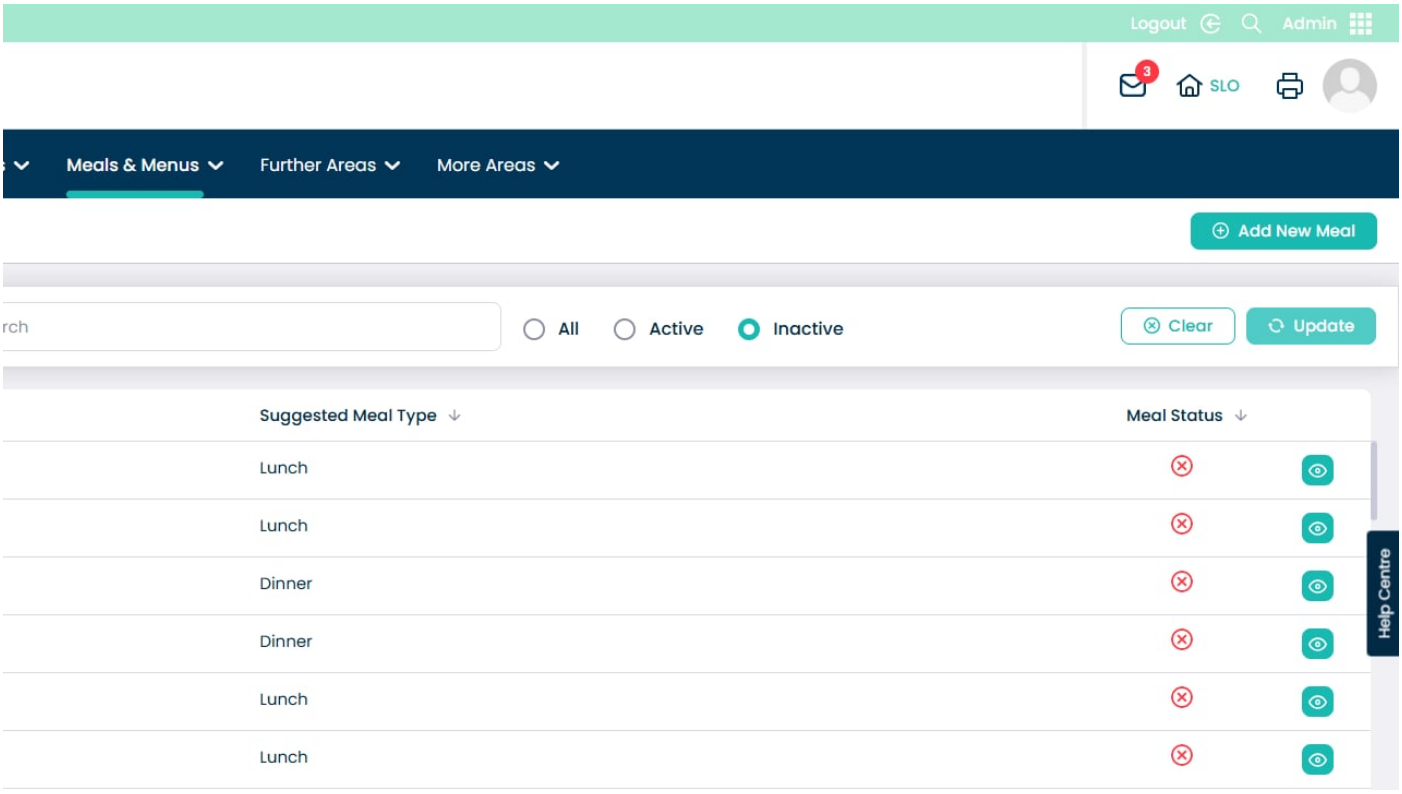
Or pick to show Inactive meals



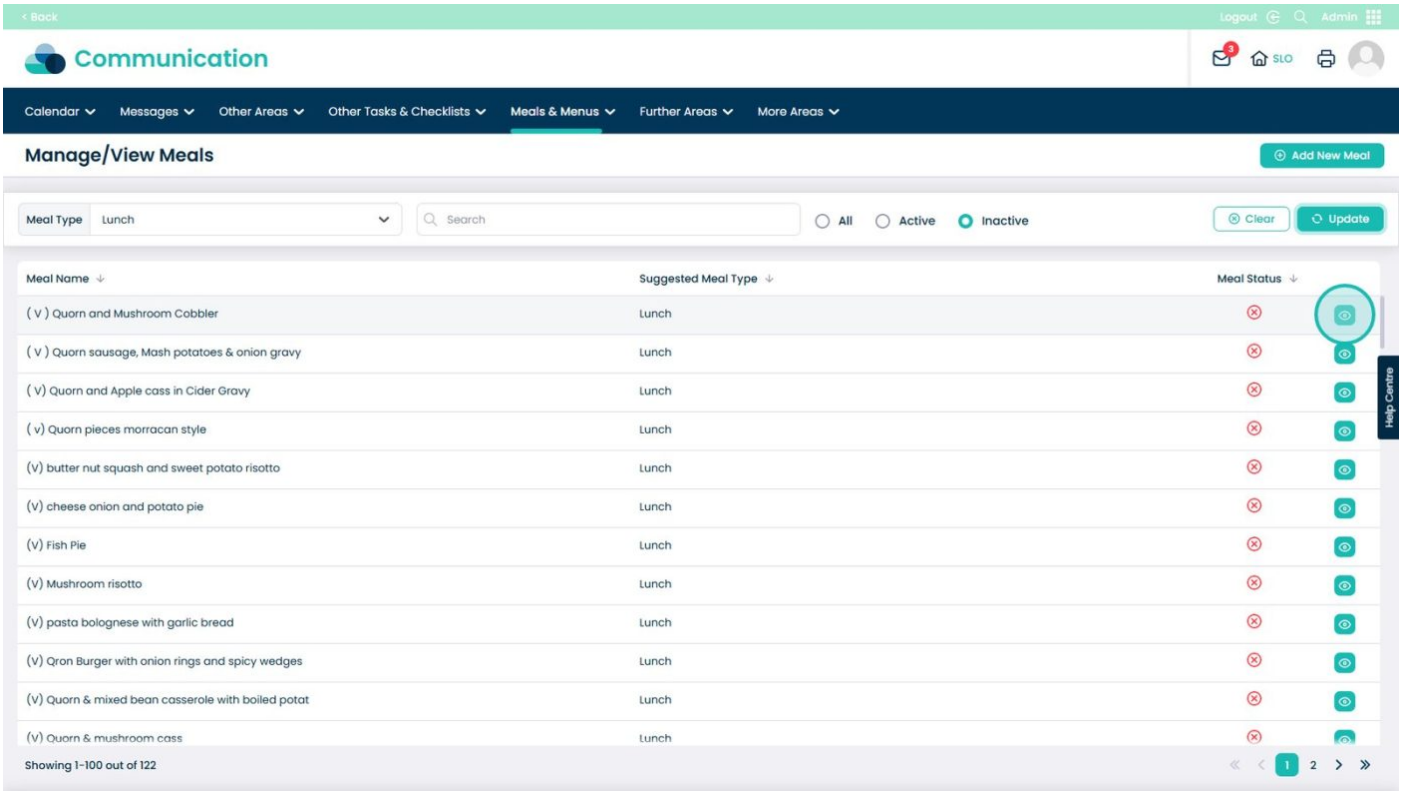
Click Clear to reset the filters



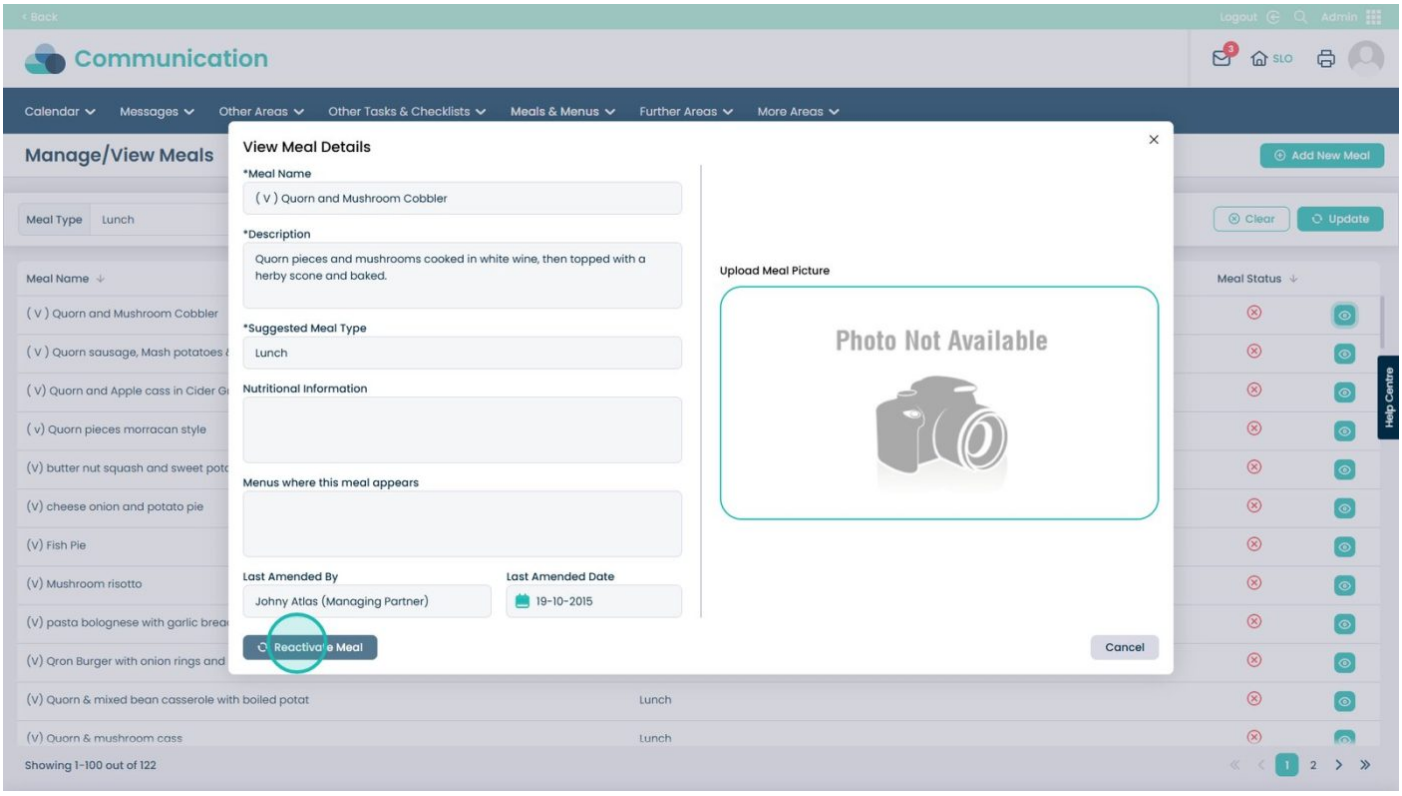
Click update to use the filters



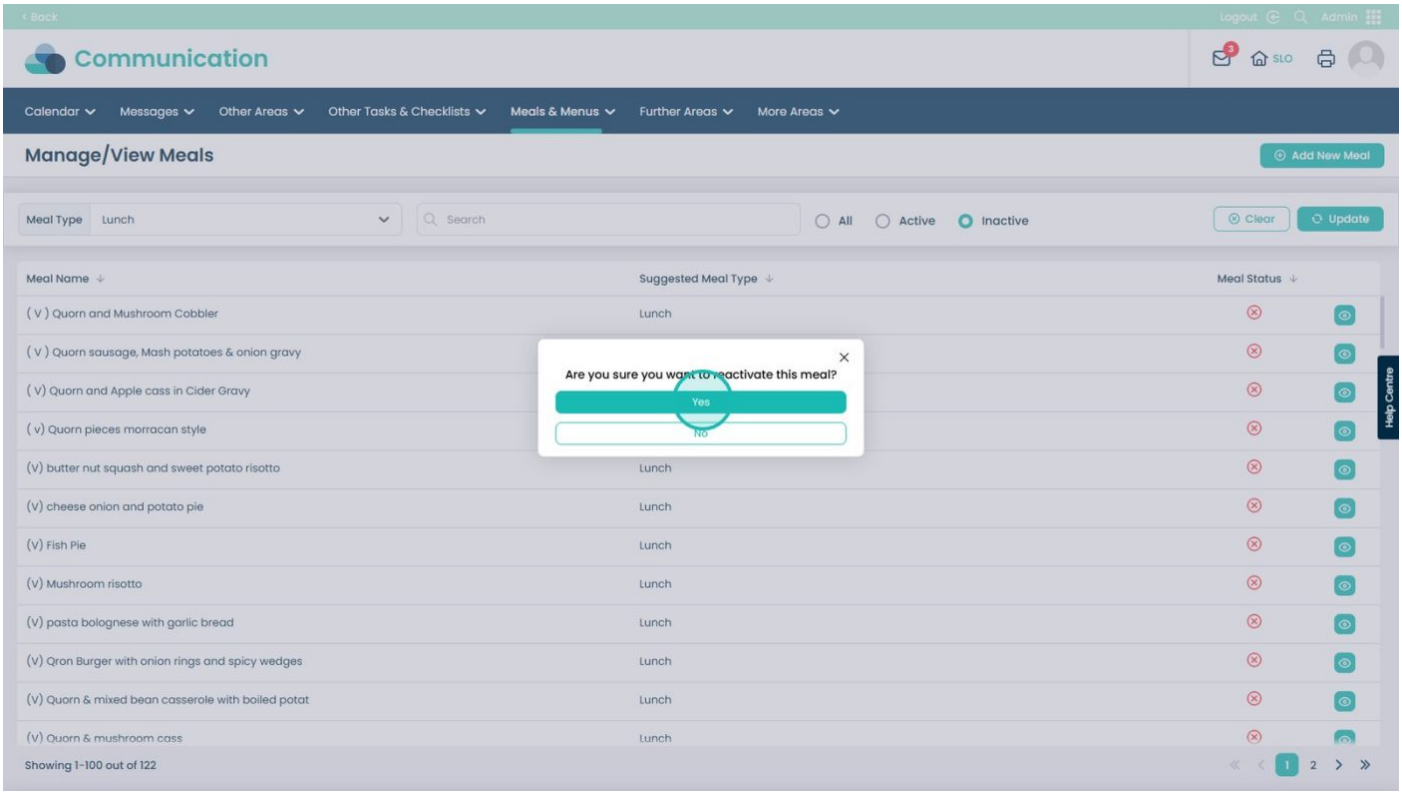
On a food item, click the eye icon to view it



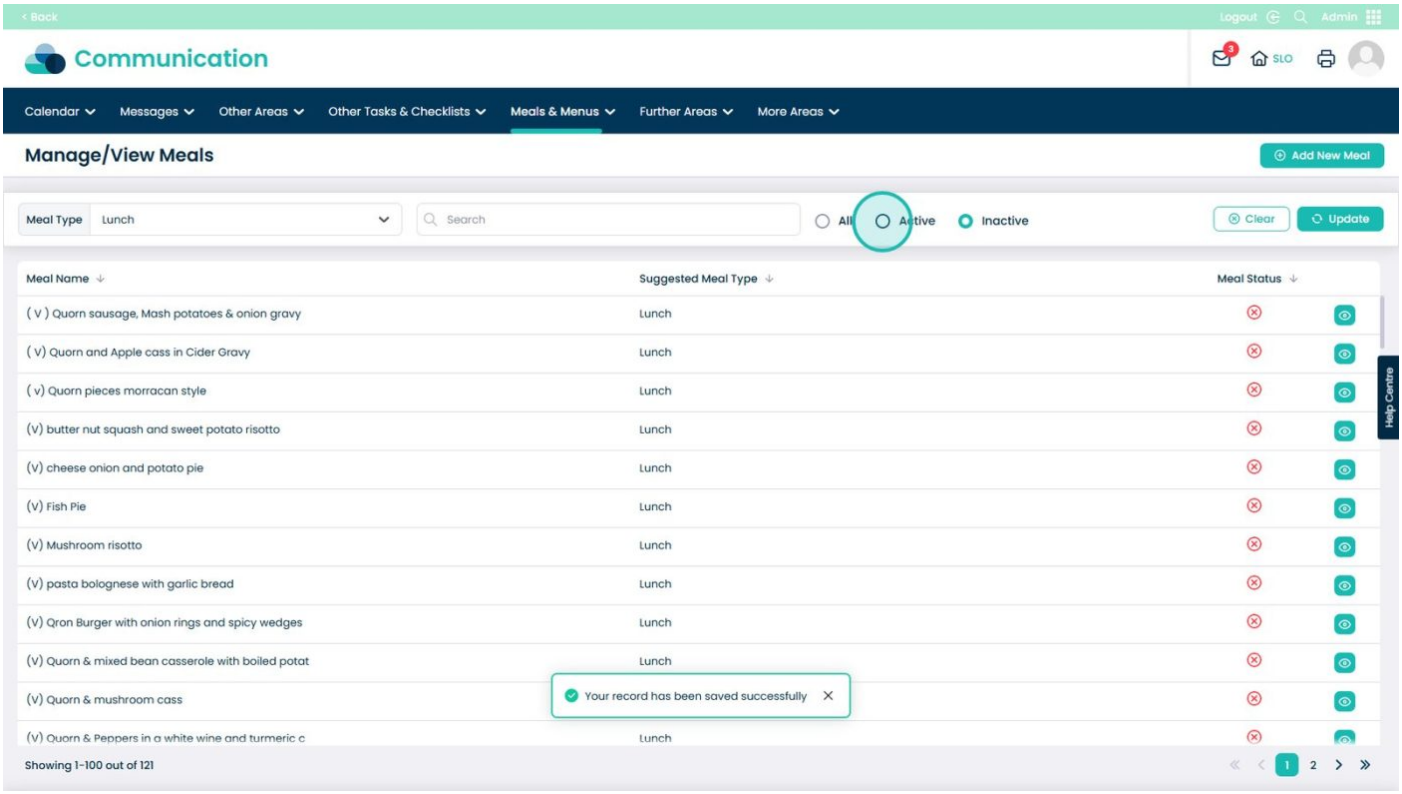
On this screen you can reactivate the meal to make it useable again



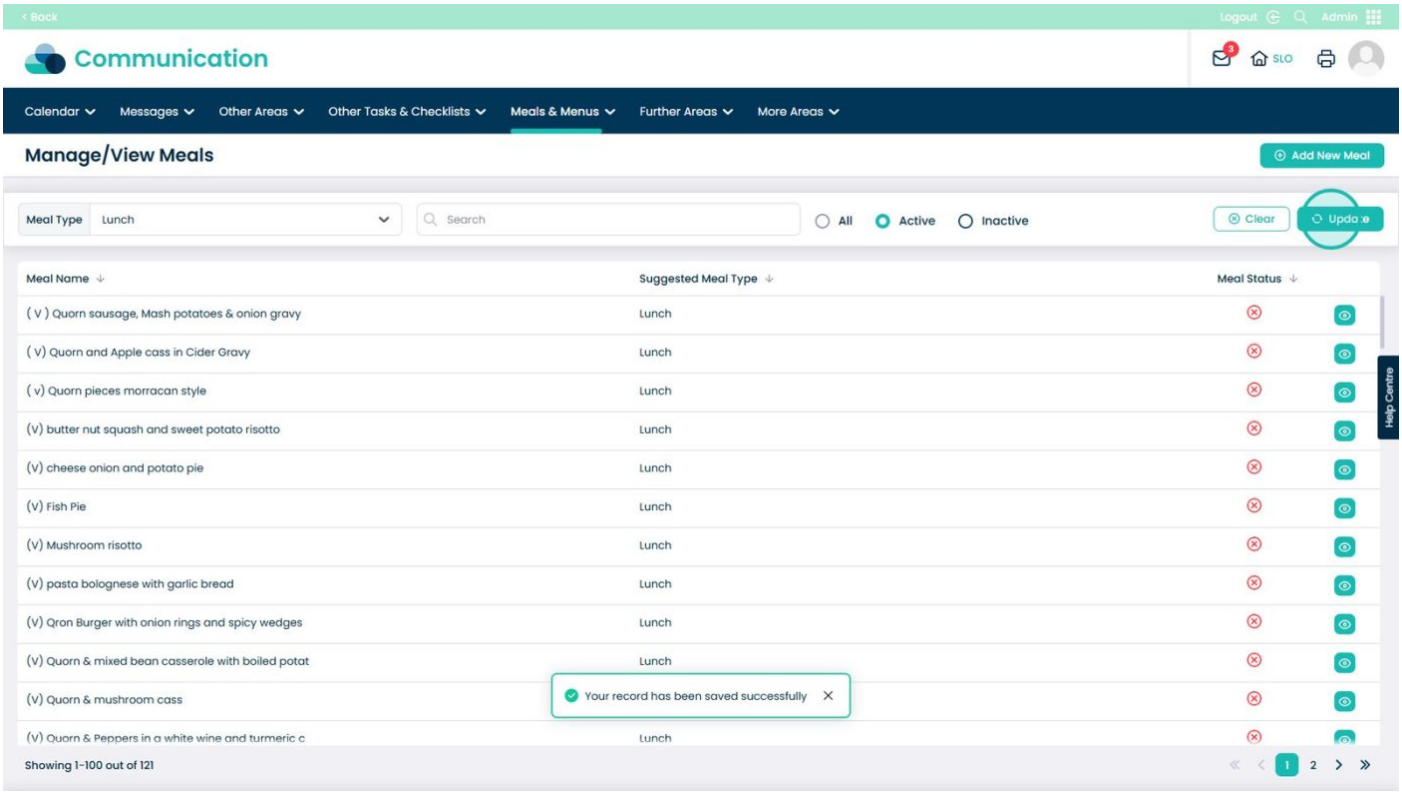
Select Yes to reactivate the meal



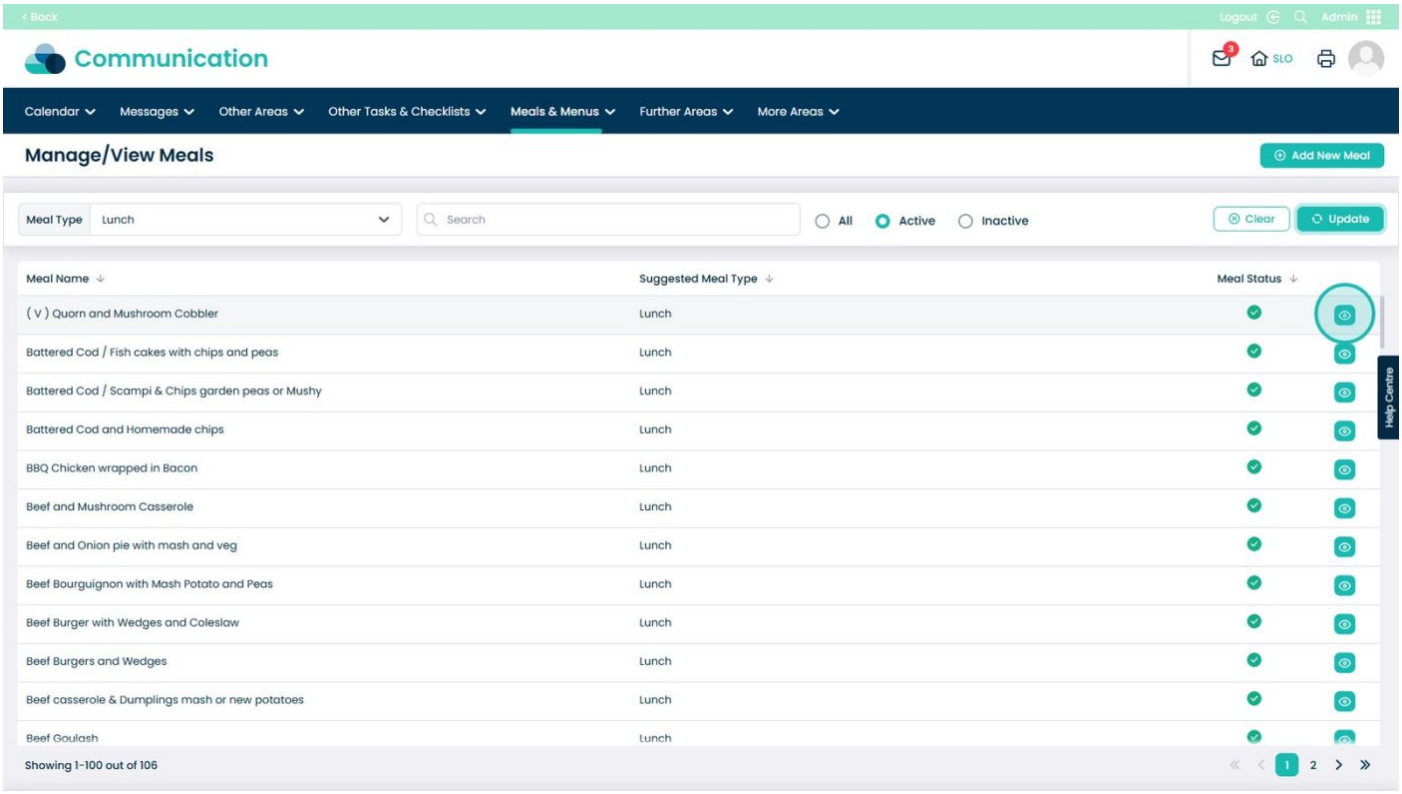
To then edit that meal, select the Active filter



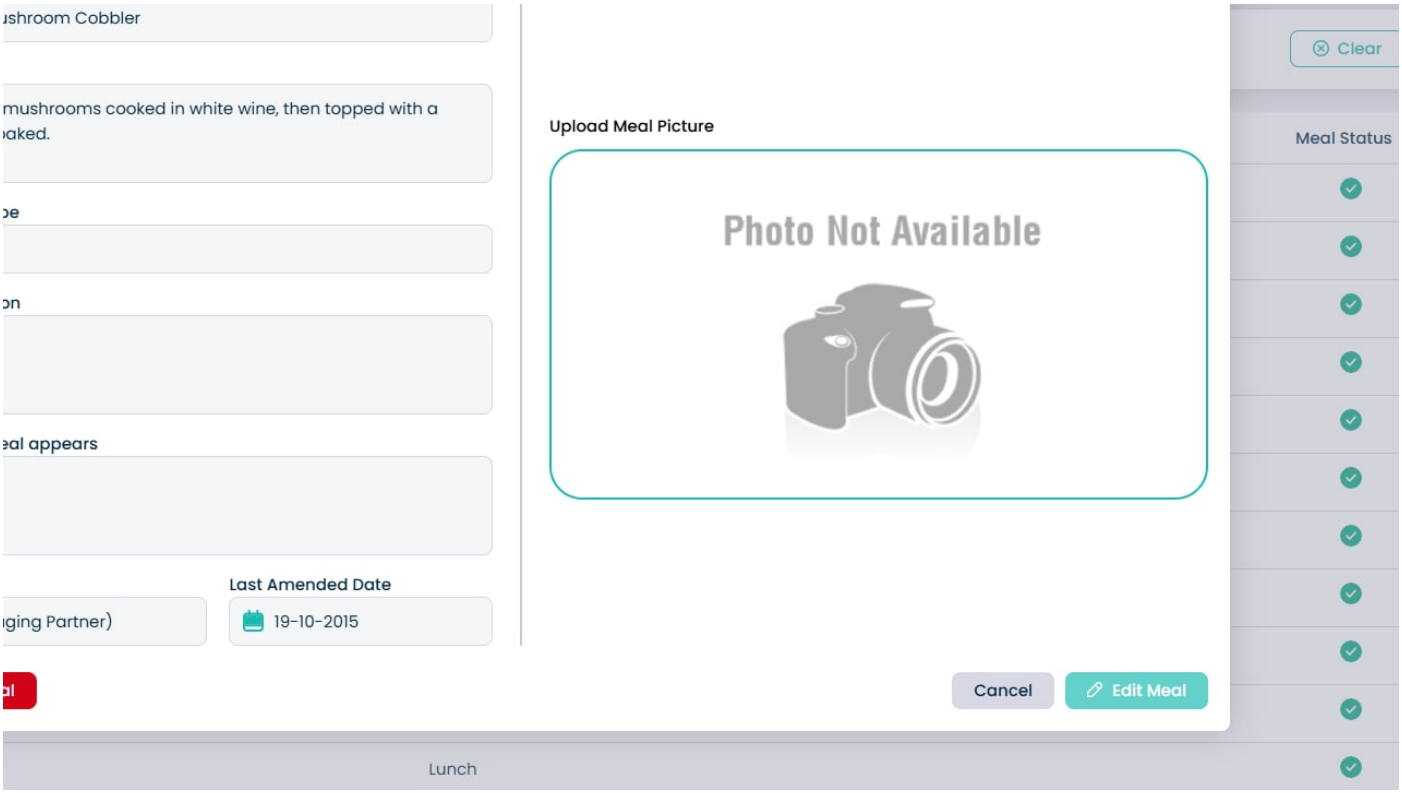
Click Update to use the filter



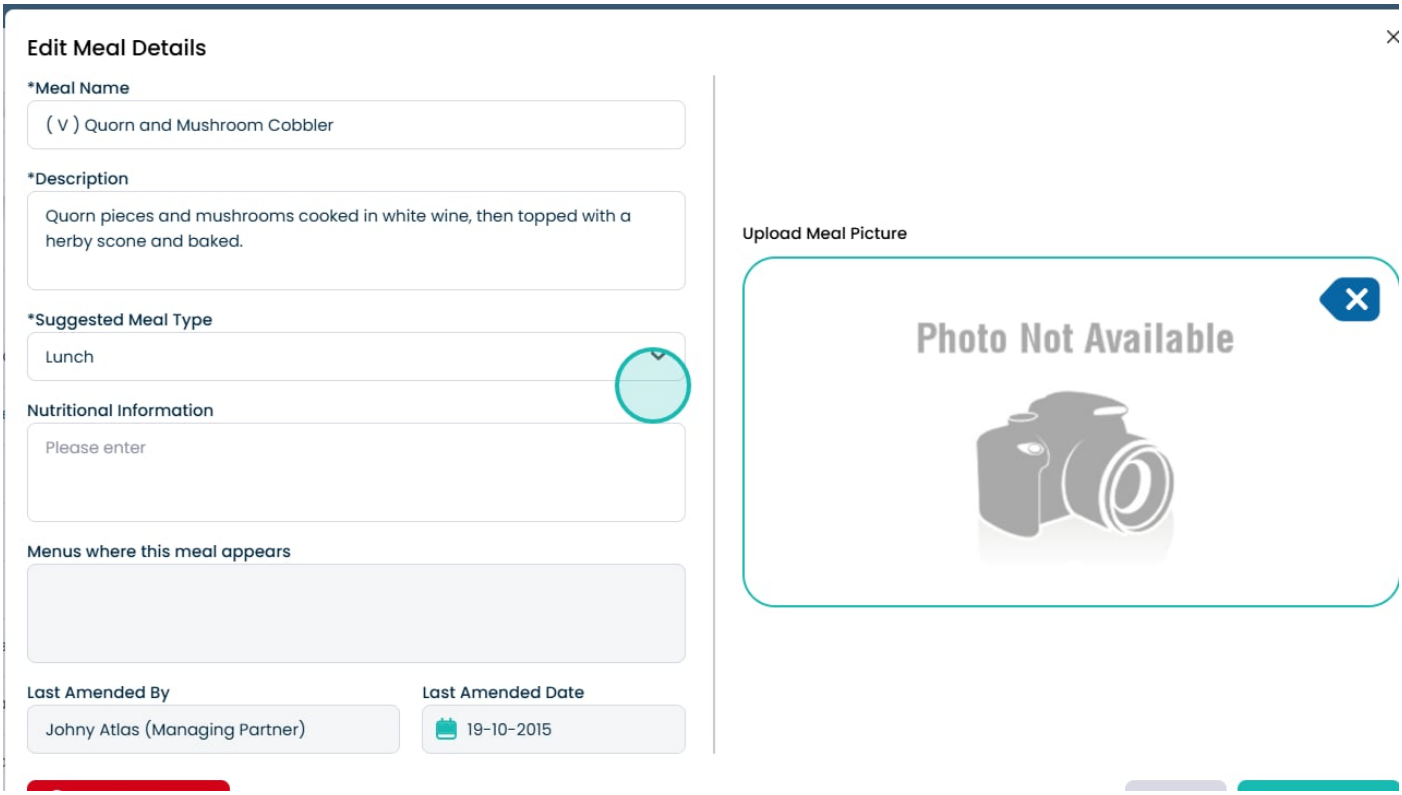
Click the eye icon to open up the meal details



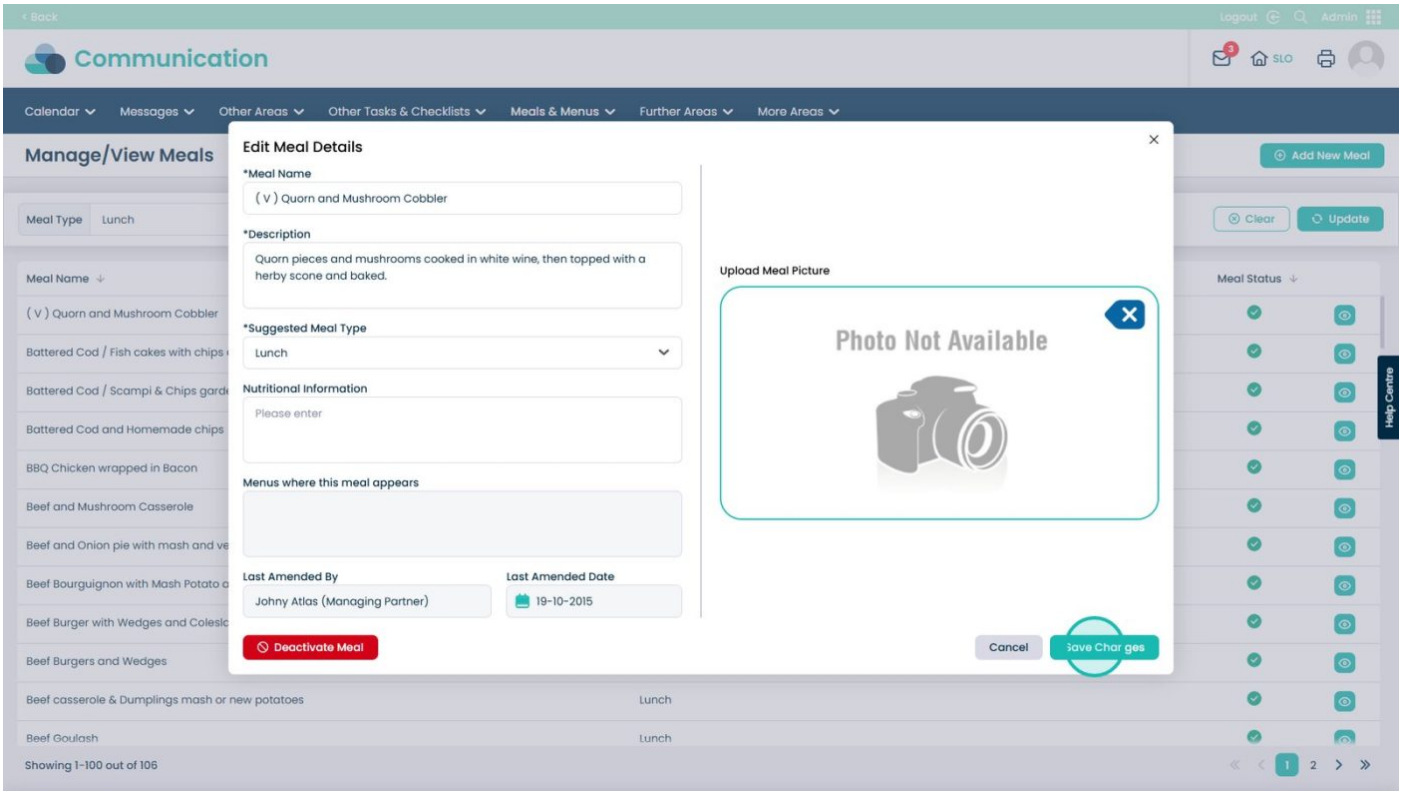
Select to Edit Meal



You can now modify meal details using these boxes



When done, select Save Changes to update the meal



Process Complete

Was it helpful ?

- Happy
- Normal
- Sad

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