



Getting Started with CX for Centers

Quick Overview

See the following pages of this guide for more detailed instructions.

One Time Only:

1. **Install Minute Menu.** Click the link provided in your welcome email or go to www.minutemenu.com/centerwelcome and follow the instructions onscreen.
2. **Check Child Roster & Enroll All Missing Children.** To print a roster, open CX and go to **Reports>>Children>>Child Roster**. The first time you use CX, you may not have any children set up yet. Check your roster then enroll any missing children.

Each Month: (Click blue hyperlinks to see a training video.)

1. [Enroll Any New Children](#). As new children come to your center, they will need to be enrolled in order to claim them. To enroll children, open CX and click the **[Enroll Child]** button. Enter the required (red) information before proceeding to the next tab.
2. **Withdraw Dropped Children.** As children stop coming to your center, they should be withdrawn. Click the **[Children]** button, select the child, click the **[withdraw]** button at the bottom left of the screen.
3. [Print Attendance Worksheets for Teachers](#). Your teachers will use a blank worksheet to mark which children are served meals each day. Go to **Reports>>Attendance>>Weekly Attendance + Meal Count Report**. Print only one week at a time (in case children change classes throughout the month).
4. [Record Daily Attendance](#). Using the worksheets filled out by your teachers, record attendance by clicking the **[Record Attendance]** button. This should be done daily or weekly, or as directed by your center director or Sponsor.
5. [Plan Your Menus](#). Review or put together weekly menu plans for the upcoming week, each week, by clicking the **[Record Menus]** button. Use the **[...]** button to select a food.
6. [Estimate Attendance & Review Serving Requirements](#). With menus planned, you can estimate attendance for upcoming meals, and print Menu Production Records for those planned menus to get an idea of how much of each food must be prepared to serve. To estimate attendance go to **Menus/Attendance>>Estimate Attendance**. Type your own estimates of attendance in the grid OR use one of the “Auto Calculate” options.
7. **Record Quantities Served.** After meals have been prepared, record the quantities served at those menus. Click the **[Record Menus]** button and select the correct meal and day.
8. **Submit Your Claim.** At the end of each month, submit your claim. Click the **[Submit Claim]** button. Print reports from this screen to verify your claim is correct – then click the **[Submit]** button.

Installing Minute Menu

To install Minute Menu, open Internet Explorer and visit this address:

www.minutemenu.com/centerwelcome

That page has specific instructions on how to download and install the software.

Once installed, you'll need to log in.

Logging In



You should have received your Username and Password from your Food Program Sponsor main office. To log in, find the green apple icon on your desktop and double click it.

Center Dashboard

Once logged in, a color coded Dashboard appears with summaries for Pending Children, Expired/Expiring Enrollments and Eligibility Forms, Requests for Updated Income Eligibility Forms, and Missing Infant Feeding Forms. Red widgets indicate that action is needed, green requires no action, and white indicates a widget disabled by the sponsor. The number in each designates the number of cases requiring action. Each widget can be clicked to provide a more detailed screen for resolving issues. For example, clicking the Pending Children widget below displays a Pending Children screen listing the pending children and their enrollment date, which can be printed to hard copy or Excel.

The screenshot shows the Minute Menu software interface. The window title is "Minute Menu CX v1.3.2.177 Test Center ABC (2542:55536) Claim Month: August 2011". The menu bar includes File, Scanning, Claims, Menus / Attendance, Reports, Tools, Administration, and Help. The toolbar contains icons for Enroll Child, Record Attendance, Record Menus, Menu Calendar, Children, and Submit Claim. The dashboard is divided into several sections:

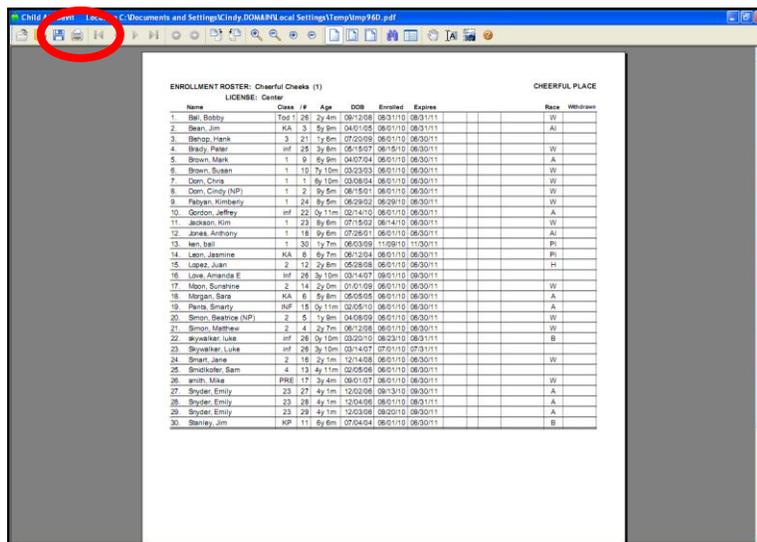
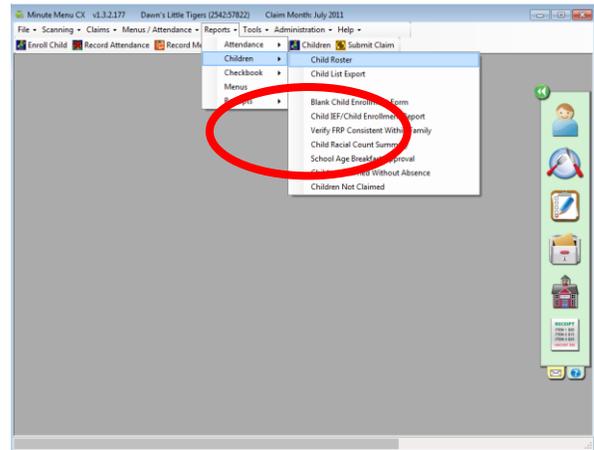
- Red Sections Requiring Action:** Three widgets with red backgrounds and clock icons. The first shows "4 Pending Children", the second shows "4 Expired/Expiring Enrollments", and the third shows "2 Expired/Expiring Income Eligibility Forms".
- Green Sections Requiring No Action:** Two widgets with green backgrounds. The first shows "0 Requests for Updated Income Eligibility Forms" with a green arrow icon. The second shows "Missing Infant Feeding Forms Disabled by Sponsor" with a white background and a baby bottle icon.
- White Sections Disabled by Sponsor:** The "Missing Infant Feeding Forms Disabled by Sponsor" widget.
- Shortcut Buttons:** A row of six icons labeled "Child", "Menu", "Attendance", "Claims", "Child Classroom", and "Receipts".
- Message Center Tab:** A yellow tab at the bottom left showing "No new messages".
- Help Tab:** A blue question mark icon at the bottom right.
- Docking Arrow:** A green arrow icon at the top right of the dashboard.

In addition, icons and tabs at the bottom of the Dashboard allow easy, one click access to the center's Manage Child Information, Menu Calendar, Record Attendance/Meal Counts, List Claims, Assign Classrooms, Manage Receipts for Center, Help, and Message Center screens. The Dashboard can be docked to the right hand side of the screen using the docking arrows and leaving more screen room for other center activity.

Check Your Child Roster

When you first log into Minute Menu, check your roster of children to see if any new children should be enrolled.

To print your child roster, go to:
Reports >> Children >> Child Roster
 as noted to the right.



The roster (and all reports) will first print to screen.

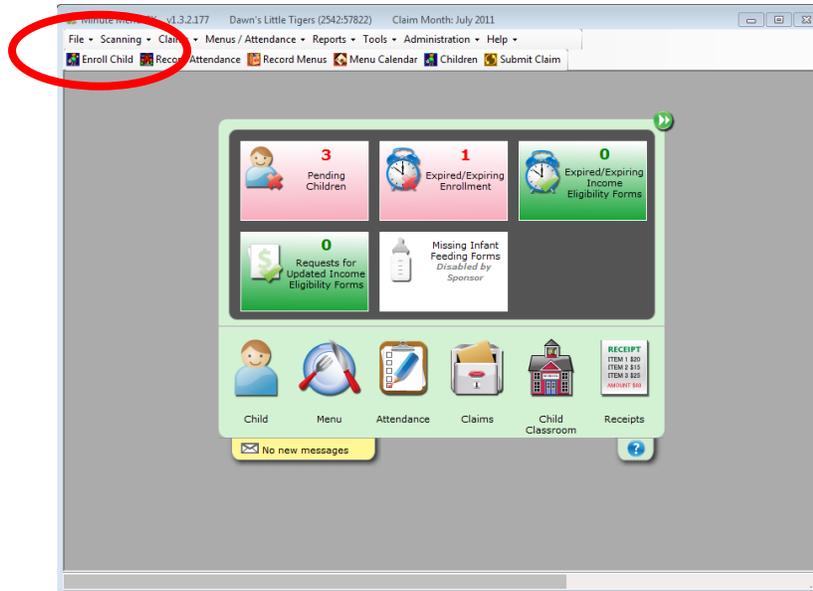
Click the printer icon on the top bar near the left side to send the report to your printer.

Click the [X] in the upper right hand corner to close the report window and return to Minute Menu.

And you can use the scroll bar if there is more than one page to see the other pages.

Enroll New Children

Each child missing from the roster must be enrolled. Click on **[Enroll Child]** to begin.



All the fields in red are required, but it's a good idea to fill in all available information.

Days of Week	IN	OUT	IN	OUT	Meals
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breakfast <input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AM Snack <input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lunch <input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PM Snack <input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dinner <input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eve Snack <input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-School Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

While enrolling children, you can assign the children to classrooms. If assigned to specific classrooms, the children will be sorted by classroom when printing Attendance Worksheets.

Classroom information can be edited at any time, if, for example, a child moves into a new classroom mid-month.

After entering information on the Child screen, click **[Next]** to go to the Parent screen. Supply parent information for this child and click **[Save]**.

After enrolling a child, you will be asked to print an enrollment & income eligibility form. Print one copy for center records and another for parents to complete and sign, and which must be mailed to the Food Program Sponsor main office within 5 days.

Children will remain Pending until the main office receives this signed enrollment & eligibility application, and Pending children are not reimbursable, so be sure to send this in.



Note About Screen Size

Minute Menu is designed to work best on computer monitors with 1024 x 768 or higher screen resolution. If your monitor isn't configured properly, you may need to constantly scroll down or to the right to see the bottom or right side of certain screens. If the **[Save]**, **[Close]**, or **[Next]** buttons cannot be seen while enrolling children, adjust your screen resolution.

If you need to adjust your screen resolution, go to the last page of this guide for instructions.

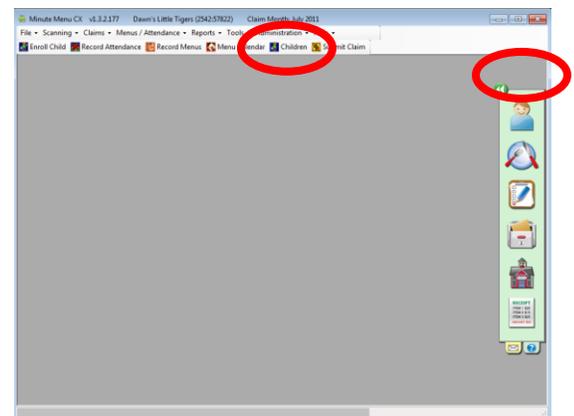
Enrolling New Children With Minute Menu

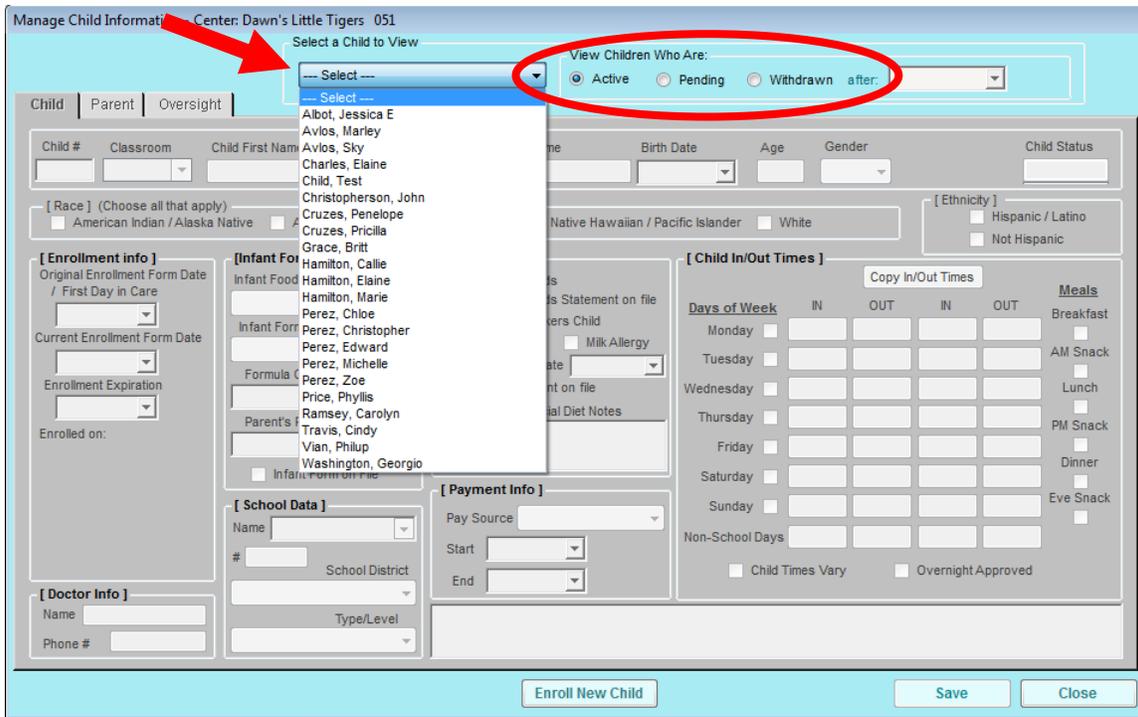
When getting started with Minute Menu, you will enter information for all existing children in your center. Use the same process to add each new child's information in Minute Menu. To obtain child information from your parents, use Minute Menu to print a Blank Child Enrollment Form for parents to complete and return for use in enrolling a child into the Minute Menu database.

To print this form, go to **Reports >> Children >> Blank Child Enrollment Form**.

Withdrawing Dropped Children

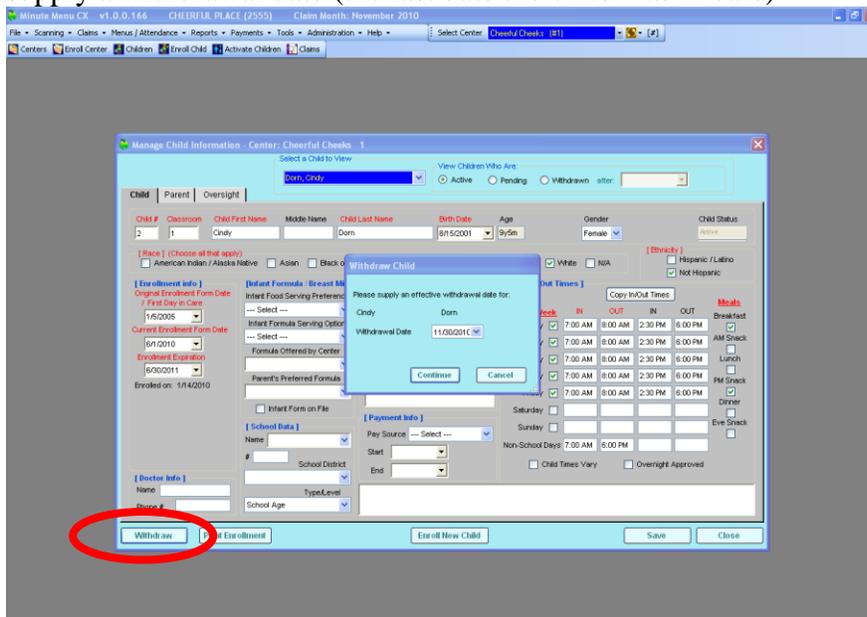
If there are children on the child roster that are no longer in your care, they can be withdrawn by clicking on the **[Children]** button to bring up Manage Child Information. This screen allows you to select a Child via a drop down box, and the children listed in that drop down will be Active, Pending, or Withdrawn. The list displays "Active" by default.





Using this screen, you can make any necessary changes to child information, such as changes to a child's attendance schedule.

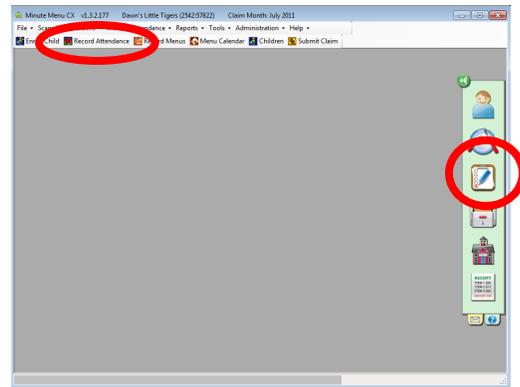
For any child to be withdrawn, select the child in the drop down box, then click **[Withdraw]** and supply a withdrawal date (the last date the child was in care).



Record Daily Attendance

Once an Attendance Worksheet has been filled out for a day or a week, click **[Record Attendance]** to put that info into Minute Menu CX.

The Record Attendance screen is designed to allow you to quickly record meal counts and attendance for any day.



#1. Choose Date. It will open by default on the current date, but you can choose any date within the current month that has already passed. You cannot record meals for any date or time in the future.

#2. Filter Classroom. A list of children can be filtered by classroom in order for the list to match the printed Attendance Worksheet, making data entry easier.

#3. Mark Children Served. Put a check in “B” for breakfast, “A” for AM Snack, etc., for each child served those meals. A child who is served a meal is automatically marked in attendance, but you may need to mark children in attendance who were not served. You can use the checkboxes below the column to “Select all” children served a meal.

#4. School Aged Out of School. For any school aged child who is being served AM Snack or Lunch because school is out (or because they are out of school sick, but still coming to the center) mark “Sch Out” or “Sick”.

#1 Select Date: Monday, January 31, 2011

#2 Filter by Classroom: All

#3 Meal Times

Meal	Time	Time
Breakfast	7:00 AM	7:30 AM
AM Snack	9:30 AM	9:45 AM
Lunch	12:30 PM	1:00 PM
PM Snack	2:30 PM	3:00 PM
Dinner	5:00 PM	5:30 PM
EV Snack	7:00 PM	7:30 PM

#4 Meal Counts

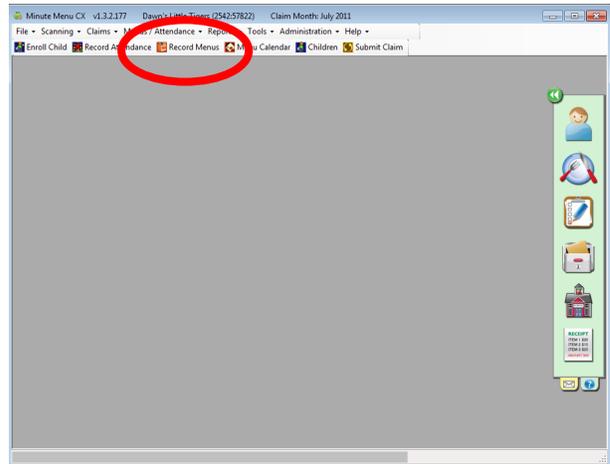
Meal	B	A	L	P	D	E
Infants	0	0	0	0	0	0
1-2 yr	0	0	0	0	0	0
3-5 yr	0	0	0	0	0	0
6-12 yr	0	0	0	0	0	0
Adults	0	0	0	0	0	0
Total	0	0	0	0	0	0

When finished, be sure to click **[Save]**. Click **[Print Attendance Detail]** for a report that will confirm that all your information was saved properly.

Plan Your Menus

Menus served should also be recorded. From the main menu, click [**Record Menus**].

Use this Record Menu screen to plan menus ahead of time and to record substitutions made and quantities served after the meal has been served.



#1. Choose Date. It will open by default on today's date, but you can choose any required date. Quantities cannot be recorded for meals served with future dates and times (since the meal hasn't been prepared yet), but Minute Menu will help you plan what quantities are required. See the next section in this guide for details.

#2. Choose Meal. It will open on Breakfast, but you can choose to record any meal.

#3. Record Foods. Click the [...] buttons next to each food category to record the specific foods being served. If you serve infants, record your infant foods as well.

#4. Record Special Notes. If you have any special meal notes that you want to record, feel free.

#1 Select Date: Monday, January 31, 2011

#2 Meal: Breakfast Meal Time: 7:00a - 7:30a

#3 Non-Infant Foods

Food Category	Food Item	Qty. Served per Estimate
Bread / Alt	Bagel (001)	...
Fruit / Juice / Veg	Cantaloupe (006)	...
Milk	Fluid Milk (7)	...

Infant Foods

Age Group	Food Category	Food Item	Qty. Served per Estimate
0-3 Months	Breast Milk / Formula	Breast Milk / Iron Fort. Inf.	...
4-7 Months	Breast Milk / Formula	Breast Milk / Iron Fort. Inf.	...
	Infant Cereal	Infant Rice Cereal (204)	...
8-11 Months	Breast Milk / Formula	Breast Milk / Iron Fort. Inf.	...
	Inf Cereal / Meat / Alt	Infant Rice Cereal (204)	...
	Fruit / Veg	Applesauce (002)	...

Meal Counts

	Actuals	Estimates
Infants 0-3 mo.	0	0
Infants 4-7 mo.	0	0
Infants 8-11 mo.	0	0
1-2 yr.	0	0
3-5 yr.	0	0
6-12 yr.	0	0
Adults	0	0

Special Notes

Non-Infants
Cream Cheese, Milk is 2%

Infants

Buttons: Estimate Attendance, Menu Production Record, Weekly Menu Report, Delete, Save, Close

When done with each meal, click [**Save**].

After you're done recording an upcoming week's worth of menu plans, click the [**Weekly Menu Report**] to print a full week's view of all menus planned. Feel free to post this for your parents to see.

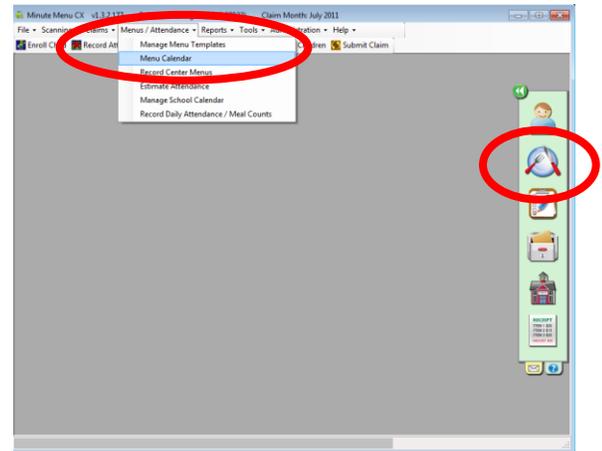
Planning Menus for the Whole Month

Go to **Menus / Attendance >> Menu Calendar** to plan menus for the entire month. Once you plan menus for one day or one week, copy that day (or week) to another day, if necessary to set up a cycle of reusable menus any time you.

Estimate Attendance

Minute Menu can be used to project quantities that will be required for any meal you have planned. First plan your menu (as described in the prior section). After planning the menu, estimate the number of children to be served at that meal. Go to:

Menus / Attendance >> Estimate Attendance.



Estimate Attendance

Select Date: Wednesday, February 13, 2008

Attendance	0 - 3 Mo	4 - 7 Mo	8 - 11 Mo	1 - 2 Yr	3 - 5 Yr	6 - 12 Yr	Adults	Total
Breakfast	0	5	7	15	25	50	3	105
AM Snack	0	5	7	15	24	0	3	54
Lunch	0	5	7	15	24	0	3	54
PM Snack	0	0	0	0	0	0	0	0
Dinner	0	0	0	0	0	0	0	0
EV Snack	0	0	0	0	0	0	0	0

Auto Calculate

Estimate Attendance From Last Wednesday

Estimate Attendance From Yesterday

Auto Calculate

Print Menu Production Record **Save** **Close**

You can record counts of children broken down by age group that you anticipate will be served at the meals on these days.

It can sometimes be difficult to figure out what counts to estimate. If you've already recorded actual attendance for the day or week before, use the [**Auto Calculate**] button to automatically fill in estimate counts. That way, Minute Menu will plug in most of the numbers automatically. If you anticipate more or fewer children at the meal being planned, change the Auto Calculated numbers.

Note: for accurate projections of food required, be sure to include any staff members being fed in the Adults category.

Click [**Save**] when you're done to save your estimate.

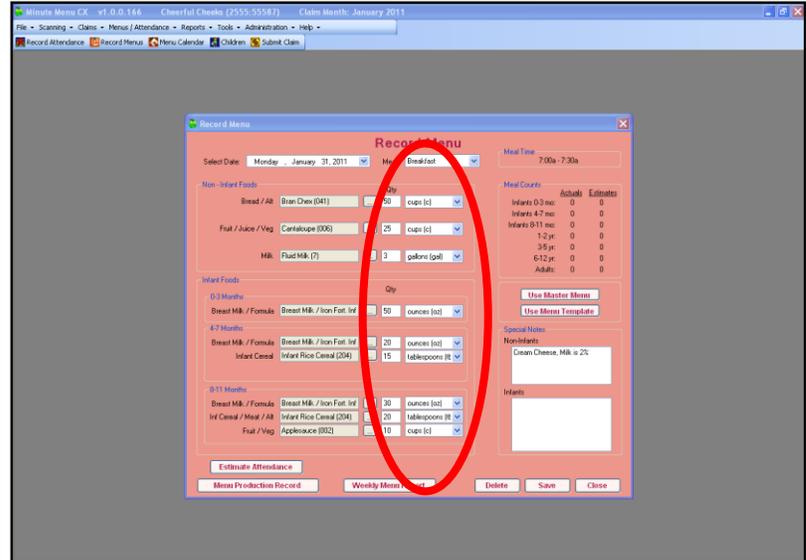
Reviewing Quantities Required

After recording menus, click [**Print Menu Production Record**] on this Estimate Attendance screen to get a report that shows what foods have been planned, the counts of children estimated to be present, and how much of each food should be served at the meal.

Record Quantities Served

When you actually serve your menus, go back to [**Record Menus**] and note the quantities of food served, and note any special notes about the meal, such as children receiving special foods.

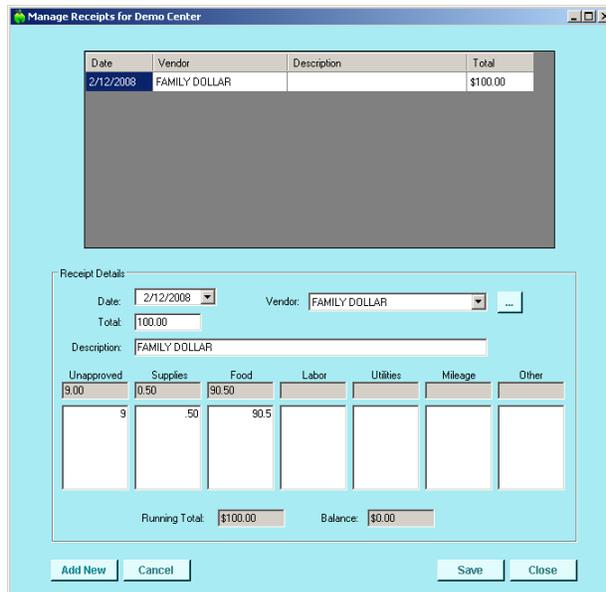
When the Record Menu screen is opened for the current date or a day that has been passed, you should see places to record quantities served. Record those quantities, and record any last menu food substitutions you may have made.



Click [**Save**] when done.

Record Receipts

Each center's receipts/expenses must be entered for the month. Go to **Tools >> Manage Receipts**.



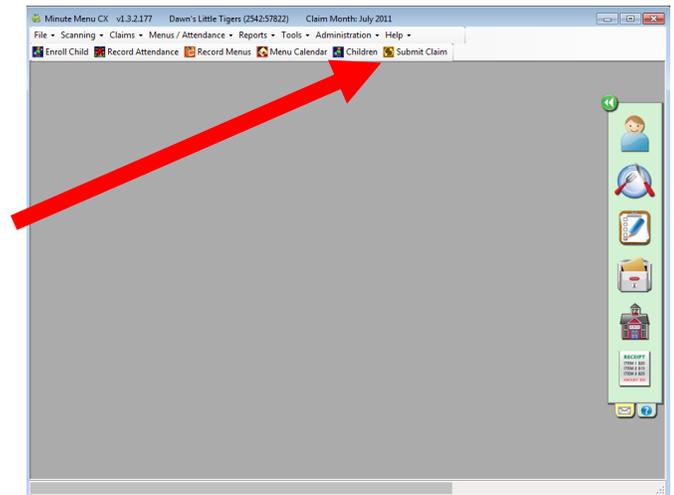
- This will show any receipts you've already entered for the current month.
- Click [**Add New**] at the bottom to begin adding information for any receipt.
- If you'd like to create a new Vendor, click the [...] button next to the Vendor list to set up that Vendor.
- Be sure to adequately categorize any expense item on any receipt you track into one of the approved expense categories, or unapproved.
- If the receipt includes a milk purchase, enter the number of gallons purchased.
- [**Save**] the receipt when done, and keep the original paper receipt in a file so it's easily by month.

Submit Your Claim

Once a month, when you're done recording menus and attendance for the entire month, you must Submit Claim to the Food Program Sponsor main office.

To do this, click [**Submit Claim**].

The Submit Claim screen will give a quick summary of the menu and attendance information you've recorded for the month.



If the **Number of Days with Children** does not equal the **Number of Days with Menus**, then you have forgotten to enter either daily attendance information or you've forgotten to enter some menus.

Feel free to print any of these reports to quickly review your claim before you submit it.

Once you are sure your information is ready to be sent, click [**Submit**].

This will send the claim into the Food Program Sponsor main office, where the claim can then be processed. Once a claim has been submitted, no further changes can be made to the menus or attendance for that month. Minute Menu will automatically advance into the next month for you to start the monthly process again.

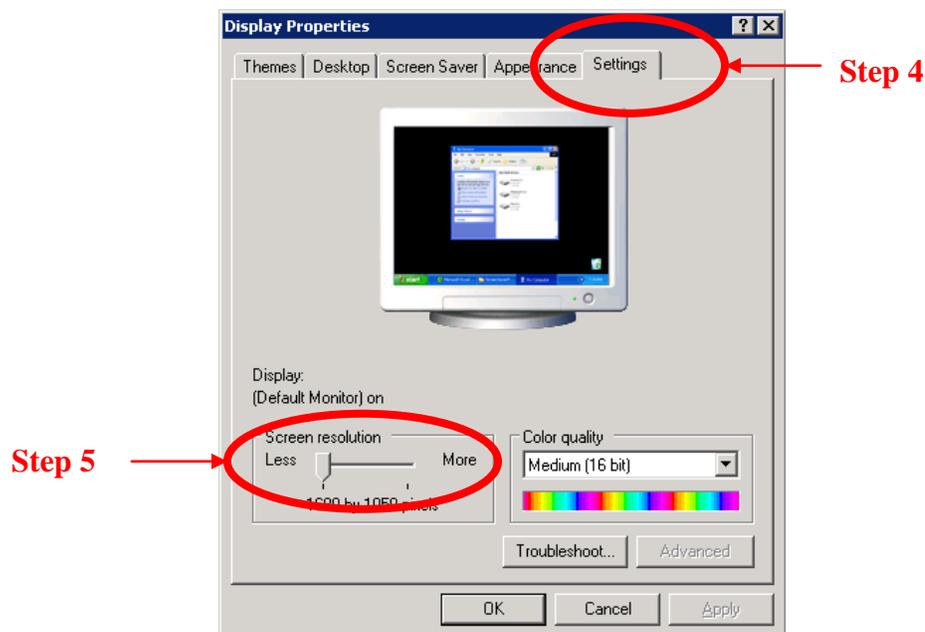
If you have any questions during this process, please contact your Food Program Sponsor main office.

How to Change Your Screen Resolution

Minute Menu is designed to work best on monitors that have a screen resolution of 1024 x 768 **or higher**. In laymen's terms: if your monitor isn't configured properly, you may have to constantly scroll down or to the right to see the bottom or right side of certain screens or buttons, such as [Save] or [Close] buttons.

To check or set your screen resolution:

1. Click on [Start] in the bottom left hand corner
2. Go to Control Panel
3. In the Control Panel, click Display (sometimes listed within "Appearance and Themes")
4. On the Display window, click the "Settings" tab



5. Slide the screen resolution bar to the right until it reads 1024 x 768. If you already started higher than 1024 x 768 so you'd have to slide to the left, you don't have to make any changes. Just hit [Cancel].)
6. Click [OK]