

Transcript for IRIS ParentMail — Create Menu Templates Video

This video describes how to create a menu template in the Registers module in IRIS ParentMail.

This video is accessed from the Create Menu Week Template Video topic in the [IRIS ParentMail help centre](#).

Transcript

In this video you will learn how to create menu templates for your Advanced Meal Booking registers ready for adding to your register schedule.

Let's take a look at a menu that I created earlier. In this menu I have offered two option group choices. Parents can choose either of the main meal options and they can choose any of the pudding options. You can see that each of my days follows the same pattern, 5 main offerings and three puddings. Since my school runs a three-week rolling menu, I have created 3 menu templates. I do not need to make new templates every term or every year as I will reuse these templates every time I receive a new menu from my caterer.

To write up new menu, click **Registers** and **Create Template**. Name your template something like School Dinners Week 1. Set the **Type** as **Menu** and the format should be a **Week**. We begin on Monday. Some schools name their days things like Roast Dinner Mondays, Taco Tuesdays, or Soup Wednesdays. In this example though, I recommend keeping it simple and typing in week one. This means that when I add the week to my schedule later, I can see at a glance what week we are in.

I need to name my **Option Group**, again keeping it simple, I'll just call this Main Meal. I can then add my meals into the **Option Name**. For example, the first option might be a Minced Beef Bolognese and my second might be a Lentil Bolognese. If I need 3rd and subsequent options, I would just **Add Option** and just type those additional choices in.

If your school need to collect puddings, you would need to add a second **Option Group**. **Name** your group and add your options in the same way as you did for your main meal options. The first option group is a **Required** choice by default. But you might not need your second group to be, in which case you can untick the **Required** button.

Parents will then need to choose a main meal, but they might not necessarily have to choose a pudding. I'll then go through each of the days remembering to name my day, enter the **Option** group name and my individual menu choices. We do not want Saturday and Sunday to be bookable, so we select **Blank day** for both days and this makes them unselectable in the parent view. Only when you reach Sunday you are able to save your template, so once you're happy with how the week structure looks for your menu, you can save.

If you are looking to edit the menu with new choices, you will need to edit your templates. To do this, click into **Registers** and **Templates**, select the week that you'd like to amend and

in the **Actions** menu select **Edit Template** and now you can type your meal choices in and add any **Allergen** information as per this selection list.

If your students and staff pay fixed rates for their meals, you will notice that I have not added a price beside each food item. This is because the price that will be charged is dictated by the price band that the users are in on your register. For example, some students might be in receipt of Free School Meals and some students might pay for their meals. If you add a price into the additional price section, you could double charge your parents.

If your staff pay different amounts for their meals, say £1.00 for a sandwich, £1.50 for a potato, then you may need to create a separate register for your staff where they will sit in a free price band with separate templates and use the price column to add in your pricing and this way they will be charged for each item that they take.