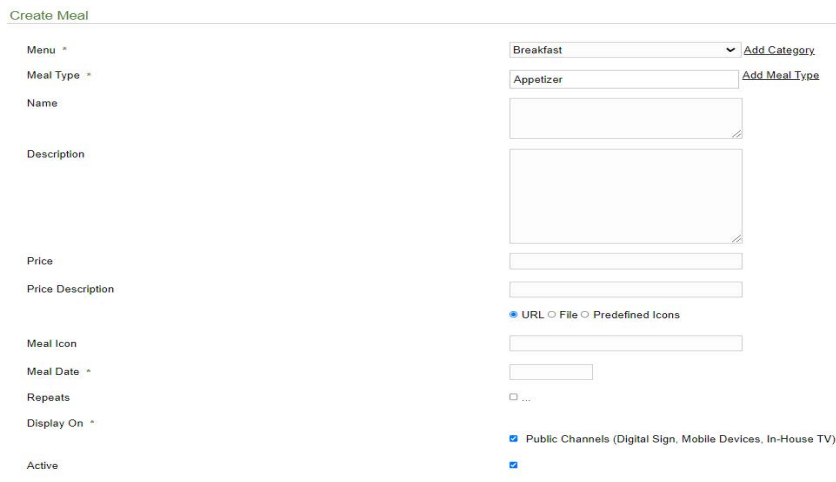


Adding and Editing Menus on the Connected Living Network



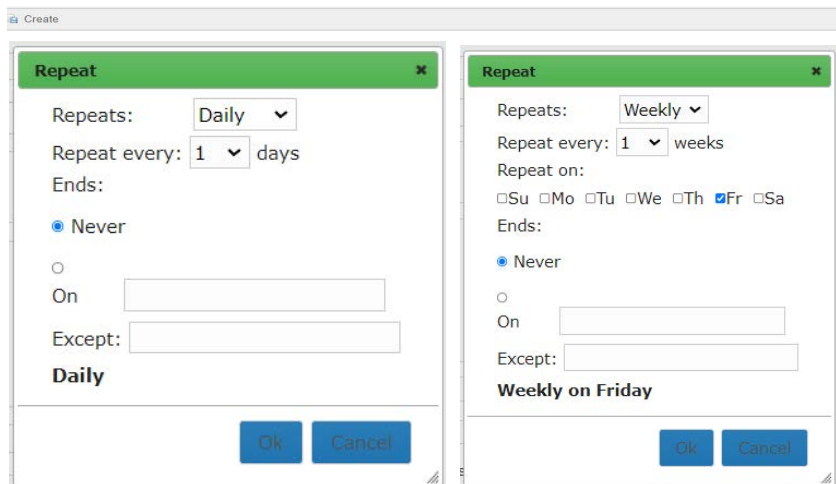
From the Admin Panel:

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

