

PrimeroEdge – Menu Planning User Manual Release 5.0 Cybersoft Technologies 4422 FM 1960 W Suite 400 Houston, TX 77068

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*PrimeroEdge* Food Service Solutions *PrimeroEdge* Menu Planning User Manual

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#### Software Version: 5.0

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# Quick View of Menu Planning

This section provides:



✓ Order of completion of configuring Menu Planning items

✓ Review and use of Menu Planning data sources

### Configuration

The end goal of Menu Planning is to create Menu Calendars for use in the timely production of Menu Items. The first step is to complete the process of configuration. The **Menu Planning** module must have certain structures in place before the primary tasks of adding Ingredients, Recipes, Menus, etc., can be started. These structures are set up through functions on the **Configuration** menu.

Some functions can be completed at any time, while others must be set up before other functions can be completed. Your PrimeroEdge Implementation team may set up many of these structures for you.

#### A Set Up Data Sources and Meal Patterns

Data Sources and Meal Patterns are independent of each other, and therefore do not have a required sequence or order of set up.

#### **Data Sources & Versions**

**Data Sources** are collections of Ingredients and Recipes, such as the Child Nutrition (CN) data source, which are available for use by any district. These recipes and ingredients are ready for immediate use as is.

**Custom** Data Sources are added with help from PrimeroEdge Support. See page 198 for information on Data Sources and Versions.

Meal Pattern

Five (5) **Meal Patterns** are automatically included when PrimeroEdge [Menu Planning] is initially installed. A Meal Pattern includes the USDA standards set for Nutrients and Food Components required for Lunch and Breakfast Meal Services for groups of patrons (Serving Groups) such as K-5 or 9-12 grades. These Meal Patterns are ready for immediate use as is.

Custom Meal Patterns are added with help from PrimeroEdge Support. Refer to page 193 for details on Meal Patterns.

#### B Set Up Supporting Menu Details

These five configuration details are independent of each other, and therefore do not have a required sequence or order of set up. However, they must be set up before creating Recipes, and creating or assigning Menus.

HACCP Configuration	Three (s) <b>Hazard Analysis</b> processes and seven (7) <b>Critical</b> <b>Control Points</b> are automatically provided by PrimeroEdge [Menu Planning]. Custom processes can be set up, if needed. HACCP processes are selected when creating a Recipe. Refer to page 182 for details on HACCP processes.
Holiday Schedule	The <b>Holiday Schedule</b> is a calendar where holidays, In- Service days, and other special days are designated on which Meal Service is not provided. Menus should not be assigned to a Menu Calendar.
	The Holiday Schedule must be set up before assigning Menus to a Menu Calendar so that the menu planner can indicate if / when Menus are to be assigned to scheduled holidays. See page 189 for the steps to add holidays to the Holiday Schedule.
Menu Item Categories	<b>Menu Item Categories</b> help to organize Menu Items. Menu Item Categories are selected when building Menus along with the number of choices allowed from each category. See page 153 for information on Menu Item Categories.
Site Groups	<b>Site Groups</b> group schools or sites that serve the same menus. Menus can be assigned to a Site Group rather than individual schools, thus saving time for the Menu Planner.
	Site Groups are used to create a Menu or Menu Cycle, to assign Menus to a Menu Calendar, and to generate reports for groups of sites. See page 169 for site group creation details.
Menu Lines	<b>Menu Lines</b> support offering separate food "themes", such as Sandwiches, Pizza, Salads, etc., where Menus are built around a particular theme. Menu Lines are used to narrow menu choices when assigning menus. Menu Lines are also specified when configuring a site. See page 166 for details on Menu Lines.

#### C Configure Sites

Configuring sites is completed after Meal Types (Meal Patterns), Site Groups, and Menu Lines are set up. See page 178 for details on configuring sites.

**Site Configuration** 

**Site Configuration** must be completed for each site providing meal services. Configuring a site includes identifying all Meal Types (set up in Meal Patterns) and Menu Lines offered at the site, the Site Group to which the site belongs, and the date that meal services start (Effective Start Date).

#### D Select Standard Menu Items

Standard Menu Items are selected from available Menu Items. Menu Items are created from Recipes. Therefore setting up Standard Menu Items is completed after Recipes and then Menu Items have been created. Refer to page40 for the steps to create a Menu Item from a Recipe.

**Standard Menu Items** 

**Standard Menu Items** is a set of Menu Items that are included on all or most Menus. Standard Menu Items are added to a Menu by either a) clicking the **Standard Menu Items** button on the **Menu Info** page or b) automatically by enabling the <u>Menus – Include Standard Menu Items by</u> <u>Default</u> system setting. See page 163 for details on creating Standard Menu Items.

#### E Create Menu Templates

Menu Templates reduce the effort and time required to create individual Menus.

Menu Templates

Items common to all or most menus, such as Meal Pattern and Menu Item Categories are selected for a Menu Template. The template is then used as the basis to add a new Menu which eliminates repetitive Menu creation configuration tasks.

Before this configuration task can be completed, Meal Pattern(s) (which define Meal Types and Serving Groups), Menu Items, Menu Item Categories, Standard Menu Items, and Site Groups must be set up. See page 156 for the steps to create Menu Templates.

### Ingredients, Recipes & Menu Items

After configuration tasks are complete, the second step is to add Ingredients and then build Recipes with the Ingredients.

### **A** Add Ingredients

All Ingredients to be used in the production of Recipes are added. Ingredients can be "raw" products, such as milk, eggs, flour, etc., or a purchased product that is either used as purchased (half pint milk carton) or combined with other purchased products (hamburger buns and meat patties).

Nutrients and allergens are recorded for each Ingredient. Images of nutrition labels or other supporting documentation are uploaded.

### **B** Build Recipes with Ingredients

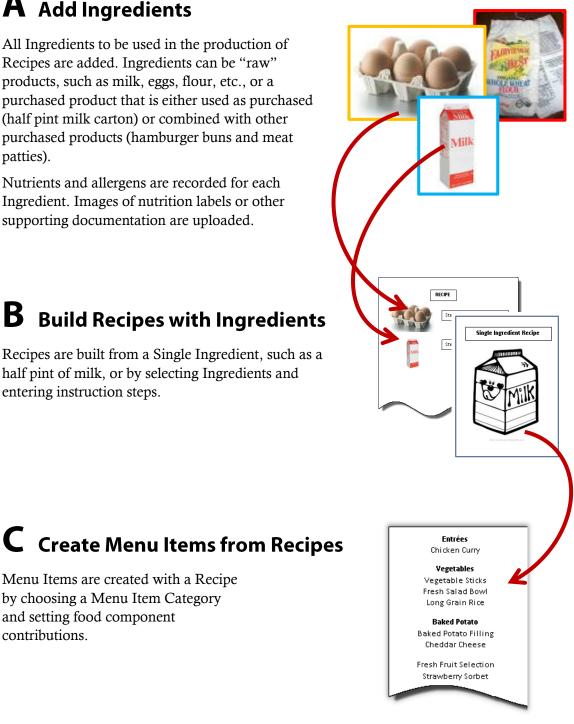
Recipes are built from a Single Ingredient, such as a half pint of milk, or by selecting Ingredients and entering instruction steps.

Menu Items are created with a Recipe

by choosing a Menu Item Category

and setting food component

contributions.



### Menus & Menu Cycles

After Ingredients and Recipes are added and Menu Items are created from Recipes, adding and working with Menus is the next step.

### A Add Menus

A menu is added by selecting a Meal Pattern, a Meal Type and Site Group. Serving Group(s) are selected and projected meal counts for each are set.

Menu Item Categories, such as Entrees, Milk, Condiments, etc., are selected for the Menu, and the number of allowable choices from the category is set. Menu Items in each category are selected individually, or all Standard Menu Items can be added by simply clicking a single button. Counts are set for each Menu Item.

### **B** Add Menu Cycles

Two or more menus are grouped into a "Menu Cycle". A common Menu Cycle includes five menus, one for each day of the school week. However Menu Cycles can include any number of weeks, such as four to handle an entire month of Menus, and any number of days per week.

#### Chicken Curry Vegetables Vegetable Sticks Fresh Salad Bowl Long Grain Rice **Baked Potato** Baked Potato Filling Cheddar Cheese Fresh Fruit Selection Strawberry Sorbet Chick Entr Chicke Veget Vegetab Fresh Sal Long Gra Chicke Vege Veget Fresh Sa Entrées Chicken Curry Vegetab Long Vege Baked Fresh Sal Long Gra Vegetables Baked Po Baked aked Po Chedd Vegetable Sticks Fresh Salad Bow Long Grain Rice Chedda Baked Pot Chedda Long Gra Fresh Frui Strawbe Fresh Frui aked Po Baked Potato Fresh Frui Chedda Baked Potato Filling Cheddar Chees Fresh Fruit Fresh Fruit Selection Strawberry Sorbet

Entrées

### C Assign Menu Cycles

Menu Cycles are assigned to dates on a Menu Calendar. One Menu Calendar is created per month for a Site Group, Site, Meal Type, and Menu Line.

	Sun	Mon	Tues	Wed	Thurs	Fri	Set
		Fiesta Menu	German Menu	Italian Menu	Indian Menu	Asian Menu	
ſ		Indian Menu	Asian Menu	German Menu	Italian Menu	Fiesta Menu	
Γ		German Menu	Fiesta Menu	Indian Menu	Asian Menu	Italian Menu	
		Italian Menu	Asian Menu	Fiesta Menu	German Menu	Indian Menu	

#### Reports

PrimeroEdge Menu Planning provides summary and detailed information for Ingredients, Menu Items, Recipes, Food Components, and more to aid in developing Menus that meet USDA standards.

#### **Food Components**

Standard Nutrients footer

Serving Group tab (expanded view – Menu / Menu Cycle / Multi-Line Analysis Nutrition Report – Menu / Menu Cycle / Multi-Line Analysis Food Component Report – Menu Cycle / Multi-Line Analysis Nutrition Summary Report – Menu Cycle

Reports menu Weekly Nutrient Analysis

#### Nutrients

Standard Nutrients footer

Serving Group tab (expanded view) – Menu / Menu Cycle / Multi-Line Analysis Nutrition Report – Menu / Menu Cycle / Multi-Line Analysis Nutrition Summary Report – Menu Cycle / Multi-Line Analysis

Recipes > Quick Recipe page > Generate Report

Reports menu Ingredient List Menu Calendar Menu Item Nutrients Nutrient Standards Recipe Nutrition Recipe Book Weekly Nutrient Analysis

#### Ingredients

Recipes > Quick Recipe page > Generate Report

Reports menu Ingredient List Recipe Book

#### Menu Items

Reports menu Acceptability Factor Allergen Chart Menu Calendar Menu Item Nutrients

#### Recipes

Recipes > Scale tab Custom Scale Recipe Scale Recipe by Batch

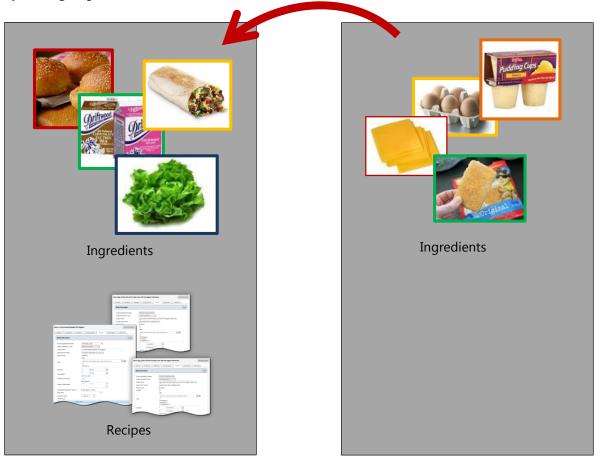
Reports menu Recipe Book Recipe Costing Recipe Nutrition

### Data Sources

A Data Source is a container for Ingredients, Recipes, Menus, Menu Cycles, and Menu Templates which are available to and may be changed by appropriate users. When an Ingredient or Recipe is manually entered or created "from scratch," the item is stored in the "Local" Data Source. The Local users' group can use, copy or update the item as needed.

When PrimeroEdge Menu Planning is installed, the Child Nutrition Data Source is uploaded for use. This database includes Ingredients that can be used in Local Recipes. The Ingredients in the CN database are "shared" with Local users and cannot be modified. However, they can be copied to the Local Data Source and the copied items can be modified to suit local requirements.

Sharing resources in this manner saves time because items do not have to be duplicated for use by other groups.



Local Data Source

Child Nutrition Data Source

Many pages in the **Menu Planning** module offer a **Data Source** selection. When you have access to multiple Data Sources, a selection can be made. When you have access only to a single Data Source that Data Source name appears in the selection box and the selection box is disabled.

 $\blacktriangleleft$  End of Section  $\succ$ 

## D Ingredients This section reviews:

✓ Adding a new Ingredient or Recipe.

- ✓ Creating a Single Ingredient Recipe.
- ✓ Adding nutrient, allergen and buying guide information for an Ingredient.
- ✓ Uploading nutrition labels and other documents for an Ingredient.
- ✓ Copying and printing Ingredients and Recipes.
- ✓ Creating a Menu Item.
- ✓ Adding food component contributions for Menu Items.
- ✓ Scaling a Recipe by batch size or number of servings.
- Creating and maintaining Purchase Items links for Ingredients in the **Inventory** module.

### Ingredients at a Glance

Menu Function	Description
Ingredients	Add and manage local ingredients with nutrient, allergen, and buying guide information; create menu item with an ingredient; upload nutrition labels and other documents; copy and print ingredient information.
Recipes	Add and manage local Recipes with ingredient, nutrition, and allergen information; scale recipes by batch size or number of servings; find and view USDA and Child Nutrition recipes; add meal pattern food contributions; copy and print recipes.
Menu Items	Find and display Recipes and Ingredients through search of Menu Item details.
Purchase Items	Create links from Ingredients in Menu Planning to items in Inventory for purchasing control.

• Note: Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Ingredients** menu, you may see a subset of the functions listed above.

### Ingredients

Ingredients 🔶	
Ingredients	
Kecipes	
Menu Items	
Purchase Items	

#### **Ingredients** allows you to:

- Search for an Ingredient with single or multiple search criteria.
- Add new Ingredients or copy existing Ingredients.
- Maintain Ingredient data.
- Create a Single Ingredient (SI) Recipe.
- Generate an Ingredient List Report for an Ingredient.

Ingredients						
Add New Ingredient						
Ingredient Code	Ingredient	t Name		Commodity/Recipe C	Code Manufa	cturer/Brand
Product Code	Stock Iten	1#	Data Source ALL	•		
Tags						
-	he tag or select from t	the list	Tocludo Dis	continued Ingredient	~	
Ingredients List						
Ingredients List						
Ingredients List	Ingredient Name	Ingredient Short Name	Manufacturer	Commodity/Recipe code	Stock Item#	Data Source
-	Ingredient Name	-	Manufacturer		Stock Item#	Data Source
Ingredient Code	Ingredient Name Apricots, raw	-	Manufacturer	code	Stock Item#	Data Source Child Nutrition Database
Ingredient Code	-	Name	Manufacturer	code	Stock Item#	Child Nutrition

By default on the initial **Ingredients** page:

- **Data Source** is set to "ALL".
- **Smart Search** is enabled (check mark added) to look for the entered string anywhere in the Ingredient name.
- All remaining search conditions are blank or not enabled.

#### Ingredients Page

#### Page Functions

Button/Link	Description
Add Ingredient	Click to display the <b>Quick Ingredients</b> page to enter a name for a new Ingredient.
Apply	Click to display a list of Ingredients that match the selected conditions.
Reset	Click to return all settings in the search condition fields to the default values.

#### Ingredients List

Column Header	Description
Ingredient Code	Code to identify Ingredient; code may be either automatically assigned by the system, or may be a custom code entered by the user.
Ingredient Name	Complete Ingredient name; name may be either a common name such as "flour", or the manufacturer's name, such as "Angel Wings All Purpose Baking Flour".
Ingredient Short Name	Brief, common name for Ingredient, such as "flour".
Manufacturer	Name of the Ingredient manufacturer.
Commodity/Recipe Code	USDA or manufacturer's code, or similar, to identify the ingredient in the USDA/manufacturer's product offerings.
Stock Item #	Inventory item number.
Data Source	Database in which Ingredient is stored.
Status	Appears only when the <b>Include Discontinued Ingredients</b> option is enabled (check mark added); indicates "inactive" for all discontinued Ingredients.

#### Searching for an Ingredient

Nine separate search conditions can be used to narrow your search for an Ingredient. One of two **Matching Criteria** is selected to tell PrimeroEdge how to use the search conditions in the search:

- Exact Match make only an exact match with the entered text or selected conditions; no variations of text strings will be matched, i.e., applying an Exact Match for "bagel" will not match records with the strings "bagels", "bagel half", "sliced bagel", etc.
- Smart Search make matches with any string that includes the entered string; any variation will be matched, i.e., applying a Smart Search for "bagel" will match records with the strings "bagels", "bagel half", "sliced bagel", etc.

#### To search for an Ingredient

- 1. Enter or select one or more search conditions.
- 2. Choose a Matching Criteria.
- 3. Click Apply .

Add Ingredient							
Ingredient Code		dient Name		Comr	nodity/Recipe Cod		,
	bage	l				Bake Crafter	rs
Product Code	Stock	Item#	Data Sourc Child Nuti	e rition Database	•		
Tags							
CN-breads			- <b>V</b>	nclude Disconti	nued Ingredients		
Matching Criteria	Smart Search	Apply Res	et				
Ingredients List	<u>t</u>						
Ingredient Code	Ingredient Name	Ingredient Short Name	Manufacturer	Commodity/Re code	cip Stock Item#	Data Source	Status
Ingredient Code	-	-	Manufacturer		Stock Item#	Data Source	Status
-	-	-	Manufacturer Bake Crafters Food Company	code	Stock Item#	Data Source Child Nutrition Database	Status
<b>T</b>	Name Bagel Half; Bake Crafters,Individual Wrapped; as	Name BAGEL HALF, IW BAGELS, BULFREDRY	Bake Crafters	code	Stock Item#	Child Nutrition	Status

#### Adding a New Ingredient

To add a new Ingredient, you only need to enter a name for the Ingredient. Clicking automatically applies an Ingredient Code and marks the ingredient as "Active". Several new tabs appear on which you will enter data for the new Ingredient.

#### To add a new ingredient

- 1. Click the **Add New Ingredient** link.
- 2. Enter the Ingredient name and short name.
- 3. Click Save .

	Ingredients			=
1	Add New Ingredient			
		Ingredient Name bagel	Commodity/Recipe Code	Manufacturer/Brand Bake Crafters
		buger		
	uick Ingredients			=
	Data Source			_
	Local			
	Ingredient		☑ Auto Save wh	en switching tabs 📃 No prompts
	General			
	Ingredient Information	ı		3 Save
	s. Ingraeliente Gode= = =			
2	Ingredient Name:	Hot Dog		* - Required field
	Ingredient Short Name			····
		As Purchased 💌		

#### Tab 1: General

The **General** tab includes basic information about the Ingredient, such as the Ingredient Code and Ingredient Name.

#### To complete the General tab:

- 1. Create **Tags** to help narrow a search for the ingredient. See Appendix B: Working with PrimeroEdge Tools.
- 2. Enter Serving Sizes for specific Serving Groups.
- 3. Set the **Preferred Measurement** for the default selection when creating Menu Items.
- 4. Click Save

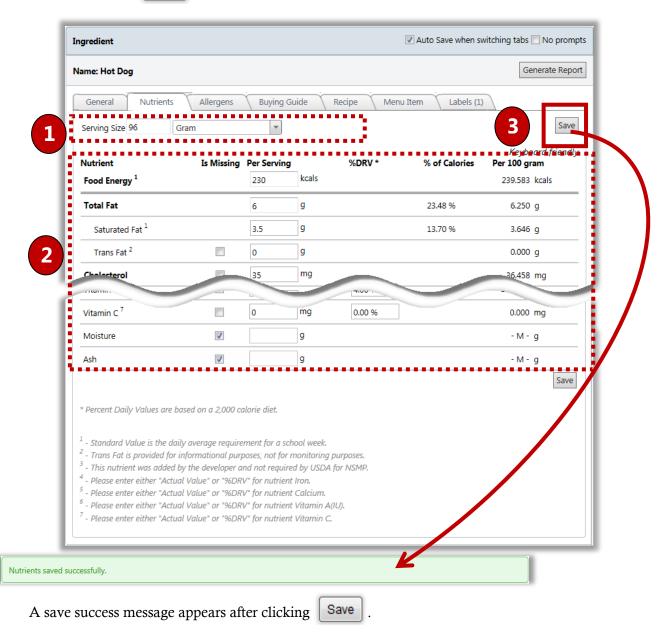
New Ingredient Source	Ingredient				
	LI100046	✓ Smart Search			
redient			🔽 Auto Sav	ve when switching	tabs 📃 No pr
me: Hot Dog					Generate R
General Nutrien	ts Allergens	Buying Guide Labels	(0)		
Ingredient Informati	on			4	Copy Sav
Ingredient Code:	LI100046				
Is Active:					
Ingredient Name:	Hot Dog				
Ingredient Short Nan	ne: Hot Dog				
Ingredient Form:	As Purchased	•			
	Create Recipe				
Manufacturer:	George's Pride	Tags			
Product Code:	GP-034-HD	Enter the name	e of the tag or select from	the list	- +
Commodity/Recipe Code:					
Serving Measures					
Serving Size:		👻 Weight:		- Add	
Add new	/ unit	Prefe	rred Measurement		
		Veight In Grams Pr	eferred Measurement	Edit	Delete
Serving Size	V				

#### Tab 2: Nutrients

The **Nutrients** tab lists all nutrient values for a set **Serving Size**. These values are used in calculations for various nutritional reports and tools.

#### To complete the Nutrients tab:

- 1. Enter a value in Serving Size.
- 2. Enter values in **Per Serving** for each nutrient, selecting **Is Missing** when a value is not provided or available.
- 3. Click Save



#### Tab 3: Allergens

The **Allergens** tab lists all allergens along with an allergen indicator that specifies the allergen level in the Ingredient.

#### To complete the Allergens tab:

- 1. Enable each allergen, as needed, and select a corresponding allergen indicator.
- 2. Click Save .

ame: He	ot Dog					Generate Re
Gener	al Nutrients Allergens	Buying Guide Lab	oels (0)			
Allerg	gens				ſ	Save
	Allergen Indicator	Allergen	Added By	Added On	Modified By	Modined On
	Contains 🔻	Milk				
<b>V</b>	Processed in a facility tha 🔻	Egg				
	Contains 🔻	Fish				
	Contains	Crustacean Shellfish				
	Contains 💌	Tree nuts				
	Contains	Wheat				/
V	May contain 🔹	Peanuts				
<b>V</b>	Contains •	Soy				
<b>V</b>	Contains 💌	Gluten				
			- 1			

#### Tab 4: Buying Guide

The **Buying Guide** tab provides information on how the ingredient is obtained.

- If your district uses the PrimeroEdge **Inventory** module, Ingredients in the **Menu Planning** module can be linked to a *stock item* maintained in inventory.
- If your district does not use the PrimeroEdge **Inventory** module, *purchase items* are created for each Ingredient.
- Note: You must enter either a Broken Unit Weight or Edible Portion value when using the PrimeroEdge Production and Inventory modules with the Menu Planning module so that correct processing of items occurs.

#### To complete the Buying Guide tab:

- 1. Enable either Purchase Items or Stock Items, and select an item.
- 2. For the remaining fields:
  - For Stock Items, several fields are completed for you. Select a Prep Method and Broken Unit Weight, and enter the Edible Portion Factor; select Display Item Weight in Production if the Production module is in use and the item weight should be shown on the Production Record.
  - For Purchase Items, select or enter data for each field.
- 3. Click Save .

gredient			V	Auto Save when switching tabs 🔲 No prompts
me: Hot Dog				Generate Report
General Nutrients Allerg	jens	Buying Guide Reci	pe Menu It	em Labels (1)
Purchase Items				Save Femove Link
Purchase Item:	BID-SH/	ARED-Hot Dog 6" (BID_SI	1_GA11 💌 🔍 S	stock Items
Prep Method:	as purc	nased	-	
Whole Unit:	Case	•		:
Broken Unit Description:	Package			
Broken Units per Whole Unit:	1			
Fair Market Value/Standard Price:	\$1.2000			
Broken Unit Size:	12	Each	-	:
Broken Unit Weight:*	12	Pound		
Edible Portion Factor:	1.0000			
	12.00 Eac	h (12.00 Pound)		When the Production module is
Display Item Weight in Production:				use, select to include the item
(*) - Enter the Broken Unit Weight for co	orrect Produ	ction Order/Withdrawal op	eration and costing	weight on Production Records
Cost Per Serving Measure				
Serving Size		Weight In Gran	ns	Cost
1 Each (Local V1)		114.000		0.03

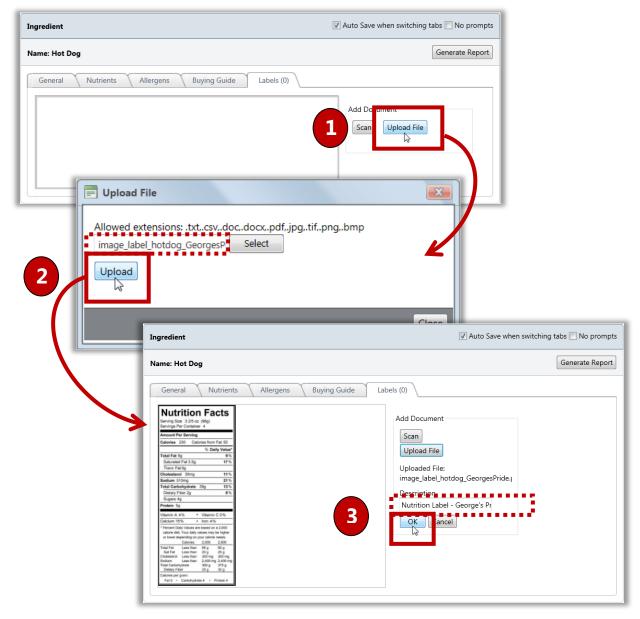
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#### Tab 5: Labels

The **Labels** tab allows you to upload nutrition label images, product images, or other files, such as word processing documents, spreadsheets, and more, to provide supporting documentation.

#### To add a label

Click Upload File and select a file.
 Click Upload .
 Enter a name for the file and click OK .



#### Generating an Ingredient List Report

The Ingredient List report includes the Ingredient Name, Ingredient Code, all serving measurements, and nutrients values per serving and per 100 grams.

#### To generate an Ingredient List report:

- 1. Click Generate Report
- 2. Click **Print** ( 🖨 ) on the report viewer toolbar.

Quick Ingredients	
Add New Ingredient	
Data Source Ingredient Local II100046	Smart Search
Ingredient	📝 Auto Save when switching tabs 🥅 No prompts
Name: Hot Dog	Generate Report
General Nutrients Allergens	Buying Guide Labels (1)
	Copy Save
http://www.aspx - Windows Inte	
I4 4 1 of 1 ▷ ▷I 4 100%	Find   Next 2
Inc	gredient List
	NET THE COUNTY
Hot	bt Dog - (LI100046)
Contains Gluten, Soy, Wheat Processed in a facility that also processes Egg	
May contain Peanuts	
Measure W 1 Each (Local V1)	Weight In Grams
	114,00
Nutrients per 100 g FE Fat (g) Sfat (g) TFat (g) Chol Na (mg)	Carb         TDF (g)         Sugar         Pro         (g)         Fe (mg)         Ca (mg)         A,RE         A,IU         VitC         Mois (g)         Ash (g)           (g)         (g)         (g)         (g)         Fe (mg)         Ca (mg)         A,RE         A,IU         VitC         Mois (g)         Ash (g)
(Kcal) (1)         (2)         (3)         (mg)           239.583         6.250         3.646         0.000         36.458         531.250	
Nutrients per 96 Gram (96.000 g)	
FE         Fat (g)         Sfat (g)         TFat (g)         Chol         Na (mg)           (Kcal)         (2)         (3)         (mg)         Na (mg)	Carb         TDF (g)         Sugar         Pro (g)         Fe (mg)         Ca (mg)         A,RE         A,IU         VitC (mg)         Mois (g)         Ash (g)
230.000 6.000 3.500 0.000 35.000 510.000	39.000 2.000 -M 5.000 0.720 150.000 -M 200.000 -M -M
(M) Missing Nutrient Values	
<ol> <li>Standard Value is the daily average requirement for a scho</li> </ol>	tool week.
<ul> <li>(2) Standard Value is the daily average requirement for a scho</li> <li>(3) Trans Fat is provided for informational purposes, not for mi</li> </ul>	
<ul><li>(4) This nutrient was added by the developer and not required</li></ul>	
	Page: 1 of 1
	Page: 1 0: 1

#### Creating a Recipe from a Single Ingredient

To set up a purchased item as a Menu Item, the purchased item is 1) added as an ingredient, and then, 2) a recipe is created with the Ingredient. Two new tabs appear, **Recipe** and **Menu Item** which allow you to set up the new ingredient/recipe as a Menu Item (see **Section 2: Recipes**, page for information on these tabs). This type of recipe is called a "Single Ingredient (SI) recipe."

#### To create a Single Ingredient recipe:

- 1. Click Create Recipe
- 2. Enter recipe information such as **Prep Time**, **HACCP Process**, **Tips**, and instructions.
- 3. Click Save

	Der			Generate F
ame: Hot	Dog			Generate F
General	Nutrie	ents Allergen	s Buying Gu	ide Labels (1)
Ingred	ient Informa	ntion		Copy
Ingred	lient Code:	LI100046		
Is Activ				
Ingred	lient Name:	Hot Dog		
Ingred	lient Short Na	ame: Hot Dog		
Ingred	lient Form:	As Purch	nased 💌	
		Create F		
			3	
Calcul Prep 1	lated Weight	Per Serving:	25 minutes	
HACC	P Process		Same day service	
	CCP	Critical Limit		Corrective Action
	Cook	Heat to = 165.0	00 °F for 15	Continue cooking food until the internal temperature Arrows and the required temperature.
		seconus		
		seconds		
	Hot Hold	Hold at >= 135.0	00 °F	Discard the food if it cannot be determined how long the food temperature was below 135 °F
	Hot Hold		00 °F	Discard the food if it cannot be determined how long
	Hot Hold		00 °F	Discard the food if it cannot be determined how long the food temperature was below 135 °F
	Hot Hold		00 °F	Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C			00 °F	Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C	Comments:	Hold at >= 135.0	Hot dog must be	Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C		Hold at >= 135.0		Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C	Comments:	Hold at >= 135.0	Hot dog must be	Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C Pre-Pi	Comments: reparation In:	Hold at >= 135.0 structions:	Hot dog must be	Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C Pre-Pi	Comments:	Hold at >= 135.0 structions:	Hot dog must be	Discard the food if it cannot be determined how long the food temperature was below 135 °F
Tips/C Pre-Pi	Comments: reparation In:	Hold at >= 135.0 structions:	Hot dog must be	Discard the food if it cannot be determined how long the food temperature was below 135 °F

#### Copying an Ingredient

When copying any Ingredient, you will enter a name and a short name for the copied Ingredient. PrimeroEdge automatically creates the Ingredient Code (based on <u>Recipes – Auto Generate</u> <u>Recipe Codes</u> system setting). The original Ingredient is listed on the General tab above the copied Ingredient code.

#### To copy an Ingredient:

- 1. Click Copy .
- 2. Enter a name for the copy and click Copy

		I Auto Save wh	en switching tabs 🗌 No prompts	
me: Hot Dog			Generate Report	
General Nutrie	ents Allergens Buyi	ng Guide Recipe Menu Item Labels (	1)	
Ingredient Informat	tion	1	Copy Save	
Ingredient Code:	LI100046			
	Copy Ingredient			
	Name for the copy	Blue Ribbon Hot Dog		
	Short Name for	Blue Ribbon Hot Dog		
	the copy			Copy Can
			2	
	-			
	Ingreatent		The save mich antening table	The brombe
	Ingrearent Name: Blue Ribbon Hot Dog			nerate Report
	-	Allergens Buying Guide Labels (1)		nerate Report
	Name: Blue Ribbon Hot Dog	Allergens Buying Guide Labels (1)	Ger	nerate Report
	Name: Blue Ribbon Hot Dog General Nutrients Ingredient Information	······	Ger	
	Name: Blue Ribbon Hot Dog General Nutrients Ingredient Information Copied from Ingredient: Ingredient Code:	L1100046 (Local) L1100047	Ger	
	Name: Blue Ribbon Hot Dog General Nutrients Ingredient Information Copied from Ingredient: ingredient Code: Is Active:	L1100046 (Local)	Ger	
	Name: Blue Ribbon Hot Dog General Nutrients Ingredient Information Copied from Ingredient: Ingredient Code: Is Active: Ingredient Name:	LI100046 (Local) LI100047 Blue Ribbon Hot Dog	Ger	
	Name: Blue Ribbon Hot Dog General Nutrients Ingredient Information Copied from Ingredient: Ingredient Code: Is Active: Ingredient Name: Ingredient Short Name:	LI100046 (Local) LI100047 Blue Ribbon Hot Dog Blue Ribbon Hot Dog	Ger	
	Name: Blue Ribbon Hot Dog General Nutrients Ingredient Information Copied from Ingredient: Ingredient Code: Is Active: Ingredient Name:	LI100046 (Local) LI100047 Blue Ribbon Hot Dog	Ger	

### Recipes

Ingredients 🔺
Ingredients
Recipes
Menu Items
Purchase Items

**Recipes** allows you to:

- Search for a Recipe using single or multiple search criteria.
- Add new Recipes or copy existing Recipes.
- Maintain Recipe data.
- Create Menu Items with a Recipe.
- Generate a Nutrition Report (nutrient data) for a Recipe.
- Generate a Recipe Report (all Recipe data).
- Scale a Recipe by batch or by servings.

Recipes					
Add New Recipe					
Recipe Search Criteria					
Recipe Code Reci	pe Name	D: .:	1.5		
			ued Recipes		
Tags Enter the tag names separated by a		Source	T		
© Exact Match	Apply Reset				
Recipe Code	Name	Serving Size	Туре	Number of Servings	Source
Ţ	Ţ		T		Ţ
LR300008	Apples, dried, sulfured, uncooked	1 CN- Ring	Single Ingredient	1	Cybersoft
	Applesauce Cake C-03	1 CN-		50	Cybersoft

By default on the **Recipes** page:

- Data Source is set to "ALL".
- Smart Search is enabled (check mark added) for Ingredient.
- Matching Criteria is set to "Smart Search"

#### **Recipes** Page

By default all *active* recipes that meet the search criteria are included in the search results. To also include *inactive* recipes in the search results, enable the **Include Discontinued Recipes** option (add check mark).

#### Page Functions

Button/Link	Description
Add Recipe	Click to display the <b>Quick Recipes</b> page to enter a name for a new Recipe.
Apply	Click to display all Recipe records in the <b>Recipe List</b> that match the set search conditions.
Reset	Click to return all search criteria fields to the default settings.

#### Recipe List Listings

Recipe List							
Recipe Code		Name	Serving Size	Туре	Number of Servings	Source	
	T	T		T		1	
LR300069		Hot Dog	1 Each	Single Ingredient	1	Local	
LR300070		Hot Dog Delight	1 Each	Dual Entry	100	Local	
LR300073		Hot Dog Heaven	1 Each	Dual Entry	100	Local	
LR300072		Hot Dog Nutrient Analysis	1 Each	Nutrition Analysis	100	Local	
		hystion					

Column Header	Description
Recipe Code	Code assigned when the Recipe is created
Name	Recipe Name
Serving Size	Preferred serving measurement
Туре	<ul> <li>Recipe type can be one of the following:</li> <li>Nutrition Analysis – uses Ingredients set up in Menu Planning</li> <li>Production – uses Purchase Items which are Ingredients linked to Inventory items in the Inventory module</li> <li>Dual Entry – uses Ingredients and/or Purchase Items</li> <li>Single Ingredient – includes only one ingredient; this type of recipe is usually granted from purchased items that are agreed acris such as a</li> </ul>
	usually created from purchased items that are served as is, such as a "bagel"
Number of Servings	Number of servings made with one iteration of the recipe
Source	Database (Data Source) in which the Recipe is stored

#### Searching for a Recipe

Seven separate search conditions can be used to narrow your search for a Recipe. One **Matching Criteria** option is selected to tell PrimeroEdge how to use the search conditions in the search:

- Exact Match make only an exact match with the entered text or selected conditions; no variations of text strings will be matched, i.e., applying an Exact Match for "bagel" will not match records with the strings "bagels", "bagel half", "sliced bagel", etc.
- Smart Search make matches with any string that includes the entered string; any variation will be matched, i.e., applying a Smart Search for "bagel" will match records with the strings "bagels", "bagel half", "sliced bagel", etc.

#### To search for a Recipe

- 1. Enter or select one or more search conditions.
- 2. Choose a Matching Criteria.
- 3. Click Apply .

Add New Recipe								
Recipe Search Criteria								
Recipe Code	Recipe Nam	e						
	hot dog	🔲 Ir	nclude Disconti	nued Recipes	1.1			
Tags			Data Source		- <b>1</b>			
Enter the tag names sep	parated by a :	*	ALL	-				
Ingredient					- E			
Ingreaient	_							
]	🔽 Smart Sea	rch			- 1			
				•••••				
Matching Criteria								
Evact Match     O	mart Search Ap	ply Reset						
🔘 Exact Match 🛛 💿 S	mart Search	ply Reset						
🔘 Exact Match 🛛 💿 S	mart Search	Ply Reset						
🔵 Exact Match 🛛 🖲 S		d l						
Exact Match S		d l						
© Exact Match		Ply Reset						
		d l						
			Serving	Туре		Number of	Source	
Recipe List			Serving Size	Туре		Number of Servings	Source	
Recipe List	Name		Size	Туре			Source	
Recipe List Recipe Code	Name		Size		Ţ	Servings		
Recipe List	Name		Size		Ţ		Source	
Recipe List Recipe Code			Size	Single Ingredient	T	Servings		
Recipe List Recipe Code		e log	Size	Single Ingredient Dual Entry	T	Servings 1	Local	
Recipe List Recipe Code LR300069 LR300070		e Rog Rog Delight	Size	Single Ingredient Dual Entry Dual Entry	T	Servings 1 100	Local Local Local	

#### Adding a New Recipe

Three types of recipes can be added:

- Nutrition Analysis allows for selection of Ingredients set up in the **Menu Planning** module.
- Production allows for selection of Purchase Items set up in the **Inventory** module.
- Dual Entry allows for selection of either a Purchase Item or an Ingredient when adding Ingredients/Steps to the recipe.

#### To add a new Recipe

- 1. Click the **Add Recipe** link.
- 2. Select the **Data Source**, if needed/available.
- 3. Select the **Recipe Generation Type** and enter the **Recipe Name**, **Serving Size**, and **Number of Servings** on the **General** tab.
- 4. Click Save .

and the second se						
Add New Recipe						
Recipe Search Criteria						
Recipe Search Criteria Recipe Code	Recipe Name					
		Include Disco	ntinued Recipes			
Tags		Data Source	e			
Enter	and the second se	▼ ALL				
Outok Basiana						
Quick Recipes						
Data Source						
Local						
				📝 Auto Sa	ave when switching ta	bs 🔲 No prom
Local				🗹 Auto Sa	ave when switching ta	bs 🔲 No prom
Recipe				☑ Auto S	ave when switching ta	bs 🔲 No prom
Local				🗹 Auto Si	ave when switching ta	bs 🔲 No prom
Recipe General				Z Auto S		lbs No prom
Recipe General Recipe Informatio				☑ Auto Si	ave when switching ta	
Recipe General				☑ Auto S		
Recipe General Recipe Informatio				₹ Auto S		
Recipe General Recipe Informatio Recipe Generation	Type: Dual Entry Hot Dog De			V Auto S		
Recipe General Recipe Informatio Recipe Generation Recipe Name:	Type: Dual Entry Hot Dog De	light		V Auto S		
Recipe General Recipe Informatio Recipe Generation Recipe Name: Recipe Short Name: Recipe Code:	Type: Dual Entry Hot Dog De : Auto genera	light ted on save		V Auto S		
Recipe General Recipe Informatio Recipe Generation Recipe Name: Recipe Short Name	Type: Dual Entry Hot Dog De : Auto genera 1	light ted on save Each		V Auto S		
Recipe General Recipe Informatio Recipe Generation Recipe Name: Recipe Short Name: Recipe Code:	Type: Dual Entry Hot Dog De : Auto genera 1 Add new un	light ted on save Each		V Auto S		

#### Tab 1: General

Several additional fields appear on the General tab after saving to collect general recipe details.

#### To complete the General tab

- 1. Select **Strict Batching** to require scaling of number of servings by whole batch only; set up **Tags**, if needed.
- 2. Enter **Prep Time** and **Cook Time**, and select a **HACCP Process** and select CCPs.
- 3. Enter **Tips**, **Comments** or **Special Instructions**, as needed.

ecipe				Auto Save when s	switching tabs 📃 No promp
lame: Hot l	Dog Deligh	nt			Generate Repo
General	Ingre	dients Nutrien	ts Menu It	em Allergens Scale	
Recipe I	nformatio	n			Copy Save
Iconic			<b>v</b>		
Recipe Strict Ba	Code: atching:		Bual Entry		
Tags:			Tags <i>Enter the name</i> CN-Beef (12) Meat / Meat Alte		
Calcula Prep Tir		Per Serving:	15 minutes	<del>e</del>	
Cook Ti			7 minutes	•	
НАССР	Process CCP	L	Same day service Specify CCPs f Specify CCPs f	for the entire recipe	
	CCP	Critical Limit		Corrective Action	
V	Cook	Heat to = 165.00 seconds	°F for 15	Continue cooking food until the internal temp reaches the required temperature.	erature
in the second					
Tips/Co	omments:			<b>`</b>	
CONTRACTOR OF	e Factor. –		Stopks must be		

#### Tab 2: Ingredients

The **Ingredients** tab lists all recipe Ingredients and all steps used in the recipe. An image of the Ingredient can be uploaded and then displayed on the Ingredients tab by setting the <u>Recipes –</u> <u>Display Pictures in Recipes</u> system setting.

#### *To add an ingredient/step:*

- 1. Click the **Add Step** link.
- 2. Select a **Purchase Item** or **Ingredient** and enter the **Quantity** needed.
- 3. Enter **Directions**.
- 4. Click Apply

ame: Hot Dog Deligi	ht								G	Generate
General Ingre	edients Nu	itrients Menu Item	Alle	ergens	Scale	2				
Steps										
# Picture	Stock Item#	Purchase Item	Cost	Ingr	edient	Directions	PI WIG	WIG	DOR	Dele
No records to displ										
Add Step										
- D										
Purchase Item Only					Ingradia	ent Only: 📄				
		List Days Burge	-		Ingreate		igredient:			
Purchase Item:		Hot Dog Buns	•		LI10004			Smart Sea	rch	
Prep Method:	as purchase	ed	*			ent Name:	📰 📝 Smart Search		i cii	
	100	Roll	-		Hot Dog					
Quantity:					100.000	Roll		-		
Edible Portion Fact	or: 1							-		
Image:		Directions:	•••••			•••••				
		1. Open roll.							*	
Click to enlarge		2. Place roll on baki	ng sheet.							
Click to enlarge										i
Click to enlarge	<b>3</b>									1
Click to enlarge	3								-	
Click to enlarge	3		rd						¥	
Click to enlarge	3	✓ Display on Reco	rd						<b>V</b>	1
	3		rd						<b>Y</b>	
		Display on Reco							Y	
Click to enlarge		Display on Reco     Apply Can tel	rd							
ROT BUN	3 DCC S	Display on Reco							<b>T</b>	
CROCK BUN Upload Picture		Display on Reco     Apply Can tel							<b>*</b>	
ROT BUN		Display on Reco     Apply Can tel							Y	
Uploaded File: image	Lhotdogs.png	Display on Reco     Apply Can tel							T	
Upload Picture Uploaded File: image. Recipe Costing Inform	Lhotdogs.png	Display on Reco     Apply Can tel							T	
Upload Picture Uploaded File: image. Recipe Costing Inform Total Recipe Cost:	Lotdogs.png 0.0000	Display on Reco     Apply Can tel							Y	
Upload Picture Uploaded File: image. Recipe Costing Inform	Lotdogs.png 0.0000	Display on Reco     Apply Can tel							Y	

Notes on Selecting a Purchase Item or Ingredient.

If you create Nutrition Analysis Recipes, the **Ingredients** tab appears similar to the image below. Ingredients for each step are selected from the list of all ingredients set up in PrimeroEdge **Menu Planning**.

Ingredier	nt Only: 📝 Ingredient:
LI100048	
Ingredier Hot Dog	
100	Roll (L V1)         •

If you create Production Recipes, the **Ingredients** tab appears similar to the image below. Purchase Items for each Recipe step are selected. Purchase Items are items stored in the PrimeroEdge **Inventory** module. Ingredients in the **Menu Planning** module are linked to inventory items in the **Inventory** module through the **Purchase Items** menu selection. The **Ingredients** tab provides **Recipe Costing Information** based on the item's pricing information stored in the **Inventory** module.

Purchase Item Only:					
Purchase Item:	Home R	un Hot Dog Buns	-		
Prep Method:	as purch	nased	-		
0	100	Roll	-		
Quantity:			-		

The **Ingredients** tab image shown on the previous page appears when you create a "Dual Entry" recipe type where you can select either a Purchase Item or an Ingredient.

## Tab 3: Nutrients

The **Nutrients** tab displays nutrient information totals for all ingredients used in the recipe. By default, calculation of recipe nutrient information is set to "**AutoCalculate**". Any change to the recipe, such as changing ingredients or serving sizes, automatically triggers an automatic recalculation of total nutrient values.

## To view and print a recipe Nutrition Report

- 1. Click View Nutrition Report
- 2. Click **Print** ( 🖨 ) on the window toolbar.

Name: Hot I	Dog Deli	ght														Gene	rate Re	eport
General	Ing	gredient	s	Nutri	ents	Тм	enu Ite	m	Alle	rgens	Č s	Scale						
AutoCa	alculate	🔘 Man	ual ent	ry Re	calcula	te Nutr	ients						1		View N	Vutritic	on Rep	ort
					_		- <u>(50 c</u>	0.0								63	_	
http://	/re	portviewer	.aspx - In	ternet Ex	plorer													×
	of 1 🕨 👂	4	1	00%	~		F	2		f• @		-						/
								Ē						Genera	ted on: 11/1	5/2013 10	0:17:01	
							D	ecip	_									
								ecip	e									
									е ѕсноо	LS								
						Hot	C	OUNTY	SCHOO									
ontains Milk						Hot	C	OUNTY										
							C Dog De	OUNTY	SCHOO									
Number of Servin	-	50.000		rving Siz		Hot 1 Sl	C Dog De	OUNTY	SCHOO									
Number of Servin	-	50.000 0.000		rving Siz t gain/los			C Dog De ice	OUNTY	SCHOO									
Number of Servin Moisture gain/loss	\$%:			-		1 S	C Dog De ice	OUNTY	SCHOO									
Number of Servin Moisture gain/loss	\$%:	0.000		-		1 S	C Dog De ice	OUNTY	SCHOO									
Number of Servin Moisture gain/loss Waste gain/loss% Ingredient Name	\$%:	0.000		-		1 S	C Dog De ice	OUNTY	SCHOO		Pro (g)	Fe (mg) (2)	Ca (mg) (3)	A,RE	A,IU(4)	VitC (mg) (5)	Mois (g)	Ash (g)
Number of Servin Moisture gain/loss Waste gain/loss% Ingredient Name Vitamin A Whole	Weight	0.000 0.000 FE (Kcal)	Fa	t gain/los Sfat	TFat	1 S 0.00	C Dog De ice 0	OUNTY light - (	SCHOOI	70) Sugar		(mg) (2)	(3)	A,RE		(mg) (5)		Ash (g) M
Number of Servin Moisture gain/loss Waste gain/loss Ingredient Name Vitamin A Whole Milk	- :: Weight (g)	0.000 0.000 FE (Kcal) 1600.000	Fat (g)	t gain/los Sfat (g)	55% : TFat (g)	1 S 0.00 Chol (mg)	C Dog De ice 0 Na (mg)	OUNTY light - ( Carb (g)	SCHOOI [LR3000 [TDF (9)	70) Sugar (g)(1)	(g) 64.000	(mg) (2) 288.000	(3)		80000.000	(mg) (5) 96.000	(g)	
Number of Servin Moisture gain/loss Waste gain/loss <b>Ingredient Name</b> Vitamin A Whole Mik Sub Total Fat/Waste/Moist	.: Weight (g) 1,600.000	0.000 0.000 FE (Kcal) 1600.000	Fat (g) 32.000	5fat (g) 16.000	TFat (g) 0.000	1 Sl 0.00 Chol (mg) 8.000	C Dog De ice 0 <u>Na</u> (mg) 0.000	OUNTY light - ( Carb (g) 16.000	SCHOOI (LR3000) TDF (9) 0.000	70) Sugar (g)(1) 32.000	(g) 64.000	(mg) (2) 288.000	(3)	16000.000	80000.000	(mg) (5) 96.000	(g) 192.000	M 0.000
Number of Servin Moisture gain/loss Waste gain/loss Magnedient Name //tamin A Whole Milk Sub Total Fat/Waste/Moist Change	.: Weight (g) 1,600.000	0.000 0.000 FE (Kcal) 1600.000 1600.000	Fat (g) 32.000	5fat (g) 16.000	TFat (g) 0.000	1 Sl 0.00 Chol (mg) 8.000	C Dog De ice 0 <u>Na</u> (mg) 0.000	OUNTY light - ( Carb (g) 16.000	SCHOOI (LR3000) TDF (9) 0.000	70) Sugar (g)(1) 32.000	(g) 64.000 64.000	(mg) (2) 288.000 288.000	(3) 16000.000 16000.000	16000.000	80000.000	(mg) (5) 96.000 96.000	(g) 192.000	M 0.000
Number of Servin Moisture gain/loss Waste gain/loss <b>Congredient Name</b> Vitamin A Whole Wilk Sub Total Fat/Waste/Moist Change Total	: : : : : : : : : : : : :	0.000 0.000 FE (Kcal) 1600.000 1600.000	Fat (g) 32.000 32.000	sfat (g) 16.000	TFat (g) 0.000 0.000	1 Sl 0.00 Chol (mg) 8.000 8.000	C Dog De ice 0 0.000 0.000	OUNTY light - ( (g) 16.000	SCHOOI (LR3000) (LR300) (L	Sugar (g)(1)           32.000           32.000	(g) 64.000 64.000	(mg) (2) 288.000 288.000	(3) 16000.000 16000.000	16000.000 16000.000 16000.000	80000.000 80000.000 80000.000	(mg) (5) 96.000 96.000	(g) 192.000 192.000 192.000	M 0.000 (M) 0.000 (M) 0.000
Contains Milk Number of Servin Moisture gain/loss Waste gain/loss% <b>Ingredient Name</b> Vitamin A Whole Milk Sub Total Fat/Waste/Moist Change Total Per 100g Per Serving		0.000 0.000 FE (Kcal) 1600.000 1600.000	Fat (g) 32.000 32.000	<b>Sfat</b> (9) 16.000 16.000	<b>TFat</b> (9) 0.000 0.000	1 Sl 0.00 Chol (mg) 8.000 8.000 8.000	C Dog De ice 0 0.000 0.000	OUNTY light - ( (g) 16.000 16.000	SCHOOI [LR3000 0.000 0.000	Sugar (g)(1)           32.000           32.000	(g) 64.000 64.000 64.000	(mg) (2) 288.000 288.000 288.000	(3) 16000.000 16000.000	16000.000 16000.000 16000.000	80000.000 80000.000 80000.000	(mg) (5) 96.000 96.000 96.000	(g) 192.000 192.000 192.000	M 0.000 (M) 0.000 (M) 0.000 (M) 0.000
Number of Servin Moisture gain/loss% Waste gain/loss% Ingredient Name Vitamin A Whole Milk Sub Total Fat/Waste/Moist Change Total Per 100g Per Serving	- - - - - - - - - - - - - -	0.000 0.000 FE (Kcal) 1600.000 1600.000 100.000 32.000	Fat (g) 32.000 32.000 2.000 0.640	Sfat (9) 16.000 16.000 1.000 0.320	TFat (9) 0.000 0.000 0.000 0.000 0.000	1 S 0.00 (mg) 8.000 8.000 8.000 0.500 0.160	Ca Dog De ice 0 0.000 0.000 0.000	Carb (g) 16.000 16.000 1.000	SCHOOI (LR3000) 0.000 0.000 0.000	Sugar (g)(1)           32.000           32.000           2.000	(g) 64.000 64.000 64.000 4.000	(mg) (2) 288.000 288.000 288.000 18.000	(3) 16000.000 16000.000 16000.000 1000.000	16000.000 16000.000 16000.000 1000.000	80000.000 80000.000 80000.000 5000.000	(mg) (5) 96.000 96.000 96.000 6.000	(9) 192.000 192.000 192.000 12.000	M 0.000 (M) 0.000 (M) 0.000 (M)
Number of Servin Moisture gain/loss% Waste gain/loss% Ingredient Name Vitamin A Whole Milk Sub Total Fat/Waste/Moist Change Total Per 100g Per Serving	- - - - - - - - - - - - - -	0.000 0.000 FE (Kcal) 1600.000 1600.000 100.000 32.000 the develo Value" or "	Fat (g) 32.000 32.000 32.000 0.640 per and no %DRV" fo	<b>Sfat</b> (9) 16.000 16.000 16.000 1.000 0.320 ot requirec	TFat (9) 0.000 0.000 0.000 0.000 0.000 0.000 0.000	1 S 0.00 (mg) 8.000 8.000 8.000 0.500 0.160	Ca Dog De ice 0 0.000 0.000 0.000	Carb (g) 16.000 16.000 1.000	SCHOOI (LR3000) 0.000 0.000 0.000	Sugar (g)(1)           32.000           32.000           2.000	(g) 64.000 64.000 64.000 4.000	(mg) (2) 288.000 288.000 288.000 18.000	(3) 16000.000 16000.000 16000.000 1000.000	16000.000 16000.000 16000.000 1000.000	80000.000 80000.000 80000.000 5000.000	(mg) (5) 96.000 96.000 96.000 6.000	(9) 192.000 192.000 192.000 12.000	M 0.000 (M) 0.000 (M) 0.000 (M) 0.000

## To manually enter nutrient values

- 1. Click "Manual entry".
- 2. Enter nutrient values in **Per Serving** or select the **Is Missing** option when values are not available.
- 3. Click Save

ame: Hot Dog Delight						Generate Repo
			-			Contract hepoi
General Ingredients	Nutrients	Menu I	tem	Allergens Sca	ale	
alculate Manua	al entry					View Nutrition Report
Serving Size 1	ach	▼ (50	).00 gram)			Save
Nutrient	Is Missing	Per Serving		%DRV *	% of Calories	Keyboard friendly Per 100 gram
Food Energy		360	kcals			720.000 kcals
Total Fat		16	g		40.00 %	32.000 g
Saturated Fat		1.5	g		3.75 %	3.000 g
Trans Fat <sup>1</sup>		0	g			0.000 g
Cholesterol		70	mg			140.000 mg
Sodium		480	mg			960.000 mg
Carbohydrate		53	g		58.89 %	106.000 g
Total Dietary Fibe		3	g			6.000 g
Protein		6	g		6.67 %	12.000 g
Iron <sup>3</sup>		1.44	mg	8.00 %		2.880 mg
Calcium <sup>3</sup>		0.00	mg	0.00 %		0.000 mg
Vitamin A (RE)	<b>V</b>		RE			- M - RE
Vitamin A (IU) <sup>3</sup>		100.00	IU	2.00 %		200.000 IU
Vitamin C <sup>3</sup>		1.2	mg	2.00		2.400 mg
Moisture			g			- M - g
Ash			g			- M - g
RE -> IU IU -> RE	· · · · · · ·					3 Save

## Tab 4: Menu Item

A Menu Item is created from a recipe. One or more Menu Items are placed on Menus.

#### To create a Menu Item

- 1. Select a Menu Item Category.
- 2. Enable options as needed.
  - Preparation Site Item when the Menu Item is to be produced by a Preparation site.
  - Show In Summary when only the Menu Item name is to be shown on the Menu Calendar report when the Show Summary Items Only option is selected on the Menu Calendar page; also specifies to show the item in the "month" calendar view in ParentOnline this controls the amount of information shown for large menus.
- Select a Leftover Category; enter the Maximum Carryover Days if "Carryover" is selected; a default maximum number of Carryover Days can be set through the <u>Menu</u> <u>Items – Default Maximum Carryover Days</u> system setting.
- 4. Click Save .

Recipe	✓ Auto	o Save when switching tabs 🛛 No pro
Name: Hot Dog Delight		Generate Rep
General Ingredients	Nutrients Menu Item Allergens Scale	
Menu Item:	Hot Dog Delight	Say
Full Name:	Hot Dog Delight	
Marketing Name:		
Menu Item Category:	SC - Lunch Entree	
Preparation Site Item:		
Show In Summary:		
Leftover Category:	Carryover 💌	
Maximum Carryover Days:	5	

## To add an available Menu Item serving size:

- 1. Click 🛃 Add New Serving Size
- 2. Enter a **Serving Size** and select a serving measurement.
- 3. Click the <u>Insert</u> link.

Available Menu Item Serving Siz	es	
• Add New Serving Size	Is Default	Edit / Select Food Contributions
Serving Size: 4 Ounce		
Is Default:	~	1

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## To add food component contributions:

- 1. Select a Milk Type, and enable juice and dessert options if appropriate.
- 2. Select contribution values for each food component provided by the Menu Item.

Contributions - 1.00 Each	
Meal Pattern ?	
Milk Type: Skim/fat-free, unflavored	<b>_</b>
Fruit Juice Vegetable Juice	Grain Based Dessert
Food Component	Contribution
Fruits (cups)	Fruit
Fluid Milk (cups)	MILK-F
Meat/Meat Alternates (oz eq)	2 💌 Meat/MA
Grains (oz eq)	
Whole Grain-Rich	2 • WG
Non Whole Grains-Rich	2 Non-WG
Vegetables (cups)	
Dark Green	▼ Veg-DG
Red/Orange	Veg-RO
Beans/Peas (Legumes)	1/2 Veg-BP
Starchy	Veg-S
Other	Veg-O

## To add a serving size exception:

- 1. Click
- Add New Serving Size Exception For Serving Group
- 2. Select a Meal Pattern and Group for Serving Group.
- 3. Select a Serving Size.
- 4. Click the **Insert** link.

	Default Serving Size Exceptions			
1	Add New Serving Size Exception For Serving Group  Meel Pettern  Serving Croup	Serving Size	Edit	Delete
2	Serving Group: eal Pattern SY 2012-2014 🔻 9-12	<b>*</b>		
3	Serving Size: 5.00 Ounce			
4	Insert C <mark>ancel</mark> Not control to display.			

## Tab 5: Allergens

The **Allergens** tab reflects all allergens listed for each ingredient used in the recipe. This information is read-only. To change allergen information, you must update the **Allergens** tab for individual ingredients.

me: Hot Dog Delig	ht		Generate Rep
General Ingr	edients Nutrients	Menu Item Allergens Scale	
Allergens			
Allergens Indicator	Allergen	Source(s)	
	Allergen Egg	Source(s) Hot Dog Buns (#LI100048)	
Indicator			

## Tab 6: Scale

Recipes can be scaled by number of batches or by servings. The Scale Recipe by Batch report lists recipe details, stock item/ingredient details, instructions, HACCP processes and nutritional information. Scale Recipe by Servings report lists stock item/ingredient details, pre-prep and serving instructions, and HACCP processes.

## To scale a Production recipe by Batch:

- 1. Select the number of batches.
- 2. Click Scale Production Recipe

lecipe	V Auto S	ave when switching tabs 🛛 🕅 No p
Name: Hot Dog Delight		Generate I
General Ingredients Nutrients	Menu Item Allergens Scale	
Scale Recipe By Batch		
100 (1 Each) servings = 1 Batch		
400 servings (4 Batches) 🔻 🖢 Scale Recipe 🛛 S	cale Production Recipe 2	
	4	
Custom Scale Recipe	4	
Custom Scale Recipe Standardize to: 100 servings of 1	Each Scale Recipe	Scale Production Recipe

## To scale a recipe by servings

- 1. Enter number of servings and select the serving measure in **Standardize to:**
- 2. Click Scale Recipe

🕘 http://		/reportview	/er.aspx	- Internet E	kplorer							×
14 4 1	of 1 🗼	ÞI ∳	100%	~		Find   Ne	xt 🛃	• 📀	۵			
									Generated o	m: 11/15/201	3 10:35:23 A	м
			H	ot Dog	Delight	(LR3	0070	)				
					co	OUNTY				Scale F	Recipe	by Ser
Contains Egg, G Processed in a f May contain Cru	facility the	at also process	es Milk,	Soy								
lumber of Servir	ngs:	400	Servir	ng Size:	1 Each							
loisture gain/los	55%: (	0.0000	Yield:		44 Poun	id, 1 1/2 Oi	nce					
Vaste gain/loss%	%: (	0.0000	Fat ga	ain/loss% :	0.0000							
tock Item#	Stock Iter	n		Stock Quantil	ty	Ingredient	Name		Quantity		Picture	
SS-TSB-3925	Home Run purchased	Hot Dog Buns , a:	5	400 Roll		Hot Dog Bu	rs LI100048		400 Roll		BUNE	
Pre-Preparation I • Franks must												
• Condiments		n packets.										
<ul> <li>Preparation Instr</li> <li>1. Open roll.</li> <li>2. Place roll of</li> </ul>		eet.										
CCP Name	c	CP Description			Critical Ten							-
					critical ren	nperature	Corrective	Action				
Cook	c	ooking				-		oking foo	d until the internal t	emperature r	eaches the	
	mation	-				-	Continue co	oking foo		emperature n	eaches the	
Nutritional Inform	mation Fat	: SFat	Carb	Protein	Sugar	165.0	Continue co	oking foo		emperature n	eaches the	
lutritional Inform	mation Fat	-	<b>Carb</b> 58.8		Sugar	165.0	Continue co	oking foo		emperature n	eaches the	
lutritional Inform % of Calories Nutrients per 100	mation Fat	: SFat	58.8		Sugar 7 (M)	165.0	Continue co	oking foo		emperature n	eaches the	
Autritional Inform % of Calories Nutrients per 100 FE Fat (9 (Kcal)	mation Fat 0 g 9) Sfat (g	: SFat 0.00 3.75	58.8	39 6.6	Sugar 7 (M)	165.0	Continue co	ooking foo mperature				
Nutritional Inform % of Calories Nutrients per 100 FE Fat (9	mation Fat 0 g 9) Sfat (g	: SFat 0.00 3.75	58.8	89 6.6 rer.aspx - Internet Ex	Sugar 7 (M) plorer	165.0	Continue or required ter	noking foo mperature	•. • 6		eaches the	
Nutritional Inform % of Calories Nutrients per 100 FE Fat (9 (Kcal) 720.000 32.00	mation Fat 0 g 3) Sfat (g 00 3.00	SFat           0.00         3.75           ehttp://         14         1         or	58.8 /reportview 1 ▷ ▷	89 6.6 er.aspx - Internet Ex 4 100	Sugar 7 (M) plorer	165.0 ] ] 00070 -	Continue or required te Find   Next	noking foo mperature	•. • 6			
Nutritional Inform % of Calories Nutrients per 100 (Kcal) Fat (9 720.000 32.00 cale Produ	mation Fat 0 g 3) Sfat (g 00 3.00	SFat           0.00         3.75           ehttp://         14         1         or	58.8 /reportview 1 ▷ ▷	89 6.6 er.aspx - Internet Ex 4 100	Sugar 7 (M) plorer 1% V LR3(	165.01 ] 00070 -	Continue or required ter	ooking foo mperature , ↓ , Delig	•. • 6			
Nutritional Inform % of Calories Nutrients per 100 FE Fat (9 720.000 32.00 ale Produ	mation Fat 0 g 3) Sfat (g 00 3.00 Uction ) Stat (g	SFat 0.00 3.75 http:// 14 4 1 or Recipe L Contains Egg, Cli Processed in a faa May contain Crus	7reportview 1 P PI Dy Bat ten, Wheat lility that al iacean She	eraspx - Internet Ex (	Sugar 7 (M) plorer 1% V LR3(	165.01 ] 00070 -	Continue or required te Find   Next Hot Dog	ooking foo mperature , ↓ , Delig	•. • 6			
Autritional Inform % of Calories Nutrients per 100 FE (Kcat) 32.00 ale Proclu Ale Proclu Ale Proclu Ale Proclu Ale Proclu (Kcat) 16.00	Sfat (g)           0 g           3)           5fat (g)           00           3.00	SFat 0.00 3.75 (a) http:// 14 4 1 of Recipe k Contains Egg, Gil Processed in a fac	78.6 /reportview 1 ▷ ▷ <b>Dy Bat</b> ten, Wheat lility that al iacean She tructions	eraspx - Internet Ex (	Sugar 7 (M) plorer 1% V LR3(	165.01 ] 00070 -	Continue or required te Find   Next Hot Dog	ooking foo mperature , ↓ , Delig	•. • 6			
Nutritional Inform           % of Calories           Nutrients per 100           FE         Fat (9)           720.000         32.000           alle Produ           PE         Pat (9)           360.000         16.00           1) This nutrient w         2) Please enter ei	mation Fat 0 9 5) Sfat (9 00 3.00 Uction ) Stat (9 00 1.50 00 1.50 00 1.50 00 1.50 00 1.50 00 1.50 00 0.000 00 00 0.000 00 0.000 00 0.000 00 0.000	SFet     0.00 3.75     Antropy     An	7reportview 1 b bi Dy Bat ten, Wheat ility that al ility that al iccean She tructions -boiled.	eraspx - Internet Ex (	Sugar       7     (M)       plorer	165.00	Continue or required te Find   Next Hot Dog	g Delig	•. • 6		on: 11/15/2013 10	
Participal Inform           % of Calories           Nutrients per 100           FE           (Kcal)           720.000           32.00           ale Prodution           (Kcal)           360.000           10           11           This nutrient w           2) Plesse enter el           3) Plesse enter el	Station           9)         Sfat (g 000         3.00           uction         3.00	SFet     0.00     3.75     thtp://     4 1 of     Recipe &     Contains Egg, Glit     Processed in a far May contain a far May contain Trus     Frenks must be pa	58.8 /reportview 1 P P y Bat ten, Wheat ten, Whea	eraspx - Internet Ex	Sugar       7     (M)       plorer	165.0	Find   Next Hot Dog COUNTY 10(1 Each) se	oking foc mperature g Deliç ervings	e. ⊕ ⊖ ght	Generated	on: 11/15/2013 10	D:44:34 AM
Press         Press           Nutrients per 100         Fat (9, (Keal))           720.000         32.00           ale Produ         Pat (9, (Keal))           720.000         16.00           1) This nutrient w         Plesse enter el           3) Plesse enter el         1) Plesse enter el	Station           9)         Sfat (g 000         3.00           uction         3.00	SFet     0.00 3.75     0.	58.8 /reportview 1 b bi Dy Bat Dy Bat billey that al alloy that al constructions -boiled. Tructions -boiled. Tructions -boiled.	89 6.6 eraspx - Internet Ex 4 100 tch tso processes Mi Ifish Item / Recipe National States of the second states states of the second states states of the s	Sugar       7     (M)       plorer	165.0	Find   Next Hot Dog COUNTY 0(1 Each) so	oking foc mperature g Deliç ervings	e.	Generated	on: 11/15/2013 10	D:44:34 AM
Press         Press           Nutrients per 100         Fat (9, (Keal))           720.000         32.00           ale Produ         Pat (9, (Keal))           720.000         16.00           1) This nutrient w         Plesse enter el           3) Plesse enter el         1) Plesse enter el	Station           9)         Sfat (g 000         3.00           uction         3.00	SFat     0.00     3.75     Attp://     4 1 of     Recipe k     Contains Egg, Cli     Processed in a fat     May contain Language     Pre-Preparation Ins     • Franks must be pa     Stock Item# / Recip     Code     Ss-TSB-3925     Serving Instruction     • Condiments are se	58.8 /reportview 1 b bi Dy Bat Dy Bat billity that al accean She tructions -boiled. billity that al accean She -boiled. billity that al -boiled. billity that al -boiled. -boile	89 6.6 eraspx - Internet Ex 4 100 tch tso processes Mi Ifish Item / Recipe National Run Hot Dog Buns , s.	Sugar       7     (M)       plorer	165.00	Find   Next Hot Dog COUNTY 00(1 Each) so ck Quantity Roll	oking foc mperature g Deliç ervings	2. (2) (3) (4) (5) (5) (5) (6) (6) (6) (7) (7) (7) (7) (7) (7) (7) (7	Generated	on: 11/15/2013 10	D:44:34 AM
Nutritional Inform % of Calories Nutrients per 100 FE Fat (9 (Kcal) 2000 32.00 Cale Produ (Kcal) 16.00 (1) This nutrient w (2) Please enter ei (3) Please enter ei	Station           9)         Sfat (g 000         3.00           uction         3.00	SFet     0.00 3.75     0.	58.8 /reportview 1 b bi Dy Bat Dy Bat billity that al accean She tructions -boiled. billity that al accean She -boiled. billity that al -boiled. billity that al -boiled. -boile	89 6.6 eraspx - Internet Ex 4 100 tch tso processes Mi Ifish Item / Recipe Nar Run Hot Dog Buns , s. escription	Sugar       7     (M)       plorer	165.00	Find   Next Hot Dog COUNTY 0(1 Each) so	oking foc mperature g Delig ervings ture Coo 105.00 co	e.	Generated	on: 11/15/2013 1(	1:44:34 AM

## Copying a Recipe

Recipes can be copied as often as needed. This is convenient when you have similar recipes that include "tweaks". Copying the recipe and then making changes where needed is much faster than re-entering the entire recipe.

The copied recipe includes all data from the original recipe *except* for the **Menu Item** tab.

#### To copy a recipe:

- 1. Display the **General** tab.
- 2. Click Copy .
- 3. Enter a name and a short name for the copy and click Copy

Recipe		🗹 Auto Save when switching tabs 🛛 🕅 No prom
Name: Hot Dog Delight		Generate Repo
General Ingredien	ts Nutrients Menu Item Allerger	ns Scale
Recipe Information		
	V	
🗐 Copy Recipe		
Name for the copy	Hot Dog Heaven	4
Short Name for the copy	Hot Dog Heaven	
		3 Copy Canc
Recipe		Auto Save when switching tabs
Recipe Name: Hot Dog Heaven General Ingredier	nts Nutrients Menu Item Allerge	Auto Save when switching tabs Ny pron Generate Repu
Name: Hot Dog Heaven	nts Nutrients Menu Item Allerge	Auto Save when switching tabs Ny pron Generate Repu
Name: Hot Dog Heaven	LR300070 (Local)	Auto Save when switching tabs Nu pron Generate Repu

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## Working with Single Ingredient (SI) Recipes

When a Recipe is created from a single ingredient (see "**Creating a Single Ingredient Recipe**", page 29), two new tabs appear: **Recipe** and **Menu Item**. Refer to page 40 for a review of the **Menu Item** tab.

The **Recipe** tab is unique to SI recipes and includes much of the information shown on the **General** tab for multiple ingredient recipes.

## **Recipe Tab**

Ingredient	Auto Save when switching tabs 🗔 No prompts
Name: Hit 'Em Out of the Park Hot Dog	Generate Report
General Nutrients Allergens Buying	g Guide Labels (1)
Ingredient Information	Copy Save
Copied from Ingredient: L1100070 (Local) Ingredient Code: L1100071 Is Active: Ingredient Name: Ingredient Name: Hit 'Em Out of the Park Ingredient Form: As Purchased Create Recipe	
Ingredient	Tags           Tags         Image: Auto Save when switching tabs         No prompts
Name: Hit 'Em Out of the Park Hot Do	g Generate Report
General Nutrients Allerg	ens Buying Guide Recipe Menu Item Labels (1)
Recipe Information	Save
Is Active: Recipe Generation Type: Recipe Name: Recipe Short Name:	Clear to discontinue the SI Recipe; clearing this setting changes the Recipe status to "Discontinued" but does not affect any Recipes that include the ingredient
Recipe Code:	LR300094
Strict Batching: Tags:	Tags Enter the name of the tag or select from the list  meat (3) Meat / Meat Alternate (5)
Quantity:	1 Each 💌
Serving Size:	1 Each 👻
Number of Servings:	1.00
	114.000 grams

## General Tab

The **General** tab shown for SI recipes includes general ingredient information and Serving Measures for the ingredient.

e: Hit 'Em Out of th	e Park Hot	Dog				Generate Report		
General Nutrien	ts A	llergens Buying	Guide	Recipe Menu Item Labe	els (1)			
Ingredient Informati	on					Copy Save		
Copied from Ingredie Ingr <del>edient Code:</del> Is Active: Ingredient Name:		00070 (Local)		Clear to discor clearing this settin status to "Disconti	g chang	es the Ingrec		
Ingredient Short Nan	ne: Hi	t 'Em Out of the Park t 'Em Out of the Park		any Recipes that	: include	the ingredie		
Ingredient Form:	A	s Purchased 🗸						
Manufacturer:	George's	Pride	Tags					
Product Code: Commodity/Recipe Code:	oduct Code: GP-034-HD ommodity/Recipe		Enter the name of the tag or select from the list					
Serving Measures								
Serving Size: Add new	unit		Weight:	Preferred Measurement	▼ Add			
Serving Size		Weight	In Grams	Preferred Measurement	Edit	Delete		
1 Each (Local V1)			114.000		1	0		

## Generating a Recipe Report

## To generate and print a recipe report

- 1. Click Generate Report in the Recipe header.
- 2. Click **Print** ( ) on the window toolbar.

																		)_
	Recip	e											🔽 Au	to Save w	/hen sw	itching	tabs	<b>V</b> N
	Name	: Marsl	hmallov	v Fluff	for Who	opie Pie	e Filling	9								_	Ge	enera
http://	/re	eportviev	wer.aspx	- Windo	ws Interne	t Explore	,							_		×		
	1 🕨 🕅	1 4	1	.00%	~		Fir	nd   Next	<b>_</b> ,	• 😨	¢						-	_
CP Process: N Contribution	lo cook				WO	DD COUN	TY SCH		illing	(LR10			2/7/2014	10:12:28 AM	1	^		
umber of Servings	: 32			Serving (	Size:	4 CN	-tablesp	oon							_			
isture gain/loss%	. 0.0	0000		Yield:		1 Po	und, 3 1	/2 Ounce									-	
ste gain/loss%:	0.0	0000		Fat gain/	loss% :	0.000	00											
ock Item# Si	ock Item			Ste	ock Quanti	ty	Ing	redient Na	ame		Quanti	ity		Picture		Z		
							Topp	pings, mars	shmallow cr	ream 19365	8 Oun	ce						
							Butt o'lak	er; print ur (es; as pun	nsalted, 36/ chased 110	/1 lb., land 630	3 table	espoon						
							Conf	fectioner's	Sugar LI10	0157	10 Ou	nce	-	Contraction of the second				
														strittigen				
Place 2 cups (8 Place 3 TBSP of Place 2.5 cups o	ounces) of i unsalted bu	utter in lar	ge bowl iw	th marshn	nallow crear					Ing	redie	ent p	icture	es car	n be i	inclu	uded	l in
<ul> <li>Place 2.5 cups o</li> <li>Beat all ingredie</li> </ul>										prin	ted F	Recip	e rep	orts	wher	n the	sys	ter
utritional Informat	ion Fat 29.	5F:	at (	Carb 69.56	Protein 0.7	<b>Suga</b>	r 000				ting	"Rec	ipes	– Dis s set	olay	Pictu		
utrients per 100 g							_											
FE Kcal)         Fat (g)           86.548         6.095	Sfat (g) 4.369	TFat (g) (1) Missing	Chol (mg) 16.293	Na (mg) 32.852	Carb (g) 32.440	TDF (g) 0.041	Sugar (g)(2) Missing	Pro (g)	(3)	(4)	A,RE 43.455	A,IU(5)	VitC (mg)(6)	Mois (g) 9.595	Ash (g) 0.197			
ients per servin	g (17.259	g)																
Fat (g)	Sfat (g) 1	(1) (Fat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugar (g)(2)	Pro (g)	Fe (mg) (3)	Ca (mg) (4)	A,RE	A,IU(5)	VitC (mg)(6)	Mois (g)	Ash (g)			
2.197 1.052	0.754	Missing	2.812	5.670	5.599	0.007	Missing	0.057	0.016		7.500	37.571		1.656	0.034			
Trans Fat is provi This nutrient was Please enter eithe Please enter eithe	added by t er "Actual V	he develop alue" or "9	per and no %DRV" for	t required nutrient I	by USDA fo ron.													
) Please enter eithe ) Please enter eithe	r "Actual V	alue" or "9	%DRV" for	nutrient V	itamin A(IU	).												
Fiedse enter eithe	a Actual V	aue or "	TOP TOP	nument V	itamin C.									Page: 1 of	1	~		

## Menu Items

Ingredients 🔺	1 1 1 1
Ingredients	1
Recipes	i V
Menu Items	c f
Purchase Items	1

**Menu Items** searches for menu items by menu item Name (Full Name and Short Name), Category, Ingredient Code, and/or Recipe Code and tags.

Ingredient Code and Recipe Code searches build a smart list of items that match the search string(s) as you enter them.

When search results are listed, the **General** tab or **Menu Item** tab of the **Recipe** page can be accessed through the links provided from a menu item listing.

Menu Item particulars

- Menu Items can be made inactive (discontinued).
- To include inactive Menu Items in search results, the **Include Discontinued Menu Items** option must be selected.
- An active Menu Item can include inactive Ingredients.
- An inactive Menu Item can be added to a Menu.

## Menu Items Page

/lenu Item	Category ALL		Ingredient Co		<b>V</b> Smart Search		
lecipe Code							
		Smart Search	Include Disco	ontinued Menu Ite	ems		
Enter the nan	ne of the tag or select from t	the list	<ul> <li>Apply</li> </ul>	Reset			
Menu Item	List						
Menu Item	List Menu Item	Recipe Code	Ingredient Code	Serving Size	Meal Contribution	Allergens	Data Source
		Recipe Code	Ingredient Code	Serving Size	Meal Contribution	Allergens	Data Source local
	Menu Item	Recipe Code	Ingredient Code	Serving Size	Meal Contribution		
	Menu Item Burrito, Bean & Cheese, Individually Wrapped:	Recipe Code		Serving Size	1 1/2 WG		local
Category	Menu Item Burrito, Bean & Cheese,	Recipe Code	Ingredient Code	Serving Size			
Category	Menu Item Burrito, Bean & Cheese, Individually Wrapped: Fernando's School	Recipe Code		Serving Size	1 1/2 WG	T	local
Category SC 1 1	Menu Item Burrito, Bean & Cheese, Individually Wrapped: Fernando's School		117572		1 1/2 WG 2 Meat/MA	T	local

By default on the Menu Items page:

• **Category** is set to "ALL".

- Menu Item, Ingredient Code, Recipe Code and [Tags] are blank.
- Ingredient Code Smart Search and Recipe Smart Search are selected.
- Include Discontinued Menu Items is cleared.
- All *active* menu items are displayed in the Menu Item List.

## **Page Functions**

Button/Link	Description
Apply	Click to display all Menu Item records in the <b>Menu Item List</b> that match the set search conditions.
Reset	Click to return all search criteria fields to the default settings.

## Menu Item List Listings

Category	Menu Item	Recipe Code	Ingredient Code	Serving Size	Meal Contribution	Allergens	Data Source
						T	local <b>T</b>
SC - Lunch Entree	Burrito, Bean & Cheese, Individually Wrapped; Fernando's School Service, 5.75 oz; as served	<u>LR300059</u>	117572	1 piece	1 1/2 WG 2 Meat/MA 1 1/4 Veg-O		Local

Column Header	Data Type	Description
Category	View only	Sortable; category to which the menu item is assigned
Menu Item	<u>Clickable link</u>	<i>Sortable;</i> click to display the <b>Menu Item</b> tab of the recipe that the menu item is associated with
Recipe Code	<u>Clickable link</u>	<i>Sortable;</i> click to display the <b>General</b> tab of the recipe that the menu item is associated with
Ingredient Code	View only	Sortable; single-ingredient recipe code
Serving Size	View only	Lists the preferred serving size and measurement for the Menu Item
Meal Contributions	View only	Lists all food components contributed by the Menu Item to a meal
Allergens	View only	Sortable; all allergens associated with the menu item
Data Source	View only	<i>Sortable;</i> data location (database) of recipe associated with the menu item

## Searching for a Menu Item

A search for a Menu Item can include five different search criteria. In addition, **Ingredient Code** and **Recipe Code** can be set to use Smart Search or Exact Search methods. Clearing the **Smart Search** option sets the search method to Exact Search.

- **Exact Match** make only an exact match with the entered text or selected conditions; no variations of text strings will be matched, i.e., applying an Exact Match for "bagel" will not match records with the strings "bagels", "bagel half", "sliced bagel", etc.
- Smart Search make matches with any string that includes the entered string; any variation will be matched, i.e., applying a Smart Search for "bagel" will match records with the strings "bagels", "bagel half", "sliced bagel", etc.

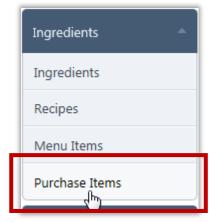
By default, all *active* Menu Items that meet the search criteria are listed in the search results. To include inactive Menu Items, enable the **Include Discontinued Menu Items** option (add check mark).

#### To search for a Menu Item:

- 1. Enter one or more search criteria.
- 2. Click Apply .

	Categor	у	Ingredien	t Code			
sandwich	SC - Lu	SC - Lunch Entree			🗹 Smart Search		
Recipe Code		📝 Smart Search	🔲 Include [	Discontinued Menu Ite	ms		
Enter the nam	e of the tag or select fron	n the list		ply Rese 2		•	
Menu Item	List						
Category	Menu Item	Recipe Code	Ingrediant	Click to dis	play the <b>Reci</b>		Data So
				on the <b>I</b>	<b>ngredients</b> p	age 🏾 🔼	local
SC - Lunch Entree	Beef, Precooked; Sandwichmaker roast beef, chunked & formed 2 piece; as purchased	LR300050	107087	2 Ounce	1 WG 2 Meat/MA		Local
SC - Lunch Entres	Beef, sandwich steaks, flaked, chopped, formed and thinly Viced, raw	LR300051	13342	1 CN-Serving	2 Non-WG 2 1/2 Meat/MA		Local
	<u>s.</u> Sandwiches, Barbecuer	<u>d</u> LR300055	50141	1 CN-	2 WG		Local

## Purchase Items



## Purchase Items Page

**Purchase Items** are automatically populated with Inventory items, if your district is using the **Inventory** module.

When the **Inventory** module is used in conjunction with the **Menu Planning** module, a Purchase Item can be linked to an Inventory item to support ordering of Recipe ingredients through a common purchasing system.

When the **Inventory** module is not used, Purchase Items are added manually and provide recipe costing information through input of "Fair Market Value/Standard Price" for each item.

	Source Apply								
Pur	chase Items								
+	Add new record								
	Description	DataSource	Whole Unit	Broken Unit	Broken Unit Size	Broken Unit Weight	Broken Units per Whole Unit	Fair Market Value/Standard Price	Stock Item
	T		T	T	T	T			
>	1% MILK, 8 OZ CARTON	Local	Carton	each	8.0000 ounce	8.000000 ounce	1	\$0.28	<u>1% MILK, 8 C</u> CARTON
>	1% MILK, GALLON	Local	gallon	quart	1.0000 quart		4	\$4.15	<u>1% MILK, GA</u>
>	ALMONDS, SLICED, NATURAL	Local	Case	bag	1.0000 pound	1.000000 pound	2	\$12.08	ALMONDS, S
>	ANIMAL CRACKERS	Local	Case	Package	1.0000 ounce	1.000000 ounce	100	\$11.44	ANIMAL CRA
>	APPLES Red Delicious	Local	Case	POUND	1.0000 pound	1.000000 pound	40	\$25.47	APPLES Red
>	APPLES, SLICED, CANNED(106003)	Local	Case	Can	1.0000 no. 10 can		6	\$25.98	APPLES, SLIC
>	APPLES, SLICED, SOLID PACK (206008)	Local	Case	CAN	1.0000 Can	100.000000 ounce	6	\$31.88	APPLES, SLICE
>	APPLESAUCE(206010)	Local	Case	no. 10 can	104.0000 ounce	104.000000 ounce	б	\$19.73	APPLESAUCE
>	APRICOTS CUPS, FRZ	Local	Case	Cup	4.5000 ounce	4.500000 ounce	96	\$31.41	APRICOTS CI
>	ASIAN BASE SAUCE	Local	Case	Bag	5.0000 pound	5.000000 pound	4	\$32.00	ASIAN BASE
м	 1 2 3 4 5 6	78910	Page size	e 10 🔻					

By default on the **Purchase Items** page:

• Data Source is set to "local".

## Page Functions

Button/Link	Description
Apply	Click to display all recipe records in the <b>Recipe List</b> that match the set search conditions.

## Purchase Items Listings

	chase items										
+	Add new record		1	1	1	1				9	Refresh
	Description	DataSource	Whole Unit	Broken Unit	Broken Unit Size	Broken Unit Weight	Broken Units per Whole Unit	Fair Market Value/Standard Price	Stock Item	Edit	Delete
	T		Ţ	T	T	Ţ					
>	1% MILK, 8 OZ CARTON	Local	Carton	each	8.0000 ounce	8.000000 ounce	1	\$0.28	1% MILK, 8 OZ CARTON	1	0
>	1% MILK, GALLON	Local	gallon	quart	1.0000 quart		4	\$4.15	1% MILK, GALLON	1	0
-	ALMONDO	_		bag	1.0000 pound			\$12.08	ALMONDS, SLICED, NATURAL	1	0

Header Name	Data Type	Description			
Description	View only	Sortable; ingredient short description			
Data Source	View only	Data location (database) of purchase item			
Whole Unit	View only	Description of a purchasable unit sold as "one"			
Broken Unit	View only	Description of the individual units that make up a whole unit			
Broken Unit Size	View only	Quantity of an individual unit			
Broken Unit Weight	View ony	Weight of an individual unit			
Broken Units per Whole Unit	View only	Total number of individual units that make up a whole unit			
Fair Market Value/ Standard Price	View only	Price of one whole unit of the purchase item that an interested buyer would be willing to pay			
Stock Item	<u>Clickable link</u>	Click to either link the purchase item to a stock item in inventory or to change the linked stock item.			
Edit	<u>Clickable icon</u>	Click to change the purchase item details.			
	(🕖)	<b>Note</b> : Icon is available only for <i>local</i> items.			
Delete	<u>Clickable link</u>	Click to remove the purchase item listing.			
	(🔀)	<b>Note:</b> Icon is available only for <i>local</i> items.			

## Adding a New Purchase Item

Purchase Items are added manually in installations that do not use the PrimeroEdge **Inventory** module.

## To add a new Purchase Item:

- 1. Click Add new record .
- 2. Enter Purchase Item details.
- 3. Click the **Insert** link.

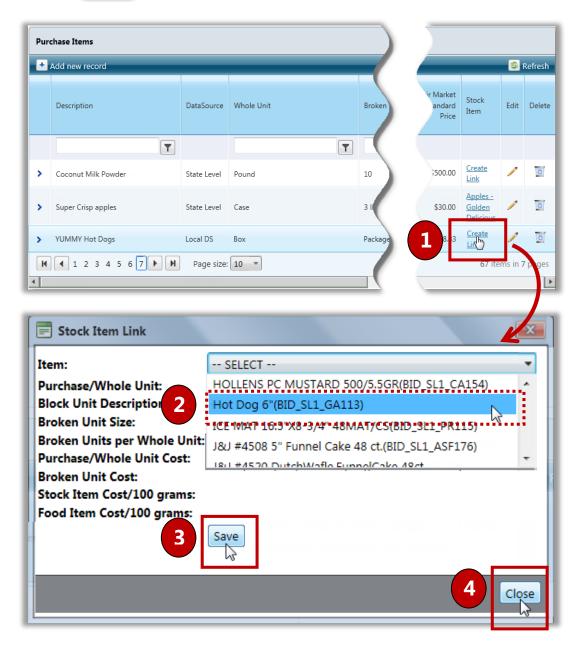
Description	DataSour	rce Whole Unit		Broken Unit	Broken U
	T		T	Ţ	
Description:	YUMMY Hot	Dogs			
DataSource:	Data Source Lewis ISD Lo	cal DS 💌			
Whole Unit:	Box	-			
Broken Unit:	Package				
Broken Unit Size:	1	Each	•		
Broken Unit Weight:	12	Ounce	-		
Broken Units per Whole Unit:	12				
Fair Market Value/Standard Pric	ce: \$8.4300 State Lev	el Pound	i	10	1.0000 P
Cocondermik Powder	State Lev	er Poulia		10	1.0000 P
	tel ev	el Case			3.0000 P

## Creating a Link to a Stock Item

If your district uses the PrimeroEdge **Inventory** module, you will link a Purchase Item to an Inventory stock item. The linked stock item name then appears in the **Stock Item** column.

#### To create a Purchase Item link:

- 1. Click the **<u>Create Link</u>** link in the **Purchase Items** listing.
- 2. Select the stock item.
- 3. Click Save
- 4. Click Close .



## Adding an Ingredient Form to a Purchase Item

The same ingredient may be purchased in different forms (preparation methods). Multiple Ingredient forms can be included in a Purchase Item record.

## To add an Ingredient form to a Purchase Item:

- 1. Expand a purchase item listing.
- 2. Click 🛃 Add new record .
- 3. Select form details.
- 4. Click the **Insert** link.

Purchase Items  Add new record							
Description		DataSource	Whole Unit		Broken Unit		Broken Unit S
	T			T		T	
Super Crisp apple	se item	State Level	Cup Case		3 lb bag		3.0000 Pound
YUN MY Hot Dog	5	Lewis ISD Local DS	Case		Package		12.0000 Each
<b>K 1</b> 2 3 4	5 6 7 🕨 M	Page size	: 10 🔻				
VUMMY Hot Dog	5	Lewis ISD Local DS	Case		Package		12.0000 Each
+ Add new red	cord	-		PurchaseUnit			-
PrepMethod:	Cooked w/o	salt	•		T		
PurchaseUnit: Data Source & Ve <u>Insert Ca cel</u> No <sup>m</sup> hild ecords t		Box	*				

## Updating Purchase Item Details

## To update Purchase Item details:

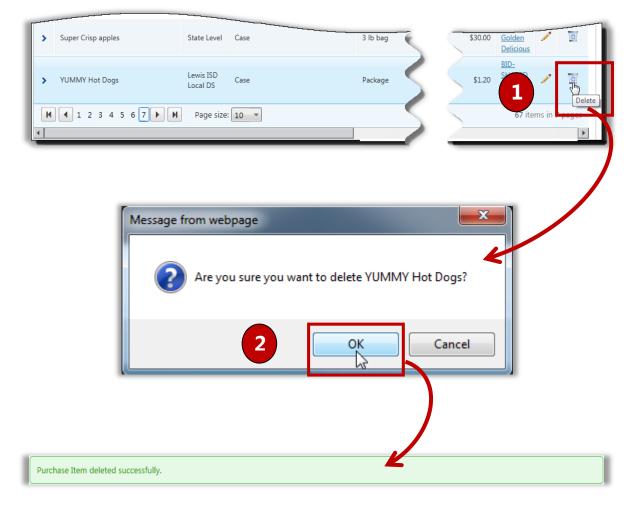
- 1. Click **Edit** ( *[V]* ) in a Purchase Item listing.
- 2. Change Purchase Item details, as needed.
- 3. Click the <u>Update</u> link.

Jescription Igree uper Crisp apples	DataSource Whole Unit	Bro	r Market 'tandard Price Kock Item
uper Crisp apples			Line
	State Level Case	3 lb 1	\$30.00 Apples - Golden Delicious
UMMY Hot Dogs	Lewis ISD Case Local DS	Packag	
1 2 3 4 5 6 7	N Page size: 10	(	67 items in 7 pe
uper Crisp apples	State Level Case	3 lb bag	3.0000 Pound
UMMY Hot Dogs	Lewis ISD Local DS	Package	12.0000 Each
	YUMMY Hot Dogs	1	
toSource:	Data Source		
	Lewis ISD Local DS  Case		
hole Unit: oken Unit:			
	Package 12 Each 💌		
	16 Ounce		
3			
ir Market Value/Standard Price:			
odate <u>Can el</u>		•	
1 2 3 4 5 6 7 🕨	Page size: 10		

## Deleting a Purchase Item

## To delete a Purchase Item

- 1. Click **Delete** ( **[**]) in a Purchase Item listing.
- 2. Click OK in the confirmation message.



 $\blacktriangleleft$  End of Section  $\succ$ 

# 3 Menus

In this chapter you will learn:

- ✓ Add a Menu.
- ✓ Add or remove Menu Items on a Menu.
- ✓ Change Menu information and details.
- ✓ View Menu nutrients and nutrition facts.
- ✓ Create a Menu Cycle.
- ✓ Change Menus in a Menu Cycle.
- ✓ Change Menu Cycle information and details.
- ✓ Assign a Menu or a Menu Cycle to a calendar date or range of dates.
- ✓ Change or remove Menus or Menu Cycles assigned to a calendar date or date range.

## Menus at a Glance

Menu Function	Description
Menus	Create and change menus and menu contents.
Menu Cycles	Create and maintain a set of menus selected for a specified number of days and weeks (cycle).
Assign Menus	Assign and change menus assigned to a calendar date or range of dates for selected schools.
Multi-Line Analysis	Analyze Menu Lines in Menu Cycles to determine if required Nutrient and Food Component values have been met.
Publish Menus	Publish menus to the ParentOnline web site for review by ParentOnline patrons.

• Note: Menus and functions to which you have access are those that are appropriate for your role within PrimeroEdge. When you access the **Menus** menu, you may see a subset of the functions listed above.

## Menus

Menus	•
Menus	
Menu Cycles	
Assign Menus	
Multi-Line Analysis	
Publish Menus	
	-

**Menus** allows you to create menus and menu templates with one or more menu items. Nutrients and nutrition facts can be displayed for a menu.

Menu selections can be updated as needed by choosing different menu item categories, analysis method and USDA groups.

Menu particulars

- Menus can be made inactive (discontinued).
- Menus can include Menu Items with inactive ingredients.
- Inactive Menu Items cannot be added to a Menu.
- An inactive Menu can be copied; copy is active by default.
- To include inactive Menus in search results, the **Include Discontinued Menus** option must be selected.

## Menus Page

	<u>New Menu</u>						
	Source L	Meal Pattern		Meal Type Site Group			
		[ ALL			`		
gs nter	r the tag names sepa	rated by a :		Name			
In	clude Discontinued	Menus Apply Res	et				
1111	cidde Discontinued	мениз Арру Кез	et				
Лe	nu List						
Лe	nu List	Site Group	Meal Type	Meal Pattern	Data Source	On Calendar	
Лe	1	Site Group	Meal Type	Meal Pattern	Data Source	On Calendar	
	Name						Discontinue
	Name Bagel Bar Brkfst	Elementary School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	True	
	Name						Discontinue
> >	Name Bagel Bar Brkfst	Elementary School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	True	
> >	Name Bagel Bar Brkfst Bagel Bkfst	Elementary School Elementary School	Breakfast Breakfast	[USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014	Local	True False	Discontinue
> > >	Name Bagel Bar Brixfst Bagel Bkfst Bar-B-Que Lunch Chicken Cluckers	Elementary School Elementary School Elementary School Elementary School	Breakfast Breakfast Lunch Breakfast	[USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014	Local Local Local	True False True False	Discontinue
Mer >	Name Bagel Bar Brkfst Bagel Bkfst Bar-B-Que Lunch	Elementary School Elementary School Elementary School Elementary School	Breakfast Breakfast Lunch	[USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014	Local Local Local Local	True False True	Discontinue Discontinue Discontinue

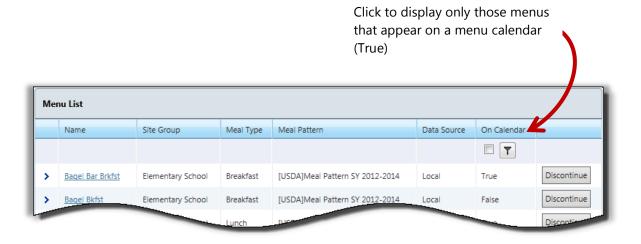
By default on the **Menus** page:

- Data Source, Meal Pattern, Meal Type, and Site Group are set to "ALL".
- **Tags** and **Name** are blank.
- Include Discontinued Menus option is cleared.

## Page Functions

Button/Link	Description
Apply	Click to display all recipe records in the <b>Recipe List</b> that match the set search conditions.
Reset	Click to return all search criteria fields to the default settings.

## Menu List Listings



Header Name	Data Type	Description
Name	View only	Menu name
Site Group	View only	Sortable; Site Group to which the menu is assigned
Meal Type	View only	Sortable; Meal Type on which the menu is based
Meal Pattern	View only	Sortable; Meal Pattern on which the menu is based
Data Source	View only	Sortable; Collection of which the Menu in a member
On Calendar	View only	<i>Sortable</i> ; Indicates if Menu appears on a menu calendar
(Active/ Inactive)	Clickable button	Click Discontinue to make menu inactive.
		Click Activate to make menu active.

## Searching for a Menu

Six separate search conditions can be used to narrow your search for a Menu or group of menus. By default, active Menus are listed. To include discontinued (inactive) Menus, select the **Include Discontinued Menus** option.

## To search for a Menu

- 1. Select or enter one or more search conditions.
- 2. Click Apply

Мепц	IS									
Add	New Menu									
			• • • • • • • •							
		al Pattern		Meal Type Site Grou						
AI	.L • •	ALL		ALL Tigh Sch	nool	*				
Tags				Name		- E				
Lunc	h			*						
💟 Ir	Include Discontinued Men s Apply Reset 2									
Me	nu List		Site Group		_		Calendar			
Menu	s New Menu									
		Pattern		Meal Type Site Group		1				
AL	L Al	.L	*	ALL Tigh School	*	J				
Tags				Name						
Lunc	h			r						
<b></b> In	clude Discontinued Menus	oply Reset								
Me	nu List									
	Name	Site Group	Meal Type	Meal Pattern	Data Source	On Calendar	Status			
							T			
>	Adult Ed Monday Lunch	High School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	False	Active	Discontinue		
>	High School Monday Lunch	High School	Breakfast	[USDA] Traditional Meal Pattern	Local	True	Active	Discontinue		
>	Special Needs Monday Lunch	High School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	True	Active	Discontinue		
>	Tech Center Monday Lunch	High School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	False	Active	Discontinue		

## Adding a Menu

## To add a new Menu

- 1. Click the **Add New Menu** link.
- 2. Enter and select menu details; when a menu template is not used, select Serving Groups with Projected Meal Counts and Menu Item Categories with number of Choices specified.
- 3. Click Save

Menus	
Add New Menu Data Source	Meal Pattern Meal Type Site Group
Menu	3
Data Source	Meal Pattern Meal Type Site Group [USDA]Meal Pattern SY 2 V Lunch V Elementary School V
Menu Description: Status	Spaghetti Lunch
Menu Short Description:	Spaghetti Lunch Serving K-5
Nutrition Analysis Method:	Groups:
Projected Servings Count a: Percentage:	a 🗖
Menu Item Categories:	Entrees,Fruits,Milk
Menu Costing:	Include Standard MenuItems

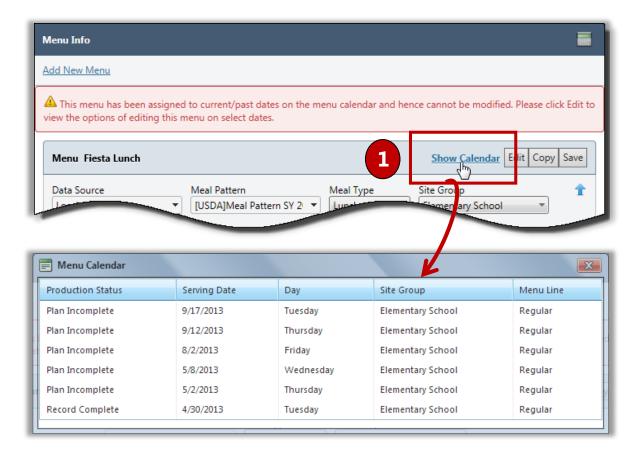
## Editing a Menu

Completed Menus are assigned to dates on a Menu Calendar. Menus assigned to past dates cannot be changed. Therefore, if you choose to edit a Menu that is assigned to past dates and also to future dates, a copy of the Menu is made as part of the editing process and you will choose the future dates to which the copied Menu is to be applied.

Before editing a Menu, you can display a list of all dates to which the Menu has been or is currently assigned.

## To display a list of Menu Calendar assignments for a Menu

• Display a menu and click the **Show Calendar** link.



If today is July 22, 2013 (7/22/2013), you see that three of the six listed dates are in the future, i.e., can be changed. The three menus listed for April and May could not be modified.

## To edit a Menu with Menu Calendar assignments

- 1. Display a Menu and click Edit.
- 2. Select the dates to modify on the Menu Calendar.
- 3. Click Copy .
- 4. Make changes to the Menu and click Save

Menu Info									
Add New Menu									
This menu has been assigne Please click Edit to view the opti	d to current/p ions of editing	ast dates on the men this menu on select o	u calendar dates.	and hence cannot	be m	odified.			
Menu Fiesta Lunch			1	Calendar Edit	Сору	Save			
	Meal Type	u/Menu Template			•				
			Show Cale	ndar	6				
	Menu Cal	endar (Only dates on wh	ich modifica	tions are allowed ar	e displ	ayed)			
		Production Status		Serving Date	S	ite Group		Menu Line	
2	ie 🔽	Pian Incomplete		9/9/2013	E	lementary School		Regular	
		Plan Incomplete		8/28/2013	E	lementary School		Regular	
•		Plan Incomplete		8/2/2013	E	lementary School		Regular	
	Name for th	e copy Fiesta Lunch	h II						
		for the copy Fiesta Lunch	h II	×					
hanges are applied only to 9/17/2013, 9/	12/2013						School	-	
lenu Info							3	Copy Cancel	
Add New Menu							C		
Menu Copy of Fiesta Lunch				Show Calend	ar Co	r/ Save			
Meal Pa	attern	Meal Type	Site Group			4			
		Lunch	Elementary S	chool					
<ul> <li>Category: Semant; Choose: 2</li> </ul>	2		and the second second		and the second s	$\sim$	- N		
Applesauce, mixed berry, 72/4 oz	cup; as purchased		1 Fruit	300 75% 4 Ounce	/				
Snacks, banana chips			1/2 Fruit	50 13% 3 Ounce	1				
Strawberries, raw			1 Fruit	50 13% 1 CN-CUP, halves	/	0			
	Changes are	applied only to 9/17/2013, 9	9/12/2013	400 100%					
	Menu saved	successfully.							_
	wiend saved								
		and the second design of the s							

## Adding a Menu Item to a Menu

## To add a Menu Item

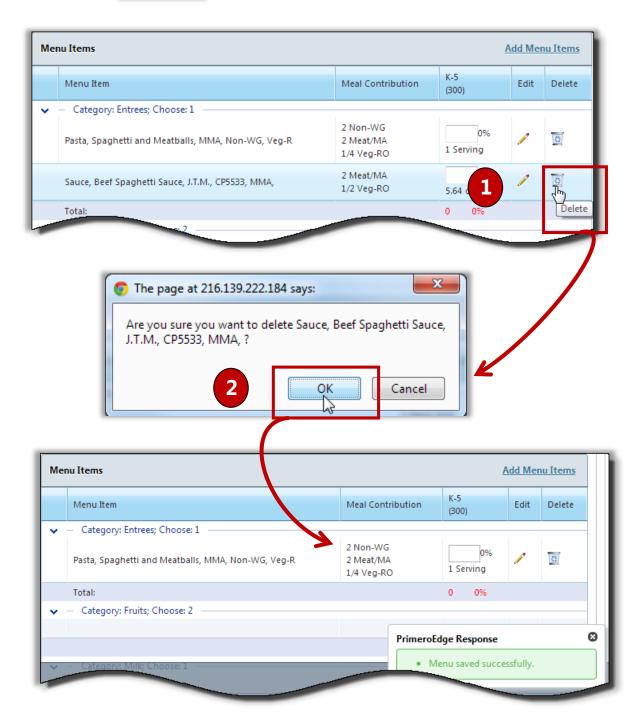
- 1. Click the Add Menu Items link on the Menu Info page.
- 2. Select one or more menu items.
- 3. Click Add

tem	Meal	Contribution	K-5 (300)	Ed	li D	elete	_			
gory: En	trees; Choose: 1						-			
					-		-	_		
	rimeroEdge - <i>F</i>	Add Menu Item to Menu					Tags		<u> </u>	- F
Add	i Menu Items									3
	Category	Menu Item (Recipe Code)	Servir	ng Size	Meal Cont	ribution	Allerge	ins		ource
	entrees	spaghetti								
	Entrees	Entree, Traditional Spaghetti and Meatballs, MMA, (SR104665)	1 Sen	ving	3/4 WG 1 3/4 Non-WG 1 3/4 Meat/MA 1/2 Veg-RO		Contains Milk		PDE Shared	
	Entrees	Pasta, Spaghetti and Meat Sauce (Ground Beef & Gro (SR102495)	1 Cup ladle)	o (8 oz	1 Non-WG 2 Meat/MA 3/8 Veg-RO				PDE Shared	
	Entrees	Pasta, Spaghetti and Meat Sauce (Ground Turkey), W (SR103500)	1 1/2	Cup	2 WG 2 Meat/MA 1/4 Veg-RO					PDE Shared
	Entrees	Pasta, Spaghetti and Meat Sauce, D-SMS, Non -WG, Ve (SR103877)	1 por	tion	2 Non-WG 1 1/4 Mea 1/4 Veg-R	t/MA				PDE Shared
V	Entrees	Pasta, Spaghetti and Meat Sauce, Elementary D-SMS, (SR103849)	1 por	tion	1 Non-WG 1 1/4 Meat/MA 1/4 Veg-RO					PDE Shared
V	Entrees	Pasta, Spaghetti and Meatballs, MMA, Non- WG, Veg-R (SR100022)	1 Sen	2 Non 2 Mea 1/4 Ve		MA Gluten Milk Sov Whee		y,Wheat	PDE Shared	
	Entrees	Sauce, Beef Spaghetti Sauce, J.T.M., CP5533, MMA. (SR100970)	5 2/3 ounces		2 Meat/MA 1/2 Veg-RO					PDE Shared
Items							Ad	ld Men	u Items	14 items in 1
Menu Item					ribution	K-5 (300)		Edit	Delete	
Categ	ory: Entrees; Ch	oose: 1		1		1			1	
Pasta, Spaghetti and Meatballs, MMA, Non-WG, Veg-R			2 Non-WG 2 Meat/M 1/4 Veg-R	A	1 Servir	0% 19	/	G		
Sauce, Beef Spaghetti Sauce, J.T.M., CP5533, MMA,			2 Meat/M 1/2 Veg-R		5.64 ou	0% nces	/	C		
otal:						0 0	0%			

## Deleting a Menu Item from a Menu

## To delete a Menu Item

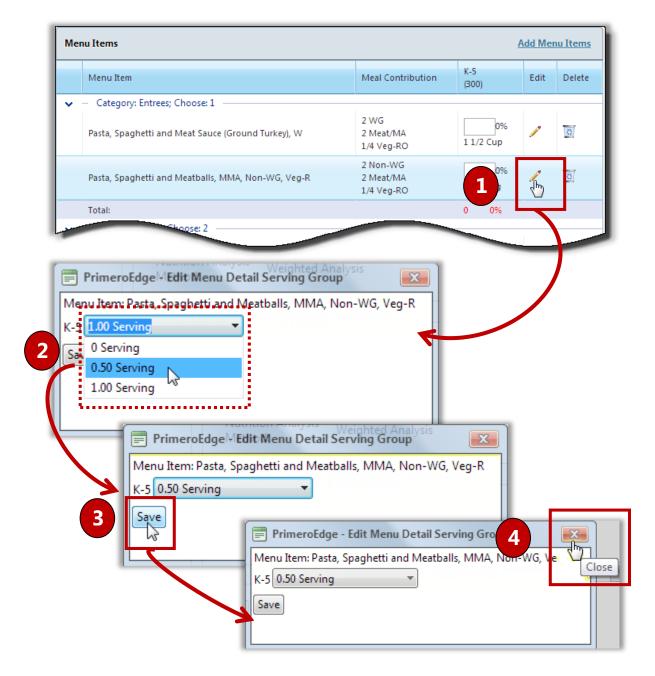
- 1. Click **Delete** ( 0) in the menu item listing on the Menu Info page.
- 2. Click OK in the confirmation message.



## Changing Menu Item Serving Size

## To update Menu Item details

- 1. Click **Edit** ( ) in a menu item listing on the Menu Info page.
- 2. Select a new serving size.
- 3. Click Save
- 4. Click **Close** (**S**).



## Changing Serving Groups for a Menu

Serving groups can be added or removed from a menu as well as the projected meal counts can be updated for each group when needed.

## To update menu Serving Groups

- 1. Display a menu and click the **Serving Groups** button.
- 2. Select a new serving group to include and enter a projected meal count, or clear a group selection, or enter new projected meal counts for an existing serving group.
- 3. Click Save

JSDA]Meal Pattern SY 21 🔻	Type Site Gro ch The Eleme		¥		
Menu Description:	Spaghetti Lunch		Tags	name of the tag or select from i	the 💌 🔶
Status	✓ Is Active				
Menu Short Description:					
Nutrition Analysis Method:	Weighted Analysis		2		1
Projected Servings Count as a Percentage:					
Menu Item Categories:	Entrees, Fruits, M	k Include		ups: K-5.6-8	, The
	Add Standard Me		Serving Group K-5	Projected Meal Count	
Menu Costing:	Generate Report		K-8	300	^
			6-8	750 ×	
			9-12		
Manu Itama			Adult		em
Menu Items		- 10			

## Changing Menu Item Category Assignments for a Menu

Menu Item Categories can be added or removed from a menu; choice counts can be updated for each category when needed.

#### To update menu Serving Groups

- 1. Display a menu and click the **Menu Item Categories** button.
- 2. Select a new category to include and enter the number of items the patron can choose from the category, or clear a category selection, or enter new choice counts for an existing category, when necessary.
- 3. Click Save .

Menu Spaghetti Lunch						(3)	Copy Save
Meal Pattern Meal T [USDA]Meal Pattern SY 2 <sup>,</sup>		Group nentary 👻					4
Menu Description:	Spaghetti Lunci	n	Enter t	the name of the tag	or select from th	ne 💌 🜩	
Status	Is Active						
Menu Short Description:	Spaghetti Lunci	n					
Nutrition Analysis Method:	Weighted Analy	sis	1				
Projected Servings Count as a Percentage:							
Menu Item Categories:	Desserts,Entree	s,Fruits,Milk	-	Groups: K-5			*
	Include	Category	Chopse				
Manu Carlina		Condiments					
Menu Costing:		Desserts	1	×			
2	1	Entrees	1				
Menu Items	<b>v</b>	Fruits	2			Add N	<u>lenu Items</u>
		Grains					
Menu Item	<b>V</b>	Milk	1			Edit	Delete
<ul> <li>Category: Entrees; Choose: 1</li> </ul>		Vegetables					1
	(Ground Turkey), W		2 //3		0%	1	O

## Generating a Menu Costing Report

The Menu Costing Report provides the cost of the materials to produce Menu Items on a Menu.

## To generate a Menu Costing Report

- 1. Display a menu on the *Menu Info* page.
- 2. Click Generate Report to the right of the Menu Costing label.

enu Info		
ld New Menu		
This menu has been assigntions of editing this menu		ndar and hence cannot be modified. Please click Edit to view the
Menu Tiger Trail Study 1	Frip Oct 23 and 24 PBJ	Show Calendar Edit Copy Save
Data Source	Meal Pattern Meal T	
Local	[USDA]Meal Pattern SY 2     Lunch	• • • • • • • •
		Tags
Menu Description:	Study Trip - PB&J	$\hat{}$
Status	✓ Is Active	
Menu Short Description:	Study Trip - PB & J	
Nutrition Analysis Method:	Weighted Analysis	Serving Groups: PK, Adult
Projected Servings Count as a Percentage:		
Menu Item Categories:	Fruit, Grains, Meat/Meat Alternatives, Milk	
_	Add Standard Menu Items	
Menu Costing:	Generate Report 2	

🗿 http://	Primero/reportviewer.aspx - Intern	et Explorer			
14 4 1	of 1 🕨 🕅 💠 🕴 Find   Next	d. 📀			
			Generated	on: 11/15/201	3 12:28:18 PM
	Study Trip	PB1			
	[USDA]Meal Pattern SY 2012-				
M		2014 FRECC			
Meal Type: Lu	JUCU				
Total Meals:	200				
		_			
Recipe Code	Description	Serving Size	Planned Qty	Unit Cost	Total Cost
Fruit		_			
LR-1378	Apples, All Varieties 2013	1 ea.	200	0.2210	44.20
Food Cost / Me	al:			0.22	
Meat/Meat Alto	ernatives				
LR14225	Peanut Butter & Jelly Sandwich 2013	1 ea.	200	0.3724	74.48
Food Cost / Me	al:			0.37	
Milk			, ,		
LR-1367	Milk, 1% White, Paper 2013	1 ea.	10	0.2690	2.69
LR-1370	Milk, Nonfat, White Paper 2013	1 ea.	10	0.2690	2.69
LR-1365	Milk, Nonfat, Chocolate Paper 2013	1 ea.	160	0.2710	43.36
LR-1372	Milk, Whole, CC	1 ea.	20	0.2720	5.44
Food Cost / Me				0.27	
LR-1290	Condiment, Ranch Dressing, PC	1 ea.	200	0.0478	9.55
Food Cost / Me				0.05	
Vegetables					
LR-1188	Baby Carrot Snack Pack 2013	3 oz.	10	0.1600	1.60
LR-1032	Sliced Cucumbers 2013	1/4 c.	5	0.0481	0.24
LR-1032	Sliced Cucumbers 2013	1/2 c.	5	0.0963	0.48
Food Cost / Me	al:			0.01	
Grand Totals:				0.92	184.73

# Viewing Menu Nutrients and Food Components

Each menu display includes a Standard Nutrients footer. This footer provides one tab of nutrition information for each serving group.

- Nutrient values that fall *below* the requirements for a food component are highlighted in **yellow**.
- Nutrient values that fall *above* the maximum nutritional requirements are highlighted in red.
- **Fail** message in the **Milk-V** column indicates that the requirement for providing at least two choices (a "variety" of milks) in a meal service has not been met.

#### To view Standard Nutrients for a Serving Group

- 1. Display a menu and click Show/Hide Standard Nutrients Footer (
- 2. Click a tab to view nutrients for a different serving group.

Standard Nutrients <ul> <li>C.c.chef Salad</li> <li>Veg-DG</li> <li>Veg-DG</li> <li>Veg-DG</li> <li>Veg-BP</li> <li>Cup</li> </ul> 6-8         9-12         Eastername         Instruments         Instruments	Nutrients Option All 6-8 9-12 Nutrient	Nutrition Report     FE (Kcal)	Salad Sfat (g)	1 Veg-DG 1/2 Veg-RO 1/2 Veg-BP 1/2 Fruit Fruit	Veg	Grains	Meat/MA	MILK-F	
Standard Nutrients     1 Meat/MA       Nutrients Option     SC.chef Salad       All     Image: Comparison of the salad       6-8     9-12       dim     1/2 Fruit	Nutrients Option All 6-8 9-12 Glm	Nutrition Report	Salad	1 Veg-DG 1/2 Veg-RO 1/2 Veg-BP 1/2 Fruit				·	
Standard Nutrients     1 Meat/MA       Nutrients Option     1 Veg-DG       All     1/2 Veg-RO       6-8     9-12	Nutrients Option All 6-8 9-12	SC-Chef				3 Cup	3 CI	up	Low
Standard Nutrients     1 Meat/MA       Nutrients Option     SC-Chef Salad     1 Veg-DG       Nutrition Report     1/2 Veg-RO     3 Cup	Nutrients Option	SC-Chef				3 Cup	3 C	Up	Low
Standard Nutrients I Meat/MA I Veg-DG Low								2	Low
Standard Nutrients	Standard Nutrients	🗸 — Catego	ry: SC - Salad; Choose: 1 -	1 Mest/MA					4
								_ <b>_</b>	
							Show/Hide	Standard Nutrier	nt Footer
Show/Hide Standard Nutrient Footer	tandard Nutrients						Ŷ,		
tandard Nutrients									
Standard Nutrients		SC-Chicken Salad	1/2 Fruit 2 Meat/MA	12 Ound	ce	12 Ounce			
Standard Nutrients			1/2 Veg-RO 1/2 Veg-BP	3 Cup		3 Cup			

## To view Standard Nutrients details for a Serving Group

- 1. Display a menu and click a tab to view nutrients for a serving group.
- 2. Click Show/Hide Detailed Nutrient Information (
- 3. Scroll to view Food Component details.

	9-12	alone Calend	1/2 Fruit						
	FE (Kcal)	Sfat (g) < 10.00 % of Calories	Fruit >= 0.500	Veg	Grains	Meat/MA	MILK-F MIL	K-V	
	Actual Value 0.00	0.00	[1.000 - 2.000]	[0.000 - 2.000]		[1.000 - 2.000]		lass	
% of Ca	lories/Total								
ttern	Meal Type	Site Group		N					
lutrition facts	SY 21 ▼ Lunch		hool Low High	\$				-	
lutrients Optior All		on Report		-					
K-5									
Nutrient	Standard Value	Actual Value	% of Calories	<b>^</b> io					
FE $(Kcal)^1$	[550.00 - 650.00]	275.50							
Fat (g)		2.28	7 45 %						
Sfat $(g)^1$	< 10.00 % of Calories		3 66 %						
					Pattern		Meal Type	Site Group	
TFat (g)		0.	-						
TFat (g) Chol (mg)		6.19			Nutrition f			Telementary So	hool Low H
		6.19 151.00			Nutrition f Nutrients C All			Tition Report	thool Low H
Chol (mg)			80 70 %		Nutrients C				thool Low H
Chol (mg) Na (mg)		151.00	80 <mark>70 %</mark>		Nutrients C All	ption		trition Report	thool Low H
Chol (mg) Na (mg) Carb (g)		151.00 55.58	80 <mark>70 %</mark> 0.00 %		Nutrients C All K-5 Food Cor	ption	▼ Nu	trition Report	
Chol (mg) Na (mg) Carb (g) TDF (g)		151.00 55.58 4.93			Nutrients C All K-5 Food Cor	ption np.	Nu     Standard Valu	Actual Value           0         [2.000 - 2.500]	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg)		151.00 55.58 4.93 0.00 9.36 1.11	0.00 %		Nutrients C All K-5 Food Cor	np. iruit Veg	Standard Valu	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg)		151.00 55.58 4.93 0.00 9.36 1.11 337.68	0.00 %		Nutrients C All K-5 Food Cor F Veg	np. iruit .DG	Standard Valu	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000         1.000	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE		151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46	0.00 %		Nutrients C All K-5 Food Cor F Veg Veg	np. ruit DG RO	Standard Valu	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000         1.000           0         0.250	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU		151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85	0.00 %		Nutrients C All K-5 Food Cor f Veg Veg Veg	np. np. vuit DG -BP	Standard Valu	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000         0.250           0         0.000	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU VitC (mg)		151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85 93.38	0.00 %		Nutrients C All K-5 Food Cor f Veg Veg Veg	np. np. ruit DG RO -BP g-S	Standard Valu	Actual Value           0         [2.000 - 2.500]         0           0         [0.000 - 2.000]         1.000         0.250           0         .0.000         0.500         0.500	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU VitC (mg) - Standard Value	is the daily average requirement	151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85 93.38 y.338	0.00 %		Nutrients C All K-5 Food Cor f Veg Veg Veg Veg Veg	ption np. ruit DG -BP g-S g-O	▼ Nu Standard Valu > = 0.50 > = 0.75	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU VitC (mg) - Standard Value	is the daily average requirement is the daily average requirement	151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85 93.38 y.338	0.00 % 13.59 %		Nutrients C All K-5 Food Cor f Veg Veg Veg Veg Veg	np. np. ruit DG RO -BP g-S	Standard Valu	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU VitC (mg) - Standard Value		151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85 93.38 y.338	0.00 % 13.59 %		Nutrients C All K-5 Food Cor f Veg Veg Veg Veg Veg	np. np. ruit DG -BP g-S g-O ains	▼ Nu Standard Valu > = 0.50 > = 0.75	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU VitC (mg) - Standard Value		151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85 93.38 y.338	0.00 % 13.59 %		Nutrients C All K-5 Food Cor f Veg Veg Veg Veg Veg Veg Veg Veg	np. np. ruit DG -BP g-S g-O ains	▼ Nu Standard Valu > = 0.50 > = 0.75	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1.000         1.000           0         0.250           0         0.000           0         0.000           0         0.000           0         0.000	
Chol (mg) Na (mg) Carb (g) TDF (g) Sugar (g) Pro (g) Fe (mg) Ca (mg) A,RE A,IU VitC (mg) - Standard Value		151.00 55.58 4.93 0.00 9.36 1.11 337.68 133.46 531.85 93.38 y.338	0.00 % 13.59 %		Nutrients C All K-5 Food Cor f Veg Veg Veg Veg Veg Veg Veg Veg	ption np. ruit Veg .DG .BP g-S g-S g-O ains WG	▼ Nu Standard Valu > = 0.50 > = 0.75	Actual Value           0         [2.000 - 2.500]           0         [0.000 - 2.000]           1         [0.000           0         (0.000           0         0.000           0         0.000           0         0.000           0         0.000           0         0.000           0         0.000	

Standard Value is the daily average requirement for a school week.
 Standard Value is the daily average requirement for a school week.

# Generating the Menu Nutrient Analysis Report

The Menu Nutrient Analysis Report displays either detailed nutrition information for all nutrients or "simplified" information that includes:

- Calories
- Saturated Fat
- Calcium

The default selection is "All" which is set through the **Default Nutrients Option** system setting.

### To view Standard Nutrients details for a Serving Group

- 1. Display the Standard Nutrients footer for a menu and select a serving group.
- 2. Select a Nutrient Option.

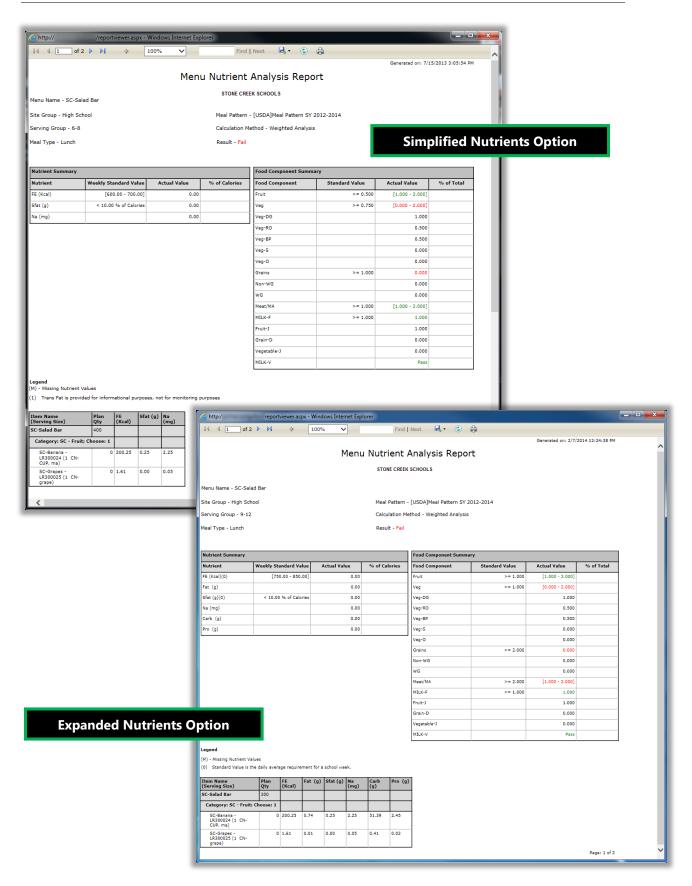


tandard Nutrients	(1								1 💁
utrients Option	Nutrition B	ry form of shared menu							
All		proc order							
Preschool Grades		s 4-12 m shared dual entry	QQ	6%		99	6%		
Nutrient	FE (Kcal) <sup>1</sup>	Fat (g)	Sfat (g) <sup>1</sup>	Pro (g)	Fe (mg)	Ca (mg)	A,RE	A,IU	VitC (mg)
Standard Value	>= 517.00	<= 30.00 % of Calories	< 10.00 % of Calories	>= 7.00	>= 3.30	>= 267.00	>= 150.00	>= 750.00	>= 14.00
Actual Value	5,786.74	594.55	140.19	18.18	17.33	184.48	323.06	1,467.13	7.64
% of Calories/Total		92.47 %	21.80 %	1.26 %					
2		/					251		
		Cy of Apple Honey Crisp C-02A test1	10 1 C	0 6% N-Piece		99 1 C	6% N-Piece		1
itandard Nutrients Rutients Option All	Nutrition F	Report in form of share u							1 🕁 -
tandard Nutrients utilents Option All Expanded	Nutrition F	Report n form of share u							
tandard Nutrients tments Option All Expanded Simplified	Nutrition F	Report in form of shares			Fe (mg)			A,IU	
itandard Nutrients Rutents Opton All Expanded Simplified	FE (Kcal) <sup>1</sup>	Report of shares and order	1 C 99 1 C	N-Piece 6% up	<b>Fe (mg)</b> >= 3.30	1 C 99 1 C	N-Piece 6% up 6%	<b>A,1U</b> ≻= 750.00	1 Cup
itandard Nutrients tifichis boton All Expanded Simplified All	FE (Kcal) <sup>1</sup>	Report of shares and order and order as 4-12	10 99 10 Sfat (g) <sup>1</sup>	N-Piece 6% up 6% Pro (g)		1 C 99 1 C 00 Ca (mg)	N-Piece 6% 6% A,RE		1 Cup VitC (mg)
Standard Nutrients Rufients Option All Expanded Simplified All Standard Value	FE (Kcal) <sup>1</sup>	Report of orm of shares by order and order ses 4-12 Fat (g) <= 30.00 % of Calories	1 C 99 1 C 5fat (g) <sup>1</sup> < 10.00 % of Calories	N-Piece 6% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9% 9%	>= 3.30	1 C 99 1 C 00 Ca (mg) >= 267.00	N-Piece 6% up 6% A,RE >= 150.00	>= 750.00	1 Cup VitC (mg) >= 14.00

1 of 2		4	100	26			Find	Next	<b>.</b>	۵ (	ъ							
		4.	100				THIG	THORE		•	90			Senerated	on: 7/15/2	2013 3:30:	20 PM	
					M	NI		A		_								
					Menu			Analy		epor	τ							
Menu Name - SC-Sali	d Dee					ST	ONE CREE	K SCHOOL	S									
Site Group - High Sch	lool					Mea	l Pattern	- [USDA]I	Meal Patte	rn SY 20	12-2014							
Serving Group - 9-12						Calc	culation M	lethod - W	eighted A	nalysis								_
Meal Type - Lunch						Res	ult - Fail											Б
																		Р
Nutrient Summary		_						Food Co	omponent	Summar		_						
Nutrient	Weekly St	andard Va	lue	Actual Va	lue	% of C	alories		omponent		Standar	d Value	A	tual Valu	e	% of Tot	al	
FE (Kcal)		60.00 - 850			0.00			Fruit				>= 1.00		[1.000 - 2				
Fat (g)					0.00			Veg				>= 1.00	00	[0.000 - 2	2.000]			
Sfat (g)	< 10.0	0 % of Calo	ries		0.00			Veg-DG							1.000			
TFat (g)(1)					0.00			Veg-RO							0.500			
Chol (mg)					0.00			Veg-BP							0.500			
Na (mg)					0.00			Veg-S							0.000			
Carb (g)					0.00			Veg-0							0.000			
TDF (g)					0.00			Grains				>= 2.00	00		0.000			
Pro (g)					0.00			Non-WG							0.000			
Fe (mg)					0.00			WG							0.000			
Ca (mg)					0.00			Meat/MA	•			>= 2.00		[1.000 - 2				
A,RE A,IU					0.00			MILK-F				>= 1.00	00		1.000			
A,IU VitC (mg)					0.00			Grain-D							0.000			
Mois (g)			_		0.00			Vegetab	le-1				_		0.000			
Ash (g)					0.00			MILK-V	16-7						Pass			
Asir (g)					0.00			MILK							Pass			
Asn (g) Legend (M) - Missing Nutrient Va (1) Trans Fat is provide		ational purp	ioses, not	for monito		ses		MILK-V		]					Pass			
Item Name (Serving Size)	Plan Qty	FE (Kcal)	Fat (g)	Sfat (g)	TFat (g	) Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugar (g)	Pro (g)	Fe (mg)	Ca (mg	A,RE	A,IU	VitC (mg)	Mois (g)	Ash (
SC-Salad Bar	300																	
Category: SC - Fruit	Choose: 1																	
SC-Banana - LR300024 (1 CN- CUP, ma)	0	200.25	0.74	0.25	-M-	-M-	2.25	51.39	5.85	-м-	2.45	0.59	11.25	18.00	144.00	19.57	168.55	1.85
			·			-							·			Page:	1 of 2	

4 2 of 2		4	100%				Find		<b>R</b> -				Ge	nerated or	n: 2/7/201	4 12:32:3	3 PM	
				Ν	1enu		ient / NE CREEK		sis Re	eport								
em Name Serving Size)	Plan Qty	FE (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugar (g)	Pro (g)	Fe (mg)	Ca (mg)	A,RE	A,IU	VitC (mg)	Mois (g)	Ash (g)
CN-	0	1.61	0.01	0.00	-M-	0.00	0.05	0.41	0.02	-M-	0.02	0.01	0.34	0.24	2.40	0.10	1.95	0.01
ge 2	hoose: 1																	
SC-Low Fat Milk, Unflavored - LR300021 (8 oz.)	0	120.00	5.00	3.00	0.00	20.00	120.00	11.00	0.00	-M-	9.00	0.00	30.00	100.00	500.00	2.40	-M-	-M-
SC-Skim Milk, Unflavored - LR300022 (1 c.)	0	80.00	0.00	0.00	0.00	0.50	130.00	12.00	0.00	-M-	8.00	0.00	300.00	80.00	400.00	4.00	-M-	-M-
Category: SC - Salad; 1	Choose:																	
SC-Chef Salad - LR300019 (3 c.)	0	0.62	0.01	0.00	0.00	0.10	0.22	0.06	0.04	-M-	0.06	0.02	0.59	4.44	149.32	0.08	1.61	0.01
SC-Chicken Salad - LR300020 (12 oz.)	0	4.83	0.14	0.04	0.00	1.51	7.32	0.06	0.02	0.00	0.51	0.02	0.33	0.33	1.67	0.00	0.49	0.01
																Page: 2	of 2	

**TIP** Click **Print** ( ) on the window toolbar to print the report.



# Copying a Menu

### To copy a Menu

- 1. Display a Menu and click Copy
- 2. Enter a Name for the menu copy and a Short Name for the menu copy.
- 3. Select a new Data Source, Meal Pattern, Meal Type, and Site Group, if needed.
- 4. Click Copy .

Meal Pattern	Meal Type Site Group
[USDA]Meal Pattern SY 2(	Lunch   Elementary
	Tags
Menu Description:	Spaghetti Lunch
Status	☑ Is Active
Menu Short Description:	Spaghetti Lunch
Nutricition	Weighted Analysis
🗒 Copy Menu/Menu Temp	plate
	Spaghetti with Meatballs Lunch
	Spaghetti with Meathballs Lunch
Data Source	Meal Pattern Meal Type Site Group
	▼ [USDA1Meal Pattern SY 2] ▼   Lunch ▼   High School ▼
LOCAI	
	4 Copy Carcel
Menu Spaghetti with Meath Data Source	4 Copy Carcel balls Lunch Copy Sa Meal Pattern Meal Type Site Group
Aenu Spaghetti with Meath	4 Copy Carcel balls Lunch Copy Sa Meal Pattern Meal Type Site Group
<b>Menu Spaghetti with Meatb</b> Data Source	4 Copy Carcel balls Lunch Copy Sa Meal Pattern Meal Type Site Group
<b>Menu Spaghetti with Meatb</b> Data Source	4 Copy Ca cel balls Lunch Copy Sa Meal Pattern Meal Type Site Group [USDA]Meal Pattern SY 2 ▼ Lunch ▼ High School ▼
Menu Spaghetti with Meath Data Source Local	4 Copy Ca cel balls Lunch Meal Pattern [USDA]Meal Pattern SY 2 V Lunch V High School V Tags
Menu Spaghetti with Meath Data Source Local Copied from Menu/Template:	4 Copy Ca cel balls Lunch Copy Sa Meal Pattern [USDA]Meal Pattern SY 2 ▼ Lunch ▼ High School ▼ Spaghetti Lunch Tags Enter the name of the tag or select from the ▼ €

### Discontinuing a Menu

Menus are never removed or deleted but they can be "discontinued" (made inactive) such that they do not appear in lists unless specifically specified to do so.

#### *To discontinue a Menu*

- 1. Display the Menu and clear **Is Active**.
- 2. Click Save

lenu Info			=
dd a new Menu			
Menu C 'N G Brkfst			2 Copy Save
Data Source N	leal Pattern	feal Type	Site Group
Local 🔻	USDA]Meal Pattern SY 2	Breakfast 🔹 🔻	Elementary School
Copied from Menu/Template:	Bagel Bar Brkfst		Tags Enter the name of the tag or select from the
Menu Description:	G 'N G Brkfst	\$	
Status 1	Is Active		

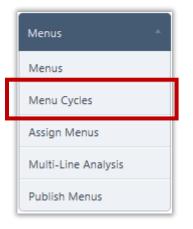
### TIP

To include discontinued menus in lists, select **Include discontinued menus** in the search conditions.

#### To reactivate a Menu

- 1. Display the Menu and select **Is Active** to reapply the check mark.
- 2. Click Save

# Menu Cycles



**Menu Cycles** adds and maintains cycles (sets) of menus that are used to quickly assign menus for a selected period of time. Cycle Menus are planned for a set period of time and repeated on a regular basis

Menus in a Menu Cycle are assigned by day and can be removed or added as needed. Menu Cycle details can be changed as needed.

Menu Cycle Particulars

- Menu Cycles can be made inactive (discontinued).
- Menu Cycles can include Menus that were made inactive after they were added to the Menu Cycle.
- Inactive Menus can be added to Menu Cycles.
- An inactive Menu Cycle can be copied; copy is active by default.
- To list inactive Menu Cycles in a search results, the **Include Discontinued Menu Cycles** option must be selected.

enu Cycles						i
dd New Menu Cy	<u>/cle</u>					
ata Source - ALL ame	Meal Pattern		ALL Site Group ALL ALL			
Menu Cycle List		ntinued Menu cycl	25 [1777] [10000]			
Menu Cycle List		Meal Type	Number of Weeks	Number of Days	Meal Pattern	Data Source
	t			Number of Days	Meal Pattern	Data Source
Name	t		Number of Weeks		Meai Pattern [USDA]Meai Pattern SY 2012-2014	Data Source
	Site Group	Meal Type	Number of Weeks	<b>T</b>		

# Menu Cycles Page

By default on the **Menu Cycles** page:

- Data Source, Meal Pattern, Meal Type, and Site Group are set to "ALL".
- Name is blank.
- Include Discontinued Menu cycles is cleared.

# Searching for a Menu Cycle

Five separate search conditions can be used to narrow your search for a Menu Cycle or group of menu cycles. By default, active Menu Cycles are listed in the search results. To include inactive Menu Cycles, select the **Include Discontinued Menu Cycles** option.

### To search for a Menu Cycle

- 3. Select or enter one or more search conditions.
- 4. Click Apply

Add New Menu (	<u>lycle</u>					
Data Source	Meal P	Pattern	Meal Ty	rpeSite Gr	oup	
ALL	▼ [USD/	A]Meal Patter		ast 🔻 Eleme	ntary School 🔹	
Name	~~~~~~		·····			
Bagel	Inclu	ude Discontir	nued Menu cycles	Apply Reset		
•••••	•••••					
Menu Cycle Lis	it			2		
Name	Site Group		Meal Number	of Weeks Number of	Days Meal Pattern	Data
			Туре			Source
Menu Cycles						
Menu Cycles Add New Menu (	<u>Cycle</u>					
Add New Menu (		Pattern	Meal 1	Type Site	roup	
	Meal	Pattern DA]Meal Patte	Meal T ern SY 2) 🔻 Break		Group nentary School 🔻	
Add New Menu ( Data Source ALL	Meal					
Add New Menu ( Data Source ALL Name	Meal	)A]Meal Patte	ern SY 2 🔻 Break	(fast 🔻 Fem		
Add New Menu ( Data Source ALL	Meal	)A]Meal Patte		(fast 🔻 Fem		
Add New Menu ( Data Source ALL Name	Meal	)A]Meal Patte	ern SY 2 🔻 Break	(fast 🔻 Fem		
Add New Menu ( Data Source ALL Name	Meal (USD	)A]Meal Patte	ern SY 2 🔻 Break	(fast 🔻 Fem		
Add New Menu ( Data Source ALL Name Bagel	Meal (USD	)A]Meal Patte	ern SY 2 🔻 Break	(fast 🔻 Fem		Data Sour
Add New Menu ( Data Source ALL Name Bagel Menu Cycle Li	Meal (USD Incl st	0A]Meal Patte	ern SY 2  Break inued Menu cycles Number of Weeks	Apply Peset Number of Days	entary School 🔻	Data Sour
Add New Menu ( Data Source ALL Name Bagel Menu Cycle Li	Meal (USD Incl st	0A]Meal Patte	ern SY 2 🔻 Break	Apply Peset	entary School 🔻	Data Sour

## Adding a Menu Cycle

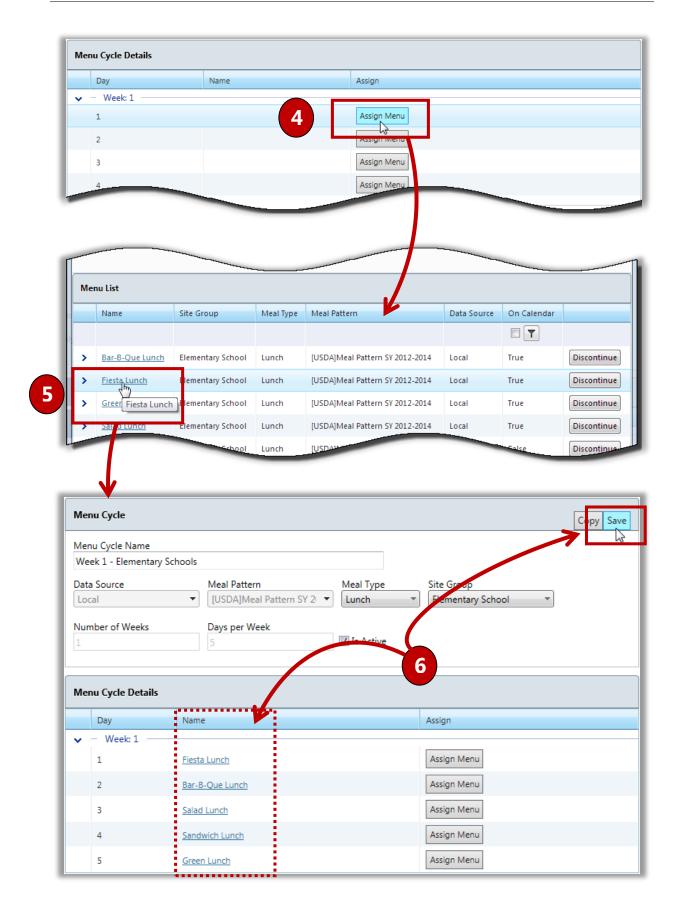
After your menus are created, you are ready to create a Menu Cycle. The number of days in a Menu Cycle is set through the <u>Menu Cycle – Maximum Days per Cycle</u> system setting.

#### To add a Menu Cycle

- 1. Click the Add New Menu Cycle link.
- 2. Select or enter the Menu Cycle details for Name, Data Source, Meal Pattern, Meal Type, Site Group, Number of Weeks and Days per Week
- 3. Click Save .
- 4. Click Assign Menu in the first day listing of the first week in the Menu Cycle.
- 5. Click a Menu name in the list of available menus; Menu name appears in Menu Cycle list.
- 6. Repeat step 5 for each Menu to add to the Menu Cycle; when all menus have been

added for each day and week of the Menu Cycle, click

- ALL	Meal Pattern	Meal Type	Site Group Elementary School	•
Name	_			
Bacol	Include Discontinued Me	nu cycles   Application		
Menu Cycle				3
Menu Cycle Name				
Week 1 - Elementary Scho	pols			
Data Source	Meal Pattern	Meal Type	Site Group	
Local	▼ [USDA]Meal Pattern SY	2 🔻 Lunch	Elementary School	•
Number of Weeks	Days per Week			
1	5	✓ Is Active		



# Replacing a Menu in a Menu Cycle

### To replace a Menu in a Menu Cycle

- 1. Display a Menu Cycle and click Assign Menu in the menu listing to be replaced.
- 2. Click a Menu name in the list of available menus.
- 3. Click Save .

Day	Name		Assig	n		
<ul> <li>Week:1</li> </ul>					-	
1	Fiesta Lunch		Assi	gn Menu		
2	Bar-B-Que Lunch			gir weiter		
Jenu List	and the second se		The second s		-	
		····				
Name	Site Group	Meal Type	Meal Pattern	Data Sour	On Calendar	
Bar-B-Que Lunch	Elementary School	Lunch	[USDA]Meal Pattern SY 2012-2014	Local	True	Discontinue
	e Lunch tary School	Lunch	[USDA]Meal Pattern SY 2012-2014	Local	True	Discontinue
Greentlunch II	Elementary School	Lunch	[USDA]Meal Pattern SY 2012-2014	Local	True	Discontinue
Greentunch II	Elementary School		[USDA]Meal Pattern SY 2012-2014	Local	True	
Green Lunch II	Elementary School	Lunch	[USDA]Meal Pattern SY 2012-2014	Local	True	Discontinue Disconti
Green Lunch II	Elementary School		[USDA]Meal Pattern SY <u>2012-2014</u>	Local	True	
$\square$	Elementary School		[USDA]Meal Pattern SY 2012-2014	Local		Discontinue
Meru Cycle	Elementary School		[USDA]Meal Pattern SY <u>2012-2014</u>	Local	True	Discontinue
<b>Meru Cycle</b> Menu Cycle Name			[USDA]Meal Pattern SY 2012-2014	Local		Discontion
<b>Menu Cycle</b> Menu Cycle Name Week 1 - Elementary	Schools	-Lunch				Discontion
<b>Meru Cycle</b> Menu Cycle Name Week 1 - Elementary Data Source	Schools Meal Pat	tern	Meal Type S	ite Group	3	Discontion
<b>Menu Cycle</b> Menu Cycle Name Week 1 - Elementary	Schools Meal Pat	tern Meal Pattern	Meal Type S		3	Discontion
<b>Meru Cycle</b> Menu Cycle Name Week 1 - Elementary Data Source	Schools Meal Pat	tern Meal Pattern	Meal Type S SY 2 V Lunch V	ite Group	3	Discontion
Menu Cycle Menu Cycle Name Week 1 - Elementary Data Source Local	Schools Meal Pat	tern Meal Pattern	Meal Type S	ite Group	3	Discontion
Menu Cycle Menu Cycle Name Week 1 - Elementary Data Source Local	Schools Meal Pat	tern Meal Pattern	Meal Type S SY 2 V Lunch V	ite Group	3	Discontion
Meru Cycle Menu Cycle Name Week 1 - Elementary Data Source Local Number of Weeks	Schools Meal Pat	tern Meal Pattern	Meal Type S SY 2 V Lunch V	ite Group	3	Discontion
Menu Cycle Menu Cycle Name Week 1 - Elementary Data Source Local	Schools Meal Pat	tern Meal Pattern	Meal Type S SY 2 V Lunch V	ite Group	3	Discontion
Meru Cycle Menu Cycle Name Week 1 - Elementary Data Source Local Number of Weeks	Schools Meal Pat	tern Meal Pattern	Meal Type Si SY 2) ▼ Lunch ▼ Is Active	ite Group	3	Discontion

# Meat/Meat Alternate Grain Substitution

Grain contributions can be substituted for Meat/MA meal contributions for a **Breakfast** Menu Item.

#### To substitute a Grain contribution for a Meat/MA contribution

- 1. Display Menu Items for a Breakfast Menu; Menu Items that provide Meat/MA or Grains contributions will show an available drop-down list.
- 2. Select a substitution.
- 3. Click Save .

Men	u Items		
	Menu Item	Meal Contribution	K-5 (100)
~	Category: SC - Brkfst Meals; Choose: 1		
	Beef, sandwich steaks, flaked, chopped, formed and thinly sliced, raw	1/2 WG 1 Meat/MA 🗸	0% 1 Cup
_	Banana Read Squares (Using Master Mix) B-05A	1/4 Non-WG 1/2 Grains 🗸	0% 1 Cup
	Burrito, Bean & Cheese, Individually Wrapped; Fernando's School Service, 5.75 oz; as	1 1/2 WG 2 Meat/MA 2 Grains 1 1/4 Veg-O	0% 1 piece
	Total:		0 0%
~	- Category: SC - Milk; Choose: 1		
	SC-Low Fat Milk, Unflavored	1 MILK-F	75 75% 8 Nunce
	SC-Skim Milk, Unflavored	1 MILK-F	25 25% 1 Cup
	Total:		100 100%

d a new Menu					
Menu Hot Brkfst				3	Copy Save
Data Source Local	Meal Pattern  ▼ [USDA]Meal Pattern SY 2) ▼	Meal Type Breakfast 💌	Site Group Elementary School	-	4

# Viewing Menu Cycle Nutrients and Food Components

Each menu cycle display includes a Standard Nutrients footer. This footer provides one tab of menu cycle nutrition information for each serving group.

- Nutrient values that fall *below* the requirements for a food component are highlighted in **yellow**.
- Nutrient values that fall *above* the maximum nutritional requirements are highlighted in red.
- **Fail** message in the **Milk-V** column indicates that the requirement for providing at least two choices (a "variety" of milks) in each meal service has not been met.

### To view Standard Nutrients for a Serving Group

- 1. Display a menu and click Show/Hide Standard Nutrients Footer (
- 2. Click a Serving Group tab to view nutrients, if needed.

		5		Fiesta Lui	<u>nch</u>						n Menu n Menu						
Standard Nutr	ients												1)	4	Show/Hide	e Standard Nutrie	ent Foo
Standard Nut	rients		1			Green Lu	unch II						-	Assi	gn Menu		ş
Nutrients Option			2 ition Repo	rt Nutriti	on Sumr	Bar-B-O nary Rep Sandwic	ort Fo	od Comp	oonent Re	port					gn Menu gn Menu gn Menu	Ľ	Low
Nutrien	) FE (Hcal)	Sfat (g)	Fruit	Veg	Veg- DG	Veg- RO	Veg- BP		Veg-O	Grains	WG	Meat/MA	MILK-F			Vegetable-J	MIL
	[550.00 -	< 10.00 % of	>= 2.500	>= 3.750	>= 0.500	>= 0.750	>= 0.500	>= 0.500	>= 0.500	[8.000 - 9.000]	>= 50.000 % of	[8.000 - 10.000]	>= 5.000	<= 50.000 % of	<= 2.000	<= 50.000 % of	
Standard Value	650.00]	Calories												20.01			
		Calories 8.70	[9.250 - 11.250]	[1.500 - 6.500]	2.250	0.750	0.500	2.000	1.750	[1.000 - 5.500]	9.000	[6.500 - 10.500]	6.000	1.750	0.000	0.000	f

### To view Standard Nutrients details for a Serving Group

- 1. Display a menu and click a Serving Group tab to view nutrients.
- 2. Click Show / Hide Detailed Nutrients Information (
- 3. Scroll to view Food Component details.

															Menu	Low High
All K-5 K-8		Nutrition I	Report Nut	trition Summ	ary Repo			ionent Re	eport						- 1	
Nutrien	TE (Kcal) <sup>1</sup>	Sfat (g) <sup>1</sup>	Fruit	Veg	Veg- DG	Veg- RO	Veg- BP	Veg-S	Veg- O	Grains	WG	Meat/MA	MILK- F	Fruit-J	Grain- D	Vegetable- J
Standard Value	[550.00 - 650.00]	< 10.00 % of Calories	>= 2.500	>= 3.750	>= 0.500	>= 0.750	>= 0.500	>= 0.500	>= 0.500	[8.000 - 9.000]	>= 50.000 % of	[8.000 - 10.000]	>= 5.000	<= 50.000 % of	<= 2.000	<= 50.000 % of
Actual Value	509.45	8.94	[9.250 - 12.250]	[1.500 - 6.500]	2.250	0.750	0.500	2.000	1.750	[3.500 - 6.000]	10.000	[8.000 - 10.500]	6.000	1.750	0.000	0.000
% of Calories/Total		15.80 %									76.92			14.29		0.00

2

Nutrition Repor	Meal Type	Site Group	onent Report						
K-5 K-	8 Junch Standard Value	Elementary Se     Actual Value	wool wool wool wool wool wool wool wool			Nutrition facts Nutrients Option			Low
FE (Kcal) <sup>1</sup>	[550.00 - 650.00]	509.45				All			
Fat (g)		16.59	29.30		he	Nutrition Report	Nutrition Summary R	eport Food Compo	nent Repor
Sfat (g) <sup>1</sup>	< 10.00 % of Calories	8.94	15.80 %			K-5 K-8			
TFat (g)		0.0	3	L.		Food Comp.	Standard Value	Actual Value	% of To
Chol (mg)		36.43		191		Fruit	>= 2.500	[9.250 - 11.250]	
Na (mg)		561.99		sig	ks	Veg	>= 3.750	[1.500 - 6.500]	
Carb (g)		71.58	56.20	sic		Veg-DG	>= 0.500	2.250	
TDF (g)		5.55				Veg-RO	>= 0.750	0.750	
Sugar (g)		0.00	0.00 %		ta	Veg-BP	>= 0.500	0.500	
Pro (g)		20.86	16.38 %			Veg-S	>= 0.500	2.000	
Fe (mg)		2.13		SIL.	4	Veg-O	>= 0.500	1.750	
Ca (mg)		313.64				Grains	[8.000 - 9.000]	[1.000 - 5.500]	
A,RE		153.81				Non-WG		[0.000 - 2.000]	
A,IU		733.29		~		WG	>= 50.000 % of	9.000	81
VitC (mq) Standard Value i	s the daily average requirem	55.70 ent for a school week.				Meat/MA	[8.000 - 10.000]	[6.500 - 10.500]	
						MILK-F	>= 5.000	6.000	
						Fruit-J	<= 50.000 % of	1.750	15
						Grain-D	<= 2.000	0.000	
						Verstehlell	< E0.000.9/ -f	0.000	

# Generating a Menu Cycle Week Nutrient Analysis Report

The Menu Nutrient Analysis Report displays either detailed nutrition information for "All" nutrients or "simplified" information that only includes:

Calories Saturated Fat Calcium

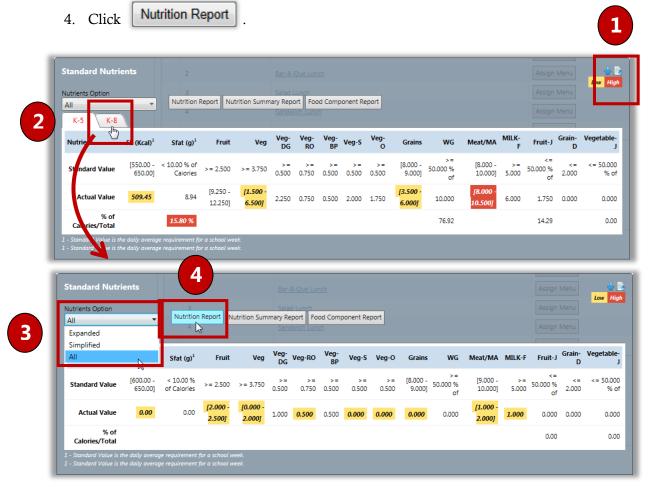
Highlighted report values include

- Nutrient values that fall *within* the requirements *for the week* are shown in green in the Actual Value column;
- Nutrient values that fall *outside* (above or below) the requirements <u>for the week</u> are shown in <u>red</u> in the Actual Value column.

The default **Nutrient Option** selection is "All"; the default value for this selection is set through the **Default Nutrients Option** system setting.

#### To view Standard Nutrients analysis for a Serving Group

- 1. Show the Standard Nutrients footer for a menu.
- 2. Select a Serving Group, if needed.
- 3. Select a Nutrients Option, if needed.



€ http:// I4 4 1 of		x - Windows Interne	t Explorer	Find Next	• •					
		Menu C	/cle We	eek Nutrient A	nalysis Repo		Senerated on: 7/17/2013 1	29:44 PM		
enu Cvcle Name	- Week 1 - Elementary S	chools								
e Group - Eleme			Me	eal Pattern - [USDA]Meal	Pattern SY 2012-2014			_		
rving Group - K-I				alculation Method - Weigh				"All" Nutri	ents Optio	n
al Type - Lunch			Re	esult - Fail						
eek - 1										
ycle Week Nutrier	ent Summary			Cycle Week	Food Component Summa	ry				
itrient	Weekly Standard Val			Calories Food Compo	nent Standar		tual Value % of	Fotal		
(Kcal)	[600.00 - 650.0		0.00	Fruit			[2.000 - 2.500]	_		
t (g) at (g)	< 10.00 % of Calor		0.00	Veg Veg-DG		>= 3.750	[0.000 - 2.000]			
at (g)(1)			0.00	Veg-RO		>= 0.750	0.500			
ol (mg)			0.00	Veg-BP		>= 0.500	0.500			
(mg)			0.00	Veg-S		>= 0.500	0.000			
ь (g) F (g)			0.00	Veg-O Grains	a l	>= 0.500	0.000(a) 0.000			
- (g) (g)			0.00	Non-WG	[8.		0.000			
(mg)		_	0.00	WG	>=	0.000 % of	0.000			
(mg)		e htt	p://	/reportviewer.as	px - Windows Internet I	xplorer				
E		14	4 1 o	of 2 🕨 🕅 💠	100% 🗸	F	ind   Next 🛛 🔍 🗸	۰		
U C (mg)									Generated on: 7/1	7/2013 1:32:49 PM
s (g)					Menu Cyo	le Week	Nutrient Ana	lysis Report		
1 (g)					,			, ,		
- Missing Nutrient Trans Fat is prov Requirement is b	vided for informational purpo being met with additional an	Site G Sees, not for Servir nounts from t Meal T			Schools		ern - [USDA]Meal Patt on Method - Weighted / Fail			
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Site G	roup - Eleme g Group - K- ype - Lunch	entary School -8	Schools	Calculatio	on Method - Weighted /			
- Missing Nutrient Trans Fat is prov Requirement is b n Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Site G Ses, not for hounts from t Fat (g) SI Week	roup - Eleme g Group - K- ype - Lunch	entary School -8	Schools	Calculatio	on Method - Weighted /			
- Missing Nutrient Trans Fat is prov Requirement is b n Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Site G Servin Nounts from t Fat (g) Si Week Cycle	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries	entary School -8 ent Summary Weekly Standard Va	lue Actual Value	Calculation Result -   % of Calorie	on Method - Weighted / Fail Cycle Week Foor Food Component	Component Summary Standard Value	Actual Value	% of Total
· Missing Nutrient Trans Fat is prov Requirement is b n Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Site G sess, not for Servir hounts from t. Fat (g) Si Week Cycle	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries al)	entary School -8 weekly Standard Va (600.00 - 650.	lue Actual Value 00] 0.1	Calculati Result -   % of Calorie	n Method - Weighted / Fail S Food Component Fruit	Component Summary Standard Value >= 2.50	0 [2.000 - 2.500]	% of Total
Missing Nutrient Trans Fat is prov Requirement is b n Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) Site G Nutri Fat (g) Si Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Site G Servir Meal 1 Fat (g) Site G Site Site Site Site Site Site Site Site	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries ant al)	entary School -8 ent Summary Weekly Standard Va	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	n Method - Weighted / Fail	Component Summary Standard Value >= 2.50 >= 3.73	0 [2.000 - 2.500] 0 [0.000 - 2.000]	% of Total
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- Missing Nutrient Trans Fat is prov Requirement is b m Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) Site G Nutri Fat (g) Si Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Site G Servir Meal 1 Fat (g) Site G Site Site Site Site Site Site Site Site	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries ant al)	entary School -8 weekly Standard Va (600.00 - 650.	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	s Cycle Week Food Fail Food Component Fruit Veg Veg-DC	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50	[2.000 - 2.500]           [0.000 - 2.000]           [0.000 - 1.000]           [0.500]	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b n Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) Site G Nutri Fat (g) Si Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Site G Servir Meal 1 Fat (g) Site G Site Site Site Site Site Site Site Site	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries ant al)	entary School -8 weekly Standard Va (600.00 - 650.	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	Gycle Week Food     Food Component     Fruit     Veg     Veg-DG     Veg-RO	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50           > = 0.50           > = 0.75	[2.000 - 2.500]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]           [0.000 - 2.000]	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b m Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) Site G Nutri Fat (g) Si Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Site G Servir Meal 1 Fat (g) Site G Site Site Site Site Site Site Site Site	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries ant al)	entary School -8 weekly Standard Va (600.00 - 650.	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	Cycle Week Food     Food Component     Fruit     Veg     Veg-DG     Veg-BP	Component Summary           Standard Value           >= 2.50           >= 3.75           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50	0         [2.000 - 2.500]           0         [0.000 - 2.000]           0         1.000           0         0.500           0         0.500           0         0.0000           0         0.0000	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b n Name rving Size) en Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) Site G Nutri Fat (g) Si Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Site G Servir Meal 1 Fat (g) Site G Site Site Site Site Site Site Site Site	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries ant al)	entary School -8 weekly Standard Va (600.00 - 650.	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	Cycle Week Food     Foil     Fuit     Veg-DG     Veg-S     Veg-C     Veg-C     Grains	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.75           > = 0.50           > = 0.50           > = 0.50	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.000 0 0.000(a) 1 0.000	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) Site G Nutri Fat (g) Si Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Servir Meal 1 Fat (g) Site G Site G Site G Servir Meal 1 Fat (g) Site G Site Site Site Site Site Site Site Site	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries ant al)	entary School -8 weekly Standard Va (600.00 - 650.	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	An Method - Weighted A Fail Cycle Week Food Food Component Fruit Veg-DG Veg-DG Veg-RD Veg-S Veg-C Grains Non-WG	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 0 1.000 0 0.500 0 0.000 0 0.000(s) 1 0.000	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vidad for informational purps being met with additional an Qtv (kcal) ay 1 1 100 uit; Choose: 2	Fat (g) SI Cycle Rutri Fat (g) SI Fat (g) SI Cycle Rutri FE (%) Sfat (g) Na (m	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries int - 1 )) - 2)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	Cycle Week Food     Foil     Fuit     Veg-DG     Veg-S     Veg-C     Veg-C     Grains	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50           > = 0.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b m Name trving Size) ten Lunch II - Da	vided for informational purpo being met with additional an Plan FE Qty (Kcal) ay: 1 100	Fat (g) SI Cycle Rutri Fat (g) SI Fat (g) SI Cycle Rutri FE (%) Sfat (g) Na (m	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries int - 1 )) - 2)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	Cycle Week Food  Cycle Week Food  Fruit  Fruit  Veg-DG  Veg-RO  Veg-S  Veg-S  Veg-G  Grains  Non-WG  WG	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 0 0.500 0 0.500 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 1 0.000 1 0.000 1 0.000	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b m Name rving Size) en Lunch II - Da	vidad for informational purps being met with additional an Qtv (kcal) ay 1 1 100 uit; Choose: 2	Fat (g) SI Cycle Rutri Fat (g) SI Fat (g) SI Cycle Rutri FE (%) Sfat (g) Na (m	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries int - 1 )) - 2)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculation Result -   % of Calorie	Cycle Week Food     Foil     Food Component     Froit     Veg-DG     Veg-BP     Veg-C     Veg-C     Veg-C     Grains     Non-WG     WG     Meat/MA	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 55.000 % of [9.000 - 10.000]	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 0 .500 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 5 0.000 5 0.000 1 1.000 - 2.000] 0 1.000	% of Total
- Missing Nutrient Trans Fat is prov Requirement is b m Name trving Size) ten Lunch II - Da	vidad for informational purps being met with additional an Qtv (kcal) ay 1 1 100 uit; Choose: 2	Fat (g) SI Cycle Rutri Fat (g) SI Fat (g) SI Cycle Rutri FE (%) Sfat (g) Na (m	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries int - 1 )) - 2)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculatii Result -   % of Calorie 0	Cycle Week Food     Food Component     Forld     Veg-DG     Veg-DG     Veg-S     Veg-C     Veg-S     Veg-C     Grains     Non-WG     WG     MELK-F	Component Summary           Standard Value           > = 2.50           > = 3.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 50.000 % of (9.000 - 10.000           > = 5.00	0         [2.000 - 2.500]           0         [0.000 - 2.000]           0         1.000           0         0.500           0         0.500           0         0.000[           0         0.000[           0         0.000[           0         0.000[           0         0.000[           0         0.000[           1         0.000           2         0.000[           1         1.000           1         1.000           1         0.000	
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vidad for informational purps being met with additional an Qtv (kcal) ay 1 1 100 uit; Choose: 2	Fat (g) SI Cycle Rutri Fat (g) SI Fat (g) SI Cycle Rutri FE (%) Sfat (g) Na (m	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries int - 1 )) - 2)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculatii Result -   % of Calorie 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-RD Veg-RD Veg-RD Veg-S Veg-C Grains Non-WG WG MG MILK-F Fruit-3 Grain-D Vegetable-3	Component Summary           Standard Value           >= 2.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 0.50           >= 50.000 % of (\$.000 - 10.000           >= 5.000           >= 5.000           <= 50.000 % of <	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	
- Missing Nutrient Trans Fat is prov Requirement is b m Name rving Size) en Lunch II - Da	vidad for informational purps being met with additional an Qtv (kcal) ay 1 1 100 uit; Choose: 2	Fat (g) SI Cycle Rutri Fat (g) SI Fat (g) SI Cycle Rutri FE (%) Sfat (g) Na (m	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutries int - 1 )) - 2)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculatii Result -   % of Calorie 0	An Method - Weighted / Fail Cycle Week Food Food Component Fuit Veg-DG Veg-DG Veg-CO Veg-S Veg-CO Grains Non-WG Meat/MA MILK-F Fruit-3 Grain-D	Summary           Standard Value           > = 2.50           > = 3.75           > = 0.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           < = 50.000 % of <= 5.00	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 0	0.00
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vidad for informational purps being met with additional an Qtv (Kcal) ay 1 1 100 uit; Choose: 2	ed" Nut	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutrie mt a) ) a) a) a)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculatii Result -   % of Calorie 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-RD Veg-RD Veg-RD Veg-S Veg-C Grains Non-WG WG MG MILK-F Fruit-3 Grain-D Vegetable-3	Summary           Standard Value           > = 2.50           > = 3.75           > = 0.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           < = 50.000 % of <= 5.00	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	0.00
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vidad for informational purps being met with additional an Qtv (Kcal) ay 1 1 100 uit; Choose: 2	eed" Nutri	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutrie mt a) ) a) a) a)	entary School -8 ent Summary Weekly Standard Va (600.00 - 650. < 10.00 % of Calo	lue Actual Value 00] 0.1 ries 0.1	Calculatii Result -   % of Calorie 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-RD Veg-RD Veg-RD Veg-S Veg-C Grains Non-WG WG MG MILK-F Fruit-3 Grain-D Vegetable-3	Summary           Standard Value           > = 2.50           > = 3.75           > = 0.75           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           < = 50.000 % of <= 5.00	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	0.00
) - Missing Nutrient ) Trans Fat is prov ) Requirement is b em Name ierving Size) reen Lunch II - Da	vidad for informational purps being met with additional an Qtv (Kcal) ay 1 1 100 uit; Choose: 2	eed" Nut Legen (N) - N	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutrien mt a) ) ) ) ) ) ) ) ) ) ) ) ) )	entary School -8 ent Summary Weekly Standard Va (600.00 - 650. < 10.00 % of Calo	Iue         Actual Value           001         0.1           rise         0.1           0         0.1	Calculation Result - 1 % of Calorie 0 0 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-BD Veg-S Veg-C Grains Non-WG MG MELK-F Fruit-J Grain-D Vegetable-J MILK-V	Component Summary           Standard Value           > = 2.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 50.000 % of           < = 50.000 % of	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	0.00
	vidad for informational purps being met with additional an Qtv (Kcal) ay 1 1 100 uit; Choose: 2	eed" Nut	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutrieu al) ) a) c) c) c) c) c) c) c) c) c) c) c) c) c)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo < 10.00 % of Calo s Option t Values t Values	Iue Actual Value 00] 0.4 ries 0.4 if (s) 0.4	Calculation Result - 1 % of Calorie 0 0 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-BD Veg-S Veg-C Grains Non-WG MG MELK-F Fruit-J Grain-D Vegetable-J MILK-V	Component Summary           Standard Value           > = 2.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 50.000 % of           < = 50.000 % of	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	0.00
) - Missing Nutrient 1 Trans Fat is prov 2 Requirement is b 2 m Name 2 m Name 2 m Size) 2 m Lunch II - Da	vidad for informational purps being met with additional an Qtv (Kcal) ay 1 1 100 uit; Choose: 2	eed" Nut Legen (%) - R	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutrien nt a) ) ) 2) rients sissing Nutrient lequirement is b tame ag Size)	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo < 10.00 % of Calo s Option s Option t Values being met with additional ar Plan FE (Kcal)	Iue         Actual Value           001         0.1           rise         0.1           0         0.1	Calculation Result - 1 % of Calorie 0 0 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-BD Veg-S Veg-C Grains Non-WG MG MELK-F Fruit-J Grain-D Vegetable-J MILK-V	Component Summary           Standard Value           > = 2.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 50.000 % of           < = 50.000 % of	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	0.00
- Missing Nutrient Trans Fat is prov Requirement is b m Name erving Size) een Lunch II - Da	vidad for informational purps being met with additional an Qtv (Kcal) ay 1 1 100 uit; Choose: 2	eed Nutri Keed Keek Ke	roup - Eleme g Group - K- ype - Lunch - 1 Week Nutrien al) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) )	entary School -8 ent Summary Weekly Standard Va [600.00 - 650. < 10.00 % of Calo < 10.00 % of Calo s Option s Option t Values being met with additional ar Plan FE (Kcal)	Iue Actual Value 00] 0.4 ries 0.4 if (s) 0.4	Calculation Result - 1 % of Calorie 0 0 0	An Method - Weighted / Fail Cycle Week Food Food Component Fruit Veg-DG Veg-BD Veg-S Veg-C Grains Non-WG MG MELK-F Fruit-J Grain-D Vegetable-J MILK-V	Component Summary           Standard Value           > = 2.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 0.50           > = 50.000 % of           < = 50.000 % of	0 [2.000 - 2.500] 0 [0.000 - 2.000] 0 1.000 0 0.500 0 0.500 0 0.000(a) 1 0.000 1 0.000 6 0.000 6 0.000 1 [1.000 - 2.000] 0 1.000 5 0.000 6 0.000 5 0.000	0.00

TIP

Click **Print** ( ) on the window toolbar to print the report.

# Generating a Menu Cycle Week Nutrient Summary Report

Nutrition Summary Report

2 Click

The Menu Cycle Week Nutrient Summary Report displays the daily totals, the average daily value (Actual Value), and the percentage of total weekly calories for each nutrient.

- Weekly calorie values that fall *outside* (above or below) the weekly requirements are shown in **red** in **Actual Value**.
- Saturated Fat values that fall *below* the weekly requirements are shown in *green* in Actual Value and % of Calories.

### To view the Menu Cycle Week Nutrient Summary Report for a Serving Group

1. Display the Standard Nutrients footer for a menu and select a Serving Group, if needed.

K-5 K-8		tion Report	itrition Summary	Report Frod (	Component Repor	t	Assign Mer	ıu			Low Hi
Nutrien	FE (K	(cal)	Sfat (g)	Frut	G	rains	WG	MILK-F	Fruit-J	Grain-D	MILK-
Standard Value	[350.00 - 500	.00] < 10.0	0 % of Calories	>= 1.57	[4.000 - 6	.000] >= 50.	.000 % of	= 3.000	<= 50.000 % of	<= 2.000	
Actual Valu	🧉 http://	··· /reports	riewer.aspx - W	Jws Internet Ex	plorer			_			_
% of Calories/Tota		of1 ▷ ▷〗 �	100%	·	Find   Next 🔍 🗸	۲					
- Schools may substitute :				- L \			_		Generated o	n: 8/26/2013 1	59:55 PM
			Mer	nu Cycle V	Veek Nutr	ient Sumi	mary Re	port			
	Menu Cycle Name	- Fresh Fruit & Sa	alads								
	Site Group - Eleme	entary Schools Sit	e Group		Meal Pattern - [	USDA]Meal Patter	rn SY 2012-20:	.4			
	Serving Group - K-	-8			Calculation Met	hod - Weighted Ar	nalysis				
	Meal Type - Lunch										
	Week - 1										
	Nutrient	Day 1	Day 2	Day 4	Week Standard	Actual Value	% of Calorie		Ca	lories	
	FE (Kcal)	232.14	232.14		Value [600.00 - 650.00]	133.66	yo or caloric.	K			
	Fat (g)	5.95	5.95	8.27		4.03	27.17	%			
	Sfat (g)	(23.08%)	(23.08%)	(36.47%)	< 10.00 % of	0.76	5.13	%			
	TFat (g)(1)	(5.77%) 1.19	(5.77%) 1.19	(3.66%) 0.24	Calories	0.52		R			
	Chol (mg)	7.14	7.14	9.80		4.82			Satura	ated Fa	at
	Na (mg)	185.71	185.71	291.23		132.53		1	Batare		46
	Carb (g)	11.31 (19.49%)	11.31 (19.49%)	16.27 (31.90%)		7.78	23.28	96			
	TDF (g)	1.79	1.79	1.44		1.00					
	Pro (g)	9.52 (16.41%)	9.52 (16.41%)	13.28 (26.04%)		6.47	19.35	96			
	Fe (mg)	1.83	1.83	1.22		0.98					
	Ca (mg)	1.19	1.19	1.20		0.72					
	A,RE	13.10	13.10	21.07		9.45		_			
	A,IU	60.71	60.71	99.89		44.26					
_	VitC (mg)	1.19	1.19	4.08				_			
	Mois (g)	1.19	1.19	4.08		0.54		4			
	A-h (-)					0.54					
	Ash (g)	1.19			I						

# Generating a Weekly Food Component Report

The Weekly Food Component Report displays daily values and weekly totals for each required food component along with a Pass / Fail weekly check for component requirements. Details of component sub-categories appear below the component summary information, such as Dark Green, Red/Orange, etc., for the Vegetables component.

Highlighted report values include

- Nutrient values for a food component that fall *within* the requirements *for the day* are shown in *green*;
- Nutrient values for a food component that fall *within* the requirements *for the week* display "Pass" in the Weekly Requirement Check column;
- Nutrient values for a food component that fall *outside* (above or below) the requirements <u>for the day</u> are highlighted in <u>red</u>.
- Nutrient values for a food component that fall *outside* (above or below) the requirements <u>for the week</u> display "Fail" in the Weekly Requirement Check column.

If Grains have been substituted for Meat/Meat Alternate components, the Weekly Food Component Report includes two extra lines of information in the Grains group:

- Actual Grains actual grain amounts (Grains not acting as M/MA)
- M/MA acting as Grains substitution amounts

Food Component Report

#### To view the Weekly Food Component Report for a Serving Group

1. Display the Standard Nutrients footer for a menu and select a Serving Group, if needed.

tandard Nutri utrients Option	8	Nutrit	ion Report		een Lur r-B-Qu ummar	e Lunch	Foo	d Comp	2	eport			enu			Le	w Hig
rien	) FE (K al)	Sfat (g)	Fruit	Veg	Veg- DG	Veg- RO	Veg- BP	Veg- S	Ve- 0	Grains	WG	Meat/MA	MILK- F	Fruit-J	Grain- D	Vegetable- J	MILK
Standard Value	[550.00 - 650.00]	< 10.00 % of Calories	>= 2.500	>= 3.750	>= 0.500	>= 0.750	>= 0.500	> = 0.507	>= 0.500	[8.000 - 9.000]	>= 50.000 % of	[8.000 - 10.000]	>= 5.000	<= 50.000 % of	<= 2.000	<= 50.000 % of	
Actual Value	498.55	8.70	[9.250 - 11.250]	[1.500 - 6.500]	2.250	0.750	0.500	2.000	1.750	[1.000 - 5.500]	9.000	[6.500 - 10.500]	6.000	1.750	0.000	0.000	Fail
% of Calories/Total		15.71 %									81.82			15.56		0.00	
						/								_			

Page | 92

2. Click

		% 🗸	Find   Next	\$• 😨 🤀 👘			Generated on: 08/26/2013 02:06:21 PM
			Weekly Foo	d Compone	nt Report		Generated on: 06/26/2013 02:06:21 PM
1enu Cycle Name	- Breakfast Grill						
Site Group - Elem				- [USDA]Meal Patt	ern SY 2012-2014		
Serving Group - K	-5		Meal Type - E	Breakfast			
Veek - 1							
Fruit (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Requirement Check	
linimum Fruits (cups)	2.500 (Pass)	2.500 (Pass)	2.500 (Pass)	7.500	≥ 1.500	Pass	
Weekly Fruit Juice Limit Requirement	Total Weekly Fruit	Total Weekly Fruit Juice	Percent of Total Weekly Fruit that is Juice	Weekly Requirement Check			
≤ 50.000 % of	7.500	3.000	40.000%	Pass			
Vegetables (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Requirement Check	
Vegetables (cups)	1.500	1.500	1.500	4.500	≥ 0.00	Pass	
Dark Green	0.250		0.250	0.750	≥ 0.00	Pass	
Red/Orange Beans/Peas	0.000		0.000	0.000	≥ 0.00	Pass	
(Legumes) Starchy	0.000		0.000	0.000	≥ 0.00	Pass	
Other	0.000	0.000	0.000	0.000	≥ 0.00 ≥ 0.00	Pass Pass	
	1.230	1.250		5.750	2 0.00	P655	
Weekly Vegetable Juice Limit Requirement ≥ 0.00 %	Total Weekly Vegetables 4.500	Total Weekly Vegetable Juice 0.000	Percent of Total Weekly Vegetables that is Juice 0.00%	Weekly Requirement Check			
2 0.00 %	4.500	0.000	0.00%	Pass			
Meat / Meat Alternate (oz eq.)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Requirement Check	
leat/Meat Alternates oz eq.)	0.000	0.000	0.000	0.000	≥ 0.00	Pass	
Grains (oz eq.)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Requirement Check	
Grains (oz eq.)	[4.250 - 5.000] (Pass) (a)	[4.250 - 5.000] (Pass) (a)	[4.250 - 5.000] (Pass) (a)	[12.750 - 15.000] (a)	[4.000 - 6.000]	Fail (a)	Calentinat
Actual Grains	[1.750 - 2.000]	[1.750 - 2.000]	[1.750 - 2.000]				Substitutions
M/MA acting as Grains	[2.500 - 3.000]	[2.500 - 3.000]	[2.500 - 3.000]				)
Veekly Whole Grain Rich	Weekly Grains Total	Weekly Whole Grain Rich Total	Percent of Whole Grain Rich	At Least Half Whole Grain Rich	Grain Based Dessert Total for All Weekly Meals	No More Than 2oz eq. of Grain Based Desserts	
≥ 50.000 % of	6.750	6.000	88.889%	Pass	Meals 0.000	Pass	
a) Schools may subs	titute 1 oz. M/MA for Gr	ains after the minimum (	daily Grains requirement	t is met.			
Milk (cups)	Day 1	Day 2	Day 3	Weekly Total	Weekly Requirement	Weekly Requirement Check	
(inimum Fluid Milk cups)	2.000 (Pass)	2.000 (Pass)	2.000 (Pass)	6.000	≥ 3.000	Pass	
ikim/fat-free, Inflavored; Skim/fat- ree, flavored; Low-fat 1% or less), Inflavored	Pass	Pass	Pass				
.ow-fat (1% or less), lavored							
leduced fat (2% fat) r whole, unflavored							
and flavored							

### TIP

• Click **Print** ( ) in the window toolbar to print the report.

# Copying a Menu Cycle

### To copy a Menu Cycle

- 1. Display a Menu Cycle and click Copy .
- 2. Enter a Name for the copy.
- 3. Make changes to Data Source, Meal Pattern, Meal Type, Site Group, Number of Weeks, and Days per Week.
- 4. Click Copy .

Menu Cycle Name Breakfast Grill				
Data Source Local	Meal Pattern	Meal Type SY 2 V Breakfast	Site Group	v
Number of Weeks	Days per Week	✓ Is Active		
Menu Cycle Details				
Day	Name		Assign	
✓ - Week: 1 1	Hot Breakfst		Assign Menu	
2	Hot Breakfst		Assign Menu	
3	Hot Breakfst		Assign Menu	
K (1 2 )	Н			
🗐 Сору Мепи Сус	le			V
Name for the copy				
Data Source	Meal Pattern	Meal	Type Site Gro	up
Local	▼ [USDA]Meal	Pattern SY 2 T	kfast 🔻 Elemen	tary School 🛛 🔻
	Days per Wee	ek		i
Number of Weeks				

2

# Discontinuing a Menu Cycle

Menu Cycles are never removed or deleted but they can be "discontinued" (made inactive) such that they do not appear in lists unless specifically specified to do so.

### To discontinue a Menu Cycle

- 1. Display a Menu Cycle and clear Is Active.
- 2. Click Save

Menu Cycle				2	Copy Save
Menu Cycle Name Breakfast Grill					4
Data Source Local Number of Weeks 2	Meal Pattern USDA]Meal Pattern SY 2  Days per Week 3	Meal Type Breakfast	Site Group		
Menu Cycle Details					
Day	Name		Assign		
✓ - Week: 1 1	Hot Breakfst		Assian Menu		

#### TIP

To include discontinued menu cycles in lists, select the **Include Discontinued Menu cycles** option in the search conditions on the **Menu Cycles** page.

#### To reactivate a Menu Cycle

- 1. Display the Menu Cycle and select **Is Active** to reapply the check mark.
- 2. Click Save

# Assign Menus



Assign Menus allows you to assign a menu or menu cycle to a calendar date.

Menus / menu cycles can be replaced, or they can be completely removed from a calendar date.

### Assign Menus Page

Assign Menus		
Meal Type Site Group           SELECT         *	Site	Menu Line

By default on the Assign Menus page:

- Meal Type and Site Group are set to "Select".
- Site and Menu Line are blank.

Assign

# Assigning a Menu Cycle

When Menus and Menu Cycles are complete, they are assigned to a Menu Calendar. Menu calendars are automatically set up by Meal Type, Site Group, Site, and Menu Line. These conditions are selected to then display a menu calendar. By default, the Menu Calendar for the current month is shown. To move to a different calendar month, use these calendar controls:

Move back one month
 Move forward one month
 Move to the *last viewed* future month.

#### To assign a Menu Cycle to a Menu Calendar

- 1. Select a Meal Type and Site Group, and Menu Line; select a Site, if needed.
- 2. Move to a different calendar month, if needed, and click a calendar date.

4. Review the Serving Dates on which the menus will be assigned and click

3. Select a Menu Cycle in the **Menu Cycles** list and click Next

Meal Type	Site Group Elementary School	Site		Menu Line	In Class	-	
				OLE Taco B Pizza Regular	(ar		
				Salad Bar Test Line	ช		
	Assign Menus						
	Meal Type Lunch	Site Group	Site	LL		nu Line gular	*
	Menu Calendar	r Select Menu/M	lenu Cycle R	eview & Confirm			
	Menu Calendar	r Select Menu/M	lenu Cycle 🛛 R	Review & Confirm			
	Menu Calendar	r Select Menu/M	lenu Cycle 🛛 R	Leview & Confirm	13	-	
		r Select Menu/M	lenu Cycle X R		13 T	F	s
	44 4			September 201		F 30 Aug	S 31 Aug
	<b>44 4</b> S	м	Т	September 201 W	Т		
	<b>44 4</b> S	м	Т	September 201 W	Т		
	<b>44 4</b> S 25 Aug	M 26 Aug 2 Sep	Т	September 201 W	Т		
	<b>44 4</b> S 25 Aug	M 26 Aug	T 27 Aug 3 Sep	September 201 W 28 Aug	T 29 Aug	30 Aug	31 Aug
	<b>44 4</b> S 25 Aug	M 26 Aug 2 Sep √hy	T 27 Aug 3 Sep	September 201 W 28 Aug	T 29 Aug	30 Aug	31 Aug

Select	Name	Name		Site 0	Group	Meal Type	Number of Weeks	Meal Pattern	
						type	VVEEKS		
	Innunni Elementani	lunch lanua	n Elementari I	unch Elem	ontoni			ILISD A1 Traditio	anal Meal
>	January Elementary <u>1</u>	Lunch Janua	ry Elementary L	Sel-	entary	Lunch	1	[USDA] Traditio	onal wear
TEN	Plaf In			Elem	entary			[USDA]Meu.	Marca CV-
> 🗉 🗄	Tescdef	<u>ault1</u> Test M	lenu c,	Scho		Lur		2012-2014	
	<u>Week 1 - Elementan</u> Schools	/ Week Schoo	1 - Elementary	Elem	entary	Lunch	1	[USDA]Meal Pa 2012-2014	ittern SY
	Schools	Schoo		Serio					
								3	Back Ne
enu Calendar	Select Menu/Men	u Cvcle Revie	ew & Confirm						
k				L					1-
	•••••						•••••		As
cted Date: u Cycle: Week 1	- Elementary Schools	Start Cycle on 9/	2/2013	📰 🛛 📝 Skip He	olidays 📝	Skip Weeke	nds 🔲 Use All N	lenus	
				Overric	le Assigned	d Menus Ap			
Serving Date		Day		Menu			Existing Me		
9/2/2013		Monday Tuesday		Bar-B-Que Lunch Bar-B-Que Lunch			Green Lund Bar-B-Que		
9/4/2013		Wednesday		Salad Lunch			Salad Lunci		
e Name			Site Group				Effective Da		e
			Elementary Scho	ol			10/5/2011		
ELEMER	NTARY SCHOOL		Elementary Scho	ol			4/11/2012		
ELEME	NTARY SCHOOL	DOL	Elementary Scho Elementary Scho				4/11/2012 3/6/2013	4	Assic
k	ELEMENTARY SCHO	XOL						4	Assic
k		XOL						4	
k	ELEMENTARY SCHO	XOL						4	
k nu cycle assigr ign Menus	ELEMENTARY SCHO	XOL				Menu l	3/6/2013	4	
k nu cycle assigr	ELEMENTARY SCHO		Elementary School			Menu I Regula	3/6/2013	4	
k nu cycle assigr ign Menus feal Type	ELEMENTARY SCHO		Elementary Schoo Site		•		3/6/2013	4	
k nu cycle assigr ign Menus feal Type Lunch	ELEMENTARY SCHO ned successfully. Site Group	chool 💌	Elementary Schoo Site ALL		•		3/6/2013	4	
k nu cycle assigr ign Menus feal Type .unch	ELEMENTARY SCHO ned successfully. Site Group		Elementary Schoo Site		•		3/6/2013	4	
k nu cycle assigr ign Menus feal Type Lunch	ELEMENTARY SCHO ned successfully. Site Group	chool 💌	Elementary Schoo Site ALL				3/6/2013	4	
k nu cycle assigr ign Menus feal Type Lunch	ELEMENTARY SCHO ned successfully. Site Group	chool 💌	Site ALL Review &		•		3/6/2013	4	
k nu cycle assigr ign Menus Ieal Type .unch Menu Calenda	ELEMENTARY SCHO ned successfully. Site Group	chool 💌	Elementary Schoo Site ALL Review & Sep	Confirm	•		3/6/2013	4	Next
k nu cycle assigr ign Menus Ieal Type Lunch Menu Calenda Menu Calenda S	ELEMENTARY SCHO ned successfully.	<mark>.hool ▼</mark> u/Menu Cycle	Elementary Schoo Site ALL Review & Sep	ol Confirm ptember 2013 W	• 29 Aug	Regula	3/6/2013		Next
k nu cycle assigr ign Menus feal Type Lunch Menu Calenda	ELEMENTARY SCHO ned successfully.	<mark>:hool ▼</mark> u/Menu Cycle	Elementary Schoo Site ALL Review & Se	ol Confirm ptember 2013 W	▼ 29 Aug	Regula	3/6/2013		Next
k nu cycle assigr ign Menus feal Type Lunch Menu Calenda Menu Calenda S	ELEMENTARY SCHO ned successfully.	<mark>:hool ▼</mark> u/Menu Cycle	Elementary Schoo Site ALL Review & Se	ol Confirm ptember 2013 W	* 29 Aug	Regula	3/6/2013		Next
k nu cycle assigr ign Menus feal Type Lunch Menu Calenda Menu Calenda S	ELEMENTARY SCHO ned successfully.	<mark>:hool ▼</mark> u/Menu Cycle	Elementary Schoo Site ALL Review & Se	ol Confirm ptember 2013 W	* 29 Aug	Regula	3/6/2013	31 Aug	Next
k nu cycle assigr ign Menus feal Type Lunch Menu Calenda Menu Calenda S	ELEMENTARY SCHO ned successfully.	<mark>:hool ▼</mark> u/Menu Cycle	Elementary Schoo Site ALL Review & Se	ol Confirm ptember 2013 W ug	▼ 29 Aug 5 Sep	T	3/6/2013		Next

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Three options are available on the **Review & Confirm** tab to specify how to assign the menus in the menu cycle to accommodate Holidays and Weekend Days:

- **Skip Weekends** when selected:
  - \* Menus are not assigned to weekend days (Saturday and Sunday).
  - \* Unassigned ("leftover") menu(s) from the Menu Cycle are assigned to the next available date(s)
  - \* Option is selected by default.

For example

1. If you assign Menu Cycle X which includes five (5) menus:



2. To this week starting on Tuesday the  $3^{rd}$ :

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
Sun 8	Mon 9	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14

3. With these options selected:

Skip Holidays Skip Weekends Use All Menus

This is how the assigned Menu Cycle X appears on the Menu Calendar:

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
		Menu A	Menu B	Menu C	Menu D	
Sun 8	Mon 9 Menu F	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14
Sull 6	Menu E	1405 10	wcu 11	111015 12	11115	Jai

Notice that Menu E is assigned to the next available date.

.

- Skip Holidays when selected
  - Menus are not assigned to days designated as holidays; holidays are set up through Configuration > Holiday Schedule
  - \* Unassigned Menus are discarded (not assigned to the next available date)
  - \* Option is selected by default.

For example

1. If you assign Menu Cycle X which includes five (5) menus:



2. To this calendar starting on Tuesday the  $3^{rd}$ :

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
				Holiday	Holiday	
Sun 8	Mon 9	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14

3. With these options selected:

```
Skip Holidays 🛛 Skip Weekends 📃 Use All Menus
```

This is how the assigned Menu Cycle X appears on the Menu Calendar:

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
		Menu A	Menu B	Holiday	Holiday	
Sun 8	Mon 9	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14
	Menu E					

**Menu C** and **Menu D** are not assigned to any day of the selected week or any other week, i.e., they are *discarded*.

Menu E is assigned to the next available day on the Menu Calendar.

#### • Use All Menus – when selected

- \* Any unassigned Menus are assigned to the next available day
- \* Option is not selected by default.

#### For example

1. If you assign Menu Cycle X which includes five (5) menus:



2. To this calendar starting on Tuesday the  $3^{rd}$ :

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
				Holiday	Holiday	
Sun 8	Mon 9	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14

3. With these options selected:

Skip Holidays 🛛 Skip Weekends 📝 Use All Menus

This is how the assigned Menu Cycle X appears on the Menu Calendar:

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
		Menu A	Menu B	Holiday	Holiday	
Sun 8	Mon 9	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14
	Menu C	Menu D	Menu E			

All Menus in Menu Cycle X are assigned to a date. Compare this calendar with the calendar on the previous page to see how selecting **Use All Menus** changes the menu assignment.

- **Override Assigned Menus**—this option only appears when an existing menu will be overridden with a new menu assignment; when selected
  - \* Menus currently assigned to the Menu Calendar will be replaced with new menus from the Menu Cycle being assigned.
  - \* Option is selected by default.

For example,

1. If you assign Menu Cycle X which includes five (5) menus:



2. To this calendar starting on Tuesday the 3<sup>rd</sup> where Menus are currently assigned to Monday the 9<sup>th</sup> through Friday the 13th:

Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5 Holiday	Fri 6 <b>Holiday</b>	Sat 7
	Mon 9 <b>Menu 1</b>	Tues 10 <b>Menu 2</b>	Wed 11 <b>Menu 3</b>	Thurs 12 Menu 4	Fri 13 Menu 5	Sat 14

3. With these options selected:

This is how the assigned week appears in the Menu Calendar:

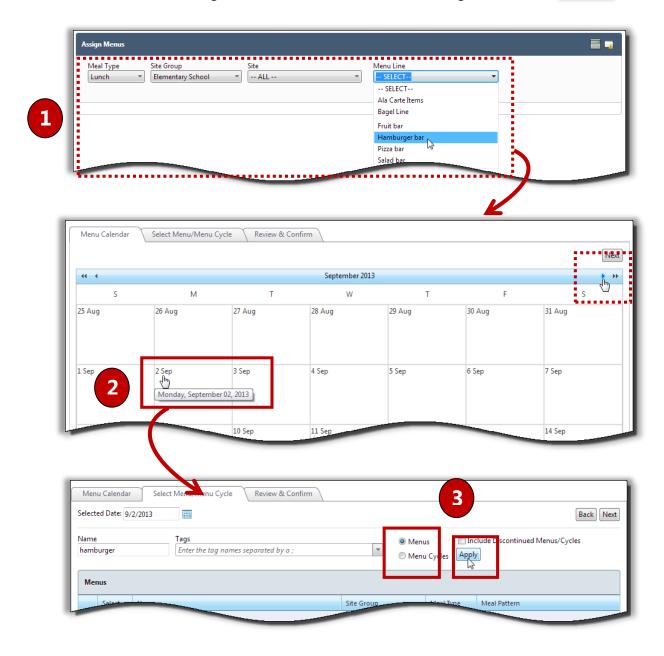
Sun 1	Mon 2	Tues 3	Wed 4	Thurs 5	Fri 6	Sat 7
		Menu A	Menu B	Holiday	Holiday	
Sun 8	Mon 9	Tues 10	Wed 11	Thurs 12	Fri 13	Sat 14
	Menu C	Menu D	Menu E	Menu 4	Menu 5	

All Menus in Menu Cycle X are assigned to a date where Menu C, Menu D and Menu E override Menu 1, Menu 2, and Menu 3. Notice that Menu 4 and Menu 5 remain from the original assignment. Compare this calendar with the calendar on the previous page to see how selecting Override Assigned Menus changes the menu assignment.

# Assigning a Menu

## To assign a Menu

- 1. Select a Meal Type and Site Group, and Menu Line; select a Site, if needed.
- 2. Move to a different calendar month if needed and click a calendar date.
- 3. Click **Menus** and click **Apply**
- 4. Select a Menu in the Menus list and click [Next].
- 5. Review the Serving Dates on which the menus will be assigned and click Assign



ted Date: 9/2/2	013	<b>=</b>										Back Next
e burger		ags Enter the tag nam	nes separat	ted by a ;		•	◙ Menu ○ Menu		Include Di	scontinued	Menus/Cy	cles
enus												
Select	Name		Site	Group		Meal Type	2	Meal P	attern			
	Hamburg			nentary Schoo		Lunch			Meal Pattern S	Y 2012-2014		
											4	B ck Next
	1	Select Menu/	/Menu (	Cycle	Review & C	onfirm		_				
1enu Caleno ack		Select Meridy									5	Assign
	9/2/2013			-)							5	Assign
ack ected Date:	9/2/2013 Irger Mea										5	Assign
ack ected Date: enu: Hambu Menu	9/2/2013 irger Mea										5	Assign
ected Date: enu: Hambu Menu V — Cate	9/2/2013 irger Mea	I als; Choose: 1									5	Assign
ected Date: enu: Hambu Menu - Cate Hambu	9/2/2013 irger Mea item gory: Mea irger w/ B	I als; Choose: 1									5	Assign
ected Date: enu: Hambu Menu - Cate Hambu	9/2/2013 irger Mea item gory: Mea irger w/ B gory: Sala	l als; Choose: 1 :un									5	Assign
ected Date: enu: Hambu Menu Hambu - Cate Hambu - Cate	9/2/2013 irger Mea item gory: Mei irger w/ B gory: Sala irger	l als; Choose: 1 aun ads; Choose: 1 t; Choose: 1									5	Assign
ected Date: enu: Hambu Menu Hambu - Cate Hambu - Cate	9/2/2013 irger Mea gory: Mei irger w/ B gory: Sala irger gory: Frui Golden D	l als; Choose: 1 aun ads; Choose: 1 t; Choose: 1									5	Assign
ack ected Date: enu: Hambu Menu Hambu - Cate Hambu - Cate Apple, Banan	9/2/2013 irger Mea gory: Mea irger w/ B gory: Sala irger gory: Frui Golden D a gory: Mill	l als; Choose: 1 aun ads; Choose: 1 t; Choose: 1									5	Assign
ected Date: enu: Hambu Menu Hambu - Cate Hambu - Cate Apple, Banan - Cate	9/2/2013 rger Mea gory: Mea irger w/ B gory: Sala irger gory: Frui Golden D a gory: Milk e Milk	l als; Choose: 1 ads; Choose: 1 t; Choose: 1 Delicious									5	Assign
ack ected Date: enu: Hambu – Cate Hambu – Cate Apple, Banan – Cate Fat-fre	9/2/2013 rger Mea gory: Mea irger w/ B gory: Sala irger gory: Frui Golden D a gory: Milk e Milk	l als; Choose: 1 ads; Choose: 1 t; Choose: 1 Delicious		iite Group				Effec	tive Date		5 I	Assign

# Replacing an Assigned Menu

Occasionally you will need to replace a menu that is currently assigned to the Menu Calendar to take advantage of new product offerings, meet new menu requirements from the USDA, or simply just to offer something new to keep your patrons interested.

#### To replace an assigned Menu

- 1. Display a menu calendar and click on the calendar date.
- 2. Click Menus.
- 3. Select a Menu.
- 4. Click Next .
- 5. Review the Serving Dates on which the menus will be assigned and click Assign

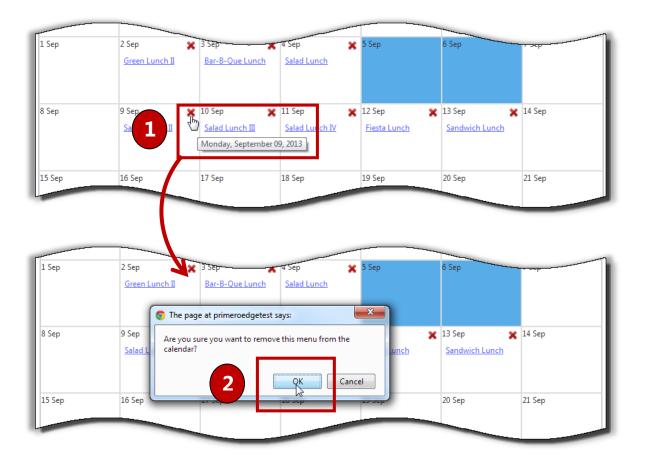
and the second s			and the second sec			
_	2.0				7.6	
Sep	2 Sep Green	3 Sep Bar-B-Que Lunch Tuesday, September (	4 Sep 🗶 5 Sep Salad Lu ich 13, 2013	6 Sep	7 Sep	
Sep	9 Sen Menu Calend		11 Sen 💓 12 Sen Cycle Review & Confirm	😻 13 Sen	🖌 14 Sen	
	Selected Date:	9/3/2013	· (			Back Next
		: Bar-B-Que Lunch		-	4	
	Name			2		
	Name	Tags Enter the to	ig names separated by a ;		Menus Menu Cycles	
	🔲 In skuda Dia				Mena cycles	
	Apply	scontinued Menus/Cycles				
	Menus					
	Select	Name	Site Group	Meal Type	Meal Pattern	
	3	Bargoye Lunch	Elementary School	Lunch	[USDA]Meal Pattern SY 2012-2014	
	• ▼	<u>Fiesta Lunch</u>	Elementary School	Lunch	[USDA]Meal Pattern SY 2012-2014 [USDA]Meal Pattern SY 2012-2014	
		Green Lunch II	Elementary School	Lunch	IUSDAJMeal Pattern SY 2012-2014	
-Que Lunch has a	already been assigned to the se	elected date. Picking a new men	u will override this assignment.			
n Menus						
al Type	Site Group	Site	Menu Line		K	
nch 👻	Elementary School 🔹	ALL	Regular	•		
		~		_		
1enu Calendar	Select Menu/Menu Cycle	Review & Confirm				
	Select Menu/Menu Cycle	Review & Confirm		5	Assign	
ected Date: 9/3/20		Review & Confirm		5	Assign	
ected Date: 9/3/20 nu: Fiesta Lunch	013	Review & Confirm		5	Assign	
ected Date: 9/3/20 nu: Fiesta Lunch sting Menu: Bar-B Menu Item	013 8-Que Lunch	Review & Confirm		5	Assign L	
<ul> <li>Category: S</li> </ul>	013				Assign	

# Removing an Assigned Menu

Occasionally, you will need to remove a Menu from the Menu Calendar, such as when a special event that doesn't require meal service is scheduled after the Menu Calendar has been assigned menus.

### To remove an assigned Menu

- 1. Display a Menu Calendar and click **Delete** ( **S**) on the calendar day with the Menu to be removed.
- 2. Click OK



# Multi-Line Analysis

Menus 🄶	
Menus	
Menu Cycles	
Assian Menus	
Multi-Line Analysis	
Publish Menus	

In some feeding sites, multiple Production records are used/required for a single Meal Service when multiple Menu Lines are offered, such as a Lunch Meal Service that offers a Pizza Line, a Sandwich Line, a Salad Line, etc.

A patron may cross Menu Lines and make choices from more than one Menu Line. Therefore some feeding sites are required to verify that USDA *weekly* guidelines are met when patrons have the opportunity to make choices from multiple Menu Lines. Multi-Line Analysis performs that analysis with selected Menu Cycles.

### Multi-Line Analysis Page

Multi-Line Analysis							
Meal Pattern     Meal Type     Site Group       SELECT     SELECT     SELECT							
Days in Week Menu Cycl							
Menu Cycles Available	Menu Cycles Available						
Name	Name Week to Add						
No records to display.	No records to display.						
Menu Cycles Added to Ana	Menu Cycles Added to Analysis						
Name	Week Selected Delete	Delete					
No records to display.							

By default on the Multi-Line Analysis page:

- **Days in Week** is set to "5" (five)
- All other criteria are set to "SELECT" or are blank.

### Page Functions

Button/Link	Description
Apply	Click to display all Menu Cycles in the <b>Available Menu Cycles</b> list that match the selected search conditions.

# Generating a Multi-Line Analysis

### To perform a Multi-Line analysis

- 1. Select Meal Pattern, Meal Type, and Site Group.
- 2. Change the **Days in Week**, enter a **Menu Cycle Name**, and select **Include Discontinued Menu Cycles**, if needed.
- 3. Click Apply
- 4. Click Add in each Menu Cycle listing to include in the analysis; select Menu Cycle weeks, if needed.
- 5. Click Recalculate Selected Cycles

Multi-Line	: Analysis						
Meal Patte [USDA]M	ern Meal Type eal Pattern SY 2) ▼ Lunch ▼		Group nentary School 🔻				
Days in We 5	eek Menu Cycle Name	🔲 Inc	lude Discontinued Menu Cycles				
		_					
	Menu Cycles Available						
	Name		to Add				
	<u>Salad Line</u>	1 •	]	Ac	Id		
	Menu Cycles Added to Analysis						
	Name		Week Selected		Delete		
					-		
	Sandwich Line		1		0		
	Regular Line		1		0		
	Recalculate Selected Cycles						

## Viewing Nutrients and Food Components for a Multi-Line Analysis

The Multi-Line Analysis display includes a Standard Nutrients footer. This footer provides one tab of nutrition information for each serving group.

- Nutrient values that fall *below* the requirements for a food component are highlighted in **yellow**.
- Nutrient values that fall *above* the maximum nutritional requirements are highlighted in red.
- **Fail** message in the **Milk-V** column indicates that the requirement for providing at least two choices (a "variety" of milks) in a meal service has not been met.

#### To view Standard Nutrients for a Serving Group

- 1. Click Show/Hide Standard Nutrients Footer (
- 2. Click a tab to view nutrients for a different serving group.

	Name	Week Selected	Delete
	Sandwich Line	1	0
	Regular Line	1	a
	Salad Line	2	G
F	Recalculate Selected Cycles		

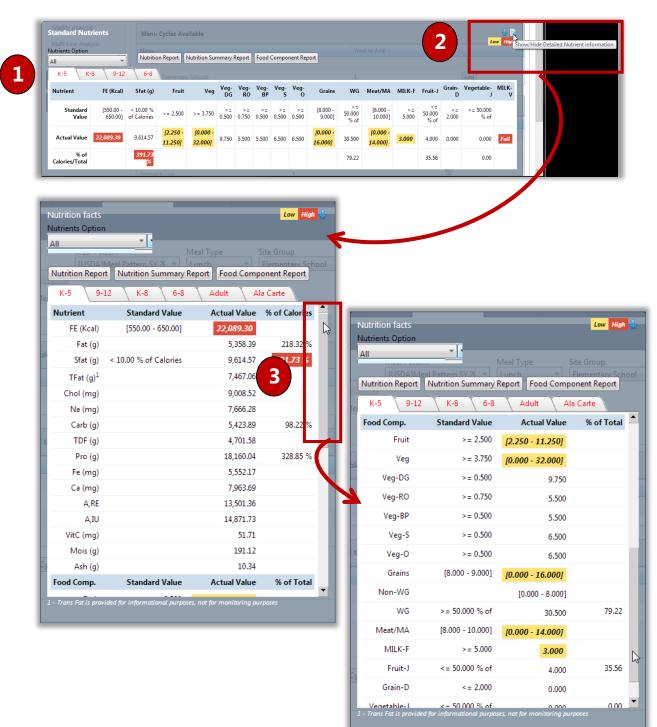


#### To view Standard Nutrients details for a Serving Group

1. Display a menu and click a tab to view nutrients for a serving group.

## 2. Click Show/Hide Detailed Nutrient Information (

3. Scroll to view Food Component details.



# Generating a Nutrient Analysis Report with a Multi-Line Analysis

The Menu Nutrient Analysis Report displays either detailed nutrition information for all nutrients or "simplified" information that includes:

Calories Saturated Fat Calcium

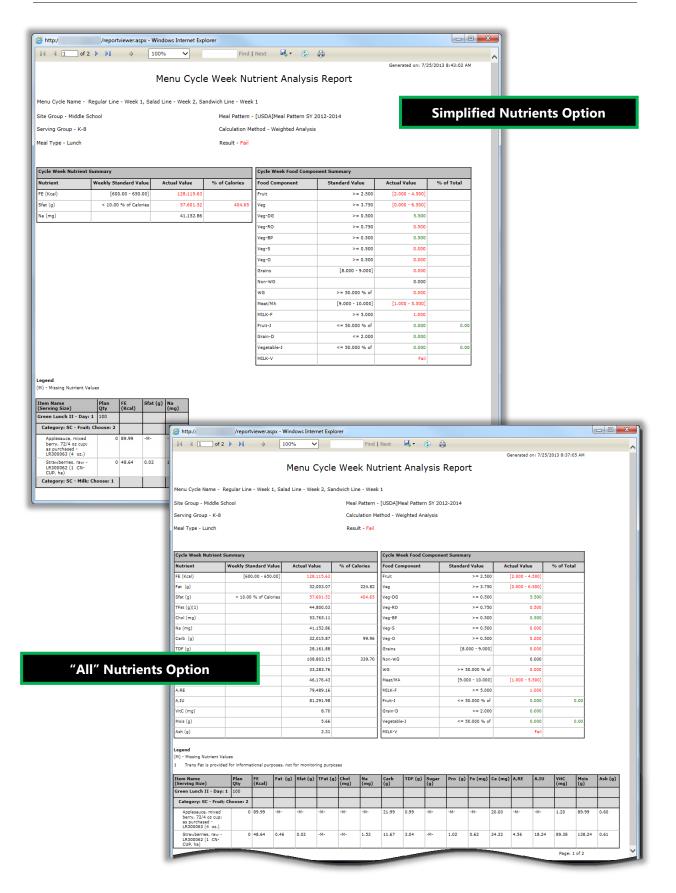
The default selection is "All" which is set through the **<u>Default Nutrients Option</u>** system setting.

Highlighted report values include

- Nutrient values that fall *below* the requirements for a food component are highlighted in **yellow**.
- Nutrient values that fall *above* the maximum nutritional requirements are highlighted in red.
- *Fail* message in the **Milk-V** column indicates that the requirement for providing at least two choices (a "variety" of milks) in each meal service has not been met.

#### To view Standard Nutrient details for a Serving Group

- 1. Display the Standard Nutrients footer for a menu and select a serving group.
- 2. Select a Nutrient Option.
- Standard Nutrients Low on Report 🖣 Nutrition Summary Report 🛛 Food Component Report 1 K-5 K-9-12 Vegetable- MILK-Grain-D Nutrient FE (Kcal) Sfat Veg-RO Veg-BP Veg- Veg-Meat/MA MILK-F Fruit-J Fruit Grains WG Vea [550.00 -650.00] < 10.00 % - 000.8] 9.000] Standard 000.81 = 50.000 50.000 > = 2.500 >= 3.750 50.000 0.500 0.750 0.500 0.500 0.500 2.000 of Calories 10.000] 5.000 % of Value % of % of 12.250 10.000 10.000 10.000 9,614.57 Actual Value 0.000 Fail 9.750 5.500 5.500 6.500 6.500 30,500 4.000 0.000 11.250] 32.000] 16.000] 14.0001 391.7 % of Calories/Total 79.22 35.56 0.00 3 Standard Nutrient Low trition Summary Report Food Component Report Nutrition Report 2 Vegetable- MILK-All WG Meat/MA MILK-F Fruit-J Grain-Veg-RO Veg-BP Veg- Veg-S O Veg-DG Sfat (g) Fruit Veg Grains [750.00 10.00 % [10.000 [10.000 <= 50.000 >= 5.000 50.000 50.000 >= 5.000 0.500 1.250 0.500 0.500 0.750 Value 850.00] of Calories 12.000] 12.000] 5.000 2.000 % of % of % of [15.000 -[1.000 r1 000 57.602.95 Actual Value 7.500 3.000 3.000 3.000 3.000 0.000 Fail 4.000 2.000 0.000 0.000 3.0001 19,5001 4.500 % of 50.00 0.00 0.00 Calories/Total
- 3. Click Nutrition Report



Generated en: 11/15/2013 3:23:40           Menu Cycle Week Nutrient Analysis Report           COUNTY           Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           te Group - Middle School         Meal Pattern - [USDA]Meal Pattern SV 2012-2014           erring Group - K-5         Calculation Method - Weighted Analysis           eal Type - Lunch         Result - Fail           Verde Week Nutrient Summary           Verde Week Nutrient Summary           Verde Week Nutrient Summary           Verde Week Not Calories           Kyle Week Nutrient Summary           Verde Week Not Calories           Kyle Week Nutrient Summary           Verde Week Food Component Summary           Verde Week Food Component Summary           Verde Week Food Component Summary           Verg Colspan= 2.500         Actual Value         Not Not Not Standard Value         Actual Value         Not Not Not Standard Value         Actual Value         Not Not Not Not Standard Value         Not Not Not Not Standard Value         Not Not Not Not Standard Value          Not Not Not Not Not	Cycle Week Nutrient Analysis Report           Country           Learn Cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           ite Group - Middle School         Meal Pattern - [USDA]Meal Pattern SY 2012-2014           erving Group - K-5         Calculation Method - Weighted Analysis           leal Type - Lunch         Result - Fail           System X         Standard Value         Actual Value         % of Calorient           Ter (g)         17.051.71         222.86         Yeg-D         >= 0.500         5.500           Stafe (g)         30.033.83         330.641         Yeg-D         >= 0.500         5.500         5.500           Ter (g)         30.033.83         333.641         Yeg-D         >= 0.500         5.500         5.500           Ter (g)         30.053.33         333.641         Yeg-D         >= 0.500         5.500         5.500           Ter (g)         30.000         5.500         5.500         5.500         5.500         5.500         5.500         5.500           Ter (g)         30.000         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500         5.500	실 http://	're	portvie	wer.asp	x - Interr	net Exp	lorer						
Menu Cycle Week Nutrient Analysis Report           countre           en cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           ter Group - Middle School         Meal Pattern - [USDA]Meal Pattern SV 2012-2014           enving Group - K-5         Calculation Method - Weighted Analysis           eal Type - Lunch         Result - Fail           Verdeek Nutrient Summary         Keisel - Fail           Keisel - (1500.00 - 650.00)         660.021.99           et (a)         17.00.71         22.864           fait (a)         22.664.61           fait (a)         27.657.25         26.000           fait (a)         17.00.73         20.843           fait (a)         17.00.73         20.843           fait (a)         16.00.01 % of Calories         30.734.57           fait (a)         16.00.01 % of Calories         17.01.71           fait (a)         16.00.01 % of Calories         16.00.01 % of Calories           fait (a)         16.00.01 % of Calories         16.00.01 % of Calories           fait (	Contract         Contract           For any of the set of the s	4    4 <u>1</u> of 6	Þ ÞI	4	1009	<i>i</i> 6			Find	ext 🔍 • 📀	÷			
COUNTY           tenu Cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           ter Group - Middle School         Meal Pattern - [USDA]Meal Pattern SV 2012-2014           erving Group - K-S         Calculation Method - Weighted Analysis           eal Type - Lunch         Result - Fail           Cycle Week Nutrient Summary           Veg Colspan= 2.750           Cycle Week Pood Component Summary	COUNTY           tearu Cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           tear Group - Middle School         Meal Pattern - [USDA]Meal Pattern SY 2012-2014           enving Group - K-5         Calculation Method - Weighted Analysis           tear Type - Lunch         Result - Fall           Strict         Standard Value         Note 1           Type - Lunch         Result - Fall           Strict         Standard Value         Note 1           Type - Lunch         Standard Value         Note 1           Strict (g)         <10.00 % of Calories         Note 1           Tark (g)         <10.00 % of Calories         Note 2											Generated on: 11/1	5/2013 3:23:40 PM	
Very Week Nutrient Summary           Cycle Week Noticet Standard Value         Actual Value         % of Colories           Standard Value         Actual Value         % of Colories           Standard Value         Actual Value         % of Colories           Standard Value         Actual Value         % of % of Colories           Standard Value         Actual Value         % of % of Colories           Standard Value         Actual Value         % of % of Colories           Standard Value <th colspa<="" th=""><td>Iten Cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           ite Group - Middle School         Meal Pattern - [USDA]Meal Pattern SY 2012-2014           anving Group - K-5         Calculation Method - Weighted Analysis           itel Type - Lunch         Result - Fail           Style Week Nutrient Summary         Cycle Week Notice Summary           Style Group - K 1000 % of Calorient 30,0734.57         Golorient 1000 % of Calorient 30,0734.57           Style (g)         17,054.71         222.86           Star (g)         10,00 % of Calorient 30,0734.57         Golorient 1000 % of 22,000 % of 2,000 % of 2,000</td><td></td><td></td><td></td><td>M</td><td>enu (</td><td>Cycle</td><td>e Wee</td><td>k Nu</td><td>ient Analysi</td><td>s Report</td><td></td><td></td></th>	<td>Iten Cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           ite Group - Middle School         Meal Pattern - [USDA]Meal Pattern SY 2012-2014           anving Group - K-5         Calculation Method - Weighted Analysis           itel Type - Lunch         Result - Fail           Style Week Nutrient Summary         Cycle Week Notice Summary           Style Group - K 1000 % of Calorient 30,0734.57         Golorient 1000 % of Calorient 30,0734.57           Style (g)         17,054.71         222.86           Star (g)         10,00 % of Calorient 30,0734.57         Golorient 1000 % of 22,000 % of 2,000 % of 2,000</td> <td></td> <td></td> <td></td> <td>M</td> <td>enu (</td> <td>Cycle</td> <td>e Wee</td> <td>k Nu</td> <td>ient Analysi</td> <td>s Report</td> <td></td> <td></td>	Iten Cycle Name - Regular Line - Week 1, Sandwich Line - Week 1, Salad Line - Week 2           ite Group - Middle School         Meal Pattern - [USDA]Meal Pattern SY 2012-2014           anving Group - K-5         Calculation Method - Weighted Analysis           itel Type - Lunch         Result - Fail           Style Week Nutrient Summary         Cycle Week Notice Summary           Style Group - K 1000 % of Calorient 30,0734.57         Golorient 1000 % of Calorient 30,0734.57           Style (g)         17,054.71         222.86           Star (g)         10,00 % of Calorient 30,0734.57         Golorient 1000 % of 22,000 % of 2,000				M	enu (	Cycle	e Wee	k Nu	ient Analysi	s Report		
Ke Group - Middle School         Meal Pattern - [USDA]Meal Pattern SV 2012-2014           arving Group - K-5         Calculation Method - Weighted Analysis           aal Type - Lunch         Result - Fail           Velete Nutrient Summary         Cycle Week Notiont Summary         Fod Component Summary           at (g)         17,091.71         222.86           a (mp)         22,684.61         Veg-DG         >= 0.500         9.750           arving (g)         17,157.20         99.41         Veg-DG         >= 0.500         6.5000           arving (g)         17,157.20         99.41         Veg-S         >= 0.500         6.5000           arving (g)         17,157.20         99.41         Veg-S         >= 0.500         6.5000           Veg-S         >= 0.500         6.5000         0         0         0         0           Veg-S         >= 0.500         6.5000         0         0         0         0           Veg-S         >= 0.500         6.5000         0         0         0         0         0           Veg-S         >= 0.500         6.5000         0         0         0         0         0           Veg-S         >= 0.500         6.5000         0         0	Kee Group - Middle School         Meal Pattern - [USDA]Meal Pattern SV 2012-2014           arving Group - K-S         Calculation Method - Weighted Analysis           aal Type - Lunch         Result - Fail           VetWeek Nutrient Summary         Cp(cl Week Food Component Summary)           vit (a)         (550.00 - 650.00]           at (a)         (550.00 - 650.00]           at (a)         (550.00 - 650.00]           at (a)         (17.098.72)           at (b)         (17.098.72)           at (b)         (17.098.72)           at (b)         (17.098.72)           at (b)         (17.197.20)           at (b)         (17.197.20)           at (b)         (17.197.20)           at (b)         (17.197.20)           at (c)         (17.000.700.700.700.700.700.700.700.700.7									YTAUC				
Kerner         Meal Pattern - [USDA]Meal Pattern SY 2012-2014           arving Group - K-5         Calculation Method - Weighted Analysis           eal Type - Lunch         Result - Fail           Kydee Week Nutrient Summary         Cycle Week Food Component Summary           E (Kcai)         (550.00 - 650.00)         69.021.99           et (g)         17.091.71         222.86           faf. (g)         30.734.57         400.76           far. (g)         22.684.61         Veg-0G         >= 0.500         9.750           ro (g)         38.053.35         336.43         Veg-5         >= 0.500         6.500           Veg-5         >= 0.500         6.500         6.500         0         0           Veg-60         >= 0.500         6.500         0         0         0           ro (g)         38.053.35         336.43         Veg-5         >= 0.500         6.500         0           Veg-70         >= 0.500         6.500         0         0         0         0         0         0           Veg-70         >= 0.500         6.500         0         0         0         0         0         0           Veg-70         >= 0.500         6.500         0         0	Ke Group - Middle School         Meal Pattern - [USDA]Meal Pattern SV 2012-2014           arving Group - K-S         Calculation Method - Weighted Analysis           eal Type - Lunch         Result - Fail           Veie Week Nutrient Summary         C/cle Week Food Component Summary           tarting (1)         (150,00,00)         60,021.99           at (2)         (17,091.71)         222.68           fat (2)         (17,091.71)         222.68           (2)         (17,091.71)         223.68           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         99.43           (2)         (17,157.20)         (10,000 + 16.000)           (20,000 + 10,000)         (10,000 + 16.000)           (20,000 + 10,000)         (10,000 + 16.000)           <													
Calculation Method - Weighted Analysis           certing Group - K-5         Calculation Method - Weighted Analysis           cell Type - Lunch         Result - Fail           Cycle Week Nutrient Summary         Cycle Week Food Component Summary           tutrient         Kesult - Veighted Analysis           E (Kosi)         (550.00 - 650.00)         69,021.99           st (g)         (10.00 % of Calories         30,734.57         400.76           Kata (g)         < 10.00 % of Calories	Art of group - K-5 eal Type - Lunch         Calculation Method - Weighted Analysis           Syste         Method Summary         Result - Fail           Syste         Method Summary         Syste         Standard Value         Actual Value         % of Calculation           K(race)         (550.00 - 650.00)         690.021.89         Fail         Standard Value         Actual Value         % of Calculation           K(race)         (550.00 - 650.00)         690.021.89         Fail         Standard Value         Actual Value         % of Total           K(race)         (550.00 - 62.000)         670.021.700.71         222.68         Yeg         > 3.750         (0.00.73.000)           (arms)         20.00 % of Calculation         30.734.57         400.76         Yeg         > 3.750         (0.00.73.000)           (arms)         20.00 % of Calculation         30.734.57         400.76         Yeg-80         > 40.500         5.500         7.500           (arms)         20.500         5.500         5.500         5.500         7.500         7.500         7.500           (arms)         (50.00 - 9.000)         (0.000 - 16.000)         7.500         7.500         7.500         7.500           (arms)         (50.000 - 9.000)         (0.000 - 16.000)         7	lenu Cycle Name - Re	egular Line	- Week 1	1, Sandwi	ich Line -	Week 1,	Salad Lin	e - Week					
Cycle Week Nutrient Summary         Cycle Week Notrient Summary           Etwine (y)         Actual Value         % of Calories           (xi (y)         17,091,71         222.86           (xi (y)         10,00 % of Calories         30,734,57           (xi (y)         22,684.61           (xi (y)         17,157,20           (y)         17,157,20           (y)         58,053.35           (y)         10,00% of Calories           (y)         58,053.35           (y)         58,053.35           (y)         58,053.35           (y)         50,000 % of 13,1500           (y)         58,053.35           (y)         59,000 % of 13,1500           (y)         50,000 % of 13,1500 </th <td>Control         Result - Fail           System         Mathient Summary         Cycle Week Nutrient Summary         Cycle Week Nutrient Summary         Cycle Week Food Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Stati</td> <td>ite Group - Middle Scl</td> <td>lool</td> <td></td> <td></td> <td></td> <td></td> <td>Meal</td> <td>Pattern -</td> <td>ISDA]Meal Pattern SY :</td> <td>2012-2014</td> <td></td> <td></td>	Control         Result - Fail           System         Mathient Summary         Cycle Week Nutrient Summary         Cycle Week Nutrient Summary         Cycle Week Food Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Statistics         Social Component Summary         Social Component Summary         Social Component Summary         Social Component Summary           Stati	ite Group - Middle Scl	lool					Meal	Pattern -	ISDA]Meal Pattern SY :	2012-2014			
Pail         Result - Fail           Opde Week Nutrient Summary         Cycle Week Food Component Summary           Extrining         Code (Signature)         Food Component Summary           Extrining         Code (Signature)         Food Component Summary           Extrining         Code (Signature)         Food Component Summary           Food Component Summary         Food Component Summary         Food Component Summary           Extrining         Code (Signature)         Food Component Summary         Food Component Summary           Vieg         Pail (Signature)         Code (Signature)         Food Component Summary         Food Component Summary           Figla         Code (Signature)         Food Component Summary         Food Component Summary         Food Component Summary           Figla         Code (Signature)         Signature)         Food Component Summary         Food Component Summary         Food Component Summary           Figla         Code (Signature)         Signature)         Food Component Summary         Food Component Summary           Figla         Code (Signature)         Food Component Summary         Food Component Summary         Food Component Summary           Figla         Code (Signature)         Food Component Summary         Food Component Summary         Food Component Summary	Leal Type + Lunch       Result - Fail         System       System         System       System         Statistical Summary       System         Statistical Statustical Summary       System         Statistical Statustical Summary       System         Statistical Statustical Statusti	erving Group - K-5						Calcu	lation Me	od - Weighted Analysis	5			
Cycle Week Nutrient Summary         Cycle Week Food Component Summary           Sturrient         Weekly Standard Value         Actual Value         % of Calories           E (Xcsi)         [550.00 - 650.00]         669.021.99         Fourt         >= 2.500         [2.250 - 12.250]           at (g)         [550.00 - 650.00]         669.021.99         Fourt         >= 2.500         [2.250 - 12.250]           iat (g)         [50.00 - 650.00]         69.021.99         Veg-DG         >= 3.750         [0.000 - 32.000]           iat (g)         <10.00 % of Calories         30.734.57         400.76         Veg-DG         >= 0.500         9.750           iat (g)         <10.00 % of Calories         30.734.57         400.76         Veg-PG         >= 0.500         9.750           iat (g)         <10.00 % of Calories         30.734.57         400.76         Veg-PG         >= 0.500         9.750           iat (g)         <17.157.20         96.43         Veg-PG         >= 0.500         5.500         0           ist (g)         <17.157.20         96.43         Veg-PG         >= 0.500         6.500         0           ist (g)         <17.157.20         96.43         Veg-PG         >= 0.500         6.500         0           Veg-O	Cycle Week Nutrient Summary         Cycle Week Food Component Summary           Studient         Weekly Standard Value         Actual Value         % of Calories           FE (Kcai)         [550.00 - 650.00]         669.021.99         Food Component         Standard Value         Actual Value         % of Total           Fe (Kcai)         [550.00 - 650.00]         669.021.99         Fnuit         > 2.500         [2.250 + 12.250]         1           sta (g)          10.00 % of Calories         30.734.57         400.6         Yeg-DG         > 0.500         9.750         1           sta (g)          10.00 % of Calories         30.734.57         400.6         Yeg-DG         > 0.500         9.750         1           sta (g)          12.580.33         33643         Yeg-RD         > 0.500         5.500         1         1           star (g)          17.157.2         6943         Yeg-RD         > 0.500         5.500         1													
Variant         Weekly Standard Value         Actual Value         % of Calories         Sod Component         Standard Value         Actual Value         % of Total           E (Kcai) $(550.00-650.00]$ $69,021.99$ Fuit         >= 2.50 $(2.250-12.250]$ st (g) $17.091.71$ 222.68         Veg         >= 3.750 $(0.000-32.000]$ ia (mg)         <10.00 % of Calories         30.734.57         400.76         Veg-DG         >= 0.500         9.750            ia (mg)         <22.684.61         Veg-PA         >= 0.500         5.500             tro (g)         <58.053.35         336.43         Veg-S         >= 0.500         6.500            tro (g)         <58.053.35         336.43         Veg-O         >= 0.500         6.500            Veg-O         >= 0.500         6.0001                New-WG          (0.000-16.000)                Met/MA         (5.000 + 0.000)         (0.000-14.000)                <	Varient         Weekly Standard Value         Actual Value         % of Calories           FE (xcei)         (550.00 - 650.00)         66,021.99         Foid Component         Standard Value         Actual Value         % of Total           fat (g)         (10.00 % of Calories         30,734.57         400.76         Veg         >= 3.750         (0.000 - 32.000)         0           fat (g)         <10.00 % of Calories	ear rype - conch						Nesu	it - raii					
Variant         Weekly Standard Value         Actual Value         % of Calories         Sod Component         Standard Value         Actual Value         % of Total           E (Kcai) $(550.00-650.00]$ $69,021.99$ Fuit         >= 2.50 $(2.250-12.250]$ st (g) $17.091.71$ 222.68         Veg         >= 3.750 $(0.000-32.000]$ ia (mg)         <10.00 % of Calories         30.734.57         400.76         Veg-DG         >= 0.500         9.750            ia (mg)         <22.684.61         Veg-PA         >= 0.500         5.500             tro (g)         <58.053.35         336.43         Veg-S         >= 0.500         6.500            tro (g)         <58.053.35         336.43         Veg-O         >= 0.500         6.500            Veg-O         >= 0.500         6.0001                New-WG          (0.000-16.000)                Met/MA         (5.000 + 0.000)         (0.000-14.000)                <	Varient         Weekly Standard Value         Actual Value         % of Calories           FE (xcei)         (550.00 - 650.00)         66,021.99         Foid Component         Standard Value         Actual Value         % of Total           fat (g)         (10.00 % of Calories         30,734.57         400.76         Veg         >= 3.750         (0.000 - 32.000)         0           fat (g)         <10.00 % of Calories													
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i         i	ist (g)         ist (g) <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td>% of Cal</td><td>ories</td><td></td><td></td><td></td><td>% of Total</td></t<>							% of Cal	ories				% of Total	
Mathematical State         Mathema	Initial (g)         < 10.00 % of Calories         30,734.57         400.76         Veg-DG         >= 0.500         9.750            is (mg)         0         17,157.20         99.43         Veg-DG         >= 0.500         5.500         Veg-DG         >= 0.500         0.000         Veg-DG         >= 0.500         0.000         Veg-DG         >= 0.500         0.000	• •	[550	.00 - 650	.00]				222.06					
is (m)         0 <td>Int         Image: Constraint of the section of t</td> <td></td> <td>&lt; 10.00</td> <td>% of Cele</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td>	Int         Image: Constraint of the section of t		< 10.00	% of Cele						-				
Interview         Interview <t< th=""><td>Initial         Initial         <thinitial< th=""> <thinitial< th=""> <thi< td=""><td></td><td>&lt; 10.00</td><td>ve or care</td><td>///ES</td><td></td><td></td><td></td><td>400.70</td><td>-</td><td></td><td></td><td></td></thi<></thinitial<></thinitial<></td></t<>	Initial         Initial <thinitial< th=""> <thinitial< th=""> <thi< td=""><td></td><td>&lt; 10.00</td><td>ve or care</td><td>///ES</td><td></td><td></td><td></td><td>400.70</td><td>-</td><td></td><td></td><td></td></thi<></thinitial<></thinitial<>		< 10.00	ve or care	///ES				400.70	-				
Number         SS.053.35         336.33         Veg-S         >= 0.500         6.500           Veg-O         >= 0.500         6.500	max         S8,053.35         33643         Veg-S         >= 0.500         6.500           Veg-Q         >= 0.500         6.500         79.75         6.500         79.75         6.500         79.75         6.500         79.75         6.500         79.75         6.500         79.75         6.500         79.75         79.75         6.500         79.75         6.500         79.75         79.75         79.75         79.75         79.75         79.75         79.75         79.75	Carb (g)							99.43	-				
Grains         [8.000 - 9.000]         [0.000 - 16.000]           Non-WG         [0.000 - 8.000]         [0.000 - 8.000]           WG         >= 50.000 % of         31.500         79.           Meat/MA         [8.000 - 10.000]         [0.000 - 14.000]         10.000           MILK-F         >= 5.000         3.000         10.000           Fruit-J         <= 50.000 % of         4.000         32.	Grains         [8.000 - 9.000]         [0.000 - 16.000]           Non-WG         [0.000 - 8.000]         [0.000 - 8.000]           WG         > = 50.000 % of         31.500         79.75           Meat/MA         [8.000 - 10.000]         [0.000 - 14.000]         10.000           MILK-F         > = 5.000         3.000         3.000           Fruit-J         <= 50.000 % of	Pro (g)			_	58,	053.35		336.43	eg-S	>= 0.500	6.500		
Non-WG         [0.000 - 8.000]           WG         >= 50.000 % of         31.500         79.           Meat/MA         [8.000 - 10.000]         [0.000 - 14.000]         10.000           MILK-F         >= 5.000         3.000         3.000           Fruit-J         <= 50.000 % of         4.000         32.	Non-WG         [0.000 - 8.000]           WG         > = 50.000 % of         31.500         79.75           Mest/MA         [8.000 - 10.000]         [0.000 - 14.000]            MILK-F         > = 5.000         3.000            Fruit-J         <= 50.000 % of									eg-0	>= 0.500	6.500		
WG         >= 50.000 % of         31.500         79.           Meat/MA         [8.000 - 10.000]         [0.000 - 14.000]         10.000	WG       > = 50.000 % of       31.500       79.75         Mest/MA       [8.000 - 10.000]       [0.000 - 14.000]         MILK-F       > = 5.000       3.000         Fruit-J       < = 50.000 % of									irains	[8.000 - 9.000]	[0.000 - 16.000]		
Meat/MA         [5.000 - 10.000]         [0.000 - 14.000]           MILK-F         >= 5.000         3.000           Fruit-J         <= 50.000 % of         4.000         32.	Meat/MA         [8.000 - 10.000]         [0.000 - 14.000]           MILK-F         >= 5.000         3.000           Fruit-J         <= 50.000 % of									on-WG		[0.000 - 8.000]		
MILK-F         >= 5.000         3.000           Fruit-J         <= 50.000 % of         4.000         32.	MILK-F     >= 5.000     3.000       Fruit-J     <= 50.000 % of									/G	>= 50.000 % of	31.500	79.75	
Fruit-J <= 50.000 % of 4.000 32.	Fruit-3         <= 50.000 % of         4.000         32.65           Grain-D         <= 2.000									leat/MA	[8.000 - 10.000]	[0.000 - 14.000]		
	Grain-D         <= 2.000         0.000           Vegetable-J         <= 50.000 % of													
Grain-D <= 2.000 0.000	Vegetable-3         <= \$0.000 % of         0.000         0.00           MILK-V         Fail												32.65	
	MILK-V Fail													
										-	<= 50.000 % of		0.00	
MILK-V Fail	rgend									IILK-V		Fail		
1) - Missing Nutrient Values		(Serving Size)		(Kcal)	. ac (g)	Share (g)	(mg)	(9)						
) - Missing Nutrient Values em Name Plan FE (g) Sfat (g) Na Carb Pro (g) erving Size) Qty (Kcal) Fat (g) Sfat (g) Na (g)	Verving Size) Qty (Kcal) (mg) (g)	enu2 - Day: 1									"Expa	nded" Nu	trients (	
) - Missing Nutrient Values em Name Plan FE Fat (g) Sfat (g) Na Carb Pro (g) erving Sice) Qty (Kcal) Fat (g) Sfat (g) (mg) (g)	erving Size) Qty (Keal) (mg) (g)	Category: WOOD -Me Choose: 1	als;											
1) - Missing Nutrient Values tem Name <u>Qty</u> FE (s) Sfat (g) Na (arb (g) Pro (g) apy1 of 11 th Demo 5 S S S S S S S S S S S S S S S S S S	Serving Size)         Qty         (Kcal)         (mg)         (g)           opp1 of 11 th Demo         5             "Expanded" Nutrients O           renu2 - Day: 1         Category: WOOD -Meals;              "Expanded" Nutrients O	3.6 oz Precooked Breaded Fish Portions - LR100210 (3 5/8	0	193.80	8.16	0.51	316.20	17.34	14.28					
O       Missing Nutrient Values         term Name       Plan       FE       (g)       Sfat (g)       Na       Carb       Pro (g)         opp1 of 11 th Demo       5	Serving Size)         Qty         (Kcal)         (mg)         (g)           Vopy1 of 11 th Demo nerul 2 - Day: 1         5                "Expanded" Nutrients C           Category: WOOD -Meals; Choose: 1                  "Expanded" Nutrients C           3.6 or Precoked Bresded Fish Pertions         0         193.80         8.16         0.51         316.20         17.34         14.28	Artesian Water -	0	-M-	-M-	-M-	-M-	-M-	-M-				Page: 1 of 6	
• Missing Nutrient Values         term Name       Plan       FE       (g)       Sfat (g)       Na       (g)       Pro (g)         opy1 of 11 th Demo       5          (g)       Pro (g)         category: WODD -Meals;               Cooses: 1                3 6 oz Precooked       0       193.80       8.16       0.51       316.20       17.34       14.28         ozł. 0                 Artesian Water -       0       -M       -M       -M       -M       -M	Sterving Size)         Qty         (Kcal)         (mg)         (g)           opp1 of 11 th Demo         5	LR100100(1)		236.13	5.70	1.07	288.06	10.83	4.51					

IJ

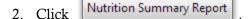
# Generating a Nutrition Summary Report with a Multi-Line Analysis

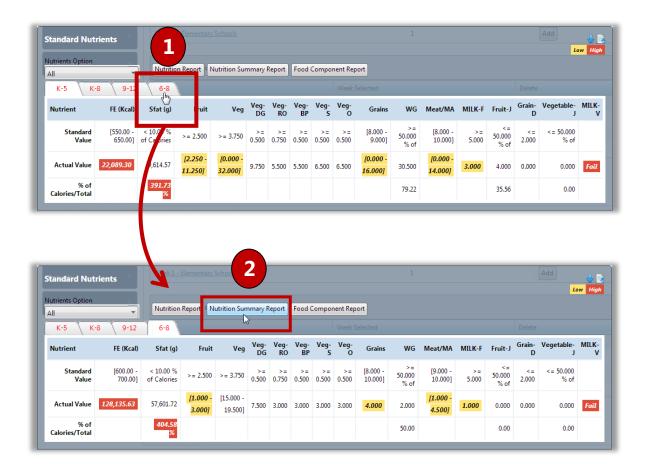
The Menu Cycle Week Nutrient Summary Report displays the daily totals, the average daily value (Actual Value), and the percentage of total weekly calories for each nutrient.

- Weekly calorie values that fall *outside* (above or below) the weekly requirements are shown in **red** in **Actual Value**.
- Saturated Fat values that fall *below* the weekly requirements are shown in *green* in Actual Value and % of Calories.

#### To view the Menu Cycle Week Nutrient Summary Report for a Serving Group

1. Display the Standard Nutrients footer for a multi-line analysis and select a Serving Group, if needed.





					ient Sum	mary Report	
			,			,	
Menu Cycle Name	- Regular Line - W	eek 1, Sandwicl	h Line - Week 1, Sa	lad Line - Week 3	2		
Site Group - Middle					[USDA]Meal Patte		
Serving Group - 6-	8			Calculation Met	hod - Weighted A	nalysis	
Meal Type - Lunch							
Nutrient	Day 3	Day 4	Week Standard	Actual Value	% of Calories		
FE (Kcal)	640578.15	100.00	Value	128,135.63			
Fat (g)	160015.33	1.00		32,003.27	224.78%		
Sfat (g)	(224.82%) 288007.61	(9.00%) 1.00	< 10.00 % of	57,601.72	404.58%		
TFat (g)(1)	(404.65%) 224000.14	(9.00%) 1.00	Calories	44,800.23			
Chol (mg)	268825.55	1.00		53,765.31			
Na (mg)	205764.30	1.00		41,153.06			
Carb (g)	160079.35	1.00		32,016.07	99.94%		
TDF (g)	(99.96%) 140809.40	(4.00%)		28,162.08			
Pro (g)	544015.73	1.00		108,803.35	339.65%		
Fe (mg)	(339.70%) 166418.81	(4.00%)		33,283.80			
Ca (mg)	230882.15	10.00		46,178.43			
A,RE	397445.78	1.00		79,489.36			
A,IU	406459.89	1.00		81,292.18			
VitC (mg)	43.50	1.00		8.90			
Mois (g)	28.32	1.00		5.86			
Ash (g)	11.55	111.00		24.51			

# Generating a Weekly Food Component Report with a Multi-Line Analysis

The Weekly Food Component Report displays daily values and weekly totals for each required food component along with a Pass / Fail weekly check for component requirements. Details of component sub-categories appear below the component summary information, such as Dark Green, Red/Orange, etc., for the Vegetables component.

Highlighted report values include

- Nutrient values that fall *below* the requirements for a food component are highlighted in yellow.
- Nutrient values that fall *above* the maximum nutritional requirements are highlighted in red.

**Fail** message in the **Milk-V** column indicates that the requirement for providing at least two choices (a "variety" of milks) in each meal service has not been met.

#### To view Standard Nutrient details for a Serving Group

1. Display the Standard Nutrients footer for a menu and select a serving group.

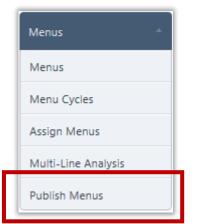
Click	Food Component Report	
	Click	Click Food Component Report

Standard Nut	rients															Add	Low
Nutrients Option		Nutritio	n Report	Nutrition	Summar	y Report	f Food	Compone	ent Repo	rt							201
K-5 K-1		6-8							Week S	elected					Del	ete	
Nutrient	EF (Kcal)	Sfat (n)	Fruit	Veg	Veg- DG	Veg- RO	Veg- BP	Veg-S ۱	/eg-O	Grains	WG	Meat/MA	MILK-F	Fruit-J	Grain-D	Vegetable-J	N
Standard Value	[550.00 - 650.00]	< 10.00 % of > Calories	>= 2.500	>= 3.750	>= 0.500	>= 0.750	>= 0.500	>= 0.500	>= 0.500	[8.000 - 9.000]	>= 50.000 % of	[8.000 - 10.000]	>= 5.000	<= 50.000 % of	<= 2.000	<= 50.000 % of	
Actual Value	22,089.30	9,614.57	[2.250 - 11.250]	[0.000 - 32.000]	9.750	5.500	5.500	6.500	6.500	[0.000 - 16.000]	30.500	[0.000 - 14.000]	3.000	4.000	0.000	0.000	
		391.73									79.22			35.56		0.00	
% of Calories/Total		%	1 - Eleme	ntary Schoo	ols			2		_		1				Add	
Calories/Total Standard Nu Nutrients Option	trients			ntary Schoo		ary Rep	rt Food		nent Rep	ort		1				Add	
Calories/Total						ary Rep	rt Food		nent Rep	ort		1			D	Add	
Calories/Total Standard Nu Nutrients Option All		Nutriti 6-8	on Report	Nutrition	n Summa	Veg-	Veg-	d Compor	Week	ort Selecte Grains	WG	1 Meat/MA	MILK-F	Fruit-			
Calories/Total Standard Nu Nutrients Option All K-5 K	-8 9-12	Nutriti 6-8	on Report	it Veg	n Summa J Veg- DG	Veg- RO ≻=	Veg- BP	d Compor	Week	Selecte	>=	1 Meat/MA [10.000 - 12.000]		<=	J Grain-D	elete  Vegetable	5
Calories/Total Standard Nu Nutrients Option All K-5 K Nutrient Standard	•8 9-12 FE (Kcal) [750.00 -	Nutriti 6-8 Sfat (g < 10.00 % o	ion Report ) Fru 0 f 5.00 [1.00	it Veg 5.000 0 [15.000	Veg- DG 	• Veg- ; RO >= 1.250	Veg- BP ≻=	d Compor	Veek Veg-O >=	Selecto Grains [10.000 -	>= 50.000	[10.000 -	>=	<= 50.000	J Grain-D ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;	elete Vegetable- : <= 50.000 % o	J D f

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			Weekly Foo	d Compone	nt Report				
				COUNTY					
1enu Cycle Name -	Regular Line - Week	1, Sandwich Line - W	eek 1, Salad Line - V	Veek 2					
ite Group - Element	tary School		Meal Pattern -	[USDA]Meal Pattern	SV 2012-2014				
erving Group - K-5			Meal Type - Lu	nch					
Fruit (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check	
linimum Fruits (cups)	[0.000 - 2.500] (Fail)	[0.000 - 2.500] (Fail)	[0.000 - 2.500] (Fail)	[1.000 - 1.750] (Pass)	[1.250 - 3.000] (Pass)	[2.250 - 12.250]	≥ 2.500	Fail	
Weekly Fruit Juice Limit Requirement	Total Weekly Fruit	Total Weekly Fruit Juice	Percent of Total Weekly Fruit that is Juice	Weekly Requirement Check					
≤ 50.000 % of	12.250	4.000	32.653%	Pass					
Vegetables (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check	
egetables (cups)	[0.000 - 10.000] (Fail)	0.000 (Fail)	[0.000 - 4.500] (Fail)	[0.000 - 15.000] (Fail)	[0.000 - 2.500] (Fail)	[0.000 - 32.000]	≥ 3.750	Fail	
Dark Green	2.000	0.000	4.500	3.000	0.250	9.750	≥ 0.500	Pass	
Red/Orange	2.000	0.000	0.250	3.000	0.250	5.500	≥ 0.750	Pass	
Beans/Peas (Legumes)	2.000	0.000	0.000	3.000	0.500	5.500	≥ 0.500	Pass	
Starchy Other	2.000	0.000	0.500	3.000	1.000	6.500	≥ 0.500		
Other	2.000	0.000	0.250	3.000	1.250	6.500	≥ 0.500	Pass	
Weekly Vegetable Juice Limit Requirement	Total Weekly Vegetables	Total Weekly Vegetable Juice	Percent of Total Weekly Vegetables that is Juice	Weekly Requirement Check					
≤ 50.000 % of	32.000	0.000	0.000%	Pass					
Meat / Meat Alternate (oz eq.)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check	
feat/Meat Alternates oz eq.)	[0.000 - 4.000] (Fail)	[0.000 - 2.500] (Fail)	[0.000 - 3.500] (Fail)	[0.000 - 2.000] (Fail)	[0.000 - 2.000] (Fail)	[0.000 - 14.000]	[8.000 - 10.000]	Fail	
									1
Grains (oz eq.)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check	
arains (oz eq.)	[0.000 - 6.000] (Fail)	[0.000 - 2.000] (Fail)	[0.000 - 2.000] (Fail)	[0.000 - 4.000] (Fail)	[0.000 - 2.000] (Fail)	[0.000 - 16.000]	[8.000 - 9.000]	Fail	
Weekly Whole Grain Rich	Weekly Grains Total	Weekly Whole Grain Rich Total	Percent of Whole Grain Rich	At Least Half Whole Grain Rich	Grain Based Dessert Total for All Weekly Meals	No More Than 2oz eq. of Grain Based Desserts		Page: 1 of 1	
≥ 50.000 % of	39.500	31.500	79.747%	Pass	0.000	Pass			
Milk (cups)	Day 1	Day 2	Day 3	Day 4	Day 5	Weekly Total	Weekly Requirement	Weekly Requirement Check	
linimum Fluid Milk cups)	1.000 (Pass)	0.000 (Fail)	0.000 (Fail)	1.000 (Pass)	1.000 (Pass)	3.000	≥ 5.000		
ong as the daily and	l weekly minimums fo	2013 and SY 2013-20 or these components report will say that ye	are met and the calo	ries are within the re	quired range. If you e	and meat/meat meal exceed the weekly ma	alternates as ximum for		

# Publish Menus



**Publish Menus** allows the Menu Planner to place one or more days of assigned menus on the Parent Online web site. This in turn allows parents to view menus scheduled for their child's school.

Limited menu details are provided after menu retrieval and before copying the menus to Parent Online.

By default, existing Menus for the selected date(s) are over written.

#### **Publish Menus Page**

Publish Menus	
Start Date: 7/18/2013 III Number of Days: 31 Verride Existing Menus	
Get Menus	

By default on the **Publish Menus** page:

- **Start Date** is set to the current date.
- Number of Days is set to "31" (thirty one).
- **Override Existing Menus** is selected and unavailable.

#### **Page Functions**

Button/Link	Description
Apply	Click to display all recipe records in the <b>Recipe List</b> that match the set search conditions.

# Publishing Menus to Parent Online

## To publish Menus to Parent Online

- 1. Enter or select the first date of menus to publish in **Start Date**.
- 2. Enter the total **Number of Days** to publish.
- 3. Click Get Menus
- 4. Click Publish Menus

Publish Menu     Start Date: 7/     Get Menus		
	Publish Menus       Start Date: 7/25/2013       Image: Number of Days: 1   Override Existing Menus	
	Get Menus Menus from 7/25/2013 to 7/25/2013 with override	*
	Menus: 5 Menu Items: 10 Calendar Details: 7 °	
4	Publish Menus	×
Menus published fr Publish Menus Start Date: 7/25/20	tom 7/25/2013 to 7/25/2013 successfully!	

 $\blacktriangleleft$  End of Section  $\blacktriangleright$ 

# In this chapter you will learn:

✓ Generate a report of menu items served for a selected month.

- ✓ Generate a report of menu item nutrients served for a selected month.
- Generate a report listing nutrient information for a selected set of ingredients.

✓ Generate a report listing nutrient information for a single serving of a recipe.

- ✓ Generate a report listing nutrient information for selected nutrients for a Serving Group.
- ✓ Generate a report listing current nutrient standards for each serving group in a selected Meal Pattern.
- ✓ Generate a report of all planned counts for menu items.

# Reports at a Glance

Menu Function	Description
Acceptability Factor	Generates a report of all planned counts for menu items.
Allergen Chart	Displays a list of all allergens found in all Menu Items included on Menus for a selected date range.
Ingredient List	Generates a report of nutrients for a selected set of ingredients identified by tags, data source, and either "As Purchased" or "As Served".
Menu Calendar	<ul> <li>Generates one of two reports:</li> <li>Menu Calendar – report of menu items served for a selected month</li> <li>Menu Calendar – report of nutrients of menu items served for a selected month</li> </ul>
Menu Item Nutrients	Generates a report of selected nutrients for a selected data source, Meal Pattern and Serving Group.
Nutrient Standards	Generates a report of all current nutrient standards or requirements for each Serving Group in a selected Meal Pattern.
Recipe Book	Prints all recipes for a selected data source; recipes are ordered by recipe code; each recipe starts on a new page and provides detailed nutrient information.
Recipe Costing Report	Generates a report of all recipes for the district and provides serving size, number of servings, and cost per serving dollar number.
<b>Recipe Nutrition</b>	Generates a report of nutrient information for one (1) serving and 100 gm of a selected recipe.
Weekly Nutrient Analysis	Generates the Standard Nutrient footer for a Menu or Menu Cycle; nutrient values and food component counts can be viewed; Nutrient Analysis Report can be generated for a Menu or Menu Cycle; Food Component Report can be generated for a Menu Cycle.

# **O**Note

Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Reports** menu, you may see a subset of the functions listed above.

# **Acceptability Factor**

Reports
Acceptability Factor
Allergen Chart
Ingredient List
Menu Calendar
Menu Item Nutrients

Acceptability Factor Page

Acceptability Factor provides aggregate information on planned counts for all menu items to assist the nutritionist in setting weighted counts.

This report lists all menu items served for a selected date range. Planned counts, Meal counts, Serving Size and Menu Item Category are listed for each menu item.

The report can be printed or exported to one of seven formats: XML, CVS, PDF, MHTL, TIFF, Excel or Word.

eptability Factor	
rt Date End Date 18/2013 III 7/18/2013	<b>=</b>

By default on the Acceptability Factor page

- **Start Date** is 30 days prior to the current date.
- End Date is the current date.

# Generating an Acceptability Factor Report

## To generate an Acceptability Factor report

- 1. Select or enter a **Start Date** and an **End Date**.
- 2. Click Generate Report

Accepta	ability Factor				
		•			
Start Dat 4/1/201					
4/1/201	3 4/30/2013				
•••••	• • • • • • • • • • • • • • • • • • • •	••			
				2	Generate Re
					5
http://	/reportviewer.aspx - Windows Internet	Explorer			
↓ 1 of 1	▶ ▶↓ ↓ 100% ∨	Find N	ext 🔍 - 🐼	<b>A</b>	
				ted on: 7/19/2013	11:35:47 AM
			T 4/20/2		
P	cceptability Factor From	: 4/1/2013	10: 4/30/20	013	
nu Item Category	Menu Item	# of Schools Served	Total Served Count	Total Meal Count	Percent %
e Group: High School	; Meal Service: Breakfast; Serving Date: 04/30	/2013; Line: Regular			
3	Apple Honey Crisp C-02A	1	5 (2 CN-Piece)	4	125.00
3	Apple Honey Crisp C-02A	1	20 (1 CN-Piece)	4	500.00
а	Snack Meal2	1	5 (1 5 oz slice)	4	125.00
а	Snack Meal2	1	20 (1 CN-slice, )	4	500.00
a	Spaghetti	1	25 (2 oz.)	4	625.00
Reimbursable	Lunch Meal	1	25 (1 CN-portion)	4	625.00
	; Meal Service: Breakfast; Serving Date: 04/01	/2013; Line: Regular			
Group: High School					100.00
	Milk	1	120 (1 CN-FL OZ)	120	100.00
a	Milk Orange Juice-Shared menu item-w/cost		120 (1 CN-FL OZ) 76 (1 c.)	120	101.33
ra		1	76 (1 c.)		
a Group: High School	Orange Juice-Shared menu item-w/cost	1 /2013; Line: Breakfas	76 (1 c.)		
ra ra <b>e Group: High School</b> ra	Orange Juice-Shared menu item-w/cost ; Meal Service: Breakfast; Serving Date: 04/07	1 /2013; Line: Breakfas 1	76 (1 c.) t - In Class 100 (1 c.)	75	101.33
ra e Group: High School ra e Group: Elementary	Orange Juice-Shared menu item-w/cost <b>Meal Service: Breakfast; Serving Date: 04/07</b> Orange Juice-Shared menu item-w/cost <b>School; Meal Service: Lunch; Serving Date: 04/</b> Applesauce, mixed berry, 72/4 oz cup; as	1 /2013; Line: Breakfast 1 /19/2013; Line: Regula	76 (1 c.) t - In Class 100 (1 c.)	75	101.33
a Group: High School a Group: Elementary Fruit	Orange Juice-Shared menu item-w/cost ; Meal Service: Breakfast; Serving Date: 04/07 Orange Juice-Shared menu item-w/cost School; Meal Service: Lunch; Serving Date: 04/	1 /2013; Line: Breakfast 1 (19/2013; Line: Regul 1	76 (1 c.) t - In Class 100 (1 c.) ar	99	101.33
ra e Group: High School a e Group: Elementary Fruit Fruit	Orange Juice-Shared menu item-w/cost ; Meal Service: Breakfast; Serving Date: 04/07 Orange Juice-Shared menu item-w/cost School; Meal Service: Lunch; Serving Date: 04/ Applesauce, mixed berry, 72/4 oz cup; as purchased	1 /2013; Line: Breakfast 1 /19/2013; Line: Regul: 1 1	76 (1 c.) t - In Class 100 (1 c.) ar 0 (4 oz.)	75 99 610	101.33
ra ra e Group: High School ra e Group: Elementary Fruit Fruit Milk	Orange Juice-Shared menu item-w/cost <b>Meal Service: Breakfast; Serving Date: 04/07</b> Orange Juice-Shared menu item-w/cost <b>School; Meal Service: Lunch; Serving Date: 04/</b> Applesauce, mixed berry, 72/4 oz cup; as purchased Strawberries, raw	1 /2013; Line: Breakfasi 1 /19/2013; Line: Regula 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) ar 0 (4 oz.) 495 (1 CN-CUP, ha)	75 99 610 610	101.33 101.01 0.00 81.15
a Group: High School a Group: Elementary Fruit Fruit Milk Milk	Orange Juice-Shared menu item-w/cost         y Meal Service: Breakfast; Serving Date: 04/07         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat	1 /2013; Line: Breakfasi 19/2013; Line: Regula 1 1 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) ar 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.)	75 99 610 610 610	101.33 101.01 0.00 81.15 76.56
a Group: High School a Group: Elementary Fruit Fruit Fruit Milk Salad	Orange Juice-Shared menu item-w/cost         y Meal Service: Breakfast; Serving Date: 04/07         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Skim Milk, Unflavored	1 /2013; Line: Breakfast 19/2013; Line: Regul 1 1 1 1 1 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) ar 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.)	75 99 610 610 610 610	101.33 101.01 0.00 81.15 76.56 51.31
a Group: High School a Group: Elementary Fruit Fruit Milk Salad Salad	Orange Juice-Shared menu item-w/cost         Preal Service: Breakfast; Serving Date: 04/07         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Skim Milk, Unflavored         SC-Chef Salad	1 /2013; Line: Breakfast 19/2013; Line: Regul 1 1 1 1 1 1 1 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) <b>ar</b> 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.)	75 99 610 610 610 610 610	101.33 101.01 0.00 81.15 76.56 51.31 31.97
a a Group: High School a Group: Elementary Fruit Fruit Fruit Milk Salad Salad Salad	Orange Juice-Shared menu item-w/cost         y Meal Service: Breakfast; Serving Date: 04/07         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Skim Milk, Unflavored         SC-Chef Salad         SC-Chef Salad	1 /2013; Line: Breakfast 1 /2013; Line: Regul 1 /2013; Line: Regul 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) <b>ar</b> 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.) 199 (3 c.) 502 (12 oz.)	75 99 610 610 610 610 610 610	101.33 101.01 0.00 81.15 76.56 51.31 31.97 32.62
ra ra e Group: High School ra e Group: Elementary - Fruit - Fruit - Fruit - Milk - Salad - Salad - Salad	Orange Juice-Shared menu item-w/cost         y Meal Service: Breakfast; Serving Date: 04/07         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Chef Salad         SC-Chef Salad         SC-Chicken Salad         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as	1 /2013; Line: Breakfast 1 /2013; Line: Regul 1 /2013; Line: Regul 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) <b>ar</b> 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.) 199 (3 c.) 502 (12 oz.)	75 99 610 610 610 610 610 610	101.33 101.01 0.00 81.15 76.56 51.31 31.97 32.62
a Group: High School a Group: Elementary Fruit Fruit Milk Milk Salad Salad Salad Group: Elementary Fruit	Orange Juice-Shared menu item-w/cost         Prange Juice-Shared menu item-w/cost         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Skim Milk, Unflavored         SC-Chef Salad         SC-Chef Salad         SC-Chicken Salad         SC-Ohicken Salad	1 /2013; Line: Breakfasi 1 /2013; Line: Regul 1 / / / / / / / / / / / / / / / / / /	76 (1 c.) <b>t - In Class</b> 100 (1 c.) <b>ar</b> 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.) 199 (3 c.) 502 (12 oz.) <b>ar</b>	75 99 610 610 610 610 610 610	101.33 101.01 0.00 81.15 76.56 51.31 31.97 32.62 82.30
ra a <b>Group: High School</b> a <b>Group: Elementary</b> Fruit Fruit Milk Salad Salad Salad <b>Group: Elementary</b>	Orange Juice-Shared menu item-w/cost       Prange Juice-Shared menu item-w/cost       Orange Juice-Shared menu item-w/cost       School; Meal Service: Lunch; Serving Date: 04/       Applesauce, mixed berry, 72/4 oz cup; as purchased       Strawberries, raw       Milk, chocolate, fluid, commercial, lowfat       SC-Skim Milk, Unflavored       SC-Chef Salad       SC-Chicken Salad       School; Meal Service: Lunch; Serving Date: 04/       Applesauce, mixed berry, 72/4 oz cup; as purchased	1 /2013; Line: Breakfasi 1 /2013; Line: Regul 1 /2013; Line: Regul 1 1 //2013; Line: Regul 22/2013; Line: Regul 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	76 (1 c.) t - In Class 100 (1 c.) ar 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.) 199 (3 c.) 502 (12 oz.) ar 12 (4 oz.)	75 99 610 610 610 610 610 610 2	101.33 101.01 0.00 81.15 76.56 51.31 31.97 32.62 82.30
a Group: High School a Group: Elementary Fruit Fruit Milk Salad Salad Salad Group: Elementary Fruit	Orange Juice-Shared menu item-w/cost         Prange Juice-Shared menu item-w/cost         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Chef Salad         SC-Chef Salad         SC-Chicken Salad         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased	1 /2013; Line: Breakfasi 1 /2013; Line: Regul 1 /2013; Line: Regul 1 1 //2013; Line: Regul 22/2013; Line: Regul 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	76 (1 c.) <b>t - In Class</b> 100 (1 c.) ar 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.) 199 (3 c.) 502 (12 oz.) ar 12 (4 oz.) 12 (1 CN-CUP, ma)	75 99 610 610 610 610 610 610 610 2 2 2	101.33 101.01 0.00 81.15 76.56 51.31 31.97 32.62 82.30 600.00 600.00
Group: High School Group: Elementary Fruit Fruit Milk Salad Salad Group: Elementary Fruit Fruit Milk	Orange Juice-Shared menu item-w/cost         y meal Service: Breakfast; Serving Date: 04/07         Orange Juice-Shared menu item-w/cost         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         Strawberries, raw         Milk, chocolate, fluid, commercial, lowfat         SC-Chef Salad         SC-Chef Salad         SC-Chicken Salad         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         School; Meal Service: Lunch; Serving Date: 04/         School; Meal Service: Lunch; Serving Date: 04/         Applesauce, mixed berry, 72/4 oz cup; as purchased         SC-Shanana         SC-Skim Milk, Unflavored	1 /2013; Line: Breakfasi 19/2013; Line: Regul 19/2013; Line: Regul 1 1 22/2013; Line: Regul 22/2013; Line: Regul 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	76 (1 c.) <b>t</b> - In Class 100 (1 c.) ar 0 (4 oz.) 495 (1 CN-CUP, ha) 467 (1 c.) 313 (1 c.) 195 (2 c.) 199 (3 c.) 502 (12 oz.) ar 12 (4 oz.) 12 (1 CN-CUP, ma) 12 (1 c.)	75 99 610 610 610 610 610 610 610 7 2 2 2 2 2	101.33 101.01 0.00 81.15 76.56 51.31 31.97 32.62 82.30 600.00 600.00 600.00

# Allergen Chart

Reports	The Allergen Chart report provides a list of all allergens found i the Menu Items for:
Acceptability Factor	All active Menu Items
Allergen Chart	All Menu Items on Active Menus
_	• All Menu Items on Menus for a selected date range.
Ingredient List	
Menu Calendar	
Menu Item Nutrients	
lergen Chart Page	
Select a Report	
All Active Menu Items	
Menu Items on Active Me	nus

By default on the Allergen Chart page

Menu Items on Menus for a timeframe

• All Active Menu Items report option is selected.

Generate Report

# Generating an Allergen Chart

## To generate an Allergen Chart

- 1. Select one report option.
- 2. If the **Menu Items on Menus for a timeframe** option is selected, enter or select a beginning and ending date.
- 3. Click Generate Report

Select a Report										
• • • • • • • • • • • • • • • • • • • •	•••••	••••								
All Active Menu Items										
Menu Items on Active Men	us									
Menu Items on Menus for	a timefra	me								
From Date To D	ato									
•	31/2013									
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							3	Ger	nerate R	ep
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		lext 🔍 -	٢				Ge	nerated on: 11/		
			و اergen	Chart			Ge	nerated on: 11/		
		AI					Ge	inerated on: 11/		
	Find   N	AI	lergen	Schools	/31/2013		Ge	nerated on: 11/		
	Find   N	Al	lergen	Schools	//31/2013		Ge	inerated on: 11/		
i4 4 <u>1</u> of 5 ▶ ▶i ↓	Find   N	Al	lergen	Schools	/31/2013	Peanuts	Ge	inerated on: 11/		
ii 4 4 1 of 5 🕨 🌬 🧄	Find   N Fro	Al Er om Date: 12	lergen dge County 2/1/2013 -	Schools To Date: 12		Peanuts			19/201	
Entrees Entrees Menu Item Chicken Patty, Gold Kist Farms Whole Grain, Fully - SR101467 Grilled Cheese Sandwich, K-8 - LR-1001	Find   N Fro	Al Ecom Date: 12	lergen dge County 2/1/2013 -	Schools To Date: 12 Gluten C		Peanuts	Soy C C		19/201 2:01 Wheat C C	
Entrees Menu Item Chicken Patty, Gold Kist Farms Whole Grain, Fully - Sh101457	Find   N Fro	Al Ecom Date: 12	lergen dge County 2/1/2013 -	Schools To Date: 12		Peanuts	Soy C		19/201 / 210	
Entrees Entrees Chicken Patty, Gold Kist Farms Whole Grain, Fully - SR101467 Grilled Cheese Sandwich, K-8 - LR-1001 Hamburger, Hamburger On Bun, 2 oz MMA, 2 WG - SR10023 Hot Dog w/ bun & 2pcs - SR100033	Find   N Fro	Al Ecom Date: 12	lergen dge County 2/1/2013 -	Schools To Date: 12 Gluten C C		Peanuts	Soy C C	Tree nuts	19/201 240:	
Entrees Entrees Chicken Patty, Gold Kist Farms Whole Grain, Fully - SR101467 Grilled Cheese Sandwich, K-8 - LR-1001 Hamburger, Hamburger On Bun, 2 oz MMA, 2 WG - SR100229	Find   N Fro	Al Ecom Date: 12	lergen dge County 2/1/2013 -	Schools To Date: 12 Gluten C		Peanuts	Soy C C		19/201 2:01 Wheat C C	/
Entrees Entrees Chicken Patty, Gold Kist Farms Whole Grain, Fully - SR101467 Grilled Cheese Sandwich, K-8 - LR-1001 Hamburger, Hamburger On Bun, 2 oz MMA, 2 WG - SR100229	Find   N Fro	Al Ecom Date: 12	lergen dge County 2/1/2013 -	Schools To Date: 12 Gluten C		Peanuts C	Soy C C		19/201 2:01 Wheat C C	

# **Ingredient List**

Reports	•
Acceptability Factor	
Allergen Chart	
Ingredient List	
Menu Calendar	
Menu Item Nutrients	
	_

**Ingredient List** generates a report of nutrients for a selected set of Ingredients. Ingredients are specified with a tag, data source, and form ("As Purchased", "As Served", or both).

One page is generated for each Ingredient. The report can be printed or exported to one of seven formats: XML, CVS, PDF, MHTL, TIFF, Excel or Word.

## Ingredient List Page

IngredientList		≡ -
Tag(s) Enter the name of the tag or select from the list	Form	Data Source Local 🔻
		Generate Report

#### By default on the Ingredient List page

- **Tags** displays directions for selecting one tag to identify the group of recipes for which to print nutrition information; no tags are selected.
- Form is set to "ALL" which includes both "as Purchased" and "As Served" forms.
- Data Source is set to "Local".

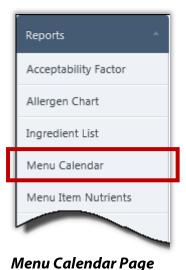
# Generating an Ingredient List Report

## To generate an Ingredient List report

- 1. Select one or more tags, separating multiple tags with semicolons.
- 2. Select a **Form**, if needed.
- 3. Select a **Data Source**, if needed.
- 4. Click Generate Report

Ingredient List		2	3	<b>—</b>									
Tag(s) 56-Milk		Form	Data Source 'Local	<b></b>									
				Generate Report									
C http:// 'reportviewer.aspx - Windows Internet Explorer       I4     3     of 17     ▶I <ul> <li>●</li> <li>●</li></ul>													
	Ingredient List Ik Shakes, Thick Chocolate - (I		7/19/2013 1:17:51 PM	K									
Tag(s): Milk Category, Butter-wetzel Measure	Weight In Grams												
1 fluid ounce (L V1) 1 container (10.6) oz (L V1)	28.40 300.00												
Nutrients per 100 g FE Fat (a) Sfat (a) TFat (a) Chol	Na Carb TDF (g) Sugar		A.RE A.IU Vit										
	Na (mg)         Carb (g)         TDF (g)         Sugar (g)           0.555         0.555         0.555         -M-	Pro (g)         Fe (mg)         Ca (mg)           0.556         0.556         0.556	(m										
Nutrients per 3 container (10.6) oz (L V1) (900. g)	000												
FE (Kcal)         Fat (g)         Sfat (g)         TFat (g) (1)         Chol (mg)           6.000         5.000         5.000         5.000         5.000	Na mg)         Carb (g)         TDF (g)         Sugar (g)           5.000         5.000         5.000         -M-	Pro (g)         Fe (mg)         Ca (mg)           5.000         5.000         5.000	A,RE         A,IU         Vit (m           5.000         5.000         5										
(1) Trans Fat is provided for informational purposes,	not for monitoring purposes		Page: 3 of 17										

# Menu Calendar



# Menu Calendar displays either:

- Menu Calendar report of Menu Items served on each date for a selected month, site, Site Group, Meal Type and Menu Line.
- Menu Calendar Nutrients report of nutrients for each menu item served on each day for a selected month, site, Site Group, Meal Type and Menu Line.

Menu Calendar	<b>.</b>
Meal Type     Site Group     Site       SELECT     SELECT	
Menu Line Calendar Month July, 2013	
Menu Calendar Report           Image: Show Summary Items Only	
Menu Calendar Nutrients	
Serving Group Nutrients Option	
	Generate Report

By default, on the Menu Calendar page:

- Meal Type and Site Group are set to "SELECT".
- Site and Menu Line are blank [empty].
- **Calendar Month** is set to the current month and year.
- Menu Calendar Report option is selected.
- Show Summary Item Only option is selected (display only the name for menu items that have Show in Summary selected on the Menu Item tab on the Recipe page (see Chapter 1: Ingredients > Creating a Menu Item on page 40).

# Generating a Menu Calendar Report

#### *To generate a Menu Calendar report*

- 1. Select Meal Type, Site Group, and Menu Line; select Site and Calendar Month, if needed.
- 2. Clear Show Summary Items Only to include detailed Menu Item descriptions.

υ.	Click	Genera	te Report					
			Menu Calen	• • • • • • • • • • •		Cite.		
		1	Meal Type Lunch		up itary School	Site		•
			Menu Line Regular			dar Month ember, 2013		••••
		2		alendar Report now Summary Item	is Only			
				alendar Nutrients g Group		Nutrients Option		
			SEL	ECT	•	All	•	
http://	/rep	ortviewer.aspx - Internet I	ixplorer				_	Generate Report
1 4 1	of 1 🕨 🖡			• 🕲		Generated or	n: 11/19/2013 10:52:07 AM	<u>^</u>
		M			ember, 2013			
School - GEC Meal Type - I		M		dge County Schools Site Group - Ele Menu Line - Lun	mentary School			
				dge County Schools Site Group - Ele	mentary School	Friday	Saturday	
Meal Type - I	Lunch 1 Dec	INTON ELEMENTARY Monday 2 Dec Grilled Cheese Sandwich, K-8	Tuesday 3 Dec Grilled Cheese Sandwich, K-8	dge County Schools Site Group - Ele Menu Line - Lun Wednesday Grilled Cheese Sandwich, K-8	mentary School ch - Pizza Line Thursday Grilled Cheese Sandwich, K-8	Friday 6 Dec Grilled Cheese Sandwich, K-8	Saturday 7 Dec	
Meal Type - I	Lunch 1 Dec	INTON ELEMENTARY Monday 2 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MAA Carrots, Baby, Fresh, Peeled, Veg-RO Com, Seasoned Com With	Tuenday 3 Dec Grilled Cheses Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, FrehA, Peeled, Veg-RO Corn, Seasoned Corn With	dge County Schools Site Group - Ele Menu Line - Lun Wednesday Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RG Corn, Seasoned Corn With	mentary School ch - Pizza Line Thursday Grillad Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrott, Baby, Freih, Peeled, Veg-RG Com, Seasoned Corn With	Friday 6 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO corn, Seasoned Coron With		
Meal Type - I	Lunch 1 Dec	INTON ELEMENTARY 2 Dec Grilled Chesse Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Freah, Peeled, Veg-RO	Tuesday 3 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO	dge County Schools Site Group - Ele Menu Line - Lun Wednesday Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO	mentary School ch - Pizza Line Thursday Grilled Cheese Sandwich, K+8 Sandwich, PBJ, WG, MMA Carrott, Baby, Fresh, Peeled, Veg-RO	Friday 6 Dec Grilled Cheese Sandvich, K-8 Sandvich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO		
Meal Type - I	1 Dec	INTON ELEMENTARY Monday 2 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Freah, Peeled, Veg-7 Apple, Raw, Whole with Skin, F Oranges, Raw, All Commercial Varieties, F Milk, 1% Lowfat Milk, Milk Milk, Chocolate, Fat Free, Milk, 1% Lowfat Milk, Milk	Tuesday 3 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-PG Grom, Saessond Corrow, Min Yangarine, Veg-S Apple, Raw, Whole with Sin, F Oranger, Raw, All Commarcial Varietse, F Milk, 1% Lowfat Milk, Milk Milk, Chocolate, Fat Free, Milk, 1% Lowfat Milk, Milk	dge County Schools Site Group - Ele Menu Line - Lun <b>Wednesday</b> 4 Dec Grillad Cheese Sandvich, K-8 Sandvich, PBJ, WG, MMA Carrots, Baby, Freah, Peeld, Veg-7 Margarine, Veg-5 Apple, Raw, Whole with Stin, F Orangar, Raw, All Commarcial Valles, Fat Free, Milk, 1% Lowfat Milk, Milk Milk, Chocolate, Fat Free, Milk, 1% Lowfat Milk, Milk Milk, Chocolate, Fat Free,	mentary School ch - Pizza Line Thursday Grilad Cheese Sandvich, K-8 Sandvich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO Com, Seasoned Com With Stim, F. Oranger, Raw, Whole with Stim, P. Oranger, Raw, All Commarcial Varieties, F. Milk, 1% Lowfat Milk, Milk Milk, Chocolate, Fat Free, Milk, 1% Lowfat Milk, Milk	Friday 6 Dec Grillad Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-PO Grom, Seasoned Corn With Stin, F. Orangar, Raw, Whole with Stin, F. Orangar, Raw, All Commarcial Variettes, F. Milk, 1% Lowfat Milk, Milk Milk, Chocolate, Fat Free, Milk, 1% Lowfat Milk, Milk	7 Dec	
Meal Type - I	1 Dec 8 Dec	INTON ELEMENTARY Monday 2 Dec Grillad Cheese Sandwich, K-8 Sandwich, PBJ, WG, MA Carrota, Baby, WG, MA Carrota, Baby, NG, MA Agpla, Raw, Whole with Skin, F Oranges, Raw, All Commercial Varieties, F Milk, 19 Lowfat Milk, Milk Kic Abcolate, Fat Free.	Tuesday 3 Dec Grillad Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrott, Baby, Fresh, Peeled, Veg-RO Carnot, Baby, Fresh, Peeled, Veg-RO Com, Seasond Corn With Margarine, Veg-S Apple, Raw, Whole with Skin, F Commercial Varieties, F Milk, Shoolase, Fat Free.	dge County Schools Site Group - Ele Menu Line - Lun Wednesday 4 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO Corn, Seasoned Corn With Margarine, Veg-S Corn, Seasoned Corn With Margarine, Veg-RO Corn, Seasoned Corn With Margarine, Veg-RO Corn, Seasoned Corn With Margarine, Veg-RO Corna, Seasoned Corn With Margarine, Veg-RO Corna, Seasoned Corn With Milk, 15 Lorder Milk, Milk Milk, Chocolate, Fat Free, Turner Dairy, Milk 11 Dec Pasta, Spaghetti and Meati Sauce (Ground Turkey). W Pasta, Spaghetti and Meatballs, MMA, Non-WG,	mentary School ch - Pizza Line Thursday 5 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrott, Baby, Fresh, Peeld, Veg-RG Carnot, Seasoned Corn With Margarina, Veg-S Angaria, Raw, Whole with Skin, F Oranges, Raw, All Commercial Varieties, F Milk, 19 kLovfat Milk, Milk, Choolate, Fat Free.	Friday 6 Dec Grillad Cheese Sandvich, K-8 Sandvich, PBJ, WG, MMA Carrott, Baby, Fresh, Peeled, Veg-RO Carno, Seasoned Corn With Margarine, Veg-S Apple, Raw, Whole with Skin, F Oranges, Raw, All Commercial Variettes, F Milk, 19 Lovdrat Milk, Milk, Chocolate, Fat Fres.		
Meal Type - I	B Dec 15 Dec	INTON ELEMENTARY Monday 2 Dec Grilled Cheese Sandwich, K-8 Sandwich, Baby, Fresh, Peeled, Veg-RO Corn, Seasoned Corn With Marganine, Veg-S Apple, Raw, Whole with Skin, F Rush, Vistor Kulk, Milk Milk, Chocolate, Fat Free, Turner Dary, Milk Milk, Chocolate, Fat Mic, Milk Milk, Chocolate, Fat Milk, Milk, Milk, Milk, Chocolate, Fat Milk, Milk, Milk, Milk, Milk, Chocolate, Fat Milk,	Tuesday 3 Dec Grillad Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Freah, Peeled, Veg-7K Apple, Ravy, Whole with Skin, F Oranges, Ravy, All Commercial Varietes, F Milk, 19 Lowfat Milk, Milk (Locolate, Fet Free, Turner Dairy, Milk 10 Dec Pasta, Spaghetti and Meat Sauce (Ground Turkey), W Pasta, Spaghetti and Meat Sauce (Ground Turkey), W Urg-R Tarms Whole Grain, Fully Roccoll, Broccoll, Broccoll and	dge County Schools Site Group - Ele Menu Line - Lun Wednesday 4 Dec Grilled Chesse Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-RO Corn, Seasoned Corn With Margarine, Veg-S Corn, Seasoned Corn With Margarine, Veg-S Corn, Seasoned Corn With Margarine, Veg-S Mill, 1% Londer, Mill, Mill, Mill, 1% Chocleste, F Turner Dairy, Mill 11 Dec Pasta, Spaghetti and Meat Sauce (Ground Turkey). W	mentary School ch - Pizza Line Thursday Solect Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Freah, Peeled, Veg-N Apple, Raw, Whole with Sin, F Oranges, Raw, All Commercial Varieties, F Milk, 19k Lowfate Milk, Milk (Lik, Choolate, Fet Free, Turner Dairy, Milk 12 Dec Pasta, Spaghetti and Meat Sauce (Ground Turkey), W Pasta, Spaghetti and Meat Sauce (Bround Turkey), W Pasta, Spaghetti and Meat Sauce (Bround Turkey), W Pasta, Spaghetti and Meat Sauce (Bround Turkey), W Sauce (Bround Turkey), W	Friday 6 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carnots, Baby, Fresh, Peeled, Veg-RO Corn, Seazoned Corn With Margarine, Veg-S Doranges, Raiv, All Commercial Varieties, F Milk, Chocolate, Fat Fres, Turner Dairy, Milk Milk, Chocolate, Fat Fres, Sauce (Ground Truker), W Pasta, Spaghetti and Meat Basta (Spaghetti and Meat Basta (Spaghetti and Meatballs, MMAR, Non-WG, Veg-R 20 Dec Grilled Cheese Sandwich, K-8	7 Dec	
Meal Type - I	B Dec	Monday 2 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Veg-5 Sandwich, PBJ, WG, MMA Argarine, Veg-5 Sandwich, PBJ, WG, MMA Margarine, Veg-5 Peeled, Veg-7 Compose, Raw, All Commercial Varieties, F Milk, 15 Lourds Milk, Milk Milk, Chocolate, Fet Free, Turner Dairy, Milk Souce (Ground Turkey), W Pasta, Spaphetti and Meat Sauce (Sandwind Turkey), W Pasta, Spaphetti and Meatballs, MMA, Non-WG, Veg-R	Tuenday 3 Dec Grillad Cheese Sandvich, K-8 Sandvich, PBJ, WG, MMA Carrots, Baby, Freh, Paeled, Vap-70, Corn, Sassoned Corn With Margarine, Vag-9 Paeled, Vap-70, Corn, Sassoned Corn With Margarine, Vag-9 Corn, Sassoned Corn With Margarine, Vag-9 Corn, Sassoned Corn, Sassoned Corn, Sassoned Corn, Sassoned Corn, Sassoned Corn, Sassoned Corner, Sassoned Corn, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Corner, Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Corner, Sassoned Corner, Sassoned Sassoned Corner, Sassoned Sassoned Corner, Sassoned Corner, Sassoned Corner, Sassoned Sassoned Corner, Sassoned Corner, Sassoned Corner, Sassoned Corner,	dge County Schools Site Group - Ele Menu Line - Lun Wednesday Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Yager, Sandwich, PBJ, WG, MMA Carrots, Baby, Fresh, Peeled, Yager, Sandy, Cheolates, F Milk, 19t Lovfar Milk, Milk Milk, 19t Lovfar, Pat Free, Sauce (Ground Turkey), W Pasta, Spaghetti and Meat Sauce (Ground Turkey), W Pasta, Spaghetti and Meatballis, MAA, Norw G, Yeg-R Manburger, Hamburger New Jone Mark, 2006	mentary School ch - Pizza Line Thursday Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carnots, Baby, Fresh, Peeld, Veg-RO Com, Seazoned Corn With Margarine, Veg-S Com, Seazoned Corn With Margarine, Veg-S Com, Seazoned Corn With Margarine, Veg-S Doranges, Ravv, All Commercial Varieties, F Milk, Chocolate, Fat Free, Turner Dairy, Milk Nilk, Stapashetti and Meat- Sauce (Ground Turker), W Pasta, Spaghetti and Meatballs, MMA, Non-WG, Veg-R 10 Dec Chicken Patty, Gold Kist Farms Whole Grain, Fully	Friday 6 Dec Grilled Cheese Sandwich, K-8 Sandwich, PBJ, WG, MMA Carnots, Baby, Fresh, Peeled, Veg-RO Corn, Seazoned Corn With Margarine, Veg-S Apple, Raw, Whole with Skin, F Apple, Raw, Whole with Skin, Ya Lovida Will, Ya Lovida Will, Sith Cocolate, Fat Fres, Turner Dairy, Milk Sauce (Ground Twiker). MBL 154 Decide Milk, Milk Maetabalis, Shaphetti and Meatabalis, MMAR, Non-WG, Veg-R 20 Dec	7 Dec	

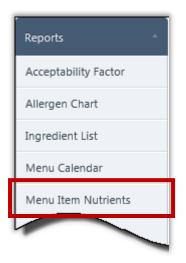
## Generating a Menu Calendar Nutrients Report

## To generate a Menu Calendar Nutrient report

- 1. Select Meal Type, Site Group, and Menu Line; select Site and Calendar Month, if needed.
- 2. Select Menu Calendar Nutrients.
- 3. Select a **Serving Group** and change the **Nutrient Option**, if needed.

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School - GEORGE WASH Meal Type - Lunch Menu Line - Lunch - Pizz		ARY			Site Gri		mentary S																			
Meal Type - Lunch Menu Line - Lunch - Pizz	za Line		Fat (g)	Sfat (g)	Site Gro Serving	oup - Eler Group -	mentary S K-5 Na	School	TDF (g)	Sugar	Pro (g)	Fe	Ca	A,RE	A,IU	VitC	Mois	Ash (g	)							/
Meal Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size)		FE (Kcal)	Fat (g)	Sfat (g)	Site Gra Serving	oup - Eler Group -	mentary S K-5		TDF (g)	Sugar (g)	Pro (g)	Fe (mg)	Ca (mg)	A,RE	A,IU	VitC (mg)	Mois (g)	Ash (g	)							/
Meal Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3039: Spaghetti with Meatballs Lunch - ServingDate: 12/09/2013 Parts Scothetti and Meat	za Line Planned Qty	FE (Kcal)			Site Gri Serving TFat (g)	Group - Eler Group - Chol (mg)	Mentary S K-5 Na (mg)	Carb (g)					(mg)													
Meal Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3039: Spaghetti with Meatballs Lunch - Serving Oate: 12/09/2013 Pata, Spaghetti and Meat Sauce (Ground Turkey), W - SR103500 (11/2 c.)	za Line Planned Qty 0	FE (Kcal) 318.43	6.43	1.38	Site Gri Serving TFat (g) 0.00	Chol (mg) 55.00	Mentary S K-5 Na (mg) 404.00	Carb (g) 44.20	6.20	-M-	24.41	2.92	(mg) 60.01	0.80	404.00	15.00	0.00	0.0	0							
Meal Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3039: Spaghetti with Meatballs Lunch - Serving Oate: 12/09/2013 Pata, Spaghetti and Meat Sauce (Ground Turkey), W - SR103500 (11/2 c.)	za Line Planned Qty	FE (Kcal)			Site Gri Serving TFat (g)	Group - Eler Group - Chol (mg)	Mentary S K-5 Na (mg)	Carb (g)		-M-			(mg)					0.0	0							
Meel Type - Lunch Menu Line - Lunch - Pizzi Item Name (Serving Size) 3039: Spaghetti with Meatalls Lunch - Serving Tate 30409 (2013) Sanse (Gomd Trikly), W - Shi (13500 (1 1/2 c.) 9 arts, Spaghetti and Meatballs, MMA, Non-WG, 9 arts, Spaghetti and Meatballs, Lunch - 1 3(2) (3) and spage (1 1/2 c.) 3039: Spaghetti with Meatballs Lunch - 1 3(2) (3) 3	Za Line Planned Qty D D D D D D D D D D D D D D D D D D D	FE (Kcal) 318.43 214.75	6.43	1.38	Site Gri Serving TFat (9) 0.00	Chol (mg) 55.00	Mentary 5 K-5 Na (mg) 404.00 501.56	Carb (9) 44.20 27.79	6.20	-M- 4.03	24.41	2.92	(mg) 60.01 40.25	0.80	404.00	8.11	0.00 -M-	0.0 -M	0							
Meel Type - Lunch Menu Line - Lunch - Pizzi Item Name (Serving Size) 3039: Spaghetti with Meatalls Lunch - Serving Tate 30409 (2013) Sanse (Gomd Trikly), W - Shi (13500 (1 1/2 c.) 9 arts, Spaghetti and Meatballs, MMA, Non-WG, 9 arts, Spaghetti and Meatballs, Lunch - 1 3(2) (3) and spage (1 1/2 c.) 3039: Spaghetti with Meatballs Lunch - 1 3(2) (3) 3	Za Line Planned Qty D D D D D D D D D D D D D D D D D D D	FE (Kcal) 318.43 214.75	6.43	1.38	Site Gri Serving TFat (g) 0.00	Chol (mg) 55.00	Mentary S K-5 Na (mg) 404.00	Carb (g) 44.20	6.20	-M-	24.41	2.92	(mg) 60.01	0.80	404.00	15.00	0.00	0.0 -M	0							
Meal Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3039: Spaghetti with Meatballs Lunch - ServingDate: 31/09/2012 Pasta: Spaghetti and Meat Save (Ground Turkey), W - SR-00500 (1 /2 Z-), Pasta: Spaghetti and Meat Serving Status, Mich. Non-Go (Naga-Riss, Mich. Non-G (Naga-Riss, Mich. Non-G (Naga-Riss), Naga-Riss, Naga-Ri	Za Line Planned Qty D D D D D D D D D D D D D D D D D D D	FE (Kcal) 318.43 214.75	6.43	1.38	Site Gri Serving TFat (9) 0.00	Chol (mg) 55.00	mentary S K-5 Na (mg) 404.00 501.56 404.00	Carb (9) 44.20 27.79	6.20	-M- 4.03	24.41	2.92	(mg) 60.01 40.25	0.80	404.00	8.11	0.00 -M-	-M	0							
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3035; Spaghett with facvingDate: 12(09/2013) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) M - SR10300 (1 J	za Line Planned Qty O O O O O O O O O O O O O O O O O O O	FE (Kcal) 318.43 214.75 318.43 214.75	6.43 6.56 6.43 6.56	1.38 2.02 1.38 2.02	Site Gro Serving 0.00 0.00 0.00	Chol (mg) 55.00 17.72	Mentary S K-5 Na (mg) 404.00 501.56 404.00 501.56	Carb (g) 44.20 27.79 44.20	6.20 2.02 6.20 2.03	-M- 4.03 -M-	24.41 11.13 24.41	2.92 7.58 2.92	(mg) 60.01 40.25 60.01 40.25	0.80 10.13 0.80 10.13	404.00 300.63 404.00 300.63	15.00 8.11 15.00	0.00 -M- 0.00	-M	0		-					
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3035; Spaghett with facvingDate: 12(09/2013) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), W - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) Pasts. Spaghett and Meat Sauce (Ground Turkey), M - SR10300 (1 J/2 c.) M - SR10300 (1 J	za Line Planned Qty O O O O O O O O O O O O O O O O O O O	FE (Ксаl) 318.43 214.75 318.43	6.43 6.56 6.43 6.56	1.38 2.02 1.38 2.02	Site Gro Serving 0.00 0.00 0.00	Chol (mg) 55.00 17.72	mentary S K-5 Na (mg) 404.00 501.56 404.00	Carb (g) 44.20 27.79 44.20	6.20 2.02 6.20 2.03	-M- 4.03 -M-	24.41 11.13 24.41	2.92	(mg) 60.01 40.25 60.01 40.25	0.80	404.00 300.63 404.00 300.63	15.00 8.11 15.00	0.00 -M- 0.00	-M	0							
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3035; Spaghetti with feoringDate: 12(09/2013) Pasts, Spaghetti and Meat Sauce (Ground Turkey), W - SR 103020 (1 J/2 c.) Pasts, Spaghetti and Meat Sauce (Sround Turkey), W - SR 103002 (1 J/2 c.) Pasts, Spaghetti and Meat Sauce (Ground Turkey), W - SR 10300 (1 J/2 c.) Pasts, Spaghetti and Meat Sauce (Ground Turkey), Basts, Spaghetti and Meat Sauce (Sauce Jurkey), Basts, Spaghetti and Meat Sauce (Sauce Jurkey), Sauce Jurkey, Sauce Jurkey, Sauc	za Line Planned Qty O O O O O O O O O O O O O O O O O O O	FE (Kcal) 318.43 214.75 318.43 214.75	6.43 6.56 6.43 6.56 0.16	1.38 2.02 1.38 2.02	Site Groven Serving 5	S5.00           17.72           55.00           17.72	mentary S K-5 404.00 501.56 404.00	22.94	6.20 2.02 6.20 2.03	-M- 4.03 -M- 0 21.03	24.41 11.13 24.41 7 8.11	2.92 7.58 2.92 0.17	(mg) 60.01 40.25 60.01 40.25 300.00	0.80 10.13 0.80 10.13 100.00	404.00 300.63 404.00 300.63	15.00 8.11 15.00 8.11	-M- -M-	0.0 -M 0.0	0 0 1- 1-							/
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 2039; Spachetti with ServingDate: 12/09/2013 Pats. Spachetti and Meat Mestabalis. Mak. Non-WG. Veg.R SR100502 (1/2) 2031. 2032. 2	za Line Planned Qty O O O O O O O O O O O O O O O O O O O	FE (Kca)) 318.43 214.75 214.75 214.75 214.75	6.43 6.56 6.43 6.56 9 0.16	1.38 2.02 1.38 2.02 5 0.05 5 0.05	Site Gro Serving 0.00 0.00 0.00	55.00 55.00 17.72 5.61 5.61 5.61	mentary S K-5 404.00 501.56 404.00 501.56	Carb (g) 44.20 27.79 44.20 27.79 22.94 13.00	6.20 2.02 6.20 2.03 5 0.00	-M- 4.03 -M- 0 21.01	24.41 11.13 24.41 7 8.11	2.92 7.58 2.92 0.17 2.00	(mg) 60.01 40.25 60.01 40.25 300.00 29.00	0.80 10.13 0.80 10.13 100.00 14.60	404.00 300.63 404.00 300.63	15.00 8.11 15.00 8.11	-M- -M-	0.0 -M 0.0	0							
Meel Type - Lunch Menu Line - Lunch - Pizz Tenn Name (Serving Size) 3039: Spaghetti with Heatballs Lanch - 12/09/2013 Patts, Spaghetti and Meat Sauce (Ground Turkey), W - SR103000 (11/2 c.) Patts, Spaghetti and Meatballs Lanch - 12/07/2013 Patts, Spaghetti and Meatballs Lanch - 12/10/2013 Patts, Spaghetti and Meatballs Lanch - 12/10/2013 Patts, Spaghetti and Meatballs Lanch - 12/10/2013 Patts, Spaghetti and Meat Baues (Ground Turkey), W - SR103064 (B n. cs.) Beorgap, Nill, Vareby, SR102642 (B n. cs.) Beocoll, Beocoll and Banch, Vag-DG - Chopp)	za Line	FE         (Kcal)           318.43         214.75           218.43         214.75           218.43         214.75           214.75         214.75           214.75         215.47	6.43 6.56 6.56 0.16 9 12.00 7 13.17	1.38 2.02 1.38 2.02 5 0.65 5 0.65 7 2.02	Site Gr Serving 0.00 0.00 0.00 0.00 0.00 0.00 0.00	bup - Elei           Group -           Choid           55.00           17.72           55.00           17.72           55.00           17.72           56.00           10.00	mentary S K-5 404.00 501.56 404.00 501.56 163.66	Carb (9) 44.20 27.79 44.20 27.79 22.94 13.00 10.03	6.20 2.02 6.20 2.02 2.02 2.02 2.02 2.02	-M- 4.03 -M- 2 21.07	24.41 11.13 24.41 7 8.11 7 8.11 9 14.00 9 1.28	2.92 7.58 2.92 0.17 2.00	(mg) 60.01 40.25 60.01 40.25 29.00 41.38	0.80 10.13 0.80 10.13 100.00 14.60 70.	404.00 300.63 404.00 300.63	15.00 8.11 15.00 8.11	-M- -M- -M- -M- -M- -M-	0.0 -M -M	0 1- 1- M-	trie	ents	s 0	ptie	on		
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3039; Spaghetti with ServingDate: 12(09/2013) Pasts. Spaghetti and Meat ServingDate: 12(09/2013) Pasts. Spaghetti and Meat Search, Search - Search 12(10/2013) Pasts. Spaghetti and Meat Search, Spaghet	za Line	FE         (Kcal)           318.43         214.75           318.43         214.75           0         127.35           0         127.35           0         155.47           0         155.47           0         90.000	6.43 6.56 6.43 6.56 9 0.16 9 12.00 9 13.17	1.38 2.02 1.38 2.02 2.02 2.02 2.02 7 2.02 7 2.02 7 2.02 7 2.02 7 2.02 7 2.02	Site Gri Serving 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Sup - Elei           Group -           Chai           55.00           17.72           S5.00           17.72           35.00           17.72           0           62.00           0           0           0           0           0           0           0	mentary 5 (mg) 404.00 501.56 404.00 501.56 163.66 0 395.01 10.00	School (9) 44.20 27.79 44.20 27.79 22.90 13.00 10.00 22.00	6.20 2.02 6.20 2.02 6.20 6.20 6.20 2.02 2.02	-M- 4.03 -M- 2 21.01 -M- 2 21.01 -M- -M- 2 21.01 -M- 2 21.01 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- -M-	24.41 11.13 24.41 24.41 24.41 24.41 24.41 2.	2.92 7.58 2.92 0.17 2.00 0.33	(mg) 60.01 40.25 60.01 40.25 29.00 41.38 0.00	0.80 10.13 0.80 10.13 100.00 14.60 70. 0.	404.00 300.63 404.00 300.63 500.00 73.00	15.00 8.11 15.00 8.11 2.40 2.40	······································	0.0 -M 0.0 -M	0 1- M- Nu	trid	ents	s O	ptic	on		
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 2039; Spaghetti with ServingDate: 12(09/2013) Pats. Spaghetti and Meat Mestabalis. MAN. Non-WG. Veg.R SR100022 (1/2) 2031. 2032.	za Line	FE         (Kcal)           318.43         214.75           218.43         214.75           218.43         214.75           214.75         214.75           214.75         215.47	6.43 6.56 6.43 6.56 9 0.16 9 12.00 9 13.17	1.38 2.02 1.38 2.02 2.02 2.02 2.02 7 2.02 7 2.02 0 0.00	Site Gri Serving 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Sup - Elei           Group -           Chai           55.00           17.72           S5.00           17.72           35.00           17.72           0           62.00           0           0           0           0           0           0           0	mentary 5 (mg) 404.00 501.56 404.00 501.56 163.66 0 395.01 10.00	School (9) 44.20 27.79 44.20 27.79 22.90 13.00 10.00 22.00	6.20 2.02 6.20 2.02 6.20 6.20 6.20 2.02 2.02	-M- 4.03 -M- 2 21.01 -M- 2 21.01 -M- -M- 2 21.01 -M- 2 21.01 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- 2 -M- -M-	24.41 11.13 24.41 24.41 24.41 24.41 24.41 2.	2.92 7.58 2.92 0.17 2.00	(mg) 60.01 40.25 60.01 40.25 29.00 41.38	0.80 10.13 0.80 10.13 100.00 14.60 70.	404.00 300.63 404.00 300.63 500.00 73.00	15.00 8.11 15.00 8.11 2.40 2.40	······································	0.0 -M 0.0 -M	0 1- M- Nu	trie	ents	s O	ptie	on		
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 2039; Spaghetti with ServingDate: 12(09/2013) Pats. Spaghetti and Meat Mestabalis. MAN. Non-WG. Veg.R SR100022 (1/2) 2031. 2032.	za Line	FE         (Kcal)           318.43         214.75           318.43         214.75           0         127.35           0         127.35           0         155.47           0         155.47           0         90.000	6.43 6.56 9 0.16 9 0.12.00 13.17 9 0.000	1.38 2.02 1.38 2.02 5 0.05 5 0.05 7 2.02 7 2.02 2 0.00 0 0.00	Site Gri Serving 0.00 0.00 0.00 0.00 0.00 0.00	sup - Elei           Group -           Chol           (mg)           55.00           17.72           55.01           17.72           2           5.61           2           5.61           2           5.61           2           3           0           0           0	mentary S K-5 404.00 501.56 404.00 501.56 163.66 370.00 395.01 1.00 395.01	Carb         Carb           44.20         27.79           44.20         27.79           22.91         13.00           10.02         22.00           14.21         14.21	6.20 2.02 6.20 2.03 5 0.00 2.01 2 0.00 2.01 2 0.00 2.00 2 0.00 2 0.00 0 0.00 2 0.00 0 0.00 0 0 0	-M- 4.03 -M- 2 21.07 2 1.07 2 1.07 2 1.07 2 1.07 5 0.00	24.41 11.13 24.41 7 8.11 9 14.00 9 1.28 9 0.00	2.92 7.58 2.92 0.17 2.00 0.33	(mg) 60.01 40.25 60.01 40.25 29.00 41.38 0.00	0.80 10.13 0.80 10.13 100.00 14.60 70. 0.	404.00 300.63 404.00 300.63 500.00 73.00	15.00 8.11 15.00 8.11 2.40 9 11.00	0.00 -M- -M- -M- -M- M- M- 0.00	-M -M -M -M -M -M -M -M -M -M -M -M -M -	0 1- M- Nu	trie	ents	5 0	ptie	on		
Meel Type - Lunch Menu Line - Lunch - Pizz Item Name (Serving Size) 3035; Spaghett with Hernit Jobs - Spaghett with 12(09/2013) Pasts, Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts, Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts, Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts, Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts, Spaghett and Meat Sauce (Ground Turkey), W - SR103000 (1 J/2 c.) Pasts, Spaghett and Meat Sauce (Ground Turkey), Berezge, Miki, Varety, SR105643 (6 R. oc.) Berezge, Miki, Varety, SR105642 (6 R. oc.) Berezge, Miki, Varety, SR105642 (6 R. oc.) Berezge, Miki, Varety, SR10300733 (1 J/2 curk), Chicken Pasty, Gold Kiat SR1030735 (1 J/2 curk), Chopp) Apple Bauce, Single Serv.	za Line	FE (Kcal)           318.43           214.75           214.75           214.75           0           127.35           0           127.35           0           127.35           0           153.47           0           155.47           0           155.47           0           155.47	6.43 6.56 9 0.16 9 0.12.00 13.17 9 0.000	1.38 2.02 1.38 2.02 5 0.05 5 0.05 7 2.02 7 2.02 2 0.00 0 0.00	Site Gri Serving 0.00 0.00 0.00 0.00 0.00 0.00	sup - Elei           Group -           Chol           (mg)           55.00           17.72           55.01           17.72           2           3.61           2           3.61           2           3.61           3           0           0.000	mentary S K-5 404.00 501.56 404.00 501.56 163.66 370.00 395.01 1.00 395.01	Carb         Carb           44.20         27.79           44.20         27.79           22.91         13.00           10.02         22.00           14.21         14.21	6.20 2.02 6.20 2.03 5 0.00 2.01 2 0.00 2.01 2 0.00 2.00 2 0.00 2 0.00 0 0.00 2 0.00 0 0.00 0 0 0	-M- 4.03 -M- 2 21.07 2 1.07 2 1.07 2 1.07 2 1.07 5 0.00	24.41 11.13 24.41 7 8.11 9 14.00 9 1.28 9 0.00	2.92 7.58 2.92 0.17 2.00 0.33 0.00 1.32	(mg) 60.01 40.25 60.01 40.25 29.00 29.00 41.38 0.00 1.10	0.80 10.13 100.00 10.00 0.00	404.00 300.63 404.00 300.63 500.00 73.00	15.00 8.11 15.00 8.11 2.40 9 11.00	о.00 -м- -м- -м- -м- м- м- м- м- м- м- м- о.00 0.00	-M -M -M -M -M -M -M -M -M -M -M -M -M -	0 1- 1- M- Nu	trie	ents	5 0	pti	on		

# Menu Item Nutrients



**Menu Item Nutrients** generates a report of nutrient information for all menu items for a selected data source, Meal Pattern and Serving Group. Allergen information is included with each Menu Item name, when available.

The report can be printed or exported to one of seven formats: XML, CVS, PDF, MHTL, TIFF, Excel or Word.

#### Menu Item Nutrients Page

Menu Item Nutrients					<b>—</b>
Data Source Local	Meal Pattern  SELECT	Se	rving Group	•	
Select All					
E Food Energy	Total Fat	Saturated Fat	🔲 Trans Fat	Cholesterol	Sodium
Carbohydrate	📃 Total Dietary Fiber	Protein	Iron	Calcium	🔲 Vitamin A (RE)
🔲 Vitamin A (IU)	🔲 Vitamin C	Moisture 🗌	Ash 📃		
					Generate Report

By default, on the Menu Item Nutrients page:

- Data Source is set to "Local".
- Meal Pattern is set to "SELECT".
- **Serving Group** is blank [empty].
- No nutrients are selected.

# Generating a Menu Item Nutrients Report

#### To generate a Menu Item Nutrients report

- 1. Select a **Data Source**, if needed.
- 2. Select a Meal Pattern (required).
- 3. Select a **Serving Group** (required).
- 4. Select **Select All** or one or more nutrients.
- 5. Click Generate

Data

Iten (Ser Bean 1009 Bluel 9040 Milk, Copy black 6/#1 LR-1 Frozz Sidel Ridg (1 C Grille Sand Glute Grille Sand Glute Grille LR-1 Whee Hone - LR-Egg, Pean Sand (1 s Soy, Ultra Bake Cont

Lege (M) -

		Me	enu It	1	ents	2	2	3		<b>— —</b>
		Da	ita Soui	rce	••••	Meal Pattern		rving Group	•	
		Lo					attern SY 2( 💌 🛛		•	
					••••					
			Sel	ect All						
			<b>V</b> F	ood En	ergy	🔽 Total Fat	✓ Saturated Fat	🔲 Trans Fat	Cholesterol	🖉 Sodium
	4			Carbohy	/drate	🔲 Total Dietary Fiber	Protein	Iron	🔽 Calcium	🔲 Vitamin A (RE)
			V	/itamin	A (IU)	🔲 Vitamin C	Moisture	🔲 Ash		
			••••	••••	• • • • •	• • • • • • • • • • • • • • • •	• • • • • • • • • • • •	••••		•••••
									5	
ttp://	rtviewer.as	px - Inter	net Explor	rer						Generate Report
4 1 of 1 🕨 🕅	¢ I			Find   Ne	xt 🔍	.• 🕲				
				M	enu I	tem Nutrient Repo	ort	Generated on: 1	11/19/2013 11:49:14 AM	
						Edge County Schools				
Pattern: [USDA]Meal Pat Source: Local	tern SY 2	012-2014	4		Serving	Group: K-5				
Name ving Size)	FE (Kcal)	Fat (g)	Sfat (g)	Na (mg)	Ca (mg)					
s, Black (Turtle), MMA - LR- ( 1/2 c.)	109.00	0.35	0.10		42.00					4
erry Muffin, Super Bakery, - LR-1000 (1 ea.)Contains Egg, Wheat, Gluten.	160.00	3.50	1.00	190.00	0.00					
of Beans, Black, Canned; , seasoned, brine sauce, 0 (108 oz); as purchased - 010 (1/2 c.)	109.99	0.00	0.00		43.99					
n Juice, Strawberry-Mango, ticks, 100% Juice, tield's, 225890 - LR-1008 ontainer)	80.00	0.00	0.00	45.00	80.00					
d Cheese 9-12 - LR-1006 (1 wich)Contains Wheat, Soy, n.	240.29	7.79	2.81	685.09	438.13					
d Cheese K-8 - LR-1005 (1 wich)Contains Wheat, Soy, n.	240.29	7.79	2.81	685.09	438.13					
d Cheese Sandwich, K-8 - 001 (1 sandwich)Contains st, Soy, Gluten.	248.33	8.67	2.92	723.33	437.15					
y Bun, Super Bakery, 6012 1002 (1 ea.)Contains Milk, Wheat, Soy.	310.00	15.00	5.00	190.00	100.00					
ut Butter and Jelly wich, Elementary - LR-1003 andwich)Contains Wheat, Gluten.	403.60	19.13	4.29	726.88	93.76					
Muffin - Banana, Super ry, 9052 - LR-1004 (1 ea.) ains Milk, Egg, Wheat.	180.00	6.00	1.00	125.00	80.00					
nd Missing Nutrient Values						-				
in the second second									Page: 1 of 1	

# **Nutrient Standards**



**Nutrient Standards** lists all current nutrient standards (requirements) for each serving group in a selected Meal Pattern as specified by the USDA.

The report can be printed or exported to one of seven formats: XML, CVS, PDF, MHTL, TIFF, Excel or Word.

#### Nutrient Standards Page

Nutrient Star	ndards				
Meal Pattern [USDA]Meal	Pattern SY 2( 💌	Meal Type Lunch	•		
					Generate Report

By default on the **Nutrient Standards** page:

- Meal Pattern is set to "[USDA] Meal Pattern SY 2012-2014".
- Meal Type is set to "Lunch".

# Generating a Nutrient Standards Report

## To generate a Nutrient Standards report

- 1. Select a Meal Pattern.
- 2. Select a Meal Type.
- 3. Click Generate Report

al Pattern SDA]Meal Pattern SY 2(	Meal Type Lunch Breakfast Lunch			3 Generate Rep
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			Generated or	n: 11/19/2013 11:45:27 AN
		Nutrient Star	ndards	
		Edge County Scl	nools	
Meal Pattern: [US	SDA]Meal Patterr		Meal Service: Br	eakfast
		n SY 2012-2014	Meal Service: Br	reakfast
Se	rving Group			reakfast
	rving Group	n SY 2012-2014	Meal Service: Br	reakfast
Se	rving Group	Nutrient Name	Meal Service: Br USDA Standard < 10.000% calories	reakfast
5e	rving Group 8	n SY 2012-2014	Meal Service: Br	reakfast
Se	rving Group 8	Nutrient Name Saturated Fat Food Energy	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000]	reakfast
5e	rving Group 8	Nutrient Name Saturated Fat Food Energy Food Energy	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000] [450.000 - 600.000]	reakfast
Se 6-1	rving Group 8 12	Nutrient Name Saturated Fat Food Energy	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000]	reakfast
5e	rving Group 8 12	Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000] [450.000 - 600.000] < 10.000% calories	reakfast
5e 6-1	rving Group 8 12	Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat Saturated Fat	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000] (450.000 - 600.000] < 10.000% calories < 10.000% calories	reakfast
Se 6-1	rving Group 8 12 5	Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000] [450.000 - 600.000] < 10.000% calories	reakfast
5e 6-1	rving Group 8 12 5	Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat Saturated Fat Food Energy	Meal Service: Br	reakfast
Se 6-1	rving Group 8 12 5	Nutrient Name Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat Saturated Fat Food Energy Food Energy Food Energy	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000] < 10.000% calories < 10.000% calories [350.000 - 500.000] [400.000 - 500.000]	reakfast
Se 6-1	rving Group 8 12 5	Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat Saturated Fat Food Energy	Meal Service: Br	reakfast
Se 6-1	rving Group 8 12 5	Nutrient Name Nutrient Name Saturated Fat Food Energy Food Energy Saturated Fat Saturated Fat Food Energy Food Energy Food Energy	Meal Service: Br USDA Standard < 10.000% calories [400.000 - 550.000] < 10.000% calories < 10.000% calories [350.000 - 500.000] [400.000 - 500.000]	reakfast

# **Recipe Book**



**Recipe Book** prints each recipe included in a selected Data Source on individual pages to allow compilation into a printed book. Detailed nutrition information for all recipe ingredients is provided.

Menu Item ingredient pictures can be included in the print when the system setting "**Recipes – Display Pictures in Report**" is set to "Yes.

#### **Recipe Book Page**

Recipe Book	
Data Source Local	
	Generate Report

By default on the **Recipe Book** page:

• Data Source is set to "Local".

## Generating a Recipe Book

Generating a recipe book includes all recipes in the selected database, and therefore can require a lengthy time to generate the report, to print the report, as well require a large volume of paper for printout. Use your resources carefully!

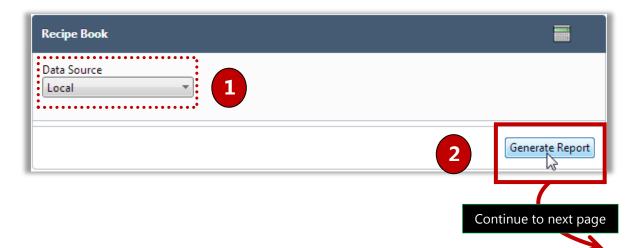
Each recipe includes:

- HACCP Processes, if selected
- Allergens, if selected
- Meal Contributions, if selected
- Serving information
- Stock Items used with pictures when system setting "Recipes Display Pictures in Reports" is set to "Yes"
- Instructions
- CCP description
- Nutritional information

After generation, book can be printed or saved to a file, such as a PDF or MS Word document.

#### To generate a Recipe book

- 1. Select a Data Source, if needed.
- 2. Click Generate Report



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4 4 4	of 5 ? 🕨 🔰 💠	100% 🗸		Find   Nex	t 🔍	•	٠			
ACCP Process	u Na Caak	Whoop	ie Pies	(LR1000	02)					
llergens: Cont	ains Egg; Processed in a fa on: 1 CN-slice, thick/larg					,1/2 Veg	-RO			
Number of Servi	ngs: 48	Serving Size:	1 CN-s	lice, thick/large	(1/2" thick	c)				_
Moisture gain/lo		Yield:	2 Pour 0.0000	id, 3 3/8 Ounce						
Waste gain/loss <sup>e</sup> Stock Item#	Stock Item	Fat gain/loss% : Stock Quant		Ingredient Na			Quantitu		Picture	-
	Carrot Fries , Fried	850 1/2 Gran	-	test pi LI10000:			Quantity 680 1/2 G	am	Picture	
	St-Bagel sesame seed , As Purc	hased 5 Ounce		Marks Pecan Pie	s 5I100013		5 Ounce			
				Local hot dog Li	100002		1 Gram			
WTCS-t1	Milk choclate- Wood county , jui	ice 6 fluid ounce scoop	e ,1 no.100	Milk Shakes, Th LI100000	ick Chocolat	e	6 fluid our 100 scoop	nce ,1 no.		
Cook for 15 • spread shake • put hot dog i • Pour milk sh Beat well. CCP Name	e over all. n pan		Critical Te	emperature Co	orrective A	ction				
CRTE	Chill Ready-to-Eat food	5		41.00 1. wi	Use a differ	rent cooling d is above 4 card prepa nd more th	1 ?F and les: red ready-to an 4	s than 4 hours	dy-to-eat foods s into the cooling en the food is	
Nutritional Infor	Fat         SFat           12.07         1.49	Carb Protein 74.52 12.	-	1)						
Nutrients per 10	0 g ) Sfat (g) TFat (g) Chol (1) (mg)	Na (mg) Carb (g)		Sugar Pro (g) (g)(2)	Fe (mg) (3)	Ca (mg) (4)	A,RE A	,IU(5) Vi (mg		Ash (g)
FE Fat (g (Kcal)				Missing 1.125		14.994	0.000		0.000 0.005	0.005
FE (Kcal)         Fat (g)           37.495         0.50										
(Kcal)	ving (20.888 g)	<u> </u>	· · · ·							
(Kcal)       37.495       0.50       Nutrients per ser       FE (Kcal)       Fat (g	) Sfat (g) TFat (g) Chol (1) (mg)	Na (mg) Carb (g)	(	g)(2)	Fe (mg) (3)	(4)		.IU(5) Vit (mg)	)(6)	
(Kcal) 37.495 0.50 Nutrients per ser	) Sfat (g) TFat (g) Chol (1) (mg)	(g)	(	Missing 0.235	Fe (mg) (3) 9.375		A,RE A	(mg		Ash (g)

# **Recipe Costing Report**

Reports
Menu Item IV.
Nutrient Standards
Recipe Book
Recipe Costing Report
Recipe Materials Report
Recipe Nutrition
Weekly Nutrient Analysis

**Recipe Costing** provides the cost to produce each recipe for the district. Recipe Material cost and Cost per Serving is listed for each recipe.

## Recipe Costing Report Page

Recipe Costing Report		<b>—</b>
Generate report for	School System	
		Generate Report

By default on the **Recipe Costing Report** page:

• No options or entries are available or required.

# Generating a Recipe Costing Report

## To generate a Recipe Costing Report

1. Click Generate Report

Generate	e report for Edge County School	S		1	
					Generate Rep
é http://	/Primero/r	reportviewer.aspx - Win	dows Internet Explo	orer	
14 4 1	of 8 🕨 🄰 💠 100%	<b>v</b>	Find   Next	Generated on: 7	(19/2013 4:55:53 PM
	Dest				
	Reci	pe Costing Re	eport		K
	Reci		eport I System		K
Recipe				Number Of Servings	Cost Per Serving (in \$)
Recipe LR100005	District	- School	System		(in \$)
	District	School	System Recipe Material Cost (in \$)	Servings	(in \$)
- LR100005	District Recipe Name BBQ Sauce, IND PK	- School Serving Size	Recipe Material Cost (in \$) 0.09	Servings 1	(in \$) 0.09
LR100005 LR100006	District Recipe Name BBQ Sauce, IND PK Beef & Cheese Burrito, Frozen	School Serving Size	Recipe Material Cost (in \$) 0.09 0.43	Servings 1 1	(in \$) 0.09 0.43
LR100005 LR100006 LR100007	District           Recipe Name           BBQ Sauce, IND PK           Beef & Cheese Burrito, Frozen           Blueberry Muffin	School Serving Size	Recipe Material Cost (in \$)           0.09           0.43           0.27	Servings 1 1 1	(in \$) 0.09 0.43 0.27
LR100005 LR100006 LR100007 LR100008	District           Recipe Name           BBQ Sauce, IND PK           Beef & Cheese Burrito, Frozen           Blueberry Muffin           Cheese Cup, Jalapeno	School Serving Size	Recipe Material Cost (in \$)           0.09           0.43           0.27           0.29	Servings 1 1 1 1	(in \$) 0.09 0.43 0.27 0.29
LR100005 LR100006 LR100007 LR100008 LR100009	District           Recipe Name           BBQ Sauce, IND PK           Beef & Cheese Burrito, Frozen           Blueberry Muffin           Cheese Cup, Jalapeno           Doritos, Baked	School Serving Size	Recipe Material Cost (in \$)           0.09           0.43           0.27           0.29           0.22	Servings 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(in \$) 0.09 0.43 0.27 0.29 0.22
LR100005 LR100006 LR100007 LR100008 LR100009 LR100012	District          Recipe Name         BBQ Sauce, IND PK         Beef & Cheese Burrito, Frozen         Blueberry Muffin         Cheese Cup, Jalapeno         Doritos, Baked         Gravy, White	School Serving Size	Recipe Material Cost (in \$)           0.09           0.43           0.27           0.29           0.22           0.55	Servings 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(in \$) 0.09 0.43 0.27 0.29 0.22 0.07
LR100005 LR100006 LR100007 LR100008 LR100009 LR100012 LR100015	District          Recipe Name         BBQ Sauce, IND PK         Beef & Cheese Burrito, Frozen         Blueberry Muffin         Cheese Cup, Jalapeno         Doritos, Baked         Gravy, White         Egg & Cheese Biscuit	School Serving Size	Recipe Material Cost (in \$)           0.09           0.43           0.27           0.29           0.22           0.55           1.55	Servings 1 1 1 1 1 1 1 1 1 1 5 5 5 5 5 5 5 5 5	(in \$) 0.09 0.43 0.27 0.29 0.22 0.07 0.32
LR100005 LR100006 LR100007 LR100008 LR100009 LR100012 LR100015 LR100016	District - Recipe Name BBQ Sauce, IND PK Beef & Cheese Burrito, Frozen Blueberry Muffin Cheese Cup, Jalapeno Doritos, Baked Gravy, White Egg & Cheese Biscuit Fish Strips	School Serving Size	Recipe Material Cost (in \$)           0.09           0.43           0.27           0.29           0.22           1.129	Servings 1 1 1 1 1 1 1 1 1 1 1 0 50 80	(in \$) 0.09 0.43 0.27 0.29 0.22 0.07 0.32 0.14
LR100005 LR100006 LR100007 LR100008 LR100009 LR100012 LR100015 LR100016 LR100018	District          Recipe Name         BBQ Sauce, IND PK         Beef & Cheese Burrito, Frozen         Blueberry Muffin         Cheese Cup, Jalapeno         Doritos, Baked         Gravy, White         Egg & Cheese Biscuit         Fish Strips         Tartar Sauce, Ind	School Serving Size 1 packet 1 ea. 1 muffin 3 ounces 1 Bag 1/3 c. 1 ea. 4 ea. 1 pkg.	Recipe Material Cost (in \$)           0.09           0.03           0.04           0.05	Servings 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(in \$) 0.09 0.43 0.27 0.29 0.22 0.07 0.32 0.14 0.04
LR100005 LR100006 LR100007 LR100008 LR100009 LR100012 LR100015 LR100016 LR100018 LR100019	District          Recipe Name         BBQ Sauce, IND PK         Beef & Cheese Burrito, Frozen         Blueberry Muffin         Cheese Cup, Jalapeno         Doritos, Baked         Gravy, White         Egg & Cheese Biscuit         Fish Strips         Tartar Sauce, Ind         Hushpuppies-Baked	School Serving Size	Recipe Material Cost (in \$)           0.09           0.03           0.04           0.05           0.05           0.021           0.022           0.023           0.024           0.025           0.026           0.027           0.029           0.021           0.022           0.023           0.024           0.025           0.026           0.027           0.028           0.029           0.029           0.021           0.021           0.021           0.041           0.041           0.041	Servings 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(in \$) 0.09 0.43 0.27 0.29 0.22 0.07 0.32 0.14 0.04 0.13
LR100005 LR100006 LR100007 LR100008 LR100009 LR100012 LR100015 LR100015 LR100016 LR100018 LR100019 LR100020	District - Recipe Name BBQ Sauce, IND PK Beef & Cheese Burrito, Frozen Blueberry Muffin Cheese Cup, Jalapeno Doritos, Baked Gravy, White Egg & Cheese Biscuit Fish Strips Tartar Sauce, Ind Hushpuppies-Baked Hamburger	School Serving Size  1 packet 1 ea. 1 muffin 3 ounces 1 Bag 1/3 c. 1 ea. 4 ea. 1 pkg. 4 ea. 1 pkg. 4 ea. 1 ea.	Recipe Material Cost (in \$)           0.09           0.03           0.04           0.05           0.05           0.03           0.04           0.05           0.05           0.043           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.05           0.06           0.06           0.07           0.06           0.07           0.06           0.07           0.08           0.09           0.010           0.04           0.05           0.06           0.07           0.08           0.09           0.09           0.010           0.010           0.010           0.010           0.010           0.010           0.010           0.010	Servings	(in \$) 0.09 0.43 0.27 0.29 0.22 0.32 0.14 0.04 0.13 0.34

LR100429	Roast Pork w/ Gravy	- 2 oz.	0.37	1	
LR100430	Whole Grain Pancakes	2 ea.	0.04	72	0.00
LR100431	Nachos w/ Cheese Sauce Douglas	3 fl. oz.	13.84	50	0.28
LR100432	Nachos w/Beef & Cheese Sauce Douglas	3 fl. oz.	13.84	50	0.28
LR100433	Chicken Parmesan w/ Sauce-Breaded Filet	1 serv.	53.62	100	0.54
LR100434	Macaroni and Cheese w/ homemade sauce	2/3 c.	20.74	50	0.41
LR100435	Sweet Potato Waffle Fries (McCain's)	1/2 c.	32.15	80	0.40

# **Recipe Materials Report**

Reports -
Menu Item IV.
Nutrient Standards
Recipe Book
Recipe Costing Report
Recipe Materials Report
Recipe Nutrition
Weekly Nutrient Analysis

**Recipe Materials Report** provides a dollar cost for the materials (items) required to produce each recipe. All items and item quantities required to produce a single recipe are listed.

A report can be generated in the report viewer window and then printed or exported to a file, or the data can be exported directly to an MS Excel file.

## **Recipe Materials Report Page**

Recipe Materials Report	
Data Source Local	
	Generate Report Export To Excel

By default on the Recipe Costing Report page:

- No options or entries are available or required.
- The default Data Source is "Local"; change when needed.

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							Genera	ated on: 2/7/	2014 2:35:11 PM
		Pe	cine M	1ateria	le Don	ort			
		Re		E CREEK SCH		UIL			
			3100	E CREEK SUP	10023				
Item # /Recipe Code	Item Description	Primary Quantity	Primary Unit	Secondary Quantity	Secondary Unit	Broken Unit Size	Broken Units Per Case	Broken Units Needed	Needed Broken Units Cost
Recipe: TR10	07 - PB&J Sandwich, Wheat Grape	Servings:	1.000 (136	1/8 Gram)					
FZ082	PB&J Sandwich, Wheat Grape	1.000	Each			136.000 Ounce	72	2.00	1.58
Recipe Cost:									1.58
Recipe: TR10	08 - Sandwich, Deli Turkey Ham &	Cheese; Ser	vings: 1.0	00 (1 CN-sa	ndwich)				
FZ100	Sandwich, Deli Turkey Ham & Cheese	1.000	CN- sandwich			4.950 Ounce	50	2.00	1.86
Recipe Cost:									1.86
Recipe: TR10	09 - Macaroni & Cheese, Whole Gra	ain; Serving	5: 1.000 (1	L CN-bowl)					
FZ072	Macaroni & Cheese, Whole Grain	1.000	CN-bowl			5.000 Pound	6	1.00	7.65
Recipe Cost:				-			-		7.65
Recipe: TR10	10 - Burrito, Grilled Bean & Cheese	; Servings:	1.000 (1	Each)					
FZ021	Burrito, Grilled Bean & Cheese	1.000	Each			6.500 Ounce	72	1.00	0.62
Recipe Cost:									0.62
Recipe: TR10	11 - Pizzata, Pepperoni; Servings:	1.000 (1 Ea	ach)						
FZ095	Pizzata, Pepperoni	1.000	Each			2.200 Ounce	180	2.00	0.53
Recipe Cost:									0.53
Recipe: TR10	12 - Milk, Nonfat Chocoloate 1/2 P	int; Serving	5: <b>1.000 (</b> 1	1 Each)					
DR001	Milk, Nonfat Chocolate 1/2 Pint	1.000	Each			8.000 Ounce	70	1.00	0.18
Recipe Cost:									0.18
Recipe: TR10	13 - Milk, Nonfat Strawberry 1/2 P	int; Serving	s: 1.000 (	8 fluid ounce	e )				
DR004	Milk, Nonfat Strawberry 1/2 Pint	8.000	fluid ounce			8.000 Ounce	70	1.00	0.22
Recipe Cost:									0.22
Recipe: TR10	14 - Milk, Nonfat White 1/2 Pint;	Servings: 1.(	000 (1 Eac	:h)					-
DR003	Milk, Nonfat White 1/2 Pint	1.000	Each			8.000 Ounce	70	1.00	0.18
Recipe Cost:									0.18
Recipe: TR10	15 - Milk, Soy 1/2 Pint; Servings:	1.000 (8 flu	id ounce	)					
DR006	Milk, Soy 1/2 Pint	8.000	fluid ounce			8.000 Ounce	12	1.00	0.65
Recipe Cost:									0.65
Recipe: TR10	16 - Apples, Red School Boy; Serv	ings: 1.000	(1 CN-CUP	, pieces or s	lices)				
PR003	Apples, Red School Boy	1.000	CN-CUP, pieces or slices			1.000 Each	163	1.00	0.15
Recipe Cost:		1	Sinces						0.15
-	17 - Applesauce Cups, Plain; Servi	ngs: 1.000 (	1 Cup)						I
CN004	Applesauce Cups, Plain	1.000				4.000 Ounce	72	3.00	0.63
Recipe Cost:									0.63
									1 3.05

# **Recipe Nutrition**

Reports 🔶
Factor Menu Item IV
Nutrient Standards
Recipe Book
Recipe Costing Report
Recipe Materials Report
Recipe Nutrition
Weekly Nutrient Analysis

#### **Recipe Nutrition Page**

**Recipe Nutrition** produces a report that lists all nutrient information per serving and per 100 gms for all recipes that share a selected tag.

The report can be printed or exported to one of seven formats: XML, CVS, PDF, MHTL, TIFF, Excel or Word.

Recipe Nutrition	
Tags Enter the name of the tag or select from the list	Data Source
	Generate Report

By default on the **Recipe Nutrition** page:

- **Tags** displays directions for entering or selecting the tag to identify the group of recipes for which to print nutrition information.
- Data Source is set to "Local".

# Generating a Recipe Nutrition Report

#### To generate a Recipe Nutrition Report

- 1. Select *one* recipe tag (multiple tags cannot be selected).
- 2. Select a **Data Source**, if needed.
- 3. Click Generate Report

Recipe Nu	trition										2)							
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Tags										ata So .ocal								
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http://	/repor	tviewer.a	spx - Inter	met Explo	orer													• ×
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							1940	- co	UNTY									
			В	agel Ha	lf; Bake	Crafter	s,Indivio	lually W	rapped;	as serv	ed - (Lf	R300043	3)				K	
Tag(s): CN-Baked	goods, CN-t	breads, C	CN-cakes,	CN-cool	cies, CN-	crackers,	CN-pies	, CN-rolls										
Number of Serving	s: 1	.000	Se	rving Siz	e:	1 p	iece											
Moisture gain/loss	%: 0	.000	Fai	t gain/los	ss% :	0.00	00											
Waste gain/loss%:	0	.000																
Ingredient Name	Weight (g)	FE (Kcal)	Fat (g)	Sfat (g)	TFat (g)	Chol (mg)	Na (mg)	Carb (g)	TDF (g)	Sugar (g)(1)	Pro (g)	Fe (mg) (2)	Ca (mg) (3)	A,RE	A,IU(4)	VitC (mg) (5)	Mois (g)	Ash (g)
Bagel Half; Bake Crafters,Individually Wrapped; as served	28.350	83.000	0.300	0.000	м	0.000	130.000	18.000	0.660	м	2.900	95.400	34.800	0.000	0.000	0.000	М	м
Sub Total	28.350	83.000	0.300	0.000	0.000 (M)	0.000	130.000	18.000	0.660	0.000 (M)	2.900	95.400	34.800	0.000	0.000	0.000	0.000 (M)	0.000 (M)
Fat/Waste/Moist Change	0.000																	
Fotal	28.350	83.000	0.300	0.000	0.000 (M)	0.000	130.000	18.000	0.660	0.000 (M)	2.900	95.400	34.800	0.000	0.000	0.000	0.000 (M)	0.000 (M)
Per 100g	100.000	292.769	1.058	0.000	0.000 (M)	0.000	458.554	63.492	2.328		10.229	336.508	122.751	0.000	0.000	0.000	0.000 (M)	
	28.350	83.000	0.300	0.000	0.000 (M)	0.000	130.000	18.000	0.660	0.000 (M)	2.900	95.400	34.800	0.000	0.000	0.000	0.000 (M)	0.000 (M)
Per Serving																		

# Weekly Nutrient Analysis

Reports Factor Menu Item N.	<ul> <li>The Weekly Nutrient Analysis report provides:</li> <li>Nutrition Report</li> <li>Nutrition Summary Report</li> </ul>
Nutrient Standards	Food Component Report
Recipe Book	The reports are generated from the Standard Nutrients footer for a selected week. The week must include a minimum of 3 menus.
Recipe Costing Report	After clicking Analysis Report the Standard Nutrients footer
Recipe Materials Report	appears.
Recipe Nutrition	
Weekly Nutrient Analysis	

## Weekly Nutrient Analysis Page

Weekly Nutrient Analysis	<b>— —</b>
Select Calendar	
Meal Type Site Group Site	
Menu Line Start Date End Date	
	Analysis Report

By default on the Weekly Nutrient Analysis page:

- Meal Type and Site Group are set to "SELECT".
- Site and Menu Line are blank.
- Start Date and End Date are blank.

## Generating a Weekly Nutrient Analysis Report

You only need to select a **Start Date** or **End Date**—the other date is automatically calculated for you (seven days after or before the selected date, respectively).

#### To generate the Standard Nutrient footer for a selected Menu Line and week

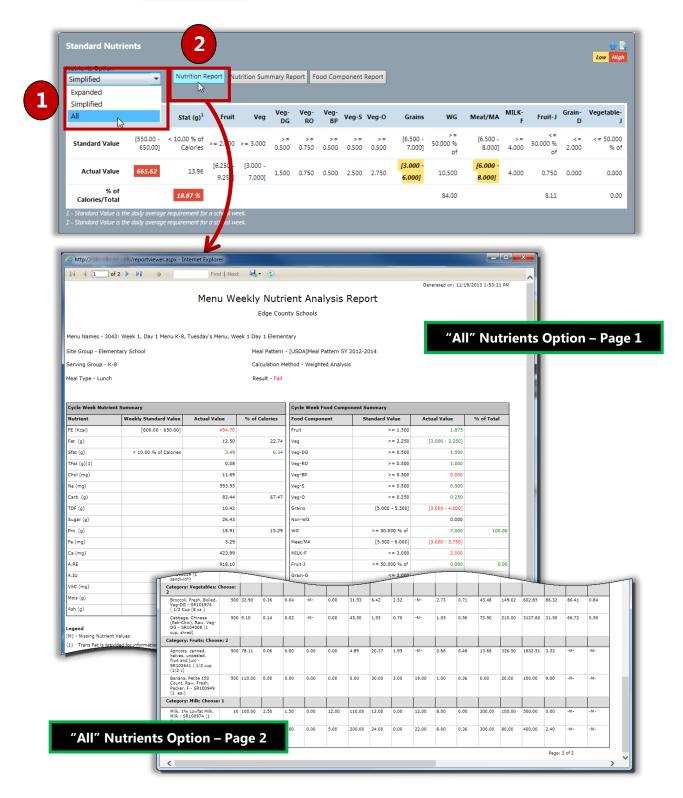
- 1. Select a Meal Type, Site Group, and Menu Line, and Site, if needed.
- 2. Enter or select a **Start Date** and/or **End Date**.
- 3. Click Analysis Report
- 4. Expand the Standard Nutrients footer.
- 5. Select a Nutrient Option, if needed.
- 6. Click Nutrition Report

		•		
Start Date 9/8/2013	End Date 9/14/2013		2	
			3	Analysįs Report
	tary School  Start Date	tary School  ALL Start Date End Date	tary School     ALL       Start Date     End Date       9/8/2013     9/14/2013	tary School   ALL  Start Date End Date 2

Ingredients	Weekly Nutrient Analysis
Menus 🔻	Select Calendar
Reports	Meal Type     Site Group     Site       Lunch     Elementary School     Image: Constraint of the second secon
Acceptability Factor	Menu Line Start Date End Date
Allergen Chart	Regular 9/8/2013 🗐 9/14/2013
Ingredient List	
Menu Calendar	Analysis Report
Menu Item Nutrients	
Standard Nutrients	4 🐒

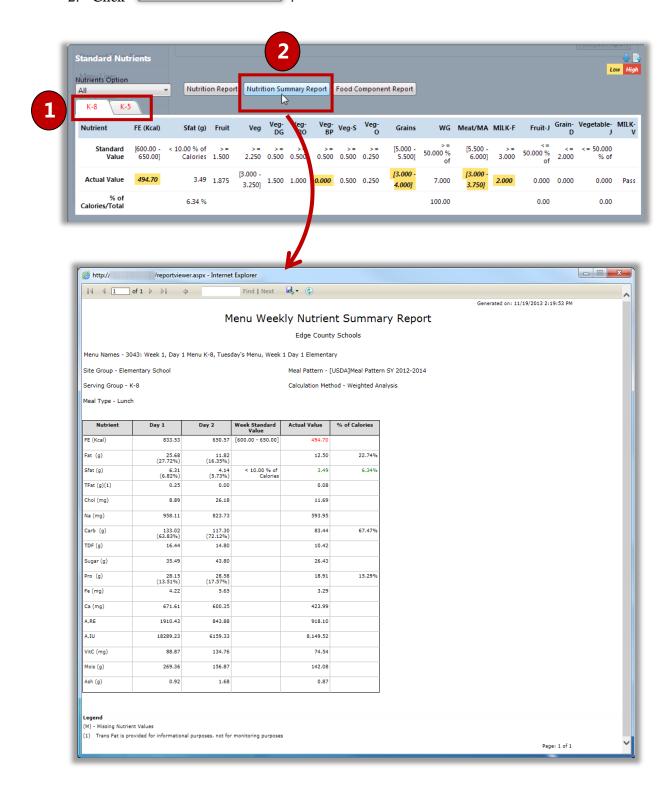
## To generate a Nutrition Report from the Standard Nutrients footer

- 1. Select a Nutrients Option and a serving group, if needed.
- 2. Click Nutrition Report



## To generate a Nutrition Summary Report from the Standard Nutrients footer

- 1. Select a serving group, if needed.
- 2. Click Nutrition Summary Report



## To generate a Food Component report from the Standard Nutrients footer

- 1. Select a serving group, if needed.
- 2. Click Food Component Report

Standard Nut		Nutritio	n Report	Nutriti	ion Sumi	mary Re	eport Food	2 I Component	Report						
K-8 K-	-5 FE (Kcal)	Sfat (g)	Fruit	Veg	Veg- DG	Veg- RO	Veg- BP Veg	-s Veg	Grains	WG	Meat/MA	MILK-F	Fruit-J	Grain- D	Vegetable
Standard Value	[600.00 - < 1 650.00]	0.00 % of Calories	>= 1.500 2	>= 2.250	>= 0.500 (	>=		= >= 00 0.250	[5.000 - 5.500]	> = 50.000 % of	[5.500 - 6.000]		< = 50.000 % of	<= 2.000	< = 50.000
Actual Value	494.70	3.49	1 975	000 - .250]	1.500	1.000	<b>0.000</b> 0.50	00 0.250	3.000 - .000]	7.000	[3.000 - 3.750]	2.000	0.000		0.000
% of Calories/Total		6.34 %								100.00			0.00		0.00
									Γ						
	http://primeroedget	est/reportviewer.as . ▷ ▷II d		net Explore	er	Find	Next 🔍 -	•						×	
	Menu Names - S Site Group - Eler	nentary School	B-Que Lunch, S	Salad Lu	Meal		[USDA]Meal Patt	ern SY 2012-2014	4						
	Serving Group -	K-5													
	Fruit (cups)	Day 1	Day 2		Day 3		Day 4	Day 5	Weekly Te	Req	Veckly juirement Ref	Weekly quirement Chec	_		
	Fruit (cups) Minimum Fruits (cups Weekly Fruit Juice Limit Requirement	Day 1           [2.000 - 2.500] ()	Pass) 2.50 ruit Total Weekl Juice	00 (Pass)		f Total t that is e		Day 5 [2.000 - 2.500] (Pass		Req		Weekly quirement Chec Pa	_	l	
	Fruit (cups) Minimum Fruits (cups) Weekly Fruit Juice Limit Requirement ≤ 30.000 % o Vegetables (cups)	Day 1           (2.000 - 2.500) (           Total Weekly F           1           Day 1	Pass) 2.50 ruit Total Weekl Juice	2	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3	10] (Pass) [: f Total t that is e 8.333% 3	(1.500 - 2.000) (Pass) Weekly Requirement Check Pass Day 4	[2.000 - 2.500] (Pass Day 5	) [10.000 -	otal Req 12.000]	uuirement Rea ≥ 2.500 Veekly uuirement Rea	Weekly uirement Chec			
	Fruit (cups) Minimum Fruits (cups Weekly Fruit Juice Limit Requirement ≤ 50.000 % o	Day 1           [2.000 - 2.500] (           Total Weekly F           1           Day 1           [0.000 - 2.000]	Pass) 2.50 ruit Total Weekl Juice	2	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3	10] (Pass) [: f Total t that is e 8.333% 3	(1.500 - 2.000) (Pass) Weekly Requirement Check Pass Day 4	[2.000 - 2.500] (Pass	) [10.000 - Weekly To ] [1.250 -	otal Req 12.000]	≥ 2.500	Quirement Chec Pa Weekly	sss sk sil		
	Fruit (cups) Minimum Fruits (cupus) Weekly Fruit Juice Limit Requirement \$ 30.000 % o Vegetables (cups)	Day 1           [2.000 - 2.500] (           Total Weekly f           1           Day 1           [0.000 - 2.000]	Dass)         2.50           ruit         Total Weekl Juice           Day 2         0.00           (Fail)         0.00           .250         0.00	2 000 (Pasi) 1.000 2 000 (Fail) 0.000 0.000	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3	IO] (Pass)         [:           f Total t that is 8.333%         p           3	1.500 - 2.000) (Pass) Weekly Requirement Check Pass Day 4 (1.250 - 2.500) (Pass) 0.250 0.250	[2.000 - 2.300] (Pass Day 5 [0.000 - 2.000] (Fall 1.000 0.256	) [10.000 - Weekly Ti ) [1.250 - 0	Otal         Req           12.000]	uirement         Res           à 2.500	Weekly quirement Chec Fi Pa Pa Pa	tk ail 555 555 ↓↓		
	Fruit (cups) Minimum Fruitz (cups) Weekly Fruit Juice Limit Requirement ≤ 30.000 % o Vegetables (cups) Vegetables (cups) Dark Green Red/Orange	Day 1           [2.000 - 2.500] (           Total Weekly f           1           Day 1           [0.000 - 2.000]	Pass) 2.50 ruit Total Weekl Juice Constant (Fail) 0.00 Constant Consta	2 000 (Pass)	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3	10] (Pass) [: f Total t that is 8.333% 3 00] (Fail) [: 1.000	1.500 - 2.000] (Pass) Weekly Requirement Check Pass Day 4 (1.250 - 2.500] (Pass) 0.250	[2.000 - 2.500] (Pass Day 5 [0.000 - 2.000] (Fail 1.000	) [10.000 - Weekly Tr ] [1.230 - 0 0	otal Req 12.000] otal V Req - 8.500] 3.250	uirement         Res           ≥ 2.500            Veekly juirement         Res           ≥ 3.750            ≥ 0.500	Weekly Juirement Chec Fi Pa	ck 311 555 555 555		
	Fruit (cups) Minimum Fruits (cups) Weekly Fruit Juice Limit Requirement 5 00.000 % o Vegetables (cups) Vegetables (cups) Dark Orean Red/Orange Bean/Pass (Legume)	Day 1           (2.000 - 2.500) (           Total Weekly f           1           Day 1           (0.000 - 2.000)           1	Dass)         2.50           ruit         Total Weekly Juice           Day 2         0.000           (Fail)         0.00           .000         .000           .000         .000	2 000 (Pass) 1.000 2 000 (Fail) 0.000 0.000	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3	IO] (Pass)         [:           FTotal         r           It that is         r           8.333%         .           3         .           300] (Fail)         [:           1.000         .           0.250         .           0.0000         .	1.500 - 2.000] (Pass) Weekly Requiremt Check Pass Day 4 (1.250 - 2.500] (Pass) 0.250 0.250 0.500	[2.000 - 2.300] (Pass Day 5 [0.000 - 2.000] (Fall 1.000 0.251 0.000	) [10.000 - Weekly Tr ) [1.250 - 0 0	otal Req 12.000] otal V Req 5.500] 3.250 1.000 0.500	uirement         Res           2.500	Weekly Universide the set of the	ck 1411 1555 1555		
	Fruit (cups) Minimum Fruits (cups) Minimum Fruits (cups) Limit Requirements & 30.000 % of Vegetables (cups) Vegetables (cups) Dyrk Green Red/Drange Basin/Fass (cupone) Barchy	Day 1           [2,000 - 2,000] ()         [2,000 - 2,000] ()           Total Weekly I         [           [0,000 - 2,000] ()         [	Dass)         2.55           ruit         Total Weekl           0000         0           (Fail)         0.00           1.250         0           1.250         0           1.500         0	io0 (Pass)           ily Fruit           1.000           2           000 (Fail)           0.000           0.000           0.000           0.000           0.000           0.000	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3	IO] (Pass)         [:           It that is         #           8.333%         #           3         #           3000 (Fail)         [:           1.000         #           0.250         #           0.0500         #           0.250         #           1.000         #           1.000         #           1.000         #           0.250         #           1.020         #	1.500 - 2.000] (Pass) Weekly Requirement Check Pass Day 4 1.250 - 2.500] (Pass) 0.250 0.250 0.500 1.000	[2.000 - 2.500] (Pass Day 5 [0.000 - 2.000] (Pall 1.000 0.255 0.000 0.501	) [10.000 - Weekly Tr ) [1.250 - 0 0	V         Req           12.000]         V           0tal         V           8.500]         3.250           1.000         0.550           2.500         0	Vackly buirement         Ref           2 3.750         Ref           2 3.750         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1	Weekly Weekly puirement Chec Pa Pa Pa Pa Pa Pa	ck 1411 1555 1555		
	Fuilt (cups)           Minimum Fruiti (cups)           Weikly Fruiti Juice           Limit Requirement           s 50:000 % or           Vegetables (cups)           Dask Grang           Bachy Pass           Bachy Pass           Dark Grang           Bachy Pass           Dark Grang           Bachy           Direr           Weekly Vegetables           S 50:000 % or           Bachy           Diare           S 50:000 % or           Bachy Mathematic Strength           S 50:000 % or           Bachy Mathematic Strength           Strength           S 50:000 % or           Bachy Mathematic Strength           Strength           Strength           Strength           Strength           Strength	Day 1           [2,000 - 2,000] ()         [2,000 - 2,000] ()           Total Weekly I         [           [0,000 - 2,000] ()         [	Dase         2.55           ruit         Total Weekk           Image: Constraint of the second sec	000 (Pass)           ily Fruit e           1.0000           2           0000 (Fail)           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000           0.0000	[2.000 - 2.50) Percent of Weekly For Juice Day 3 [0.000 - 2.00	IO] (Pass)         [:           FTotal         g           8.333%         ]           3         ]           1.000         [:           0.250         ]           0.000         [:           0.250         ]           0.000         [:           0.250         ]           0.000         [:           0.000%         [:	1.500 - 2.000] (Pass) Weekly Requirement Check Pass Day 4 1.250 - 2.500] (Pass) 0.250 0.250 0.250 1.000 1.250 Requirement Check	[2.000 - 2.500] (Pass Day 5 [0.000 - 2.000] (Pall 1.000 0.255 0.000 0.501	) [10.000 - Weekly Tr ) [1.250 - 0 0	Yes           otal         Yes           0.500	Vackly buirement         Ref           2 3.750         Ref           2 3.750         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1           2 0.500         1	Weekly Weekly puirement Chec Pa Pa Pa Pa Pa Pa			
	Fuil (cops) Minimum Fruits (cops) Minimum Fruits (cops) Linit Requirement & 50.000 % o Vegetables (cops) Dark Green Bed/Grange Bed/Grange Bed/Free (Legories) Starchy Dither Weathy Vegetables Regularement & 50.000 % o	Day 1           Day 1           (2,000 - 2,500)           Total Weakly I           (0,000 - 2,000)           (0,000 - 2,000)           (0,000 - 2,000)           (0,000 - 2,000)           Total Weakly I           Total Weakly I           Day 1           Day 2           Day 3           Day 4           Day 5           Day 5           Day 6           Day 7	Variable         Z.5.57           Total Weeks         Juice           Juice         Juice           (#4)         0.0           (#4)         0.0           (#4)         0.0           (#4)         0.0           (#4)         0.0           (#4)         0.0           (#4)         0.0           (#5)         0.0           (#6) <t< td=""><td>000 (Pass)           ily Fruit           1.0000           2           000 (Fail)           0.000           2</td><td>[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3 [0.000 - 2.00 Percent of Weekly Veg that is J Day 3</td><td>IO] (Pass)         [:           FTotal         F           S.33%        </td><td>1.500 - 2.000] (Pass) Requirement Check Pass Day 4 1.250 - 2.500] (Pass) 0.250 0.250 0.250 0.250 1.000 1.250 1.250 Requirement Check</td><td>[2.000 - 2.500] (Pase Day 5 [0.000 - 2.000] (Fail 1.001 0.25 0.000 0.25</td><td>Weekly Tr           Weekly Tr</td><td>V         V           0.000         V           0.001         V           0.001         0.001           0.000         0.000           0.000         0.000           0.000         0.000</td><td>Yeekly         Re           2.7.00         .           3.7.50         .           3.7.50         .           2.0.50         .           3.7.50         .           3.7.50         .           3.7.50         .           3.0.50         .     </td></t<> <td>Weekly Ruirement Chec Ruirement Chec Pa Pa Pa Pa Pa Pa Pa Pa</td> <td></td> <td></td> <td></td>	000 (Pass)           ily Fruit           1.0000           2           000 (Fail)           0.000           2	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3 [0.000 - 2.00 Percent of Weekly Veg that is J Day 3	IO] (Pass)         [:           FTotal         F           S.33%	1.500 - 2.000] (Pass) Requirement Check Pass Day 4 1.250 - 2.500] (Pass) 0.250 0.250 0.250 0.250 1.000 1.250 1.250 Requirement Check	[2.000 - 2.500] (Pase Day 5 [0.000 - 2.000] (Fail 1.001 0.25 0.000 0.25	Weekly Tr           Weekly Tr	V         V           0.000         V           0.001         V           0.001         0.001           0.000         0.000           0.000         0.000           0.000         0.000	Yeekly         Re           2.7.00         .           3.7.50         .           3.7.50         .           2.0.50         .           3.7.50         .           3.7.50         .           3.7.50         .           3.0.50         .	Weekly Ruirement Chec Ruirement Chec Pa Pa Pa Pa Pa Pa Pa Pa			
	Fuilt (cops)           Minimum Fruits (cops)           Minimum Fruits (cops)           West Y (rain Jacobie Limits Records)           4 30.000 % of           Vegetables (cops)           Dark Green           Basin/Fasi (copine)           Barchy           Other           West Vegetables (cops)           Differ           Minimum (construction)           Marting (cops)           Differ           Meat / Meat Alervales           Meat / Meat Alervales	Day 1           [2:000 - 2:00]           [3:000 - 2:00]           [3:000 - 2:00]           [4:000 - 2:00]           [5:000 - 2:00]           [6:000 - 2:00]           [7:000 - 2:00]           [7:000 - 2:00]           [8:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]           [9:000 - 2:00]	Para) 2.55 Total Week (res) 0.6 (res) 0.6	000 (Pass) 14 y Fruit 1.000 2 2 0.0000 0.00000 0.000000 0.00000 0.0000 0.0000 0.0	[2.000 - 2.50 Percent of Weekly Fruit Juice Day 3 [0.000 - 2.00 (0.000 - 2.00) (0.000 -	Image: Point of the second s	1.500 - 1.000 (Para) Weekly Requirement Check Day 4 1.250 - 2.000 (Para) 0.250 0.250 0.350 0	[2.000 - 2.500] (Pase Day 5 [0.000 - 2.000] (Fall 0.000 0.251 0.000 0.251 0.000 0.251 0.000 0.251 0.000 0.251 0.000 0.251 0.000 0.251 0.000 0.251 0.0000 0.0000 0.0000 0.00000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	Weekly T           0	V         V           0tal         V           8.500         -           9.250         -           2.500         -           2.500         -           0.500         -           0.500         -           0.500         -           0.500         -           0.500         -           0.500         -           0.500         -           0.500         -	Veskly         Re           2.500         Re	Weekly Ruirement Chec Ruirement Chec Pa Pa Pa Pa Pa Pa Pa Pa			
	Fuilt (cops)           Minimum Fruits (cops)           Minimum Fruits (cops)           Wegetables (cops)           Dark (cops)	Day 1           [2.000 - 2.000]           [3.000 - 2.000]           [4.000 - 2.000]           [5.000 - 2.000]           [6.000 - 2.000]           [7.000 - 2.000]           [8.000 - 2.000]           [9.00	1         2.5.0           Total Weak         Juce           000	000 (Pass) 1.000 2 1.000 2 2 0000 (Pal) 0.0000 0.000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0	(2.000 - 2.50) Percent of Weskly Veg (0.000 - 2.00) Percent of Day 3 2.00 Day 3 2.00 Day 3 2.00 Day 3 2.00 Percent of Grain R	100         (Pase)         (F)           1         that         p         (P)           3         (P)         (P)         (P)           3         (P)         (P)         (P)           1         (P)         (P)         (P)           3         (P)         (P)         (P)           1         (P)         (P)         (P)           0         (P)         (P)         (P)           0         (P)         (P)         (P)           3         (P)         (P)         (P)           3         (P)         (P)         (P)           3         (P)         (P)         (P)	1.500 - 2.000 (Paus) Weekly Requirement Check Day 4 1.230 - 2.300 (Paus) 0.250 0.250 0.250 0.250 1.250 - 2.300 (Paus) 0.250	[2.000 - 2.500] (Pass Day 5 [0.000 - 2.000] (Fail 0.000 0.55 0.000 0.25 0.000 0.25 0.025 Day 5	Weekly Tr           0	V         Rec           12.000         V           6.500         2.000           3.250         1.000           3.250         2.000           2.000         2.000           0.500         [8]           0.500         [8]           0.500         [8]           0.500         [8]           0.500         [9]	Yankiy         Re           2.7.00         Re	Weekly University Univ			
	Fuilt (cops) Minimum Fruits (cops) Minimum Fruits (cops) Media (cops) Dark Green Ref/Oranje Barchy Other Media (Marcolling) Minimum Sciences Ref/Oranje Barchy Other Media (Marcolling) Minimum Sciences Ref/Oranje Barchy Other Media (Marcolling) Minimum Sciences Ref/Minimum Sciences Ref/M	Day 1           [2.000 - 2.000]           [3.000 - 2.000]           [4.000 - 2.000]           [5.000 - 2.000]           [6.000 - 2.000]           [7.000 - 2.000]           [8.000 - 2.000]           [9.00	2.3.5         2.3.5           Versit         Total Weskich           (Fail)         0.0.2           (Fail)         (1.000 - 2.00)	00 (Pass) 1,000 2 1,000 2 0,000	(2.000 - 2.50) Percent of Weskly Veg (0.000 - 2.00) Percent of Day 3 2.00 Day 3 2.00 Day 3 2.00 Day 3 2.00 Percent of Grain R	10) (Pass)         10           Tetal         8           8         8           8         8           8         8           9         8           9         8           9         9           3         1           1         1000           0.0204         0           0.0205         0           0.0206         0           0.0006         0           3         0           3         0           3         0           9         3           3         1           72.33340         1	1.500 - 2.000 (Paus) Nevershy Nevershy Day 4 1.250 - 2.000 (Paus) 1.250 - 2.000 (Paus) 0.250	[2.000 - 2.500] (Pass Day 5 [0.000 - 2.000) (Fail 1.000 0.251 0.000 0.251 0.000 0.251 0.000 0.251 0.000 (Pass Day 5 0.000 (Pass Day 5 0.0000 (Pass Day 5 0.0000 (Pass Day 5 0.000 (Pass Da	Weekly Tr           0	Y         Y           001         Y           Reg         8.500           3.250         1.000           3.250         2.500           1.000         2.500           2.250         2.000           0.500         2.500           0.500         9.000           0.500         9.000           0.500         10.500           0.5	Yankiy         Re           2.7.00         Re	Weekly University Univ			
	Fuilt (cups) Minimum Fruiti (cups) Minimum Fruiti (cups) Linit Requirement a 50.000 lb oc Vogetables (cups) Draft Grange Bact/Or	Day 1           Day 1           1           2           1	2.5.0           Visit Weski           Visit Weski           Juce           Juce           Juce           Fail         0.5           0         -           Juce         -           Fail         0.5           0         -           Juce         -           Visit Weski         -           <	00 (Pass) 1,000 2 1,000 2 0,000	(2.000 - 2.50) Percent of university of the second	10) (Pass)         10           Tetal         8           8         8           8         8           8         8           9         8           9         8           9         9           3         1           1         1000           0.0204         0           0.0205         0           0.0206         0           0.0006         0           3         0           3         0           3         0           9         3           3         1           72.33340         1	1.300 - 2.000] (Paus) Requirement Check Requirement Check 1.250 - 2.000] (Paus) 0.250 0.	[2.000 - 2.500] (Pass Day 5 [0.000 - 2.000] (Pail 1.000 0.251 0.000 0.501	Weekly T           0           (10.000 -           0	Y         Y           001         Y           Reg         8.500           3.250         1.000           3.250         2.500           1.000         2.500           2.250         2.000           0.500         2.500           0.500         9.000           0.500         9.000           0.500         10.500           0.5	Yenkly         Re           2.500	Weekly Weekly Ba Ba Ba Ba Ba Ba Ba Ba Ba Ba Ba Ba Ba			

 $\blacktriangleleft$  End of Section  $\blacktriangleright$ 

# **Configuration**

In this chapter you will learn how to:

- ✓ Create and manage categories of Menu Items.
- ✓ Create and manage templates for Menus.
- ✓ Add and remove items on the Standard Menu Item list.
- ✓ Create and manage Menu Lines for a meal service.
- ✓ Add, change and remove Site groups.
- Configure Meal Service types, Menu Lines, and effective Meal Service start dates for a Site.
- Create and change Hazard Analysis Critical Control Points and processes used in recipe production.
- Set up holidays or special occasion days on a calendar used as a template for Menu Calendars.
- ✓ Create, display and manage Meal Patterns.
- ✓ Add a new data source and update version data.

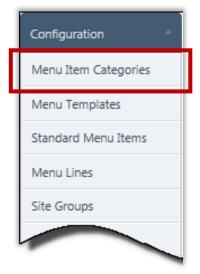
# Configuration at a Glance

Menu Function	Description
Menu Item Categories	Create and update categories for Menu Items.
Menu Templates	Create and manage templates for Menus.
Standard Menu Items	Create and remove menu items from the Standard Menu Item list – items that are frequently included on Menus.
Menu Lines	Create and update Menu Lines for each Meal Service.
Site Groups	Create and maintain groups of Sites which are used when creating Menus and Menu Cycles, and assigning Menus.
Site Configuration	Specify the Meal Service(s) and the Menu Item Categories included for each Meal Service for a Site.
HACCP Configuration	Create Hazard Analysis processes and Critical Control Points used in recipe production.
Holiday Schedule	Set up calendar days as holidays or other special occasion days.
Meal Pattern	Display standard Meal Pattern details, and create and manage local Meal Patterns, Serving Groups and Meal Service nutrients.
Data Sources & Versions	Add a local data source and update data source version data.

## **O**Note

Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Configuration** menu, you may see a subset of the functions listed above.

# Menu Item Categories



**Menu Item Categories** adds new categories to organize Menu Items, and manages category descriptions. Grouping Menu Items makes it easier and faster to find an item when searching, such as when adding a Menu Item to a Menu or when reviewing Menu Items when assigning a Menu or building a Menu.

Menu Item display order in drop-down lists in the **Production** module are also managed through this function.

## Menu Item Categories Page

dd New Menu Item Category Data Source Category Local 💌	Description Display	/ Order Add	
Menu Item Categories			
Description	Display Order	Data Source	Edit
SC - Bkfst Entree		Local	/
SC - Fruit		Local	/
SC - Lunch Entree		Local	1
SC - Meals	8	State Level	1
SC - Milk		Local	1
SC - Non Reimbursable	7	State Level	1
SC - Salad		Local	1
SC - Veg - Green	7	Local	1
SC - Veg-O	6	Local	1
SC - Whole Grains	9	State Level	1

By default on the Menu Items Categories page:

- Data Source is set to "Local".
- Category Description and Display Order are blank (empty).
- All existing menu item categories are shown in the Menu Item Categories list.

# Adding a Menu Item Category

## To add a new Menu Item category

- 1. Select a **Data Source**, if needed.
- 2. Enter a brief name or description for the new category in Category Description.
- 3. Enter a number in **Display Order** to represent the placement of the new category in dropdown lists on various **Production** module pages.
- 4. Click Add

Menu Item Categories				
Add New Menu Item Ca	ategory		·	
Data Source State Level 💌 Menu Item Categorie	Category Description SC - Brkfst Meals	Display Order	Add	
Description	Display (	Order	Data Source	Edit
				1

Menu Item Category added successfully.								
Menu Item Categories			<b>= -</b>					
Add New Menu Item Category Data Source Catego State Level 💌 Menu Item Categories	ry Description Display Ord	er Add						
Description	Display Order	Data Source	Edit					
SC - Bkfst Entree		Local	1					
SC - Brkfst Meals	1	State Level	1					
SC - Emit		Local	1					
			/					

# Updating Category Details

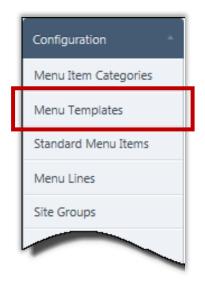
## To update Menu Item Category details

- 1. Click **Edit** ( 🗾 ) in a category listing,
- 2. In the editable category listing, change the Category **Description** text.
- 3. Enter a new **Display Order** value, if needed.
- 4. Click **Update** ( **I**).

Aenu Item Categories			<b>—</b>						
dd New Menu Item Category									
Data Source Categ State Level 💌	ory Description Display O	Order Add							
Menu Item Categories	Display Order	Data Source	Edit						
SC - Bkfst Entree		Local	1						
SC - Brkfst Meals	1	State Level	1h						
SC - Fruit		Local	Edit						
SC - Lunch Entree		Local	1						

Description	Display Order	Data Source	Edit
SC - Bkfst Entree		Local	1
SC - Brkfst Meals	2	State Level	
SC - Fruit		Local	Update

# Menu Templates



**Menu Templates** support the creation of menus more quickly. A Menu Template is a base of all Menu details shared by all or most Menus, such as Serving Groups and Menu Items. Rather than performing repetitive actions for each new Menu, a Menu Template allows you to perform the actions once and then make a copy for new Menus.

## Menu Templates Page

Menu	Menu Templates									
Add a	Add a new Template									
	Data Source         Meal Pattern         Meal Type         Site Group           ALL         ALL         ALL         ALL         ALL									
_	Tags     Name       Enter the tag names separated by a ;									
🔲 Inc	clude Discontinued Templates Appl	y Reset								
Mer	nu List									
	Name	Site Group	Meal Type	Meal Pattern	Data Source					
>	Elementary B & L Menu Template	Elementary School	Breakfast, Lunch	[USDA]Meal Pattern SY 2012-2014	State Level	Discontinue				
>	Elementary Breakfast Menu Template	Elementary Schools Site Group	Breakfast	[USDA]Meal Pattern SY 2012-2014	State Level	Discontinue				
>	HS Breakfast Menu Template	High School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	Discontinue				
-		Middle School	Bernard	2014	State level2	Discontinue				

By default on the Menu Templates page:

- Meal Pattern, Meal Type, and Site Group are set to "ALL".
- **Tags** and **Name** are blank (empty).
- Include Discontinued Templates is cleared.

# Searching for a Menu Template

Six search conditions can be used in any combination to search for a Menu Template.

## To search for a Menu Template

- 1. Enter one or more search conditions.
- 2. Click Apply

Mer	nu Templates					
<u>Add</u>	<u>d a new Template</u>					
_	a Source Meal Patter ALL	rn Meal Type eal Pattern SY 21 🔻 Breakfast	Site Grou	•		
Tag: Ent	s ter the tag names separated by a ;	Name				
	Include Discontinued Templa es App	ly Feset				
-						_
Mer	nu List	5				-
Mer	nu List 🖉	Site Group	Meal Type	Meal Pattern	Data Source	
Mer		Site Group Elementary School	Meal Type Breakfast, Lunch	Meal Pattern [USDA]Meal Pattern SY 2012-2014	Data Source State Level	D
	Name					
>	Name Elementary B & L Menu Template	Elementary School	Breakfast, Lunch	[USDA]Meal Pattern SY 2012-2014	State Level	

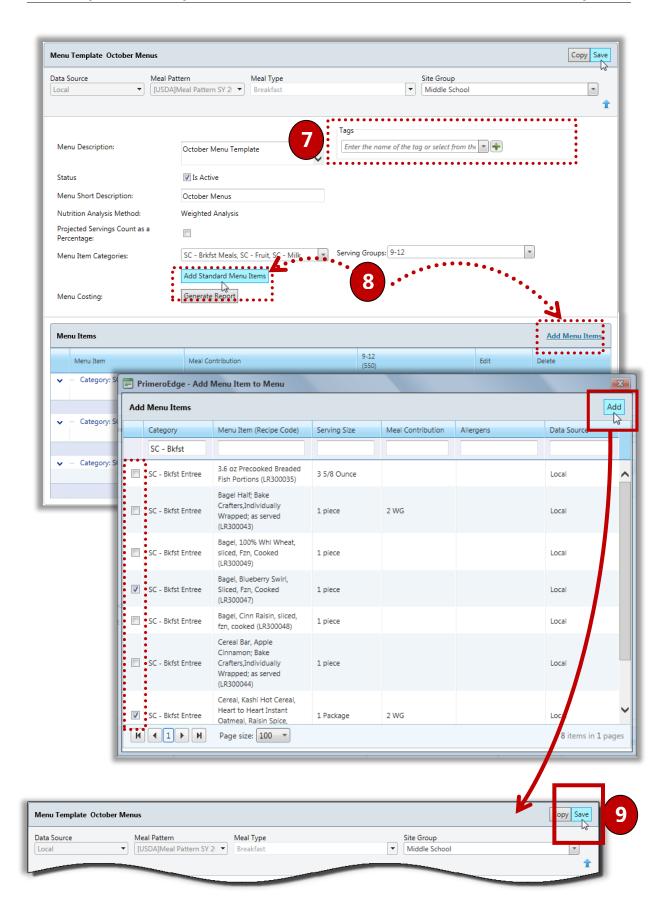
# Adding a Menu Template

Adding a Menu Template follows the same basic steps as adding a Menu. However, you add only items that are common to all Menus that will be created with this template.

#### To add a Menu Template

- 1. Click the **Add a new Template** link.
- 2. Select a Meal Type, and select one or more Meal Types and one or more Site Groups.
- 3. Enter a Menu Description and a Menu Short Description.
- 4. Select one or more Serving Groups and enter Projected Serving Counts for each group.
- 5. Select one or more Menu Item Categories and enter the number of choice(s) for each.
- 6. Click Save .
- 7. Add one or more tags.
- 8. Add a set of Standard Menu Items and/or select individual Menu Items; add Projected Serving Counts for each.
- 9. Click Save

dd a new Template							
- ALL VICE Meal Par IUSDA1			e Group				
		Name					
			_				
enu Info							
Menu Template							Save
Data Source Mea	l Pattern	Meal Type	••••		te Group	•••••	
	DA]Meal Pattern SY 2	Breakfast			High School		-
Menu Description:	September Menu		0				
			0				
Status	✓ Is Active		0				
Status Menu Short Description:	✓ Is Active September Menu		0				
Status Menu Short Description: Nutrition Analysis Method:	☑ Is Active September Menu Weighted Analysis		0	Serving Groups: 9-12			4
Menu Short Description:	✓ Is Active September Menu		•	Serving Groups: 9-12		¥	4
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a	☑ Is Active September Menu Weighted Analysis	- Fruit, SC - Milk		Serving Groups: 9-12			4
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a Percentage:	✓ Is Active September Menu Weighted Analysis			Serving Groups: 9-12			4



# Updating a Menu Template

Menu Template details can be changed except for Meal Pattern and Meal Type.

#### To update a Menu Template

- 1. Click the Menu Template <u>Name</u> link in the **Menu List**.
- 2. Make changes to **Site Groups**, **Menu Description**, **Tags**, **Serving Groups** and Projected Serving Counts, **Menu Item Categories** and choice(s), and **Menu Items** and Menu Item counts, as needed.
- 3. Click Save .

Name	Site Group	Meal Type	Meal Pattern	Data Source	
	_				
> September Menus	High School	Breakfast	[USDA]Meal Pattern SY 2012-2014	Local	Discontinue
September Menus	)				
					3
Menu Template September N					C p
Data Source WOOD Local	Meal Pattern [USDA]Meal Pattern SY	2  Meal Type Breakfast		: Group gh School	<b>L</b>
Menu Description:	September M	enus	Enter the name of the tag or	select from the 💌 🜩	
Status Menu Short Description: Nutrition Analysis Method:	☑ Is Active September M Weighted Ana	enus		select from the 💌 🜩	
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a Percentage:	☑ Is Active September M Weighted Ana	enus Iysis		select from the 💌 🜩	
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a	☑ Is Active September M Weighted Ana	enus Iysis eals, SC - FRUIT, SC -		select from the 💌 🜩	¥
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a Percentage:	☑ Is Active September Mr Weighted Ana 	enus Iysis eals, SC - FRUIT, SC - I Menu Items		select from the 💌 🐳	×
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a Percentage: Menu Item Categories:	Is Active September M. Weighted Ana SC - Brkfst Me Add Standard	enus Iysis eals, SC - FRUIT, SC - I Menu Items		select from the 💌 🐳	T Add Menu
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a Percentage: Menu Item Categories: Menu Costing:	Is Active September M. Weighted Ana SC - Brkfst Me Add Standard	enus Iysis eals, SC - FRUIT, SC - I Menu Items		select from the V	Add Menu Delete
Status Menu Short Description: Nutrition Analysis Method: Projected Servings Count as a Percentage: Menu Item Categories: Menu Costing: Menu Ltems	Is Active September Mi Weighted Ana SC - Brkfst Mi Add Standard Generate Rep	enus Iysis eals, SC - FRUIT, SC - H Menu Items wort	MILK Serving Groups: 9-12		Add Menu     Delete

# Discontinuing a Menu Template

Menu Templates are never removed. However, a Menu Template can be discontinued or made inactive using one of two procedures. The second method is to clear the **Is Active** option on the **Menu Template** page and save.

## To discontinue a Menu Template

- 1. Click Discontinue in a Menu Template listing.
- 2. Click OK

Data Source Meal Pattern Meal Type Site Group - ALL - ALL - ALL - ALL - ALL - ALL - ALL ALL ALL	Menu Templates Add a new Template				<b>.</b>
Name Site Group Meal Type Meal Pattern     > September Menu Elementary School, Middle School, High School Breakfast, Lunch USDA]Meal Patt     Image: Comparison of the stream of	Data Source ALL Tags Enter the tag names separ				
September Menu Elementary School, Middle School, High School Breakfast, Lunch [USDA]Meal Path 1-2014 Discontinue Mark Inac          Message from webpage       Message from webpage         Image: Comparison of the state of the s					
Methad Message from webpage Are you sure you want to deactivate menu? 2 0 Cancel sved as inactive.	Name	Site Group	Meal Type	Meal Pattern	
Are you sure you want to deactivate menu? 2 OK Cancel saved as inactive.	September Menu	Elementary School, Middle School, High School	Breakfast, Lunch		
saved as inactive. Templates			nt to deactiva		
Templates		2	ok	Cancel	
	saved as inactive.				
T 11	Templates	K			i
ource Meal Pattern Meal Type Site Group					
the tag names separated by a ; September menu	the tag names separated by a		]		

# Activate a Discontinued Menu Template

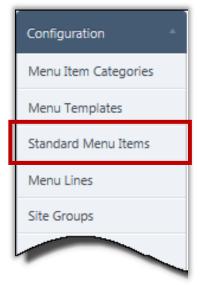
A Menu Template can also be reactivated by selecting the **Is Active** option on the Menu Template page and saving the change.

#### To activate a discontinued Menu Template

- 1. Select Include Discontinued Templates.
- 2. Click Apply
- 3. Click Activate in a Menu Template listing in the Menu List.
- 4. Click OK in the confirmation message.

	ı Templates					
Add a	a new Template					
AL Tags	Source LL r the tag names sepa	Meal Pattern ALL ALL Meal Type ALL Name ated by a ;	Site Group	v		
	nclude Discontinued	emplates Apply R set				
	Name	Site Group	Meal Type	Meal Pattern	Status	
>	September Menu	Elementary School, Middle School, High School	Breakfast, Lunch	[USDA]Meal Pattern SY 2012-2014	3	tivate
						Mark
		Are you		ant to activate menu?		
	u saved as active.					
	u Templates					
Meno Add		Meal Pattern Meal Type Meal Type  Meal Type  ALL  ALL	Site Group	, 		

# Standard Menu Items



**Standard Menu Items** are those items that are included on many or all Menus, such as milk, fruit, bread, etc. This menu function maintains the list of menu items that are added to a Menu when

Add Standard Menultems is clicked on the Menu Info page.

Adding Standard Menu Items eliminates adding each Menu Item one at a time making the Menu Planner's job quicker and easier.

After adding Standard Menu Items, individual items may be removed from the menu as needed.

## Standard Menu Items Page

Add	ō									
	Menu Item		Recipe		Categ	ory	Allergen	s	Data Source	
		T		T		T		T	T	
	100 cal 5% sat fa	at	LR30005	7	Meals				Local	
	118603 with cos	t	LR10037	2	Extra				Local	
	123 Rolls		LR10026	4	Meals	;	Contains nuts	Milk, Tree	Local	
	1234 Rolls		LR30005	0	Meals	;	Contains nuts	Milk, Tree	Local	
	160 Slice White Pasteurized Proc American Chees		LR12400	3	Meals	i			Local	
			LR30005							
	200 cal 9% sat fa	at	LK50005	8	Meals	;			Local	
Add	K < 1			8 9 10 🕨		; Page size: 6	•		Local 223 items in 38 pages	5
Add	K < 1	2 3 4 5					•			Save
Add	I I I	2 3 4 5	678					dified By		
Add	I I I	2 3 4 5	678	9 10 🕨		Page size: 6 Added On		dified By	223 items in 38 pages Modified On	Save

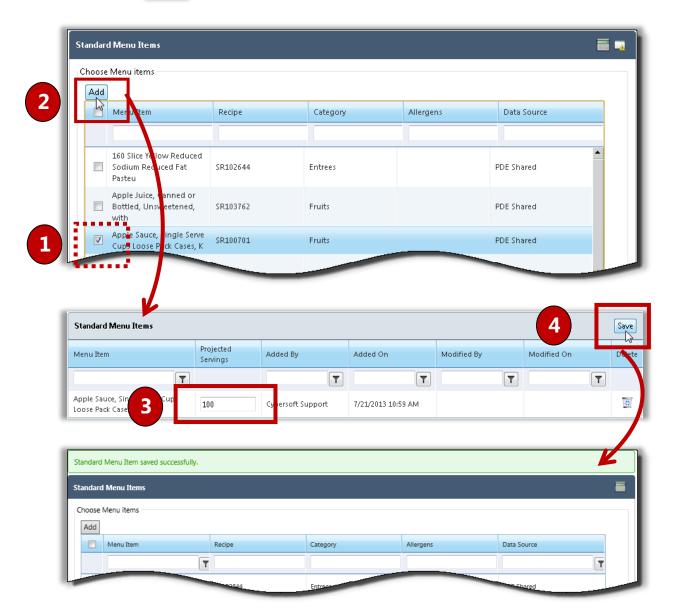
By default on the **Standard Menu Items** page:

- All existing menu items are listed in the **Choose Menu Items** group.
- All current Standard Menu Items are listed in the **Standard Menu Items** group.

# Adding a Standard Menu Item

#### To add a Standard Menu Item

- 1. Select one or more items in the **Choose Menu Items** list; use the filters in each column to narrow the display of menu items.
- 2. Click Add
- 3. Enter the Projected Serving Counts for each added Menu Item.
- 4. Click Save



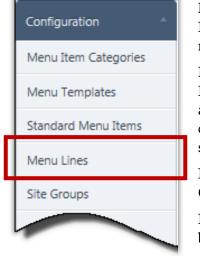
# Deleting a Standard Menu Item

## To remove a Standard Menu Item

- 1. Click **Delete** ( ) in a Standard Menu Item listing.
- 2. Click OK

Chose Menu Items  Standard Menu Items  Add  Standard Menu Items  Menu Item Projected Servings Added By Added On Medified By Modified On Detete  T  T  Cybersoft Support 10/1/2012 2:304 PM Cybersoft Support 10/1/2012 2:32 PM Cybersoft Support 10/1/	Standard Menu Items								
Standard Menu Items       Save         Menu Item       Projected Servings       Added By       Added On       Modified By       Modified On       Delete         Bottied Spring Water- wroot       687       Cybersoft Support       6/8/2012 3:04 PM       Cybersoft Support       10/12/2011 1:24 PM       Cybersoft Support       10/12/2012 1:04 PM       Elete         Com chips       500       Cybersoft Support       10/12/2012 1:228 PM       Cybersoft Support       10/12/2012 2:32 PM       Elete         Message from webpage       Image: Common comparison of the	Choose Menu items –								
Standard Menu Items       Save         Menu Item       Projected Servings       Added By       Added On       Modified By       Modified On       Delete         Bottied Spring Water- wroot       687       Cybersoft Support       6/8/2012 3:04 PM       Cybersoft Support       10/12/2011 1:24 PM       Cybersoft Support       10/12/2012 1:04 PM       Elete         Com chips       500       Cybersoft Support       10/12/2012 1:228 PM       Cybersoft Support       10/12/2012 2:32 PM       Elete         Message from webpage       Image: Common comparison of the									
Standard Menu Items       Save         Menu Item       Projected Servings       Added By       Added On       Modified By       Modified On       Delete         Bottied Spring Water- wroot       687       Cybersoft Support       6/8/2012 3:04 PM       Cybersoft Support       10/12/2011 1:24 PM       Cybersoft Support       10/12/2012 1:04 PM       Elete         Com chips       500       Cybersoft Support       10/12/2012 1:228 PM       Cybersoft Support       10/12/2012 2:32 PM       Elete         Message from webpage       Image: Common comparison of the									
Menu Item       Projected Servings       Added By       Added On       Modified By       Modified On       Detet         Image: Contract of the synthesis of the synthesynthesis of the synthesis of the	Add						-11		
Menu Item       Projected Servings       Added By       Added On       Modified By       Modified On       Detet         Image: Contract of the synthesis of the synthesynthesis of the synthesis of the									
Bottied Spring Water- (vocat       687       Cybersoft Support       10/12/2011 1:24 PM       Cybersoft Support       10/12/2012       10/12/2012       0         Cme chips       500       Cybersoft Support       10/12/2012       2:28 PM       Cybersoft Support       10/12/2012       2:32 PM       2         Message from webpage       Image: Cancel       Image	Standard Menu Item	IS					Save		
Bottled Spring Water- w/cost       687       Cybersoft Support       6/8/2012 3:04 PM       Cybersoft Support       10/1/2012 010         Cheese in Crackers       2,000       Cybersoft Support       10/1/2011 1:24 PM       Cybersoft Support       10/1/2012         Corn chips       500       Cybersoft Support       10/1/2012 2:28 PM       Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       500       Cybersoft Support       10/1/2012 2:28 PM       Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       500       Cybersoft Support       10/1/2012 2:28 PM       Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       500       Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       500       Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       Corn chips       Corn chips       Corn chips       Corn chips       Corn chips         Image: Corn chips       Corn chips       Corn chips       Corn chips       Corn chips       Corn chips         Image: Corn chips       Corn chips       Corn chips       Corn chips       Corn chips       Corn chips         Image: Corn chips       Corn ch	Menu Item	Projected Servings	Added By	Added On	Modified By	Modified On	Delete		
w/cost     oor     cybersoft Support     oor/2012 304 PM     cybersoft Support     10/1202 000       Cheese in Crackers     2,000     cybersoft Support     10/12/2011 1:24 PM     cybersoft Support     10/12/2012 000       Corn chips     500     cybersoft Support     10/12/2012 2:28 PM     cybersoft Support     10/12/2012 2:32 PM	T		T	T	T	T			
Corn chips       500       Cybersoft Support       10/1/2012 2:28 PM       Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       Image: Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       Image: Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       Image: Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support       10/1/2012 2:32 PM         Image: Corn chips       Image: Cybersoft Support       Image: Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support         Image: Corn chips       Image: Cybersoft Support       Image: Cybersoft Support       10/1/2012 2:32 PM       Image: Cybersoft Support         Image: Corn chips       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support         Image: Corn chips       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support         Image: Corn chips       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support         Image: Corn chips       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support       Image: Cybersoft Support </td <th></th> <td>687</td> <td>Cybersoft Support</td> <td>6/8/2012 3:04 PM</td> <td>Cybersoft Support</td> <td>10/1/2017 PM</td> <td></td>		687	Cybersoft Support	6/8/2012 3:04 PM	Cybersoft Support	10/1/2017 PM			
Message from webpage         Image: Contract of the state of the	Cheese 'n Crackers	2,000	Cybersoft Support	10/12/2011 1:24 PM	Cybersoft Support	10/1/20 M	Delete		
Are you sure you want to delete? Cancel Standard Menu Item deleted successfully Standard Menu Items	Corn chips	500	Cybersoft Support	10/1/2012 2:28 PM	Cybersoft Support	10/1/2012 2:32 PM			
Standard Menu Items	Are you sure you want to delete?								
			2		Cancel				
Choose Menu items	Standard Menu Item c	feleted successful			Cancel				
					Cancel				
Add	Standard Menu Items	s			Cancel				

# Menu Lines



**Menu Lines** adds menu lines and updates menu line descriptions. Menu Lines are created when different production records are needed for the same meal type.

Menu Lines are often created around a theme. For example, a Regular Breakfast Menu Line could be one served in the cafeteria and the Classroom Breakfast Menu Line could be served in a classroom. Both menu lines are for the breakfast meal type but serve different items.

Menu Lines are used when creating and assigning Menus, Menu Cycles, Menu Templates and configuring sites.

Menu Lines cannot be removed; a **Menu Line Description** can be changed as often as necessary.

#### Menu Lines Page

Menu Lines	
Add New Menu Line	
Menu Line Description Add	
Existing Menu Lines	
Description	Edit
Regular	1
Breakfast - In Class	1
Salad Bar	1
Pizza Bar	1
OLE Taco Bar	1
Hot Sandwich Bar	1
Smoothie Bar	1

By default on the Menu Lines page:

- Menu Line Description is blank.
- Existing Menu Lines are shown in the **Existing Menu Lines** list.

# Adding a Menu Line

## To add a Menu Line

- 1. Enter a name for the new menu line in **Menu Line Description**.
- 2. Click Add

Add New Menu Line		
Menu Line Description Milk Bar Add		
Existing Menu Lines		
Description	 Edit	
	$\sim$	
		-
K		
Menu Line has been added.		
Menu Line has been added.	 	
Menu Line has been added. Menu Lines		
Menu Lines		
Menu Lines Add New Menu Line		
Menu Lines Add New Menu Line Menu Line		
Menu Lines Add New Menu Line Menu Line Description Add		
Menu Lines Add New Menu Line Menu Line		
Menu Line Add New Menu Line Menu Line Description Add	Edit	
Menu Line Add New Menu Line Menu Line Description Add Existing Menu Lines Description	Edit	
Menu Lines Add New Menu Line Menu Line Description Existing Menu Lines Description Regular	1	
Menu Lines Add New Menu Line Menu Line Description Add Existing Menu Lines Description Regular Breakfast - In Class	1	
Menu Lines Add New Menu Line Menu Line Description Existing Menu Lines Description Regular Breakfast - In Class Salad Bar	/	
Menu Lines Add New Menu Line Menu Line Description Add Existing Menu Lines Description Regular Breakfast - In Class Salad Bar Pizza Bar	/ / /	
Menu Lines Add New Menu Line Menu Line Description Existing Menu Lines Description Regular Breakfast - In Class Salad Bar	/	

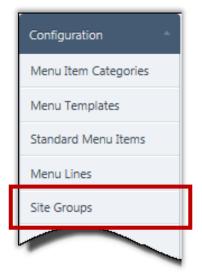
# Updating a Menu Line Description

## To update a Menu Line description

- 1. Click **Edit** ( 🥒 ) in a menu listing.
- 2. Change the text in **Menu Line Description** as needed.
- 3. Click Update ( 🗹 ).

Description	Edit
Regular	1
Breakfast - In Class	1
Salad Bar	1
Pizza Bar	1
OLE Taco Bar	1
Hot Sandwich Bar	
Milk Bar	1 🗄
Existing Menu Lines	K
Description	Edit
Regular	/
Breakfast - In Class	/
Salad Bar	/
Pizza Bar	1
OLE Taco Bar	/
Hot Sandwich Bar	
Smoothie Bar	3
•••••	<b>3 1</b>
	フ
Menu Line has been updated.	K
Menu Lines	
Add New Menu Line	

# Site Groups



**Site Groups** organizes feeding sites into groups to make creating and assigning Menus easier and quicker. Creating a Site Group is as simple as clicking one button to automatically place all sites into a group according to the assigned Site Code. Or, you can create local (custom) groups and individually add sites to the groups.

Site Groups are used when creating Menus and Menu Cycles, and when Assigning Menus.

A Site Group can be removed until a site is assigned to the group. When a Site is assigned to a Site Group the **Delete** icon

( ) no longer appears in the **Delete** column in the Site Group listing..

## Site Groups Page

			ective and end dates will af	fect the site's mer	nus starting tomor	row or the effecti	ve date (	(whicheve
late	er.) Production plans ma	y be lost where the	menu is changed.					
te (	Iode <u>Site</u>							
A	LL 🖌 ALL		~					
_								
·***								
Sit	e Groups							
_	e Groups Add new record						ľ	Refrest
_		DataSource	Added By	Added On	Modified By	Modified On	Edit	Refresi
_	Add new record	DataSource Local	Added By Cybersoft Support	Added On 07/17/2012	Modified By	Modified On		
+	Add new record Description				Modified By	Modified On		Delete

By default on the **Site Groups** page:

- All existing site groups are listed.
- Site group details are hidden.

# Adding Site Groups by Site Type

The quick way to create Site Groups and assign Sites to a group is to use "Add Site types as groups." One Site Group is automatically created for each Site Type listed on the Manage Site Types page in [System] > Sites and Users > Site Types. An example is shown below.

Sites and Users 🛛 🔺	Manage Site Types
Users	Site Types Add Site Type
Roles	Site Type Description
SFAs	Elementary School
Regions	Middle School
Sites	High School
Site Types	Warehouse
alm	Kitchen
Administration	Central Office

Each Site is then automatically assigned to a Site Group according to the Site Type selected for the Site on the **General** tab of the **Sites** page in **[System] > Sites and Users > Sites**. An example is shown below.

Sites and Users 🛛 🔺	Sites	_ <u>_</u>
Users	<u>« Back to Sites</u>	
Roles	General Info Con	figuration
SFAs	General Info	
Regions	Site Name	GEORGE WASHINGTON ELEMENTARY SCHOOL
Sites	Site Description	ELEMENTARY K-5
	Site Code	1101
Site Types	Region	LEWIS COUNTY SCHOOLS 💌
Administration 🔹	Site Type	Elementary School 💌
	Site Status	Active Inactive

## To create Site Groups for all Site Types

\_\_\_\_\_

Site Groups						
Please note that char (whichever is later.) F			l dates will affect the site enu is changed.	e's menus starting tomo	orrow or the e	effectiv
Site Code Site	LL	•				
Add Site types as gro						
site Groups	_	_	_	_		
Add new record						🧐 Re
Description	Added By	Added On	Modified By	Modified On	Edit	Delete
Site Groups						
			dates will affect the siten is changed.	e's menus starting tomo	prrow or the e	effectiv
Please note that char (whichever is later.) F Site Code Site	roduction plans may l	be lost where the m		e's menus starting tomo	prrow or the e	effectiv
Please note that char (whichever is later.) F Site Code Site				s's menus starting tomo	prrow or the e	effectiv
Please note that char (whichever is later.) F Site Code Site	roduction plans may l	be lost where the m		e's menus starting tomo	prrow or the e	effectiv
Please note that char (whichever is later.) F Site Code Site ALL A	roduction plans may l	be lost where the m		e's menus starting tomo	prrow or the e	effectiv
Please note that char (whichever is later.) F Site Code Site ALL A Add Site types as gro	roduction plans may l	be lost where the m		e's menus starting tomo	prrow or the e	
Please note that char (whichever is later.) P Site Code Site ALL A Add Site types as gro Site Groups	roduction plans may l	be lost where the m			prrow or the e	S R
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Please note that char (whichever is later.) P Site Code Site ALL A Add Site types as gro Site Groups Add new record Description	LL ups Added By	Add	enu is changed. Ied On Modified I		Edit	Effectiv

# Adding a Site Group

Adding a custom Site Group allows you to create a group name of your choice. Individual Sites are then added to the Site Group.

## To add an individual Site Group

- 1. Click Add new record .
- 2. Enter a name for the Site Group in **Description**.
- 3. Click Insert.

t Add new record						
Add new record						🧐 Ref
Add new record	Added By	Added On	Modified By	Modified On	Edit	Delet
Clementary Serioon	Cybersoft Support	06/06/2012			/	3
Middle School	Cybersoft Support	06/06/2012			1	1
> High School	Cybersoft Support	06/06/2012			1	
Please note that changing (whichever is later.) Produce Site Code Site	ction plans may be lost who	ere the menu is cha	l affect the site's m inged.	enus starting tomo	rrow or the	effectiv
(whichever is later.) Product Site Code Site ALL ALL Add Site types as groups Site Groups	the site's group or effective tion plans may be lost who	ere the menu is cha	l affect the site's m	enus starting tomo	rrow or the	
(whichever is later.) Product Site Code Site ALL I ALL Add Site types as groups	ction plans may be lost who	ere the menu is cha	l affect the site's m	enus starting tomo	rrow or the	
(whichever is later.) Product Site Code Site ALL ALL Add Site types as groups Site Groups	ction plans may be lost who	ere the menu is cha	Affect the site's minged.	enus starting tomo	rrow or the Edit	effectiv ® R Dele
(whichever is later.) Product Site Code Site ALL Important Site Add Site types as groups Site Groups Add new record	ction plans may be lost who	ere the menu is cha	inged.			S R
(whichever is later.) Product Site Code Site ALL ALL Add Site types as groups Site Groups Add new record Description Description: Learning Insert Cahcel	Added By Centers	Added On	inged.		Edit	S R

# Adding a Site to a Site Group

After creating a custom Site Group, individual Sites are added one at a time. As many sites as are needed can be added to the group.

## To add a Site to a Site Group

- 1. Click **Show** ( ) in a Site Group listing.
- 2. Click 🛃 Add new record
- 3. Select a **Site Code** or **Site**.
- 4. Enter a service start date in **Effective Date** and a service end date in **End Date**.
- 5. Click Insert.

	Ater.) Frodu	iction pla	et w	here the menu	is				_
	High Schoo.		oft Support						-
1Ľ	Learning Centers	- 2	oft Support	06/06/201	.2				👩 Refr
	Add new record	ctive Date isplay.	End Date	Added By	Added On	Modified By	Modified On	Edit	Delet
Ple	Groups	a the site's a	roup or effecti	ive and end da	tes will affect t	he site's menus s	tarting tomorrow	or the eff	ective
Ple	e Groups ase note that changing ishereor is later.) Prod High Schoo	uction plans	roup or effections to lost w	ive and end da here the menu	is changed	he site's menus s	tarting tomorrow	or the eff	ective
Ple	ase note that changing	Cybers	non ho lost w	where the menu	1 is chapsed	he site's menus s	tarting tomorrow	or the eff	ective
Ple	ase note that changing interview is later.) Prod High School	Cybers Cybers	soft Support	where the menu	1 is chapsed	he site's menus s	tarting tomorrow		_
Ple	ase note that changing interver is later.) Produ- High School Learning Centers + Add new record	Cybers Cybers	soft Support	where the menu	1 is chapsed	he site's menus s	tarting tomorrow		C
Ple	ase note that changing interver is later.) Produ- High School Learning Centers + Add new record	Cybers Cybers Cybers d ective Date ode Site	soft Support	Added By	12 12				G Ref

# Updating Site Group Details

## To update Site Group details

- 1. Click **Edit** ( ) in a Site Group listing.
- 2. Make changes in **Description**, as needed.
- 3. Click <u>Update</u>.

	energies that changing t		and end dates will affect the s re the menu	ite's menus starting t	omerrow or the effective
>	Elementary	cybersoft Support	set		
>	Middle School	Cybersoft Support	06/06/2012		/ <u>[</u> ]
>	High School	Cybersoft Support	06/06/2012		1
>	Learning Centers	Cybersoft Support	06/06/2012		
					Edit
-					
e C	Groups				
	broups				K
eas	e note that changing th	he site's group or effective tion plans are the lost whe	and end dates will affect the si	ite's menus starting to	omorrow or the effective
eas	e note that changing th			te's menus starting to	omorrow or the effective
eas	e note that changing th			te's menus starting t	omorrow or the effective
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eas	e note that changing the second	-ypersoft Support	re the menu is charged to the menu is charged	te's menus starting to	

# **Updating Site Details**

Changing Site information selects a new date when feeding begins or ends.

## To change Site details

- 1. Click **Expand** ( ) in a Site Group listing.
- 2. Click **Edit** ( 🥖 ) in a Site listing.
- 3. Enter or select a new **Effective Date** (Start Date) or **End Date**.
- 4. Click Update.

- A	Code Site LL  Site Site types as groups		•					
Site	e Groups							
+	Add new record							🧐 Re
	Description	Added By	Added (	Dn	Modified By	Modified On	Edit	Delete
>	Elementary School	Cybersoft Support	06/06/2	012			1	0
>	Middle School	Cybersoft Support	06/06/2	012			1	0
>	High School	Cybersoft Support	06/06/2	012			1	0
•	Learning Centers	Cybersoft Support	06/06/2	012			1	0
	+ Add new record	_	_	_	_	_	_	🧐 Re
	Site Name	Effective Date	End Date	Added By	Added On		Modified On	Edit D
	1960 ELEMENTARY SCHOOL	7/1/2012	6/30/2013	Cybersoft Support	06/06/2012		2	4.0
-								Edit
~	Learning Centers	Сурст					*****	
	Add new record		_					🧐 Re
	Site Name	Effective Date	End Date	Added By	Added On	Modified By	Modifed en	Edit D
	1960 ELEMENTARY SCHOOL	7/1/2012	6/30/2013	Cybersoft Support	06/06/2012			1

# Deleting a Site in a Site Group

## To delete a Site from a Site Group

- 1. Expand a Site Group.
- 2. Click **Delete** ( ) in a site listing.
- 3. Click OK

	Description	Ad	Ided By			Modified By	u On	Edit	Du	
~	Elementary School		bersoft Support		06/06/2012			1	,	0
	Add new record								5	Refresh
	Site Name		Effective Date	End Date	Added By	Added On	Modified By	Modified On	Edit	Delete
	STUEBNER HIGH SCH	IOOL	6/6/2012		Cybersoft Support	06/06/2012			1	0
	1960 ELEMENTARY SCHOOL		6/6/2012		Cybersoft Support	06/06/2012		1	2	2")
>	Middle School	Cy	bersoft Support		06/06/2012			Ċ		Delete
>	High School	Су	bersoft Support		06/06/2012			1		0
>	Learning Centers	Cy	bersoft Support		06/06/2012			1		0
	Message f	Are		ou wa	nt to remove 196	0 ELEMENTARY	SCHOOL f	rom its		
	Message f	Are	e you sure yo	ou wa	nt to remove 196		' SCHOOL f	Z		
eted s	Message f	Are	e you sure yo	ou wai			' SCHOOL f	rom its		
Srou	successfully	Are	e you sure yo	ou wai			' SCHOOL f	rom its		

# Deleting a Site Group

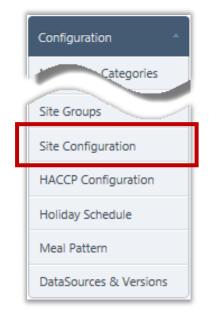
A Site Group can be removed (deleted) only if no Sites are included in the group.

## To delete a site group

- 1. Click **Delete** ( **[**]) in a Site Group listing.
- 2. Click OK

-							
	Carrier						
-	Groups		_	_	_		
+	Add new record Description	Added By	Added On	Modified By	Modified On	Edit	Delete
>	Elementary School	Cybersoft Support	06/06/2012	woulled by	Modified Off	Luit	Delete
>	Middle School	Cybersoft Support	06/06/2012			1	0
>	High School	Cybersoft Support	06/06/2012			1	
>	Learning Centers	Cybersoft Support	06/06/2012			-	0
		Message from webpage	you want to delete Lea	rning Centers site gro	up?		
			you want to delete Lea				
let	ed successfully		you want to delete Lea		up?		
	ed successfully Groups		you want to delete Lea		up?		
e (	Groups	Are you sure	2		up?	mow or the e	effective
e (	Groups	Are you sure	2 and end dates will		up?	Edit	effective
ce (	Groups	Are you sure	2 and end dates will re the menu.	OK Ca	up? ncel		effective
e (	Groups	Are you sure	2 and end dates will re the menu i	OK Ca	up? ncel		

# Site Configuration



Site Configuration specifies for each feeding site:

- Meal Service(s) provided
- Menu Lines offered for each meal service
- Site Group to which the feeding site belongs
- Feeding Effective Date (Start Date)
- Feeding End Date (Stop Date)

A Site Configuration must be established for each feeding site to allow assignment of Menus on a Menu Calendar to the site.

Site Configuration			
Site Code Site Name	Site Group ALL	•	
Not Configured Apply			
Not Configured Sites Site Name	Site Code	Site Group	Meal Services
ELEMENTARY	201	Elementary School	
	202	Elementary School	
ELEMENTARY	204	Elementary School	
			$\sim$
	204	Elementary School	$\sim$
ELEMENTARY	204	Elementary School	$\sim$
ELEMENTARY ELE	204	Elementary School tary School Elen.	$\sim$
ELEMENTARY ELEMENTARY	204 000 203	Elementary School tary School Elem Elementary School	$\sim$

By default on the **Site Configuration** page:

- Site Code and Site Name are blank (empty )
- Site Group is set to "ALL"
- Status is set to "Not Configured"
- All non-configured sites are displayed in the Not Configured Sites list.

# Site Configuration Page

# **Displaying Site Configuration Details**

## To display configuration details for a site

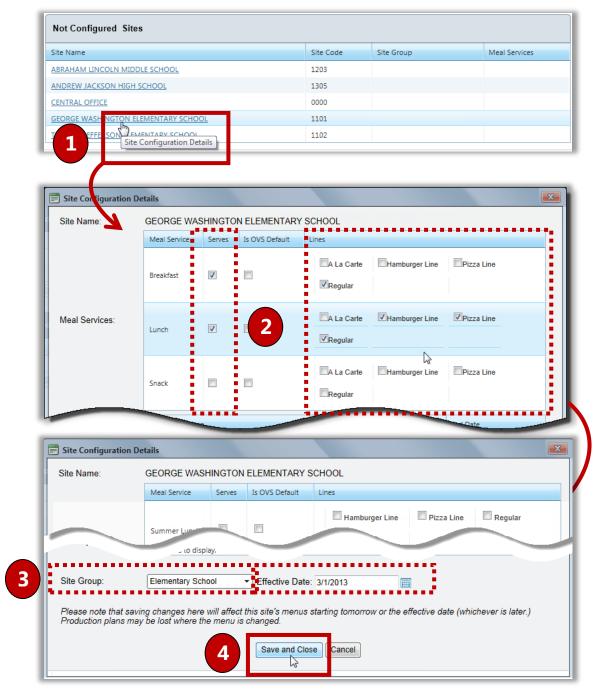
- 1. Select configured in **Status**.
- 2. Click Apply
- 3. Click a <u>Site Name</u> link in a site listing.
- 4. Click **Cancel** to close the **Site Configuration Details** popup.

Site Code	Site Name		Site Grou	ID.		
	one Maille		ALL			
Status Configured <b>⊡</b>	Apply	2				
Configured Sites						
Site Name			Site Code	Site Group	Meal Se	rvices
HIGH SC	HOOL		100	High School	Breakfas	st, Lunch, Snack
AV MIDDLE	uration Details		100	Middle School	Breakfas	t, Lunch, Snack
ELÉMENTARY				Elementary School	Breakfas	it, Lunch
			HSCHOOL			
Site Name:						
	Meal Service	Serves	Is OVS Default	Lines		
	Meal Service Breakfast			Lines	Regular	Taco
Meal Services:		Serves	Is OVS Default		☑Regular ☑Regular	Taco
	Breakfast	Serves	Is OVS Default	Hamburger & Hot Dog	-	
Meal Services:	Breakfast Lunch	Serves V V V	Is OVS Default	I Hamburger & Hot Dog I Hamburger & Hot Dog	☑Regular □Regular	Тасо
	Breakfast Lunch Snack	Serves V V V	Is OVS Default	I Hamburger & Hot Dog I Hamburger & Hot Dog I Hamburger & Hot Dog	☑Regular □Regular	□Taco Interest Taco
Meal Services:	Breakfast Lunch Snack Site Group Nam	Serves V V V	Is OVS Default	Image: Constraint of the second se	☑Regular □Regular	□Taco Interest Taco
Meal Services: Existing Site Gropus: Site Group:	Breakfast Lunch Snack Site Group Nam High School High School	Serves Serves	Is OVS Default  Is OVS Default  Effective Dat  this site's menu	Image: Constraint of the second se	Regular Regular Enc	Taco Taco

# Configuring a Site

## To configure a site

- 1. Click a **<u>Site Name</u>** link in the **Not Configured Sites** list.
- 2. Select all **Meal Services** and **Lines** for each Meal Service.
- 3. Select Site Group and Effective Date.
- 4. Click Save and Close



## Updating Site Details

#### To update details for a configured site:

- 1. Click a **<u>Site Name</u>** link.
- 2. Make changes in Meal Services, Menu Lines and Site Group as needed.
- 3. Click Save and Close

Site Configuration						
Site Code	Site Name		Site Group	p •		
Status Configured 💌	Search					
Configured Sites						
Site Name			Site Code	Site Group		Meal Services
	<u> </u>		207	Elementary School		Lunch, Snack
Prime: Vidge - Site	Configuration De SMITHVILLE E	•••••	ARY			• • • • • • • • • • • •
	Meal Service	Serves	Is OVS Default	Lines		
	Breakfast			Hamburger & Hot Dog	Regular	Тасо
Meal Services:	Lunch	<b>V</b>		Hamburger & Hot Dog	Regular	▼Taco
	•					
2	Snack			Hamburger & Hot Dog	Regular	Птасо
	Site Group Nam			Hamburger & Hot Dog		Taco
2 Existing Site Gropus	Site Group Nam	ne				
	Site Group Nam	ne	► Effective Date	Effective Date 10/01/2012	Er	
Existing Site Gropus	Site Group Nam Elementary Sch Elementary Sch ving changes here	ne ool hool e will affec	➡ Effective Date of this site's menus	Effective Date 10/01/2012 20 20 20 20 20 20 20 20 20 20 20 20 20	Er	nd Date

# **HACCP** Configuration



#### HACCP Page

**HACCP Configuration** lists all HACCP (Hazard Analysis Critical Control Point) processes used by the district. HACCP is a process that has been established for juice, meat, poultry and seafood processing in order to prevent food-borne illness.

A hazard analysis develops a list of hazards which are reasonably likely to cause injury or illness if not effectively controlled.

A critical control point is a step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

ALL		Apply						
HACCP Proce								
HACCE FIOL	NCC OF							
+ Add new		Short Name	Added By	Added On	Modified By	Modified On	Detail	Refresh Delete
Process 1: No C	look	No Cook	Cybersoft Support	7/22/2011 7:55 PM			1	
Process 2: Sam	e day service	Same day service	Cybersoft Support	7/22/2011 7:59 PM			1	
Process 3: Com	plex food	Complex food	Cybersoft Support	7/22/2011 8:02 PM			1	
+ Add new		ontrol points)					5	Refresł
CCP	Short							Nenesi
Description	Name	Critical Limit	Default Correctiv	ve Action		Modified By/On	Edit	Delete
Cold	Cold Hold	Hold at <= 41.00 °F	Discard the food the food temper	l if it cannot be determir	ned how long	Added By: Cybersoft Support Added		
	Cook	Heat to <= 165.00 °F fi		g food until the internal	temperature	Cybersoft Support Added on		

#### Adding a HACCP Process

#### To add a HACCP process

- 1. Click Add new record
- 2. Enter a name for the process in **Process Description** and a brief name in **Short Name**.
- 3. Click Insert.

Add new record						5
Process Description	Short Name	Added By	Added On	Modified By	Modified On	Detail
rocess Description: Cook an	d Freeze	1				
hort Name: C & F	×	2				
n <mark>sert C: ncel</mark> Pulles: 1: No Cook		-				0
	No Cook	Cybersoft Support	7/22/2011 7:55 PM			-
rocess 2: Same day service	Same day service	Cybersoft Support	7/22/2011 7:59 PM			/
Process 3: Complex food	Complex food	Cybersoft Support	7/22/2011 8:02 PM			
H 4 1 H P	age size: 10 🔻				3	3 items in
C & F added successfully.						
	Apply					
HACCP Configuration	Apply					
HACCP Configuration Data Source ALL	Apply					(B) R
HACCP Configuration Data Source ALL HACCP Processes	Apply     Short Name	Added By	Added On	Modified By	Modified On	Detail
HACCP Configuration Data Source ALL HACCP Processes Add new record		Added By	Added On	Modified By	Modified On	
HACCP Configuration Data Source ALL HACCP Processes Add new record		Added By Cybersoft Support	Added On 7/22/2013 8:37 PM	Modified By	Modified On	
HACCP Configuration Data Source ALL  HACCP Processes Add new record Process Description	Short Name			Modified By	Modified On	Detail
HACCP Configuration Data Source ALL HACCP Processes Add new record Process Description Cook and Freeze	Short Name	Cybersoft Support	7/22/2013 8:37 PM	Modified By	Modified On	Detail
HACCP Configuration Data Source ALL HACCP Processes Add new record Process Description Cook and Freeze Process 1: No Cook	Short Name C & F No Cook	Cybersoft Support Cybersoft Support	7/22/2013 8:37 PM 7/22/2011 7:55 PM	Modified By	Modified On	Detail

#### Updating a HACCP Process

#### To update a HACCP process

- 1. Click **Edit** ( *left* ) in a HACCP process listing.
- 2. Change Long Description or Short Description text or Display Order, as needed.
- 3. Select or clear Critical Control Processes (CCPs).
- 4. Click Save
- 5. Click Close .

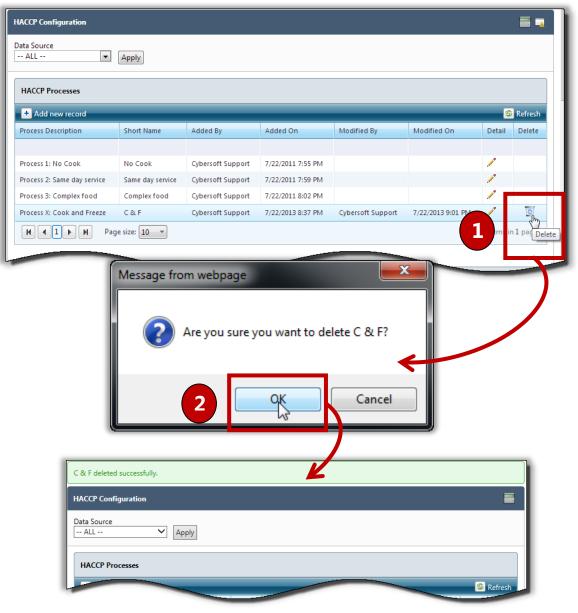
<ul> <li>Add new record</li> </ul>	_	_	_			5	Refresh
rocess Description	Short Name	Added By	Added On	Modified By	Modified On	Detail	Delete
							_
ook and Freeze	C & F	Cybersoft Support	7/22/2013 8:37 PM			Jh	0
rocess 1: No Cook	No Cook	Cybersoft Support	7/22/2011 7:55 PM			<u>لر</u>	
rocess 2: Same day service	Same day service	Cybersoft Support	7/22/2011 7:59 PM			1	
rocess 3: Complex food	Complex food	Cybersoft Support	7/22/2011 8:02 PM			1	
	Page size: 10 🔻		_		4	items in	z pages
HACCP Proces	55				×		
Is Active				4	Save		
Long Descriptio	n: Proc	ess 3: Complex foo	od service		2	1	
Short Description		plex food				18	
Display Order :							
CCPs						- 1	
Include		cce					
Include		CCP Hot hold					
		Hot hold					
		Hot hold Reheat					
	П НАСС	Hot hold Reheat Cold hold					
		Hot hold Reheat Cold hold					5
	HACCP Pr	Hot hold Reheat Cold hold P Process ocess Updated Succo					5
		Hot hold Reheat Cold hold P Process ocess Updated Succo					5
	HACCP Pr	Hot hold Reheat Cold hold P Process ocess Updated Succo		and Freeze			
	HACCP Pr Is A Long De	Hot hold Reheat Cold hold P Process ocess Updated Succo	essfully.	and Freeze			

#### **Deleting a HACCP Process**

A HACCP process can be deleted only if it is not assigned to a Recipe. When a HACCP process is assigned to a Recipe, the **Delete** ( ) icon does not appear in the process listing in the **HACCP Processes** list.

#### To delete a HACCP process

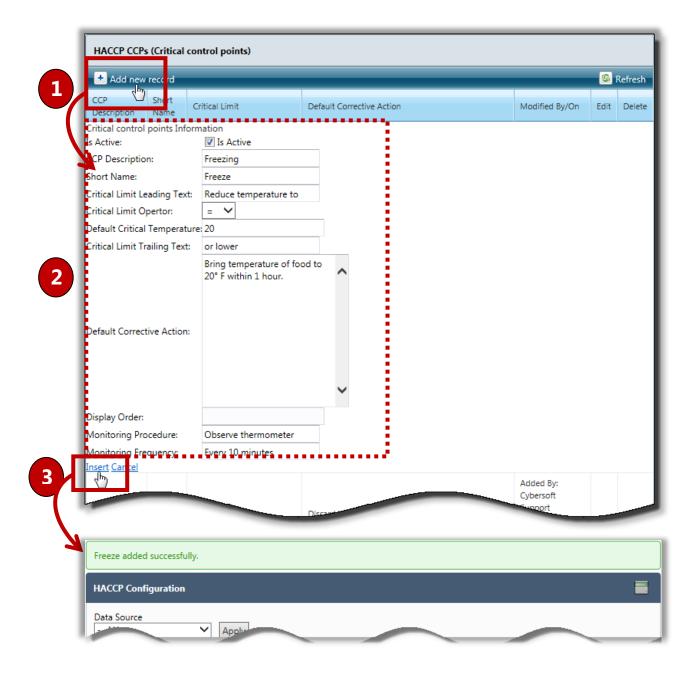
- 1. Click **Delete** ( ) in a process listing.
- 2. Click OK to confirm the removal.



#### Adding a Critical Control Point

#### To add a Critical Control Point (CCP)

- 1. Click 🛃 Add new record
- 2. Enter or select Critical Control Point information.
- 3. Click Insert.



#### Updating a Critical Control Point

#### To update a Critical Control Point (CCP)

- 1. Click **Edit** ( 🗹 ) in a Critical Control Point listing.
- 2. Make changes to CCP information, as needed.
- 3. Click <u>Update</u>.

HACCP CCPs (Critical	control points)					
+ Add new record						🚳 Refresh
CCP Short Description Name	Critical Limit	Default Corrective Action			Modified By/On	Edit Delete
					cyberson	
Freezing Freeze	Reduce temperature to = 20.00 or lower	Bring temperature of foo	od to 20° F within 1 hour.		Added on 1 By: 1 By: 1 Control of the second sec	Edit
H ( 1 ) H	Page size: 10 🔻				8 ite	ems in 1 pages
Freezing Freeze	Reduce temperature to = 20.00 or lower	Bring temperature of foo	d to 20° F within 1 hour.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	aded on /23/2013	- 0
Is Active:	🔽 Is Active					
CCP Description:	Freezing					
Short Name:	Freeze					
Critical Limit Leading T		to				
Critical Limit Opertor:	= 💌	:				
Default Critical Temper		:				
Critical Limit Trailing Te	ext: or lower Bring temperature of within 1 hour.	food to 20° F	2			
Default Corrective Actio	ות:	æ				
Display Order:	1					
Monitoring Procedure:	Observe thermometer	r				
Monitoring Frequency:	Every 10 minutes					
	Page size: 10 💌				8 iter	ms in 1 pages

#### Deleting a Critical Control Point

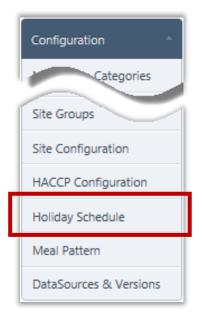
A Critical Control Point can be deleted only if it is not assigned to a Recipe. When a CCP is assigned to a Recipe, the **Delete** ( ) icon does not appear in the CCP listing in the **HACCP CCPs (Critical control points)** list.

#### To delete a Critical Control Point

- 1. Click **Delete** ( ) in a CCP listing in the **HACCP CCPs** group.
- 2. Click OK

+ Add new recor	d			6	Refresh
CCP Short Description Name		Default Corrective Action	Modified By/O	n Edit	Delete
			Added By:		
Freezing Freez	Reduce temperature to = 20.00 or lower	Bring temperature of food to 20° F within 1 hour.	Cybersoft Support Adde 7/2		Del
₩ ◀ 1 ▶	M Page size: 10 🔻		8	items in 1	1 page.
	2	Are you sure you want to delete Freeze?			
	2	Are you sure you want to delete Freeze?	_		
ze deleted succe	essfully.		_		
eze deleted succe			_		

# Holiday Schedule



**Holiday Schedule** adds and manages the description of days designated as holidays, In-service, breaks, or other days on which no meal service is provided and to which Menus are not usually assigned.

Holiday dates and descriptions can be changed as needed. Holidays can be removed from the Holiday Schedule only if the Holiday date has not passed.

Holidays are set up before Menu assignment begins.

#### Holiday Schedule Page

Holiday Schedul	e			
🛨 Add new rec	ord			
Date	Description	Added on	Edit	Delete
11/29/2013	Thanksgiving Break	7/21/2013 6:13 PM	1	0
11/28/2013	Thanksgiving Break	7/21/2013 6:13 PM	1	0
9/6/2013	Teacher Inservice	7/21/2013 6:12 PM	1	C
1/2/2012	Happy New Year	11/18/2011 11:28 PM		
12/26/2011	Merry christmas	11/18/2011 11:28 PM		
12/5/2011	Holiday	11/18/2011 11:28 PM		
11/11/2011	Holiday	11/18/2011 11:28 PM		

By default on the **Holiday Schedule** page:

• All existing holidays are listed in the Holiday Schedule group.

#### Adding a Holiday

Holidays can be added for the current day or for any future day.

#### To add a holiday

- 1. Click Add new record in the Holiday Schedule group.
- 2. Enter or select the holiday date.
- 3. Enter the holiday name in **Description**.
- 4. Click Insert.

🛨 Add new rec	ord			
Date 🖑	Description	Added on	Edit	Del
1/2/2012	Happy New Year	11/18/2011 11:28 PM		
12/26/2011	Merry christmas	11/18/2011 11:28 PM		
12/5/2011	Holiday	11/18/2011 11:28 PM		
11/11/2011	Holiday	11/18/2011 11:28 PM		
Holiday Schedule				
🛨 Add new reco				
Date Date: 11/28/	Description 2	Added on	Edit	Del
insert C ncel	Happy New Year	11/18/2011 11:28 PM		
nsert C ncel 20 2 27/26/2011 12/5/2011 11/11/2011	Happy New Year Merry christmas Holiday Holiday	11/18/2011 11:28 PM 11/18/2011 11:28 PM 11/18/2011 11:28 PM 11/18/2011 11:28 PM		
20 2 12/26/2011 12/5/2011 11/11/2011	Happy New Year Merry christmas Holiday	11/18/2011 11:28 PM 11/18/2011 11:28 PM		
20 2 12/26/2011 12/5/2011 11/11/2011	Happy New Year       Merry christmas       Holiday       Holiday	11/18/2011 11:28 PM 11/18/2011 11:28 PM		
20 2 12/26/2011 12/5/2011 11/11/2011 Holiday has been	Happy New Year Merry christmas Holiday Holiday added successfully.	11/18/2011 11:28 PM 11/18/2011 11:28 PM		
20 2 12/26/2011 12/5/2011 11/11/2011 Holiday has been	Happy New Year Merry christmas Holiday Holiday added successfully.	11/18/2011 11:28 PM 11/18/2011 11:28 PM		
20 2 12/26/2011 12/5/2011 11/11/2011 Holiday has been Holiday Schedule	Happy New Year Merry christmas Holiday Holiday added successfully.	11/18/2011 11:28 PM 11/18/2011 11:28 PM	Edit	Delet
Holiday Schedule	Happy New Year Merry christmas Holiday Holiday added successfully.	11/18/2011 11:28 PM 11/18/2011 11:28 PM 11/18/2011 11:28 PM	Edit	Delet
Holiday has been Holiday Schedule Holiday Schedule	Happy New Year Merry christmas Holiday Holiday Added successfully.	11/18/2011 11:28 PM 11/18/2011 11:28 PM 11/18/2011 11:28 PM		_
20 2 12/20/2011 12/5/2011 11/11/2011 Holiday has been Holiday Schedule Holiday Schedule Holiday Schedule 11/28/2013	Happy New Year Merry christmas Holiday Holiday Holiday Holiday Holiday Holiday	11/18/2011 11:28 PM         11/18/2011 11:28 PM         11/18/2011 11:28 PM         11/18/2011 11:28 PM         Added on         7/21/2013 6:01 PM		Delet

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#### Updating Holiday Details

#### To change a Holiday description

- 1. Click *i*n a listing in the **Holiday Schedule** group.
- 2. Enter or select a date and enter a new **Description**, as needed
- 3. Click <u>Update</u>.

🛨 Add new rec	ord			
Date	Description	Added on	Edit	Delete
11/28/2013	Thanksgiving	7/21/2013 6:01 PM	1	0
1/2/2012	Happy New Year	11/18/2011 11:28 PM	Edit	
12/26/2011	Merry christmas	11/18/2011 11:28 PM		1
12/5/2011	Holiday	11/18/2011 11:28 PM		
12/5/2011 11/11/2011	Holiday Holiday	11/18/2011 11:28 PM 11/18/2011 11:28 PM		)
	Holiday		Edit	Delete
11/11/2011 Holiday Schedu • Add new red	Holiday le	11/18/2011 11:28 PM	Edit	Delete

4	Description: Thanksgivin <u>Uppate</u> lancel	ig Break 3		
	1\$2012	Happy New Year	11/18/2011 11:28 PM	
	12/26/2011	Merry christmas	11/18/2011 11:28 PM	
	12/5/2011	Holiday	11/18/2011 11:28 PM	
	11/11/2011	Holiday	11/18/2011 11:28 PM	

loliday Schedule				i
Holiday Schedul	e			
🛨 Add new rec	ord			
Date	Description	Added on	Edit	Delete
11/28/2013	Thanksgiving Break	7/21/2013 6:01 PM	1	0
11/28/2013 1/2/2012	Thanksgiving Break Happy New Year	7/21/2013 6:01 PM 11/18/2011 11:28 PM	1	C
			1	G
1/2/2012	Happy New Year	11/18/2011 11:28 PM	1	

#### Deleting a Holiday

Only future Holidays can be removed. The **Delete** ( ) icon is not available for Holidays on past dates.

#### To delete a Holiday

- 1. Click **Delete** ( ) in a Holiday listing in the **Holiday Schedule** group.
- 2. Click OK

Add new reco				
- Add new reco te	Description	Added on	Edit	Delete
			Eait	Delete
/28/2013	Thanksgiving Break	7/21/2013 6:01 PM		- Ju
2/2012	Happy New Year	11/18/2011 11:28 PM		Delete
/26/2011	Merry christmas	11/18/2011 11:28 PM		
/5/2011	Holiday	11/18/2011 11:28 PM		
/11/2011	Holiday	11/18/2011 11:28 PM		
			×	
Holiday deleted s	uccessfully.	ou want to delete Thanksgiving Break	.7	
Holiday deleted s Holiday Schedule Holiday Sched	uccessfully.	QK Canc	.7	
loliday Schedule Holiday Sched	uccessfully.	QK Canc	.7	Delete
loliday Scheduk Holiday Sched + Add new re	uccessfully.	Canc	:el	
loliday Scheduk Holiday Sched + Add new re Date	uccessfully.	Cance Cance Added on	:el	

# Meal Pattern

Configuration -
Categories
Site Groups
Site Configuration
HACCP Configuration
Holiday Schedule
Meal Pattern
DataSources & Versions

#### Meal Pattern Page

**Meal Pattern** allows you to create and manage standard and local meal patterns for serving groups of patrons.

Standard meal pattern requirements are viewed by serving group and meal service. Local meal patterns are created and changed as needed by establishing local serving groups and meal services.

Me	al Pattern List								
								5	Refresh
	Meal Pattern	Туре	Is Food Based	Added By	Added On	Last Modified By	Last Modified On	Edit	Delete
>	[USDA] Modified RDA	Age Based	False	Cybersoft Support	5/25/2011 11:53 AM				
>	[USDA] Standard RDA	Age Based	False	Cybersoft Support	5/25/2011 11:53 AM				
>	Adults 51+	Age Based	False	Cybersoft Support	5/25/2011 11:53 AM				
>	[USDA] Traditional Meal Pattern	Grade Based	True	Cybersoft Support	5/25/2011 11:53 AM				
>	[USDA]Meal Pattern SY 2012-2014	Grade Based	True	Cybersoft Support	5/4/2012 3:15 PM				

By default on the Meal Pattern page:

- Five standard meal patterns are listed in the Meal Pattern List.
- Local meal patterns are listed after standard meal patterns.

#### **Displaying Meal Pattern Details**

#### To view Meal Pattern details

- 1. Expand a Meal Pattern listing in the Meal Pattern List.
- 2. Click a Serving Group Name link.
- 3. When multiple meal services are available for a meal pattern, click the **Meal Service** tab to view nutrient and food component requirements.

+	Add New Meal Pattern									<b>S</b>	Refres
	Meal Pattern		Туре	Is Food Based	Added By	Added Or	n	Last Modified By	Last Modified On	Edit	Dele
>	[USDA] Modified RDA		Age Based	False	Cybersoft Support	5/25/201 AM	1 11:53	Cybersoft Support	7/1/2013 5:35 PM		
>	[USDA] Standard RDA		Age Based	False	Cybersoft Support	5/25/201 AM	1 11:53	Cybersoft Support	7/1/2013 5:35 PM		
>	Adults 51+		Age Based	False	Cybersoft Support	5/25/201 AM	1 11:53	Cybersoft Support	7/1/2013 5:35 PM		
>	[USDA] Traditional Meal	l Pattern	Grade Based	True	Cybersoft Support	5/25/201 AM	1 11:53	Cybersoft Support	7/1/2013 5:35 PM		
~	[USDA] /leal Pattern SY 2 2014	2012-	Grade Based	True	Cybersoft Support	4/10/201 AM	2 11:56	Cybersoft Support	7/1/2013 5:35 PM		
	Servin Group Name	Meal Serv	/ice								
	<u>K-5</u>	Breakfast,	Lunch								
	<u>6-8</u>	Breakfast,	Lunch,								
	<u>9-12</u>	Breakfast,									
	Adult	Breakfast,									
	<u>Ala Carte</u>	Breakfast,									
	K-8	Breakfast,	Lunch								
	14.40	0.16.1									
L	<u>K-12</u>	Breakfast				_					
<< B Serv	it Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me	×	3 SY 2012-20	14	Breakfast Nutrient		USDA Stan	dard			
<< B Serv Mea Serv	it Serving Group lack To Meal Pattern ving Group: K-12 al Pattern: [USDA]Me vices: Breakfast	×	3	14			USDA Stan (450.000 - 1				
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient	1		500.000]			
<< B Serv Mea Serv	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal)	1	[450.000 - !	500.000]	Weekly Standard		
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g)	1	[450.000 - !	500.000] calories	Weekly Standard ≥2.500		
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g) Food Component		[450.000 - !	500.000] calories Daily Standard	-		
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g) Food Component Fruits (cups) (Fruit)	t-J)	[450.000 - !	500.000] calories Daily Standard	≥2.500		
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g) Food Component Fruits (cups) (Fruit) Fruit Juice only (Fruit)	t-J) LK-F)	[450.000 - !	calories Daily Standard ≥0.500	≥2.500 ≤100.000 %		
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g) Food Component Fruits (cups) (Fruit) Fruit Juice only (Fruit Fluid Milk (cups) (MI	t-J) LK-F)	[450.000 - !	500.000] calories Daily Standard ≥0.500 ≥1.000	≥2.500 ≤100.000 %		
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g) Food Component Fruits (cups) (Fruit) Fruits (cups) (Fruit) Fruit Juice only (Fruit Fluid Milk (cups) (MI Varieties of Milk (MI	t-J) LK-F) LK-V) 1s)	[450.000 - !	Calories Daily Standard ≥0.500 ≥1.000 ≥2.000	≥2.500 ≤100.000 % ≥5.000		4-)
<< B Serv Mea Serv Grou	t Serving Group lack To Meal Pattern ring Group: K-12 al Pattern: [USDA]Me rices: Breakfast up Name: K-12	×	3	14	Nutrient FE (Kcal) Sfat (g) Food Component Fruits (cups) (Fruit) Fruit Juice only (Fruit) Fluid Milk (cups) (MI Varieties of Milk (MI Grains (oz eq.) (Grain	t-J) LK-F) LK-V) 1s)	[450.000 - !	Calories Daily Standard ≥0.500 ≥1.000 ≥2.000	≥2.500 ≤100.000 % ≥5.000 [9.000 - 10.000]		

#### **Updating Meal Pattern Basis**

#### To change Meal Pattern basis

- 1. Click **Edit** ( 🗹 ) in a Meal Pattern listing.
- 2. Change the **Meal Pattern** name, **Type**, or food basis, as needed.
- 3. Click <u>Update</u>.

		_				_		5	Refres
	Meal Pattern	Туре	Is Food Based	Added By	Added On	Last Modified By	Last Modified On	Edit	Dele
	CDA Modified RDA	Age	False	Cybersoft	5/25/2011			_	
>	[USDA]Meal Passes 21 2012-2014	Grade Based	True	Support	5/4/2012 3:15 PM	-	-		
>	Sensitivities	Grade Based	True	Cybersoft Support	7/23/2013 11:16 AM	Cybersoft Support	7/23/2013 AM	The	0
7 >	2012-2014 Sensitivities Meal Pattern: Sensitivitie		True	Cybersoft Support	PM 7/23/2013 11:16 AM	Cybersoft Support	7/23/2013 11:32 AM		i a
í	2012-2014 Sensitivities	Based es			PM 7/23/2013				6
	2012-2014 Sensitivities Meal Pattern: Sensitivitie Type: Grade Base Is Food Based: 👽	Based	-		PM 7/23/2013				

#### Deleting a Serving Group from a Meal Pattern

Serving Groups can be removed only from a custom Meal Pattern.

#### To delete a Serving Group

- 1. Expand a Meal Pattern listing.
- 2. Click **Delete** ( ) in a Serving Group listing in the Meal Pattern.
- 3. Click OK to confirm the removal.

			_				_		5	Refre
Meal Pa	ttern	Туре	Is Foo Based	Add	led By	Added On	Last Modified By	Last Modified On	Edit	De
	Modified RDA	Age Base	False		ersoft port	5/25/2011 11:53				
[USDA] 2012-2		Based	True	200		5/4/2012 3:15 PM				-
Se sitiv		Grade Based	True	Cyb	ersoft oport	7/23/2013 11:16 AM	Cybersoft Support	7/23/2013 11:46 AM	1	2
									5	Ref
Servin	g Group Name			Meal Servic	:e				Delete	
<u>Sensiti</u>	vities			Summer Lu	inch,Breakfa	st,Lunch,Snack			0	_
<u> Idar</u>				Broakfast L	unch Sunne	r			0	
M	essage from	webpag	e				<b>X</b>	(2)	5	
	Ar	e you su	re you	u want to	OK	the Serving G	roup? Cancel	K		
Serving Gr Meal Patt	oup has been del		3	u want to						
Meal Patt	oup has been del		3	u want to						
Meal Patt	oup has been dele		3	u want to						
Meal Patt	oup has been dele		3 sfully.	Is Food Based				dified Last Mod On	ified	E
Meal Patt Meal Pa	oup has been dele ern ttern List	eted success Type	3 sfully.	Is Food	OK	Added On	Cancel		ified	

#### Deleting a Meal Pattern

Only custom Meal Patterns can be removed.

#### To delete a Meal Pattern

- 1. Click **Delete** ( 🚺 ) in a Meal Pattern listing.
- 2. Click OK to confirm the removal.

Meal Pattern	Ture	Is Food	Added Du	Added On	Last Modified	Last Modified	Edit	Refresh
Meal Pattern	Туре	Based	Added By	Added On	Ву	On	Edit	Delete
[USDA] Modified RDA	Age Based	False	Cybersoft Support	5/25/2011 11:53 AM				
[USDA] Standard RDA	Age Based	False	Cybersoft Support	5/25/2011 11:53 AM				
Adults 51+	Age Based	False	Cybersoft Support	5/25/2011 11:53 AM				
[USDA] Traditional Meal Pattern	Grade Based	True	Cybersoft Support	5/25/2011 11:53 AM				
[USDA]Meal Pattern SY 2012-2014	Grade Based	True	Cybersoft Support	5/4/2012 3:15 PM				
Sensitivities	Grade Based	True	Cybersoft Support	7/23/2013 11:16 AM	Cybersoft Support	7/23/2013 11:46 AM	1	CIM L
								0
Mes	sage fror	n webpag	e			×		

al Pattern has been delete	ed successfully.					
al Pattern				Z		
Aeal Pattern List						
Neal Pattern List		_			5	Refres

оқ

Cancel

6

# **Data Sources & Versions**

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**Data Sources & Versions** displays all sources for Ingredients and Recipes that are:

- Owned can be updated.
- Accessible can be copied into the Local data source.

#### Data Sources & Versions Page

Data Sources Ov	vned						
Data Source	Abbreviation	IngredientCodePrefix	Recipe	CodePrefix	Data Source Type	AddedBy	AddedOn
Local	L	LI	LR		Local	Cybersoft Support	8/19/2011 10:45:03 AM
	-						
	Sources			0			
	Sources	Version		Owned By	D	ata Source Type	Upgrade
ata Source	Sources	Version Version 1		Owned By West Virgin		ata Source Type nared	Upgrade 1
Accessible Data lata Source tate Level hild Nutrition Da					ia S		

By default on the **Data Sources & Versions** page:

• All available data sources are listed.

#### Upgrading a Data Source

All accessible data sources can be upgraded to the most current version.

#### To upgrade a Data Source

- 1. Click **Edit** ( 🗾 ) in a Data Source listing.
- 2. Select a Version.
- 3. Click <u>Update</u>.

Data Sources (	wned									
Data Source	Abbreviation	Ingredient	CodePrefix	Recipe	CodePrefix	Data Source Ty	/pe	AddedBy	Adde	edOn
Local	L	Ц		LR		Local		Cybersoft Support	8/19/	/2011 10:45:03 AN
Accessible Dat	a Sources									
Data Source			Version		Owned By		Data	Source Type		Upgrade
State Level			Version 1		West Virgini	ia	Share	ed		1
Child Nutrition I	Database		15		West Virgini	ia	Glob	al		
Cybersoft			Version 1		West Virgini	-	Glob			0
ataSources & V	ersions				west virgini	id	GIOD	al		ð
					west virgini	la	GIOD			
ataSources & V		Ingredient		Recipe	CodePrefix	Data Source Ty		al <b>1</b> AddedBy	Adde	edOn
ataSources & V Data Sources C	wned	Ingredient LI		Recipe				1	_	edOn /2011 10:45:03 AM
itaSources & V Data Sources C Data Source	Abbreviation	-				Data Source Ty		AddedBy	_	
ataSources & V Data Sources C Data Source Local	Abbreviation	-				Data Source Ty	/pe	AddedBy	_	
ataSources & V Data Sources C Data Source Local Accessible Dat	Abbreviation	-	CodePrefix		CodePrefix	Data Source Ty Local	/pe	AddedBy Cybersoft Support Source Type	_	/2011 10:45:03 AN
Data Sources & V Data Sources C Data Source Local Accessible Data	Abbreviation L a Sources	-	CodePrefix		CodePrefix Owned By	Data Source Ty Local	/pe Data	AddedBy Cybersoft Support Source Type ed	_	(2011 10:45:03 AN

 $\blacktriangleleft$  End of Section  $\triangleright$ 

# A Working with PrimeroEdge

In this section you will learn:

- ✓ How to log into and out of PrimeroEdge.
- ✓ How to use the Dashboard groups.
- ✓ How to navigate to the **Menu Planning** module.
- ✓ How to use PrimeroEdge control features.
- ✓ Commonly used acronyms

# Open PrimeroEdge



#### To open PrimeroEdge

- 1. Find the PrimeroEdge shortcut icon on your desktop
- 2. Double-click the icon.

The web login page appears.

# Log In To PrimeroEdge

#### To log in to PrimeroEdge

- 1. In **Username**, enter your Username.
- 2. In **Password**, enter the password associated with your username.
- 3. Click Login

	Primero <i>≤dq≤</i>
1	Username   Password
3	Login

**Dashboard selection** 

# Tour the PrimeroEdge Dashboard

The *Dashboard* page appears after a successful login. This page is accessed at any time by clicking **Dashboard** on the top navigation menu.

	Ann	ouncement	s group					Му М	essages (	group	
Primero	idgz					Dasl	hboard   Mess	ges	My Profile	Training	Log
Point of Ser	vice Free & Reduced	Financials	Inventory	Menu Planr	ning Produ	uction	Temperature	Tracker	System		
Dashboard											
Annound	cements				My Messag	es					
Date	Title				Date	Title					
8/9/2010	Updated FRE Manual				2/14/2011	Orde	r# 10228 approved	1			
					2/14/2011	Orde	r# 10239 approved	1			
					2/8/2011	Orde	r# 10213 approved	1			
					1/11/2011	Orde	r# 10007 approved	1			
						-	+				

#### Dashboard Groups

The Dashboard offers two groups:

- Announcements general messages for all users of Primero
- My Messages specific messages to you about items in Primero

Clicking a link in the **Title** column in either group displays the **View Message** popup.

Primero - View Message Date Title	Primero - View Message Date Title
Date: 12/30/2010 From: System Message Subject: Temporary Approval Expiration	Date: 8/9/2010 From: Cybersoft Support Title: Updated FRE Manual
The following number of Temporary Approvals are expiring in the next 7 days. You may extend benefits or print expiration notices from the Temporary Approvals screen. Date - Total Applications 01/02/2011 - 1 01/03/2011 - 2	<u>Click Here</u> to download the Updated PrimeroEdge Free & Reduced Eligibility Manual. This guide offers detailed instructions and screen shots for daily functions performed in the PrimeroEdge website. Some functions described in the manual may only be available to Central Office users. The screen shots are generic representations—your screens may look slightly differnt based on user permissions and computer settings. As manuals are updated we will post new messages and remove out of date copies so check back frequently!
Print Close	Print Close

# Navigate to Menu Planning

When you login to Primero you see one or more food services modules from Cybersoft Technologies that your district has chosen to use and that your role has permission to access. You will see one tab for each module.

#### To access the Menu Planning module

• Click the **Menu Planning** tab.

The **Menu Planning** home page lists up to four (4) menus in the vertical menu navigation bar on the left.



The **Menu Planning** module offers four (4) menus.

#### **O**Note

The menus and menu functions to which you have access are those appropriate for your role with PrimeroEdge. Therefore, when you log on to PrimeroEdge, you may see a subset of the menus shown above, or you may not see all of the functions that are reviewed in this manual.

# Log Out of PrimeroEdge

Logging out of PrimeroEdge can be performed from any page.

#### To log out of PrimeroEdge

• Click Logout.

Primero <i>≤dq≤</i>	Dashboard   Messages   My F 1 Fraining   Logout
Point of Service Fre	& Reduced Financials Inventory Menu Planning Production Temperature Tracker System
Ingredients	Menu Planning
Menus	Menu Planning
Reports 🗸	⊘ Ingredients
Configuration	Recipes
	Menus
	Nutrient Analysis

# How to Use This Manual

This manual uses style conventions to help you relate what you see in this book to what you see on the PrimeroEdge web site.

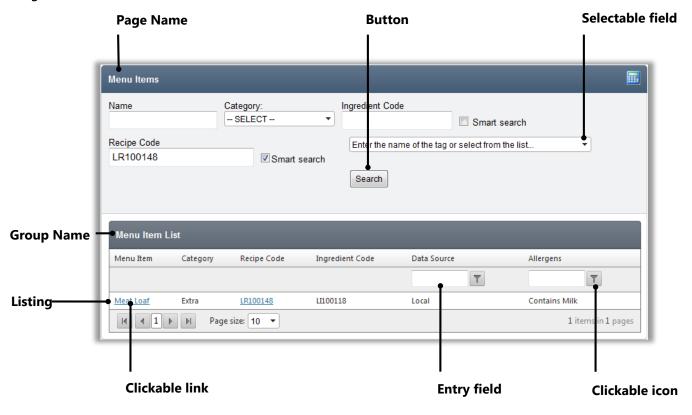
ltem	Convention	Example
Button	Graphic as seen on page	Click Get Items.
Clickable icon	Icon name in bold followed by graphic	Click <b>Calendar</b> (
Clickable link	Blue, bold, italics, underlined	Click the <u>OrderNumber</u> in the <u>Order #</u> column.
Field name	Bold, <u>underlined</u> , capitalization as seen on page	In <u>Vendor</u> , select a vendor. In <u>Comments</u> , enter comment text.
Group name	Bold, capitalization as seen on page	In the <b>Delivery Information</b> group In the <b>Vendor Information</b> group
Key name	Small caps	TAB key ENTER key
Menu name	Bold, title caps	The <b>Ordering</b> menu is
Menu selection	Bold, capitalization as seen on page	Select Modify Orders on the
Message	Italics, enclosed in quotes, capitalization as seen on page	"This is a new unsaved order."
Module Name	Bold, title caps, enclosed with square brackets	[Menu Planning]
Page name	Italics, title caps	On the Create Orders page
Selection sequence	Bold, capitalization as seen on page, separated with ">"	[Menu Planning] > Ordering >Create Order
Window name	Italics, title caps	In the <i>Report Viewer</i> window, click

#### Menu and Page Conventions

#### Menus



#### Pages



#### Icon Conventions

Several icons are used in this manual to alert you to particular information that is critical or helpful to your use of PrimeroEdge **[Menu Planning]**.

lcon	Name	What it means
٢	Note	Additional information on the use or function of the command or topic.
Δ	Careful!	Information that is critical to the use of the function.
✓	Tip	Information that may help you use the function more effectively.

#### **Special Functions**

When you see	You can
8/30/2010	Place the cursor in a date section, such as Month, and click the $\uparrow$ key to increase the number or click the $\downarrow$ key to decrease the number.

# Working with Column Data

Column data can be sorted when the pointing finger icon appears when the mouse cursor hovers over a column header.

- Click once on the header to sort the column data in ascending order.
- Click the header again to sort the column data in descending order.

Category	Menu Item	Recipe Code	Ingredient Code	Serving Size	Meal Contribution	Allergens	Data Source	Verified
!</th <th></th> <th></th> <th></th> <th></th> <th></th> <th>T</th> <th>T</th> <th></th>						T	T	
Condiments	Base, Beef Base, AP, 6x1lb, NAMSG, Minor's, Nestle	SR102567	SI102344	3/4 teaspoon			PDE Shared	Yes
Entrees	Base, Chicken Flavor No MSG Soup, 12/1 lb., Nestle	<u>SR103517</u>	SI102939	1 portion		Contains Gluten, Milk, Soy, Wheat.	PDE Shared	Yes
Condiments	Base, Chicken Flavor Soup Base, Harvest Value, 301	SR104225	SI102680	1 teaspoon			PDE Shared	Yes
Condiments	BBQ Sauce Condiment	SR100073		1 serving (1/3 cup)			PDE Shared	Yes
Entrees	Bean Burrito	<u>SR100060</u>		1 burrito	1 1/2 WG 2 Meat/MA 1/4 Veg-O	Contains Gluten, Soy, Wheat.	PDE Shared	Yes
Vegetables	Bean Salad, Fancy Three Bean Salad, Canned, Monarc	<u>SR103145</u>	SI102676	1/2 cup serving	1/2 Veg-O		PDE Shared	Yes
Venet	Bean, Butter, in Sauce,	SR102660	SI100478	1/2 cup (1/2 cup			PDE Shared	Yes

A small triangle next to the header indicates the sort order:

- (Ascending)
- (Descending)

Category 🔺	Menu Item	Recipe Code	Ingredient Code	Serving Size	Meal Contribution	Allergens	Data Source	Verified
	-					T	T	
Condiments	Dressing, Dijon, Fat Free Honey Dijon, Ken's, 4133	SR100964	SI101150	2 tablespoon			PDE Shared	Yes
Condiments	Dressing, Fat Free Italian, Cains Foods	SR101218	SI101324	2 tablespoon			PDE Shared	Yes
Condiments	Dressing, Fat Free Raspberry Vinaigrette, Naturall	<u>SR104045</u>	SI102259	1 1/2 ounces			PDE Shared	Yes
Condiments	Dressing, French Country	SR101528	SI101603	1 pouch			PDE Shared	Yes

# Working with List Display Controls

Several pages display listings on multiple pages. Display controls are provided below the listings to move between the pages.

	Menu Item	Recipe Code	Ingredient Code	Serving Size	Meal Contribution	Allergens	Data Source	Verified
						T	T	T
ondiments	Base, Beef Base, AP, 6x11b, NAMSG, Minor's, Nestle	<u>SR102567</u>	SI102344	3/4 teaspoon			PDE Shared	Yes
intrees	Base, Chicken Flavor No MSG Soup, 12/1 lb., Nestle	<u>SR103517</u>	SI102939	1 portion		Contains Gluten, Milk, Soy, Wheat.	PDE Shared	Yes
Condiments	Base, Chicken Flavor Soup Base, Harvest Value, 301	<u>SR104225</u>	SI102680	1 teaspoon			PDE Shared	Yes
Condiments	BBQ Sauce Condiment	<u>SR100073</u>		1 serving (1/3 cup)			PDE Shared	Yes
ntrees	Bean Burrito	SR100060		1 burrito	1 1/2 WG 2 Meat/MA 1/4 Veg-O	Contains Gluten, Soy, Wheat.	PDE Shared	Yes
/egetables	Bean Salad, Fancy Three Bean Salad, Canned, Monarc	<u>SR103145</u>	SI102676	1/2 cup serving	1/2 Veg-O		PDE Shared	Yes
/egetables	Bean, Butter, in Sauce, Canned, Monarch-D, 170283,	<u>SR102660</u>	SI100478	1/2 cup (1/2 cup ladle)			PDE Shared	Yes
/egetables	<u>Bean, Canned; Beans,</u> <u>Refried, Vegetarian, 6/112,</u> <u>R</u>	<u>SR100255</u>	SI100590	1/2 Cup (8 oz ladle)	1/2 Veg-BP		PDE Shared	Yes
Vegetables	Bean, Fancy Black Beans, Veg-BP	<u>SR100537</u>	SI100476	1/4 Cup Cooked, Drained Vegetable	1/4 Veg-BP		PDE Shared	Yes
/egetables	Bean, Garbanzo (chickpea), Fancy, Canned, Monarch-	SR102598	SI100118	1/4 cup serving	1/4 Veg-BP		PDE Shared	Yes
K 🛛 1 2	3 4 5 6 7 8 9 10	Page	e size: 10 💌				3345 items i	n 335 pages
		Click	number	r of listings	total numb rom the <b>Pag</b> displayed c	umber of ite per of pages o pe size: list to on a page	of listings is	show
		CIICK	to display th	ie last page	e of listings			
		Click to c	lisplay the n	ext page o	f listings			
		lav a spe	cific page of	f listings				
	Click to disp							

# Working with Tags

Tags were developed to help organize data and find information more quickly. Several functions include tags, such as Recipes, Ingredients, Menus, and Menu Items.

#### To choose tags

- 1. Place the cursor in **Tags** and begin entering characters; a drop-down list of tags that match the entered characters is shown.
- 2. Continue to enter characters to narrow or filter the list of tags until you see the desired tag.
- 3. Click the tag name.

Use as many tags as needed to find the ingredient or recipe; separate tags with a semicolon ";".

Recipe Search	
Add Recipe	
Recipe Search Criteria Recipe Code Recipe Name	Include discontinued recipes
Tags CN-J CN-Baby Food CN-Baked goods CN-Be	Data Source
Recipe Search	
Recipe List Recipe Search Criteria	
Recipe Code h	Include discontinued recipes
Tags CN-S  LR100342 CN-S CN-S	Data Source  - ALL -  nacks CN-Sweets
	al 3 Items Load next 10 Recipe Search
Recipe List Calc Recipe Code Name	Add Recipe Recipe Search Criteria Recipe Code Recipe Name Include discontinued recipes
T	Tags Data Source CN-Sweets;CN-Desserts  Ingredient
	✓ Smart search     Matching Criteria     ✓ Exact Match      Smart Search     ✓
	Recipe List         Calculate missing Purchase Items         (Re)calculate SI Recipes         (Re)calculate Weights         (Re)calculate Nutrients           (Re)calculate all Purchase Items         (Re)calculate SI Recipes         (Re)calculate all Purchase Items
	Recipe Code         Name         Serving Size         Type         Number of Servings         Source
	Y         Y         Y           Cobbler C-01A#5         1.000000000000000000000000000000000000

#### Managing Tags for an Ingredient

Ingredient tags can be managed through the **Tags** group on the **General** tab on the **Ingredients** page or **Recipe** page. Tags can be added or removed.

#### To manage Tags

1. Click <b>Edit</b> ( 🥒 ).					
2. Click <b>Remove Tag</b> ( 🔟 ) n	ext to a tag to remove.				
3. Enter or select a tag and click Add Tag ( ) to add.					
4. Click Update ( 🔽 ).					
5. Click OK .					
Tags					
Enter the name of the tag or select from	the list 💌 🛨				
Desserts (8)					
CN-Snacks (10) Tags					
Enter the name	of the tag or select from the list				
CN-Desserts CN-Snacks (10)	(B) (C)				
	Remove Tag				
Tags					
	f the tag or select from the list				
×					
CN-Desserts	(B) G				
CN-Snacks (10)					
Tags					
Enter the name of the tag or select from the list	*				
	Message from webpage				
Update (10) G	Message from webpage				
	Are you sure you want to save the Tag? (Other objects may be affected.)				
	OK Cancel				

# Description Terms Used with Ingredients ✓ Terms Used with Recipes

## Terms Used with Ingredients

Term	Description
Allergen	One of nine (9) substances that most commonly produce a hypersensitive reaction.
Allergen Indicator	One of three situations in which allergens may be present in Ingredients or Recipes: Contains, May contain, Processed in a facility that also processes [allergen]
Commodity/Recipe Code	USDA code.
Data Source	Method or process in which the Recipe is used; can be either: Local – database that includes Ingredients added by the user. Child Nutrition – database that includes USDA Ingredients. Cybersoft – database that includes USDA Recipes that use government commodity ingredients.
Ingredient Name	Full and complete Ingredient descriptive name.
Ingredient Short Name	Brief, shortened form of the full Ingredient name.
Ingredient Code	Unique ingredient identifier; automatically assigned by the system when the ingredient is added to the <b>Menu Planning</b> module.
Ingredient Form	The method by which the Ingredient is used: As purchased – the food is used in exactly the same form as it was purchased, meaning that no further preparation has been made to the food, such as unbaked prepared pizza or pre-fried egg roll. As served – the food is used after it has been further prepared, such as a cake mix that has eggs, oil and water added and then cooked.
Is Active	Indicates if the Ingredient is actively used in Recipes. When selected (check mark added), Ingredient is active. When cleared (check mark removed), Ingredient is not active.
Labels	Nutrition Fact labels provided by the vendor for an item that describes nutrient information.
Manufacturer	Ingredient maker or producer.

Term	Description
Prep Method	Methods used to prepare Ingredients, such as "bake", "fry", "broil", etc.
Product Code	Code given to product by manufacturer.
Purchase Item	Name used when purchasing an item from a vendor.
Serving Size	Amount or count of a single serving.
Stock Item	Name used when purchasing an item from a school district warehouse.
Tags	Identifiers to help find the Recipe through a search function.
Weight	Weight or volume of a single serving.
Yield	The number of servings that can be produced from a set amount, typically one pound.

#### Terms Used with Recipes

Term	Description
Cook Time	(Cooking Time) Amount of time required to bake, broil, sauté, boil, cook the prepared Recipe Ingredients.
DOR	Display on Record (Ingredients tab of Recipe page) – when selected (check mark added), the image of the Ingredient is displayed on the Production Record in the <b>Production</b> module.
Fat	The percentage of increase or decrease in fat content after preparation, such as, the percentage of fat decrease that resulted from draining fat after cooking ground beef.
HACCP Process	(Hazard Analysis Critical Control Point Process) Includes all Critical Control Points used in the recipe production.
	HACCP Processes are created and changed through the Configuration > HACCP Configuration function.
Is Active	Indicates if the Ingredient is actively used in Recipes.
	When selected (check mark added), Ingredient is active.
	When cleared (check mark removed), Ingredient is not active.
Moisture	The percentage of increase or decrease in moisture content after preparation, such as occurs when dry noodles are boiled in the preparation of a casserole (moisture gain) or when apples are peeled and cored (moisture loss).
Number of Servings	Total number of servings produced by one Recipe production.
PI WIG	Purchase Item Weight in Grams
Prep Time	(Preparation Time) Amount of time required to prepare, assemble or combine the Recipe Ingredients up to the time that it is to be cooked or is ready to serve.

Term	Description
Pre-Preparation Instructions	Activities to complete before Recipe preparation begins, such as bringing Ingredients to a specific temperature before use.
Recipe Generation	Method or process in which the recipe is used; can be either:
Type	<ul> <li>Nutrition Analysis Recipe – analyzed with the Yield Factor Method to provide a nutrient analysis that accounts for changes in nutrients caused by preparation and cooking. The Yield Factor Method requires that each raw RecipeIingredient be converted and entered in the Recipe as a "as consumed" or ready-to-serve (often cooked) Ingredient.</li> </ul>
	When building this type of recipe, user selects <i>ingredients</i> on the <b>Ingredients</b> tab.
	• <b>Production Recipe</b> – includes raw Ingredients and amounts in the uncooked state, directions for producing the Recipe, and the yield and serving size as prepared. These Recipes are generally used by cooks to prepare the Recipe or to calculate how much/many raw ingredients to order.
	When building this type of Recipe, user selects <i>purchase items</i> on the Ingredients tab.
	<ul> <li>Dual Entry Recipe – recipe is used for both Nutritional Analysis and Production.</li> </ul>
	When building this type of recipe, user selects either <i>ingredients</i> or <i>purchase items</i> on the <b>Ingredients</b> tab.
	<ul> <li>Single Ingredient Recipe – recipe is created from a single ingredient, such as using the "As Purchased" "Bagel" Ingredient to create the "Bagel" Recipe which in turn allows for creating a Menu Item to be offered for a meal service.</li> </ul>
	The "default" Recipe type is set through the system setting: <u>Default</u> <u>Recipe Generation Type</u> ([System] > Management > System Settings > Menu Planning > Category:Ingredients).
Recipe Name	Full and complete Recipe description.
Recipe Short Name	Brief, shortened form of the full Recipe name.

Term	Description
Serving Size	Physical size or weight of a single serving.
Serving Instructions	Specific directions for serving the prepared Recipe item, such as "Place cake slice in bowl and spoon 1 TBSP sauce over top."
Tags	Identifiers to help find the Recipe through a search function.
Waste Factor	The percentage of waste material that results from the preparation of the Recipe, such as after preparing cookies, the percentage of unused icing that must be discarded.
WIG	Weight in Grams

✓ End of Appendix



allergens	25
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Broken Unit Weight	
Child Nutrition recipe	
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