

SOP Create a new form using a template

Updated:	October 7, 2021
Department:	Hospitality
Team members:	First Cook
Definitions:	Enter text here
Equipment required:	• Enter text here

This describes the process for creating a new lunch sign up form using a template.

Process

1. Keep folder with templates in Chef.bb@cmhheli.com (Outlook).
2. To duplicate template:
 - i) Find appropriate template for # of days in trip and click the link.
 - ii) Once in the Forms App click Duplicate (you may have to sign in at this point)
 - iii) Sign in for Area's chef cmhheli.com account
 - iv) Change Form Title to reflect the correct lodge and trip dates; IE: Cariboo Lodge Lunch Menu Mar 13 – 20
 - v) Scroll to questions that need to be edited. Enter the appropriate dates and sandwich selections for the trip.
 - vi) Once the edits have been completed sign out of the account. Changes will automatically be saved.
 - vii) Advise lodge manager when new form is complete.