

## Training Overview



The screenshot shows the homepage of the Minute Menu WebHX system. The page has a blue header with the Minute Menu logo and navigation links: Home, About, Introduce Me, Current Providers, and Current Sponsors. A central banner reads "the only complete solution for CACFP Sponsors, States, and Providers".

- Getting Started with WebHX
- **Manage Children**
- **Enroll Child**
- **Record Meals**
- Record Attendance
- Review
- **Submit to Sponsor**
- Accessing WebHX

• [www.minutemenu.com](http://www.minutemenu.com)

## Accessing Web-HX

[www.minutemenu.com](http://www.minutemenu.com)

To use Minute Menu WebHX, you **must** have your 9-digit login name and password given to you by your sponsor.

- 1. Make sure you're logged into the Internet. If you dial-up using a modem, be sure to dial up. If you have DSL or a cable modem, you're always on the Internet, so you can skip this step.

## Accessing Web-HX

- 2. Open Internet Explorer. This can typically be done by clicking the blue "e" icon usually found on your desktop.
- 3. In the Address bar at the top of your screen, type this web address: [www.minutemenu.com](http://www.minutemenu.com) and click [GO] or [OK]. This will take you to the Minute Menu web site.

## Accessing Web-HX

- Click on the "Current Providers" link




## Accessing Web-HX

- This takes you to the secure login page for Minute Menu WebHX.
- If your browser presents you with a message indicating that the page is secure, you can just hit [OK] to continue. Otherwise, you'll be prompted to supply your login name and password.

## Accessing Web-HX

- Type the Login and Password that were given to you by your sponsor.
- **Remember:** passwords are case sensitive, so if your password was in lower case, make sure you don't have the Caps Lock enabled on your keyboard.



## Login Web-HX

- Press [Submit] after you've typed your login name and password. (Note: If you check the "Log in automatically" box, the next time you log into Current Providers, WebHX will bypass the Login screen.)



## Accessing Web-HX

- Now you will see the Loading Portal. Here WebHX will test your system to confirm that you can log in.
- If all tests pass, click on the [Open WebHX] button to begin using WebHX. If WebHX does not open, click on the "Need help?" link.



## Web HX



## Getting Started in Web HX Help



## Web HX Help Topics



## Getting Started with WebHX

- First time logging in...Getting started box will be displayed...
- **Help Web HX** will get you started with step by step instructions...
- WebHX has been designed to let you record your claim quickly and easily.
- **You must be in the correct claim month.**
- Check the **Current Claim Month** on the top of your screen.

- If you don't see the current month, then you need to change it. **To change your current month:**
- Use the gray menu bar at the top to go to **Claims>>Change Claim Month.**
- This will bring up the Change Claim Month window. In that window, use the left or right arrows to choose the correct month.
- Once you've come to the proper month, click the [Save] button.
- Once you're in the right month, children...

## Manage Child Information

- **Verify all of your children are enrolled. To find out which children are enrolled:**
- Use the gray menu bar at the top to go to **Children>>Manage Children.**
- Once the Manage Children page loads, use the drop-down box to check your list of enrolled children.

## Manage Child Information

## Manage Child Information

- Make a note of any missing children.
- If all your children are already enrolled, then you're ready to Record Meals. Skip to Step 4.
- But if you need to enroll any children. .
- Check out *Enroll New Child...*

## Enroll New Children

## Enroll Children

- Use the gray menu bar at the top to go to **Children>>Enroll Child Wizard>>New Child.**
- Supply all the information on that screen and hit [Next]. Repeat this process until you reach the end of the enrollment wizard, when you'll hit [Finalize]. (See Getting Started for more information)
- Once you have all your children enrolled . . .

## Finalize the Enrollment



## Finalize Enrollment Steps

- After you click [Next] on the last tab of the child enrollment wizard, you'll be presented with the finalize enrollment page.
- Print a Temporary Enrollment Report to confirm that all of the information you've entered is correct.
- If any of it is not correct, you can Close out of the Finalize screen, and re-enter the Enroll Child Wizard by going to the menu **Children>>Enroll Child Wizard>>** and clicking on the name of the child you must edit.
- Use the [Back] and [Next] buttons to find the data that must be changed.

## Updating Children

- Once a child is enrolled, you are only allowed to edit a few pieces of information about that child, specifically, the child's school information and parent contact information.
- The USDA requires that any other information be changed by your Sponsor, and only after the Sponsor is notified of the change in writing with a parent's signature.
- WebHX will allow you to edit an enrolled child's school and parent contact information. It will also help you notify your Sponsor of other changes to a child's enrollment.

### To change a child's information:

1. Open the menu **Children>>Manage Child Information**

## Withdraw a Child

1. Open the menu **Children>>Manage Child Information**
2. Select a child
3. Click the [Withdraw] button
4. Choose the date that is the child's last date in your care.

### Notes:

- You will NOT be able to claim this child after the child has been withdrawn, so be sure to choose an appropriate date here.
- You cannot withdraw a child until the child has been activated by your Sponsor. So if you enroll a child and need to withdraw that child in the same month, you'll have to wait until your Sponsor activates the child. If the Sponsor does not activate the child for several weeks, you may want to contact your Sponsor to have them withdraw the child for you.

## Record Meals



## Record a Meal

- Use the gray menu bar at the top to go to **Daily Activities>>Record Meals**.
- Choose the meal you want to record, and record food and attendance. (See page 8 for more information on Recording Meals.)
- If you are *not* required to record daily child in & out times, then you're done. Skip to Step 6.
- But if you *are* required to record daily child in & out time . . .

## Record Child Attendance

- **To record child in & out times:**
- Use the gray menu bar at the top to go to **Daily Activities>>Record In/Out.**
- Record each child's in & out time. (See page 12 for more information on In/Out Times.)

## Record Infant Meals

## Record Infant Meal

Click the “Infants” option at the top of the Record Meals screen to begin entering information for children under 1 year of age.

- The basic meal information (steps 1 – 4 above) is carried over from non-infants, so it doesn't need to be entered twice.

## Record Infant Meal

- Mark Children in Attendance and Choose Foods
- For each infant you fed, put a check in the Attendance box in that child's row.
- Once a child is selected from the list, you will see food choices appear for that child. Supply foods for each infant who attends care, as infants are typically fed foods that are appropriate to them individually.

## Record Infant Meal

- Just because a child has been selected (i.e. that child's row is highlighted in blue) doesn't mean you've marked the child in attendance, be sure to put a check in the appropriate Attend box. And as you switch from infant to infant within the list of children, be sure to choose foods for each newly selected child.
- **Save the Meal** – Click the [Save] button when you are finished entering the infant meal.

## TIPS

- **Tip:** It may be easier to record this meal information on paper first, and then log into WebHX at the end of the day to enter this data. Try using the Daily Meal Worksheet.
- To print a Daily Meal Worksheet from the gray menu bar choose **Reports>>Claims>>Daily Meal Worksheet.**
- **Deleting Meals** – If you've entered a meal by mistake, you can use the [Delete] button to erase that meal from your claim. Please note, when you delete a meal, you will delete both the infant & non-infant portions of that meal.

## Tips

- **Editing Meals** – If you've already entered a meal, you can edit it any time prior to submitting your claim to your Sponsor. Open Record Meals, choose the meal date and the meal, and the previously saved meal information will appear automatically.
- **Note:** you can not edit any meal for a claim month that has already been submitted to your Sponsor.
- **Printing Meals** – The [Print] button in the Record Meals page will print all the meals that have been recorded on the current date (i.e., the Meal Date). If you've just entered meal information and have not yet hit [Save] to save the meal, that meal will not show up in the printed report. If you want to print the entire month's meal & attendance information, use the Claimed Foods & Attendance Report, from within the Reports menu.

## Update Child's Schedule...



## Manage Child Calendar

- Open the menu **Children>>Manage Child Calendar**. Select a child from the drop down list at the top left of the calendar.
- Using the icons on the left, drag and drop appropriate event onto the relevant date on the calendar.
- Repeat for school age child in your care. You can note specific meal variations within the day if it doesn't apply to the entire day—so you can account for early release or late start days.

## Manage Child Calendar

- You can advance the calendar to another month if you want to record upcoming school vacations.
- You can also access the Child Calendar by going to Manage Children, selecting a child and clicking on the [Calendar] button.

## Manage Child Calendar

- To delete anything you've recorded, just double click on the date, highlight the item to be deleted and click [Remove].
- Alternative to the Child Calendar, School Out days and Sick days can be recorded as you are recording your daily meals.
- Click on the box in the "Sch out" or "Sick" column. When you use this method of recording School Out days, the system assumes the child is out of school all day. Use the Child Calendar the specify Late Start or Early Release days.

## Providers Calendar



## Provider Calendar

- Use the Provider Calendar to record days that you are closed for business or open on a holiday.
- From the menu choose **Misc>>Provider Calendar**. Drag and drop an icon from the left hand side of the calendar over to the appropriate date on the calendar. You can advance the calendar month if you wish and record future days that you will be open on a holiday or closed for business.

## Provider Calendar

- If you are closed for just part of the day, you can specify meal-specific variations within the day. You can note if you are closed for just one meal, or a combination of meals, as well as the entire day.



## Menu Planning

- **Schedule Meals**
- WebHX allows you to plan your menus ahead of time, even several weeks in advance, and print out a weekly schedule of meals to post in your child care, or use as a guide when grocery shopping.
- To schedule meals click on the main menu **Menu Planning>>Schedule Menus for Month**. This will open a calendar of your current month.

## Menu Planning



## Menu Planning

- To schedule meals click on the main menu **Menu Planning>>Schedule Menus for Month**.
- This will open a calendar of your current month.
- You can move the calendar to a different month by clicking on the arrows at the top left and right hand corners of the calendar. Double-click on any day to enter or edit a menu plan for that date.

## Menu Planning

- Schedule Menus
- Plan meals ahead
- Print menus ahead for parents...



## Menu Templates



- To create your own pre-planned menu templates, go to the menu **Menu Planning>>Manage Menu Templates**.
- You have the option to add a new template or edit an existing one, for breakfast, lunch/dinner, or snack.

## Menu Templates

- Enter a Template Name, select food components by clicking on the box to the right of each white box, or by typing in the food's number.
- Click [Save] when components entered.
- Next time you are recording meals and click on [Use Menu Template] the menu template you have created will appear on the list.



## Menu Planning

- Copy and paste menu plans from one day to another, even into different months. Right-click to copy and paste menus.
- The meals planned will be indicated on the calendar by the letters B (breakfast), A (AM Snack), L (Lunch), P (PM Snack), D(Dinner) and E(Evening Snack). When recording meals for a scheduled meal for that day, prompted to use that Scheduled Menu Plan when you first select the meal date and meal. Not going to use your Scheduled Meal, just click [No] and enter the meal that you are serving.
- Click on the [Print] button and specify a date to print out your weekly menu plan.

## Review Meals



## Review Meals

- To see at a glance the days and meals that you have recorded meals for the month click on the menu Daily Activities>>Review Meals. You will see a calendar of the current month and the meals abbreviations, B, A, L, P, D and E on the days that you have recorded meals. Double click on any day to edit or enter meals for that day.

## Submit Claim

- At the end of the month, you must submit your claim to your Sponsor.**
- Send to Sponsor...
- Before you Submit
- REVIEW Claim



## Submit Claim

- **Finished With the Month?**
- If you think you're done entering meal & attendance information during the month, then you're ready to submit your claim to your Sponsor.
- But it's a good idea to **review your meal & attendance first, just to make sure.**

1. Open the menu **Claims>>Submit Claim** to Sponsor.



## Review Claim

- Click the [Print Claim Report] and review your meal & attendance information (on screen, or print it out if you like.)
- Need to make any changes, close the Submit Claim to Sponsor window, go into Record Meals, and edit the meals you must edit.
- Required to record child in/out information, you'll also see [Verify In/Out Times] and [Print In/Out Times].

## Review Claim

- Need to make any changes, close the Submit Claim to Sponsor window, go into the Record In & Out function, and edit the days needed
- Use the [Print In/Out Times] button to get a print-out of all child in/out records that you saved during the month.
- Use the [Verify In/Out Times] button to get a list of any potential problems related to child in/out times – like a day when you recorded a meal but didn't record a child's in/out times.

## Submit Claim



## Submit Claim

- Use the gray menu bar at the top to go to **Claims>>Submit Claim**
- If you'd like to review your claim first, use that [Print Claim Report].
- If you're *completely* done with this month, hit the [Submit Claim] button. (See page 9 for more information on Submitting Your Claim.)

## Submit Claim

- Once you've confirmed that your information is ready, click the [Submit Claim] button and wait a few moments.
- When your claim has been successfully submitted, you will be presented with window confirming that.

## Submit Claim

- Close the Submit Claim function, and you'll notice that your Current Claim Month has been advanced to the next month, and you're now ready to record meal & attendance information in the new month.
- **Note:** Once you submit a claim for a month, you won't be able to edit any information in the month again

## Quick Usage Tips

- **Hide Site Graphics**
- **Memorize Frequently Used Food Numbers**
- **Type the Date**
- **Print Blank Enrollment Worksheet Before Enrolling Children**
- **Use the Daily Meal Worksheet**
- **Schedule Your Meals**
- **Record School Vacations Ahead of Time**
- **Bookmark the Minute Menu Login Page as a Favorite**

## Technical Help

- You can access Technical Help in WebHX by choosing the menu **Help>>WebHX Help** and scrolling to the bottom.

## Privacy Policy

- menu **Help>>Privacy Policy**.

## Web HX Review

- **Getting Started with WebHX**
- **Manage Children**
- **Enroll Child**
- **Record Meals**
- **Record Attendance**
- **Review**
- **Submit to Sponsor**
- **Accessing WebHX**

