

# UNIFIED COMMUNICATION

menus • calendars • newsletters • photos • videos • updates  
announcement • private social feed • resources • education

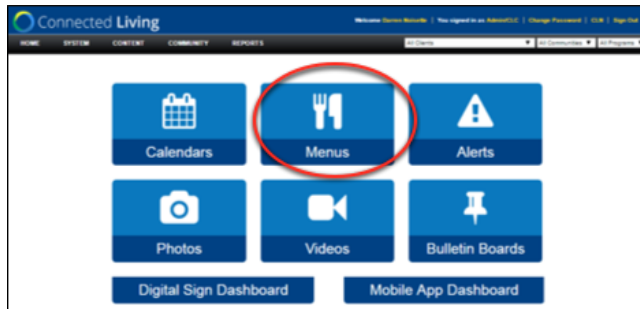
# Enterprise Content Management System

## eCMS

### Administrator Guide

### MENU Instructions

## Menu System



## Create a Meal - MANUAL ENTRY

### From the eCMS Dashboard

1. Click on Menus from the dashboard.
2. Click "Add New" on the upper left side.
3. Select the Menu from the dropdown list.
4. Select Meal Type.
5. Type Name of Meal.
  - a. NOTE: There is a 30-character limit for menu item names.
6. Add Description (Optional).
7. Enter Meal Date.
8. For recurring, click Repeat (\*Below).
9. Check boxes for: "Public Channels" and "Active".
10. Click Create.

### \*Recurring Menu Labels

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.

## Edit a Meal - MANUAL EDITS

1. Click on Menus from the dashboard.
2. Click on the desired menu item.
3. Click Edit in the bottom left corner.
4. Make desired changes.
5. Click Update.

## Upload Menus - BULK UPLOADS

Menus may be uploaded through the eCMS Dashboard for multiple days or weeks at a time. Start by downloading the Menu template from the eCMS.

### Download the Menu Template

- Sign into the eCMS
- Click on Menu from the dashboard.
- Click "Upload" in the top left corner.
- Download the SAMPLE MENU TEMPLATE to your computer by clicking on "Download File Format".
- Edit this SAMPLE MENU TEMPLATE with your community's menu information (See details below)
- Once you have created and saved your file, click on Choose File to select it.
- Click Save.

As indicated above, you can download a sample menu template. This sample illustrates the proper format and allows you to edit it for your needs. The file shows a one-week upload from Sunday to Saturday. It also includes columns to enter descriptions of your items. Here is what the sample looks like:



The information in Column A (Meal Categories) and Column B (Meal Types) can vary from community to community. Enter the information that matches what is available at your community. Enter the individual meal items under the day and date needed, in the same line as the matching meal and meal type. The description columns can be removed or left blank if you are not using descriptions at your community.

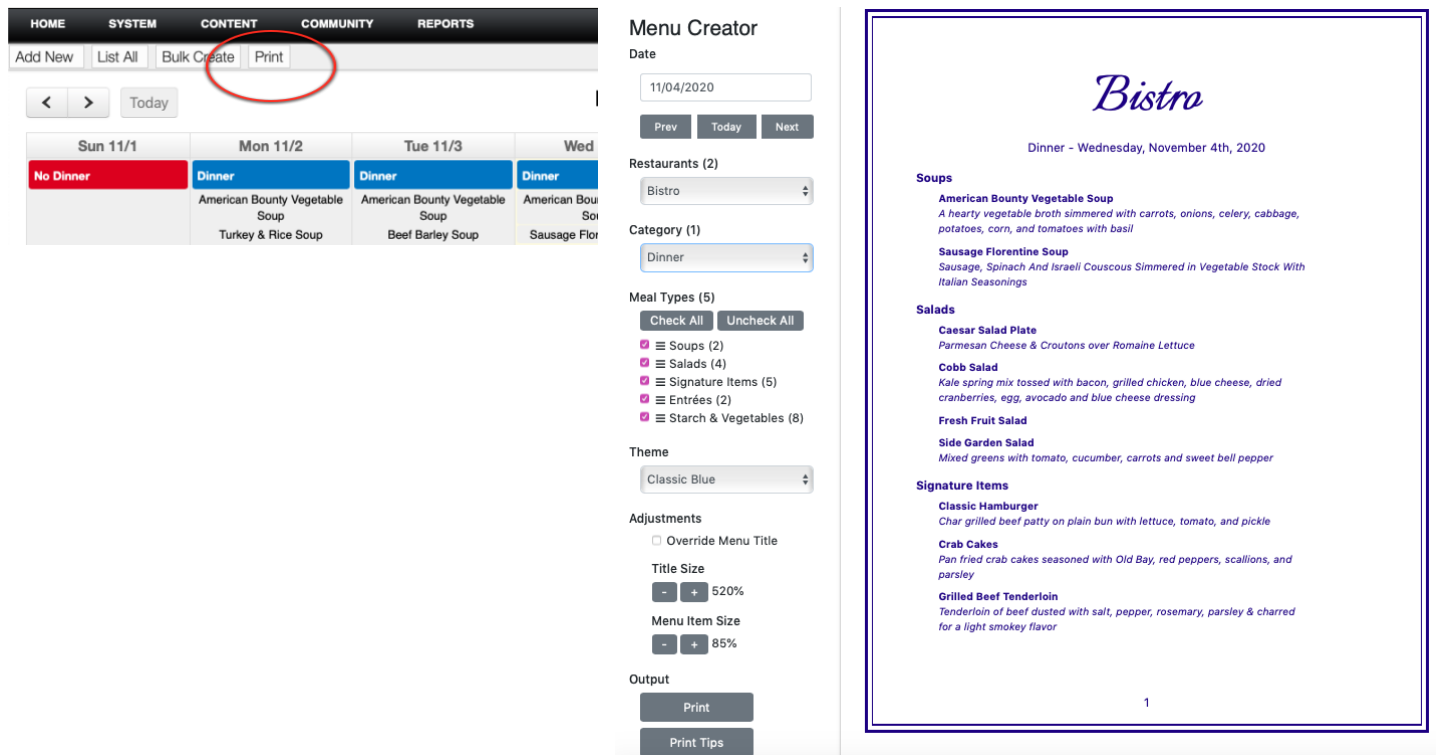
## Print Your Daily Menu

It is simple and quick to print your daily menu with a beautiful template that's worthy of posting in public areas in your community.

- Templates are available for 'restaurant' and 'non-restaurant' communities
- Options are available to print By MEAL Type (dinner/lunch, etc.), Resident program (IL, AL, etc.), or Restaurant name.
- Choose a theme to fit the meal or season. Preview the themed template prior to printing.
- Adjust font size as desired.
- Make adjustments to the template - you can override the template title.

### From the eCMS Dashboard

1. Click on Menus from the dashboard.
2. Click PRINT, located at the top of the screen
3. Make adjustments to the template using the "Menu Creator".
4. Print the PDF document!



**Menu Creator**

Date: 11/04/2020

Restaurants (2): Bistro

Category (1): Dinner

Meal Types (5):  
 Soups (2)  
 Salads (4)  
 Signature Items (5)  
 Entrées (2)  
 Starch & Vegetables (8)

Theme: Classic Blue

Adjustments:  
 Override Menu Title  
 Title Size: 520%  
 Menu Item Size: 85%

Output:  
 Print  
 Print Tips

**Bistro**

Dinner - Wednesday, November 4th, 2020

**Soups**

**American Bounty Vegetable Soup**  
*A hearty vegetable broth simmered with carrots, onions, celery, cabbage, potatoes, corn, and tomatoes with basil*

**Sausage Florentine Soup**  
*Sausage, Spinach And Israeli Couscous Simmered in Vegetable Stock With Italian Seasonings*

**Salads**

**Caesar Salad Plate**  
*Parmesan Cheese & Croutons over Romaine Lettuce*

**Cobb Salad**  
*Kale spring mix tossed with bacon, grilled chicken, blue cheese, dried cranberries, egg, avocado and blue cheese dressing*

**Fresh Fruit Salad**

**Side Garden Salad**  
*Mixed greens with tomato, cucumber, carrots and sweet bell pepper*

**Signature Items**

**Classic Hamburger**  
*Char grilled beef patty on plain bun with lettuce, tomato, and pickle*

**Crab Cakes**  
*Pan fried crab cakes seasoned with Old Bay, red peppers, scallions, and parsley*

**Grilled Beef Tenderloin**  
*Tenderloin of beef dusted with salt, pepper, rosemary, parsley & charred for a light smokey flavor*

1