

# Accessing Menu Cycles



- Log in to the Fourth app on a mobile device or go to
- <https://secure.fourth.com/>



✓ Local

You will then be presented with a current week view of the selected Menu Cycle to edit



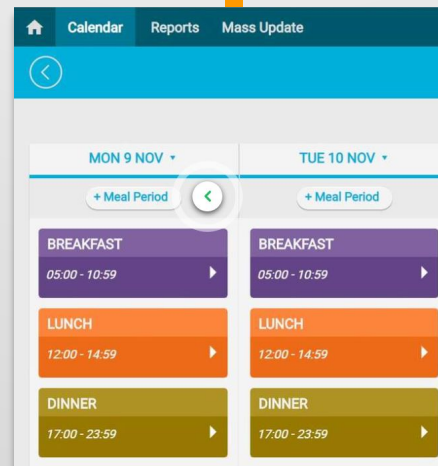
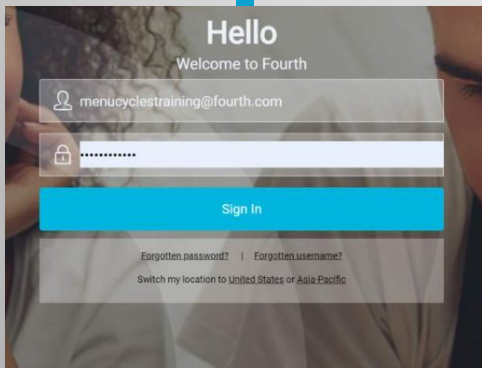
Central

You will be allowed to edit 3 key tasks

- **Planning**
- **Post-production**
- **Reporting**

## Login as Local

- Users published to their specific location, make local adjustments and plan production



## Login as Central

- Users will log in, build Menu Cycles, and publish them to the required locations

