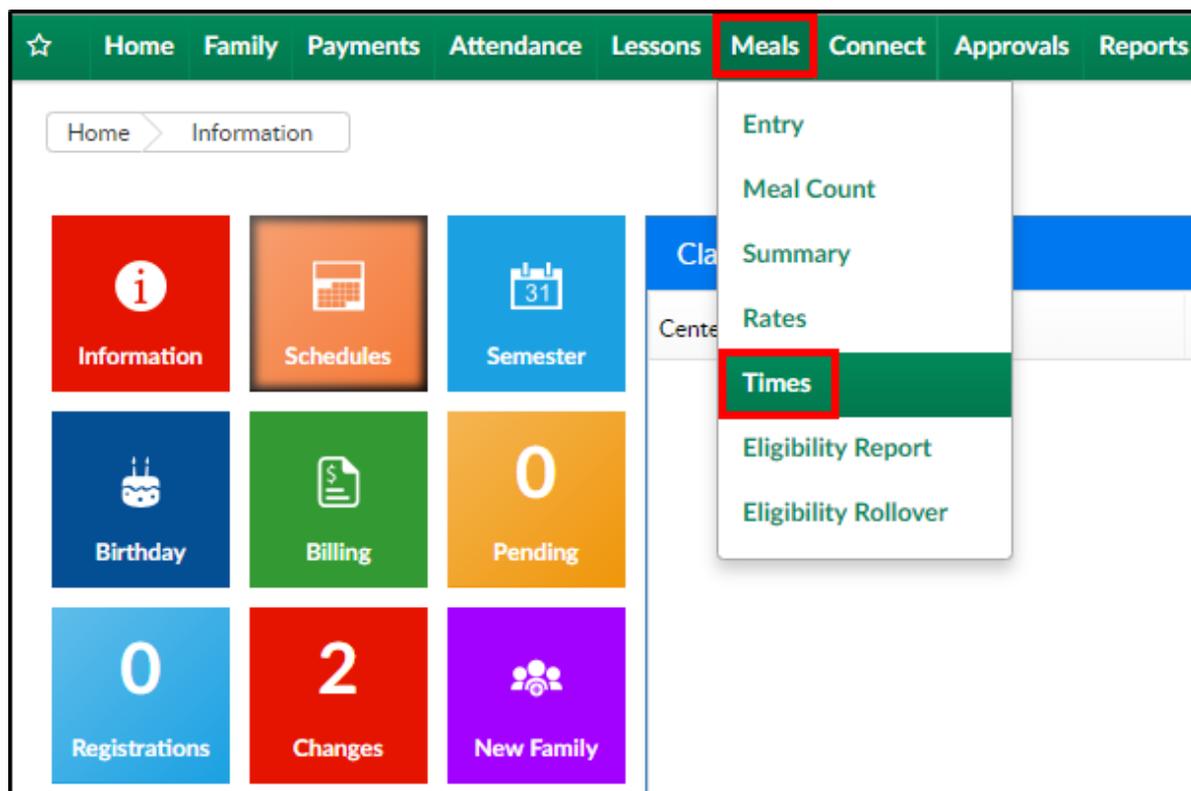


Meals > Times

Last Modified on 01/02/2019 12:30 pm EST

The system allows centers to add times meals will be served for each type of meal. To setup times, follow the steps below:

1. From the Meal drop-down menu, select Times



2. On the Times screen, there are 3 separate sections:

- Business Level Meal List - times for each meal setup at the business level

Business Level Meal List					
Meal Description	Initial	Meal Start Time	Meal EndTime		
Breakfast	B	00:00	00:00		
AM Snack	SN1	00:00	00:00		
Lunch	L	00:00	00:00		
PM Snack	SN2	00:00	00:00		
Dinner	D	00:00	00:00		
Evening Snack	SN3	00:00	00:00		

- Center Level Meal List - times for each meal setup at the center level

Center Level Meal List					
Center	Meal Description	Initial	Meal Start Time	Meal EndTime	
<input checked="" type="checkbox"/> DCW Transactional- CENTER 1	Breakfast	B	08:00	08:30	<input type="text"/>

- o CACFP Meal Time Setup - this section is used to add meal times

The screenshot shows the 'CACFP Meal Time Setup' form. At the top, there is a red error message: 'You must choose either a District or a Center'. Below this, there are three dropdown menus: 'District' (currently empty), 'Center' (currently set to 'Apply to All'), and '* Meal' (currently empty). Each dropdown menu has a hamburger menu icon on the left and a downward arrow on the right.

3. In the CACFP Meal Time Setup section, choose from the District drop-down, if applicable
4. Select the center or business level from the Center drop-down
5. Choose the Meal from the drop-down menu
6. Click View

This screenshot shows the form after selections. The 'District' dropdown is still empty. The 'Center' dropdown is now set to 'DCW - Transactional'. The '* Meal' dropdown is set to 'Breakfast'. A red box highlights the 'VIEW' button in the bottom right corner of the form.

7. If meal times were previously added, view the times and update as needed. If no meal times have been added, enter the meal times in the necessary fields. **Please Note:** meal times must be entered in military time

This screenshot shows the form with time fields. The 'District' dropdown is empty, 'Center' is 'DCW Transactional- CENTER 1', and '* Meal' is 'Breakfast'. Below these, there are two time input fields: '* Meal Start Time:' (set to 8:00) and '* Meal End Time:' (set to 8:30). A red box highlights these two fields and the 'Update' button below them.

8. Click Update to save any changes
9. Continue this process until all times have been added