Connected Living

## Adding and Editing Menus on the Connected Living Network



Create Meal

Menu \*

Name

Meal Type

Description

On

Except:

Daily

From the Admin Panel:

- 1. Click on Dining on the home page
- 2. Click Add New
- 3. Enter Meal Date
- 4. Select Menu from dropdown
- 5. Select Meal Type
- 6. Type Name of Meal
- 7. Add Description (optional)
- 8. For recurring, click Repeat (\* below)
- 9. Check boxes for: "Public Channels" and "Active"
- 10. Click Create

## \* Recurring Menu Meals:

- 1. Choose to repeat Daily or Weekly
- 2. Select repeat interval
- 3. For Weekly, choose day(s) of the week
- 4. Select End Date or Never
- 5. Choose any date(s) to exclude
- 6. Click Ok

## Edit Menus:

- 7. Click on Dining on the home page
- 8. Click on the desired menu item
- 9. Click Edit in bottom left
- 10. Make desired changes
- 11. Click Update

Best Practices:

- Update if changes are needed
- Highlight event menu
- Take Photos of special events



Questions call the Connected Living Center: 1-800-223-5080



On

Except:

Weekly on Friday

Breakfast

Appetize

✓ Add Category

Add Meal Type



\*Connected Living is best optimized for use in Google Chrome