

- Step 1. Go to the website hpsmenu.com
- Step 2. Enter in your username:_____
- Step 3. Enter in your password: _____
- Step 4. Click the Sign in button

HPS Menu F	Ланнег		
n MacKillop	Home / Home		Change Y.ew: Choose a School
łome	Welcome to HPS Menu Planner! Welcome Changes	Jul R	Reports Chocke a School Meadowview Elementary Shioshe
ngredients	Welcome to the HPS Menu Planner!	Pro	duction Record Reports Westview Elementary
Recipes	The HPS Menu Planner is built exclusively for HPS Members. Our goal is to serve your needs when It comes to managing and monitoring your school lunch program, from cycle menus, to nutritional tending to purple the provide the tender of tender o		Week's Production - Export Production Records for the specified week
Menus	will help your program meet all that is required of it, from the district level all the way to the USDA.		Week's Cook Book - Cook Book for all recipes needed for the week
vlenu Cycles	We are working on a number of enhancements and features that will be rolled out over the next		
Menu Schedule	and their ability to quickly and easily view scheduled meals and monitor nutritional information.		6 Cent Worksheet Export - This week's USDA Worksheet Export
Production	Additionally, we will be building out our reports and exports list, which will be made available right here on your dashboard.		Entree Only Report - Get just the Entrees from Menu Schedule for a school.
chools	We invite you to give us feedback on how we may improve the application and make it even easier to use—it is your tool, after all!		
Appufacturors	Contact HPS: menuplanner@hpsgpo.com		Menu Engineering Report - Export cost & usage information from production in a date range
lanulacturers	IT Calendar Publishing Guide	Iten	n Reports
Distributors	Edit Enrollment Import Allergen List		My Items List - Export Items that we have purchased in the last year
lsers			
iscussion Board			Item Detail Report - All details regarding specific item
G			Item Production History Report - An item's serving history from production.
			Label Report - An item's distributor, manufacturer, and description information.

Step 5. If you have a district login, meaning you have access to menus for more than one school building, you will need to click in the *Choose a School* box. Select which school you will be working with from the drop-down list. If you only have access to one school building, that school will automatically appear in the box and you can skip to Step 6.

yn MacKillop	Home / Home		School View: Millersburg Elementary-Middle School 🔻 Reset View
Home	Welcome to HPS Menu Planner! Welcome Changes	III R	leports
Ingredients	Welcome to the HPS Menu Planner!	Pro	duction Record Reports
Recipes	The HPS Menu Planner is built exclusively for HPS Members. Our goal is to serve your needs when it comes to managing and monitoring your school lunch program, from cycle menus, to nutritional tracking to purchasing and eventhing in between Our Menu Planner is an easy-to-use tool that		Week's Production - Export Production Records for the specified week
Menus	will help your program meet all that is required of it, from the district level all the way to the USDA.		Week's Cook Book - Cook Book for all recipes needed for the week
Menu Cycles	We are working on a number of enhancements and features that will be rolled out over the next several months, including mobile apps (both iOS and Android), which are geared toward parents		6 Cont Workshoot Export This work's USDA Workshoot Export
Menu Schedule	and their ability to quickly and easily view scheduled meals and monitor nutritional information. Additionally, we will be building out our reports and exports list, which will be made available right		Cent worksheet export - This week's OSDA Worksheet export
Production Menu Schedu	le here on your dashboard.		Entree Only Report - Get just the Entrees from Menu Schedule for a school.
Items to Order	We invite you to give us feedback on how we may improve the application and make it even easier to use—it is your tool, after all!		Menu Engineering Report - Export cost & usage information from production i
Manufacturers	Contact HPS: menuplanner@hpsgpo.com		date range
Distributors	IT Calendar Publishing Guide	Item	nReports
Discussion Doord	Edit Enrollment Import Allergen List		My Items List - Export Items that we have purchased in the last year
G			Item Detail Report - All details regarding specific item
			Item Production History Report - An item's serving history from production.
			Label Report - An item's distributor, manufacturer, and description information

Step 6. Click on Menus.

Tip: This will go more quickly if you have already created all the recipes. Also, it will be easier if you have a copy of your menu and GFS order numbers available.

(HPS Menu T	Planner					☆ 🕞 🗏
Kaylyn MacKillop	Home / Menus				School View: Shipshe	▼ Reset View
倄 Home	🞒 My Menu Table					
H Ingredients	Q			My Menus	Edit Statio	ns Create New Menu
🕜 Recipes	Description	Event Color	Creation Date	C Last Edit	🗘 ls Copy) Detail
🗐 Menus						
🖁 Menu Cycles			No data available ir	n table		
🛗 Menu Schedule	Showing 0 to 0 of 0 entries					Previous Next
🁍 Production						
📜 Items to Order						
Manufacturers						
🚚 Distributors						
🗪 Discussion Board						
C						

Step 7. Click Create New Menu.

(HPS Menu P	Паннет		※ 🗭 ≡
Kaylyn MacKillop	Home / Menus / Create	School View: Shipshe	Reset View
🖀 Home	III Daily Menu Header		
¶¶ Ingredients			Back
🕜 Recipes			
┛ Menus	Menu Color		
🔁 Menu Cycles			· · · · · · · · · · · · · · · · · · ·
🛗 Menu Schedule	Creater Date Last Edit		
👍 Production	2020-01-23 10:24:53		
📜 Items to Order			Back Submit
Manufacturers			
🚛 Distributors	III Daily Menu Detail		
🙊 Discussion Board			
G			Back
	Search Items or Recipes? Item Type Item Categories Item All BEVERAGE GROCERY PRODUCE Purchased DAIRY MEAT SEAFOOD My List FROZEN POULTRY		
	Item Search		

Step 8. Type in a name for your menu. This is something only you will see.

Tip: Name the menu so that you will know what it contains later. Ex. Hamburger (Breakfast Pizza) – This indicates that I am serving a hamburger for my lunch entrée and breakfast pizza for my breakfast entrée in this menu.)

← → C ☆ 🔒 hpsmenu.com/#/r	menus/create	२ 🛧 🛛 🖌 🖬 🍎 :
Apps 🛟 Mailing lists service 胶 www	v2.k12foodservi 😰 K12Foodservice 🔃 Processorlink 🔟 Welcome, Kaylyn 🔤 Menu Planner M Inbox (5) - kmackill 言 Bulleted To Do List	Other bookmarks
(HPS' Menu Pla	annet	⊠ 🗭 ≡
Kaylyn MacKillop	Home / Menus / Create School View: Shipshe	▼ Reset View
🖀 Home	III Daily Menu Header	
Y Ingredients		Back
🕜 Recipes		
🞒 Menus	Menu Name Menu Color	
🕃 Menu Cycles	Hamburger (Breakfast Pizza)	•
🛗 Menu Schedule	Creation Date	
👍 Production	2020-01-23 10:24:53	
📜 Items to Order		Back Submit
Manufacturers		
💭 Distributors	III Daily Menu Detail	
Discussion Board		
G		Back
	Search Items Item Type Item Categories	
	or Recipes? All BEVERAGE GROCERY PRODUCE	
	Purchased DAIRY MEAT SEAFOOD	
	My List FROZEN POULTRY	
	Item Search	

Step 9. Optional. Choose a color for your menu by clicking in the gray box. Select a color. Then click Choose.

Tip #1: Make all menus for one week of your cycle the same color so they are easier to put together when creating your menu cycle.

Tip #2: Don't use yellow or white because it will be difficult (or impossible) to read your menu name when creating your cycle menu or scheduling your menu.

Discussion Board	I Daily Menu	Detail												Back
	Search Items or Recipes?	Item Type All Purchased My List		em Categories BEVERAGE DAIRY FROZEN	GROCERY MEAT POULTRY	PROD	UCE							
	Item Search													
	Q Search	Ingredients Here	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	n OtherVe	g Act	tion
\langle	Breakfast Recipe//tem	Lunch Fruit/Ve	g Bar Milk Serving Size Pla	vings nned Meat/Alt	W Grain G	/hole Desse rain Grain	rt Fruit	Fruit Juice	RedVeg GreenVeg	Legumes	Starch Ot	Veg herVeg Juice	Action	
	Entree													
	Vegetable													
	Grain													
	Condimen	ts or Other												

Step 10. Scroll down until your view looks like this

Step 11. Select which tab you would like to add ingredients and recipes to.

- Breakfast- Add all your breakfast items here, except milk.
- Lunch- Add all your lunch items here, except milk.
- *Fruit/Veg Bar-* You can use this tab to enter fruits and vegetables that are offered with every entrée option. An example would be if you offer a fruit/veg bar daily. You can also add these fruits and vegetables to the lunch tab. If you add them the fruit/veg bar tab, they will not count toward your subgroup requirements in Menu Planner.

 Discussion Board G 	I Daily Menu Detail											В	Back
	Search Items or Recipes?	ed	Item Categories BEVERAGE DAIRY FROZEN	GROCERY MEAT POULTRY	PROD	UCE							
	Item Seculi Q Search Ingredients He Description Serving	re Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	g GreenVeg	Legumes	Starch	OtherVeg	Action	
	Breakfast Lunch Fr Recipe/Item Name Serv	uit/Veg Bar Milk	Servings Planned Meat/Alt	Who Grain Gra	ole Desse in Grain	rt Fruit	Fruit Juice	RedVeg GreenVe	g Legumes	Starch OtherVe	Veg g Juice	Action	
	Entree Vegetable Fruit												
	Grain Condiments or Other												

Step 12. Once you have selected the tab you want to work with, to add an ingredient to your menu search ingredients by typing in GFS order number or USDA commodity number in box where it says *Search Ingredients Here*. You can also do a general search such as "chicken," but you will have an easier time choosing the correct ingredient if you have the order number.

Helpful Hint: If you click the button next to "Purchased," the program will only search items found on your corporation's GFS order guide.

볼 Users • Discussion Board	Bad	ack
G	Search Items or Recipes? Item Type Item Categories Image: Proceed of the main search item BEVERAGE GROCERY PRODUCE Purchased DAIRY MEAT SEAFOOD My List FROZEN POULTRY	
	Item Search	
	Q 100256	
	Des 100256 Strawberries, diced, Cups, frozen 100256 Strawberry Cup Breakfast Lunch Fruit/Veg Bar Milk	
	Recipe/Item Name Serving Size Planned Meat/Alt Grain Grain Grain Grain Fruit Juice RedVeg GreenVeg Legumes Starch OtherVeg Juice Action	
	Entree	
	Vegetable	
	Fruit	
	Grain	
	Condiments or Other	

Step 13. Click on the desired ingredient when it appears.

Discussion Board	Search Items or Recipes?	Item Type All Purchased My List		Item Ca	ategories VERAGE IRY DZEN	GROCE	ERY	PRODU	ICF									Bac
	ltem Search	My List		FRO	DZEN			SEAFO	DD									
	Q Search In	gredients Here				POULT	RY]										
	Description			Serving	Serving Siz	:e	Servi Planr	ngs ned I	Vleat	Grain	Fruit	RedVeg	GreenVeg	Legume	es Starch	n Oth	nerVeg	Action
	STRAWBERRIES	\$earch Ingredients Here scription RAWBERRIES, DICED, CUPS, FROZEN			Each (Defa	ault) 🔻	0.00		0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.0	00	×
	Breakfast Recipe/Item N	Lunch Fruit/	Yeg Bar Mi	e Servings Planned	Meat/Alt	Grain	Whole Grain	Desser Grain	t Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	Action	
	Entree																	
	Vegetable																	
	Fruit																	
	Grain																	
	Condiments	or Other																

Step 14. The ingredient you selected will appear below the ingredient search box. Using mouse Left Click on the description of the ingredient and drag it down under the appropriate category header.

r Recipes?	 All Purchased My List 		BEVERAGI DAIRY FROZEN	GROCE	RY PROI	OUCE								
em Search Q Search Ing	redients Here													
Description	Serving	Serving Size	Serving: Planned	Meat	Grain	Fruit	RedVeg	Green	Veg	Legumes	Starch	Oth	ierVeg	Action
Breakfast	me Serving	Veg Bar Milk Serving Size	Servings Planned	Meat/Alt 0	Whole Brain Grain	e Desser Grain	t Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
Breakfast L Recipe/Item N Entree Vegetable	me Serving	Veg Bar Milk Serving Size	Servings Planned	Meat/Alt (Whole Grain Grain	Desser Grain	t Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
Breakfast L Recipe/Item N Entree Vegetable Fruit	me Serving	Veg Bar Milk Serving Size B	Servings Planned	Meat/Alt (Whole Grain Grain	Desser Grain	t Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
Breakfast L Recipe/Item N Entree Vegetable Fruit STRAWBERF DICED, CUPS FROZEN	me Serving A ES, 1.00	Aleg Bar Milk Serving Size B Each (Default) ¥	Servings Planned	Meat/Ait 0	Grain Whole Grain	Desser Grain	t Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
Breakfast L Recipe/Item N Entree Vegetable Fruit STRAWBERF DICED, CUPS FROZEN Grain	me Serving A ES, 1.00	Aeg Bar Milk Serving Size B Each (Default) ▼	Servings Planned	Meat/Alt 0	Brain Whole Grain	Desser Grain	t Fruit	Fruit Juice	RedVeg 0.00	GreenVeg	Legumes	Starch	0.00	Veg Juice

Step 15. Once the ingredient has been placed under the appropriate header:

- A. Enter the correct Serving.
- **B.** Enter the correct **Serving Size**.
- **C.** Enter the **Servings Planned**. (You might take this information from previously completed production records. This is what is going to help you figure your weighted averages for calories, sodium, and saturated fat.)
- **D.** Check CN labels, PFS, or Food Buying Guide to make sure the meal contributions are entered correctly. If they aren't, change or add them.

IMPORTANT. If this information isn't entered correctly, the certification spreadsheet will not be accurate! If you have an item that counts as 1 oz. eq. grain, you would enter "1" under Grain and Whole Grain. If it also counts as dessert grain, you would enter a "1" under Dessert Grain as well.

Menu Planner will never have values listed under whole grain, dessert grain, fruit juice, or vegetable juice so you will always need to add the appropriate values.

Unofficial guide created by Kaylyn MacKillop, MS, RD, CD, SNS and Jennifer Herrold, SNS. January 2020. Not associated with HPS in any way.

Sers Users	I Daily Menu Def	tail															
Discussion Board																	Bac
G	Search Items It	em Type		Item Ca	tegories												
	ltem) All		BEV	/ERAGE	GROCEF	PROD	UCE									
) Purchased		DAI	RY	MEAT	SEAFO	OD									
) My List		FRC	DZEN	POULTR	Y										
	ltem Search																
	Q Search Ingr	edients Here															
	Description	Serving	Serving Size	e Pl	ervings lanned	Meat	Grain	Fruit	RedVeg	Gr	eenVeg	Legumes	St	tarch	OtherVeg	3	Action
	Breakfast Lu Recipe/Item Na	nch Fruit/	/eg Bar Milk	Servings Planned	Meat/Alt	Grain	Whole Desse	rt	Fruit	Red)(er	Querriller		Steents	OtherVer	Veg	Action	
						oram	Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	Otherveg	Juice		
	Entree					orum	Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	Otherveg	Juice		
	Entree Vegetable					orani	Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	Gulerveg	Juice		
	Entree Vegetable Fruit					Chain	Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	othervey	Juice		
	Entree Vegetable Fruit Grain					Cruit -	Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	othervey	Juice		
	Entree Vegetable Fruit Grain Condiments of	Other				Crain	Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	Gulervey	Juice		
	Entree Vegetable Fruit Grain Condiments of	· Other					Grain Grain	Fruit	Juice	Reaveg	Greenveg	Legumes	Starch	Gulervey	Juice		

Step 16. To add a Recipe that you have already created, you must first toggle to *Recipe* under *Search Items or Recipes*? You can then search for the recipe by name and repeat Steps 13-15 just like you did for adding an ingredient.

****Note**** That once you toggle to Recipe that you have to toggle back to Item to search for ingredients. It doesn't automatically switch back so you have to manually toggle back and forth.

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	Action
Entree																
1 Viking Burger	1.00	Each (Default) •	200.00	2.75	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
C Tenderloin Sandwich	1.00	Each (Default) ▼	200.00	2.00	2.75	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
🗹 Salad Bar- HS	1.00	Each (Default) *	3.00	2.00	2.00	2.00	0.00	0.00	0.00	0.25	0.13	0.13	0.13	0.75	0.00	v 2
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (516761)	1.00	Each (Default) *	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
Vegetable																
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Cup 🔻 ≓	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	v 2
Broccoli & Cheese (Mentone)	0.50	Cup (Default) V	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	v 2
Fruit																
Variety of Fruit	1.00	1/2 cup (Default) V	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
JUICE ORNG 100 FZ 72-4FLZ SNCUP (135450)	1.00	Each (Default) •	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	V
Grain																
Condiments or Other																
Veggie Dip	1.00	TBSP. (Default) ▼	186.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
DRESSING FREN GLDN WEST 4-1GAL PMLL (260772)	2.00	Tablespoon (Default) *	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
DRESSING BTRMLK RNCH 4-1GAL PMLL (806961)	2.00	Tablespoon (Default) *	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	✓ 2
KETCHUP CAN NAT LO SOD 6-10 REDG (200621)	1.00	Tablespoon (Default) v	672.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	v 2
	1.00	Each (Default) 🔻	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Step 17. Continue adding ingredients and recipes (remembering to toggle back and forth) until everything you are going to serve with that menu, including condiments, but not milk, is listed under the appropriate heading with correct serving sizes, servings planned, and meal contributions.

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	Action
Viking Burger	1.00	Each (Default) ▼	200.00	2.75	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	V
C Tenderloin Sandwich	1.00	Each (Default) ▼	200.00	2.00	2.75	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	✓ 2
🖸 Salad Bar- HS	1.00	Each (Default) ▼	3.00	2.00	2.00	2.00	0.00	0.00	0.00	0.25	0.13	0.13	0.13	0.75	0.00	✓ 2
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (516761)	1.00	Each (Default) V	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2
Vegetable																
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Cup	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	✓
Broccoli & Cheese (Mentone)	0.50	Cup (Default) •	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	~
Fruit																
Variety of Fruit	1.00	1/2 cup (Default) V	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
шист	1.00	Fach (Default) ▼	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	

Step 18. Check to make sure any unit of measure conversions are correct:

- A. Scan your menu to see if there are any double blue arrows. (These arrows sometimes appear when you change the serving size of an item.)
- **B.** If there are double blue arrows, click on them.

Recipe/Item Name	Serving	Serving Si		Servings			Whole	Dessert		Fruit	Veg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	Action
Viking Burger	1.00	Each (De	OM Conv	ersion E	dit: FRIE	5 1/2 C/0	C CONCI	RIN 6-4.	5 GEN /			0.00	0.00	0.00	0.00	0.00	
Tenderloin Sandwich	1.00	Each (De	Choose the	e larger UO	M							0.00	0.00	0.00	0.00	0.00	V
Salad Bar- HS	1.00	Each (De	1 Ounce =[1.0000	Cup						5	0.13	0.13	0.13	0.75	0.00	✓ X
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (516761)	1.00	Each (De		_					Cancel	Submit		0.00	0.00	0.00	0.00	0.00	X
Vegetable																	
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Cup	▼ ≓	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	
Broccoli & Cheese (Mentone)	0.50	Cup (Default)	T	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	
Fruit																	
Variety of Fruit	1.00	1/2 cup (Defau	ılt) ▼	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUICE ORNG 100	1.00	Each (Default)	T	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	

C. Check to make sure that the conversion that appears in the pop-up window is correct.

Recipe/Item Name	Serving	Serving Si		Servings	dit, EDIE	5 1 /2 <i>C</i> //	Whole	Dessert		Fruit	- Veg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	Action
Viking Burger	1.00	Each (De	UOWICON	version E	OIL: FRIE	5 1/2 C/0	CONC	KIN 6-4.:	5 GEN7			0.00	0.00	0.00	0.00	0.00	
Tenderloin Sandwich	1.00	Each (De	Choose th	e larger UO e 💿 Cu	M qu							0.00	0.00	0.00	0.00	0.00	X
Salad Bar- HS	1.00	Each (Le	1 Cup = 3.	94 O	unce							0.13	0.13	0.13	0.75	0.00	
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (516761)	1.00	Each (De		_					Cancel	Submit		0.00	0.00	0.00	0.00	0.00	✓ X
Vegetable																	
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Сир		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	
Broccoli & Cheese (Mentone)	0.50	Cup (Defau	lt) ▼	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	
Fruit																	
Variety of Fruit	1.00	1/2 cup (De	efault) 🔻	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUICE ORNG 100 FZ 72-	1.00	Each (Defa	ult) 🔻	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	

- **D.** If the conversion is not correct, fix it. Then click *Submit*.
- **E.** Repeat **B.** through **D.** for any other double blue arrows that may be on your menu.

****IMPORTANT**** Check to make sure that any unit of measure conversions are correct. If they are not correct, adjust accordingly. *If this isn't correct, the nutrition information for your menu item will not be correct!*

Unofficial guide created by Kaylyn MacKillop, MS, RD, CD, SNS and Jennifer Herrold, SNS. January 2020. Not associated with HPS in any way.

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	
Entree																
C Viking Burger	1.00	Each (Default) ▼	200.00	2.75	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C Tenderloin Sandwich	1.00	Each (Default) ▼	200.00	2.00	2.75	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00]
Salad Bar- HS	1.00	Each (Default) ▼	3.00	2.00	2.00	2.00	0.00	0.00	0.00	0.25	0.13	0.13	0.13	0.75	0.00	
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (516761)	1.00	Each (Default) T	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00]
Vegetable																
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Cup 🔻 💳	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	
Broccoli & Cheese (Mentone)	0.50	Cup (Default) ▼	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	
Fruit																
Variety of Fruit	1.00	1/2 cup (Default) *	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUICE ORNG 100 FZ 72-4FLZ SNCUP (135450)	1.00	Each (Default) ▼	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	
Grain																
Condiments or Other																1
Veggie Dip	1.00	TBSP. (Default) *	186.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DRESSING FREN GLDN WEST 4-1GAL PMLL (260772)	2.00	Tablespoon (Default) v	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00]
DRESSING BTRMLK RNCH 4-1GAL PMLL (806961)	2.00	Tablespoon (Default) v	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00] [
KETCHUP CAN NAT LO SOD 6-10 REDG (200621)	1.00	Tablespoon (Default) v	672.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00]
MUSTARD PKT 1000-1/5Z HNZ (302112)	1.00	Each (Default) ▼	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Step 19. If there are items on your menu that you would not like to appear on your published menu, uncheck the boxes.

Step 20. If there is anything you would like to delete from your menu, click 🛛 to the far right of the item's row. –

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
Entree															
🕑 Viking Burger	1.00	Each (Default) 🔻	200.00	2.75	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tenderloin Sandwich	1.00	Each (Default) ▼	200.00	2.00	2.75	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
🕝 Stad Bar- HS	1.00	Each (Default) ▼	3.00	2.00	2.00	2.00	0.00	0.00	0.00	0.25	0.13	0.13	0.13	0.75	0.00
AND UNCRUST PB&J GRP WGRAIN 72-5.3Z	1.00	Each (Default) *	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vegetable															
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Cup 🔻 ≓	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00
Broccoli & Cheese (Mentone)	0.50	Cup (Default) *	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00
Fruit															
Variety of Fruit	1.00	1/2 cup (Default) *	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JUICE ORNG 100 FZ 72-4FLZ SNCUP (135450)	1.00	Each (Default) ▼	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Grain															
Condiments or Other															
Veggie Dip	1.00	TBSP. (Default) V	186.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DRESSING FREN GLDN WEST 4-1GAL PMLL (260772)	2.00	Tablespoon (Default) v	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DRESSING BTRMLK RNCH 4-1GAL PMLL (806961)	2.00	Tablespoon (Default) V	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KETCHUP CAN NAT LO SOD 6-10 REDG (200621)	1.00	Tablespoon (Default) v	672.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MUSTARD PKT 1000-1/5Z HNZ (302112)	1.00	Each (Default) ▼	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 21. Assign sides to entrees:

A. Click the blue square next to the entrée.

Recipe/Item Name	Sel	ect Station		Select/	un-select al	l sides			Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	Act
Entree Viking Burger	De	fault	\$						0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Tenderloin Sandwich			4.5.65117						0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Salad Bar- HS		Boccoli & Cheese (Menton	4.5 GEN7 ie)						0.00	0.25	0.13	0.13	0.13	0.75	0.00	
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z 6761)		Valiety of Fruit JUI IE ORNG 100 FZ 72-4FLZ	Z SNCUP						0.00	0.00	0.00	0.00	0.00	0.00	0.00	~
regetable		Vergie Dip DRISSING FREN GLDN WES	ST 4-1GAL P	MLL					0.00	0.00	0.00	0.00	0.50	0.00	0.00	
roccoli & Cheese (Mentone)		DFESSING BTRMLK RNCH 4	I-1GAL PML	L					0.00	0.00	0.00	0.00	0.00	0.00	0.00	
uit		USTARD PKT 1000-1/5Z H	0 6-10 REDG						0.00	0.00	0.30	0.00	0.00	0.00	0.00	
/ariety of Fruit									0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUICE ORNG 100 FZ 72-4FLZ SNCUP (135450)						Cancel	Subm		0.50	0.00	0.00	0.00	0.00	0.00	0.00	
Grain								/								
Condiments or Other																
Veggie Dip	1.00	TBSP. (Default) ▼	186.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	~
DRESSING FREN GLDN WEST 4-1GAL PMLL (260772)	2.00	Tablespoon (Default) •	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DRESSING BTRMLK RNCH 4-1GAL PMLL (806961)	2.00	Tablespoon (Default) 🔻	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
KETCHUP CAN NAT LO SOD 6-10 REDG (200621)	1.00	Tablespoon (Default) v	672.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MUSTARD PKT 1000-1/5Z HNZ (302112)	1.00	Each (Default) ▼	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- B. Uncheck any side items that are not offered with your entrée.
- C. Click Submit.
- **D.** Repeat **A.** through **C.** for all entrees.

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice	A
Entree																
C Viking Burger	1.00	Each (Default) ▼	200.00	2.75	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C Tenderloin Sandwich	1.00	Each (Default) *	200.00	2.00	2.75	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
🖸 Salad Bar- HS	1.00	Each (Default) *	3.00	2.00	2.00	2.00	0.00	0.00	0.00	0.25	0.13	0.13	0.13	0.75	0.00	
SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (516761)	1.00	Each (Default) v	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6
Vegetable																
FRIES 1/2 C/C CONCRTN 6-4.5 GEN7	0.50	Cup 🔻 🚍	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	[
Broccoli & Cheese (Mentone)	0.50	Cup (Default) •	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	
Fruit																
Variety of Fruit	1.00	1/2 cup (Default) V	155.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUICE ORNG 100 FZ 72-4FLZ SNCUP (135450)	1.00	Each (Default) *	325.00	0.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	[
Grain																
Condiments or Other																
Veggie Dip	1.00	TBSP. (Default) *	186.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DRESSING FREN GLDN WEST 4-1GAL PMLL (260772)	2.00	Tablespoon (Default) •	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DRESSING BTRMLK RNCH 4-1GAL PMLL (806961)	2.00	Tablespoon (Default) v	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
KETCHUP CAN NAT LO SOD 6-10 REDG (200621)	1.00	Tablespoon (Default) •	672.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MUSTARD PKT 1000-1/5Z HNZ (302112)	1.00	Each (Default) V	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Г

Step 22. Add milk to menu:

A. Click the Milk tab.

Search Items or Recipes? Item Type Item Categories Item All BEVERAGE GROCERY PRODUCE Purchased DAIRY MEAT SEAFOOD My List FROZEN POULTRY Item Search Item Search Ingredients Here Description Serving Serving Size Servings Meat Grain Fruit			
Q Search Ingredients Here Description Serving Serving Size Meat Grain Fruit			
Q Search Ingredients Here Description Serving Serving Size Servings Meat Grain			
Description Serving Serving Size Planned Meat Grain Fruit			
	RedVeg GreenVeg L	Legumes Starch OtherVeg	Action
Breakfast Lunch Fruit/Veg Bar Milk Milk Name Serving	Serving Size Planne	ngs Servings 1ed Breakfast Planned Lunch	Action

B. Repeat steps 12-14 to search for all of the types of milk that you offer and add them to your menu.

Item Search												
Q Search	n Ingredients Here											
Description	Serving	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	
Breakfast Milk Name	Lunch Fruit/Ve	g Bar Milk	Milk Type		Sei	rving	Serving	1 Size	Servings Planned Breakfast	Servir Plann	ngs ed Lunch	
Breakfast Milk Name	Lunch Fruit/Ve	g Bar Milk	Milk Type	2	Sei	rving	Serving	j Size	Servings Planned Breakfast	Servir Plann	ngs ed Lunch	
Breakfast Milk Name Fat Free H	Lunch Fruit/Ve	g Bar Milk	Milk Type	ed (FF)	Sec.	D	Serving fl. oz (j Size Default) ▼	Servings Planned Breakfast	Servir Plann F 100.0	ngs ed Lunch	
Breakfast Milk Name Fat Free H 1% Lowfa	Lunch Fruit/Ve	g Bar Milk	Milk Type Skim Flavor	ed (FF) V	8.0 1.0	D D D D D	Serving fl. oz (8oz (E	p Size Default) ¥ Default) ¥	Servings Planned Breakfast 100.00 128.00	Servir Plann 100.0 100.0	ngs ed Lunch	

- **C.** Select the correct Milk Type from the drop down box.
- **D.** Enter the correct Serving.
- **E.** Enter the correct Serving Size.
- **F.** Enter the Servings Planned for Breakfast and Lunch. (You might take this information from previously completed production records. This is what is going to help you figure your weighted averages for calories, sodium, and saturated fat.)

ltem Search												
Q Searc	n Ingredients Here											
Description	Serving	Serving Size	Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Actio
Breakfast Milk Name	Lunch Fruit/Ve	g Bar Milk	Milk Type		Serv	ing	Serving	Size	Servings Planned Breakfas	Servir t Plann	ngs ed Lunch	Action
Breakfast Milk Name	Lunch Fruit/Ve	g Bar Milk	Milk Type	red (EE)	Serv	ing	Serving	Size	Servings Planned Breakfas	t Plann	ngs ed Lunch	Action
Breakfast Milk Name Fat Free	Lunch Fruit/Ve	g Bar Milk	Milk Type	red (FF) V	Serv.	ing	Serving fl. oz (l	j Size Default) ▼	Servings Planned Breakfas	t Plann	ngs led Lunch	Action
Breakfast Milk Name Fat Free I 1% Lowfa	Lunch Fruit/Ve P Strawberry Milk t Milk - HP (52266)	g Bar Milk	Milk Type Skim Flavor	red (FF) •	8.00 1.00	ing	Serving fil. oz (l 8oz (D	j Size Default) ▼ efault) ▼	Servings Planned Breakfas	t Servin Plann 100.0	ngs led Lunch	Action

Step 23. Click Submit. Your menu is complete!

	nner															
Killop Ho	ome / Menus / Detail													Scho	ol View: Tip	pecanoe Val
	🎟 Daily Menu Header															
dients											Calcul	ate Nutrition	Calculate	My Cost	Nutrition Ana	alvsis Expor
es														,		
s	Menu Name							N	lenu Color							
Cycles	Cheeseburger or Tenderloin															
Schedule	Creation Date								ast Edit							
iction	2019-08-21 14:55:38								2020-01-23	14:39:20						
to Order																
facturers	🎟 Daily Menu Detail															
butors	Breakfast Lunch Fruit/Veg Bar Milk															
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name	Serving S	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree	Serving S	Serving Size	Servings Planned	Meat/Alt	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree O CHEESE STRING MOZZ IW 168-12 LOL (786580)	Serving S 1.00 E	Serving Size Each	Servings Planned	Meat/Alt	Grain 0.00	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree O CHEESE STRING MOZZ IW 168-1Z LOL (786580) Vegetable	Serving S 1.00 E	Serving Size Each	Servings Planned	Meat/Alt	Grain 0.00	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Veg Juice
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree • CHEESE STRING MOZZ IW 168-1Z LOL (786580) Vegetable Fruit	Serving S	Serving Size Each	Servings Planned	Meat/Alt	Grain 0.00	Whole Grain	Dessert Grain	Fruit	Fruit Juice	RedVeg	GreenVeg	Legumes	Starch 0.00	OtherVeg	Veg Juice
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree O CHEESE STRING MOZZ IW 168-1Z LOL (786580) Vegetable Fruit Variety of Fruit	Serving S 1.00 E 1.00 1	Serving Size Each	Servings Planned	Meat/Alt 1.00 0.00	Grain 0.00 0.00	Whole Grain 0.00	Dessert Grain 0.00	Fruit 0.00	Fruit Juice	RedVeg	GreenVeg 0.00 0.00	Legumes	Starch	OtherVeg 0.00 0.00	Veg Juice 0.00
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree O CHEESE STRING MOZZ IW 168-1Z LOL (786580) Vegetable Fruit Variety of Fruit 100% Fruit Juice	Serving S 1.00 E 1.00 1 1.00 1	Serving Size Each	Servings Planned 0.00 0.00 0.00	Meat/Alt 1.00	Grain 0.00 0.00 0.00	Whole Grain 0.00 0.00	Dessert Grain 0.00 0.00	Fruit 0.00 0.50 0.50	Fruit Juice 0.00 0.00 0.50	RedVeg	GreenVeg 0.00 0.00 0.00	Legumes 0.00 0.00 0.00 0.00	Starch 0.00 0.00 0.00	OtherVeg 0.00 0.00 0.00	Veg Juice 0.00 0.00 0.00
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree © CHEESE STRING MOZZ IW 168-1Z LOL (786580) Vegetable Fruit Variety of Fruit 100% Fruit Juice Grain	Serving S 1.00 E 1.00 I 1.00 E	Serving Size Each	Servings Planned 0.00 0.00 0.00	Meat/Alt 1.00 0.00 0.00	Grain 0.00 0.00 0.00	Whole Grain 0.00 0.00 0.00	Dessert Grain 0.00 0.00	Fruit 0.00 0.50	Fruit Juice 0.00 0.00 0.50	RedVeg	GreenVeg 0.00 0.00 0.00	Legumes	Starch 0.00 0.00	OtherVeg 0.00 0.00 0.00	Veg Juice 0.00
butors ssion Board	Breakfast Lunch Fruit/Veg Bar Milk Recipe/Item Name Entree Image: Chiese String MOZZ IW 168-1Z LOL (786580) Vegetable Fruit Variety of Fruit 100% Fruit Juice Grain CRACKER GRHM STCK SCOOBY 210-1Z (859550)	Serving S 1.00 E 1.00 I 1.00 E 1.00 E 1.00 E	Serving Size Each 1/2 cup Each Package	Servings Planned 0.00 0.00 0.00 0.00	Meat/Alt 1.00 0.00 0.00 0.00	Grain 0.00 0.00 1.00	Whole Grain 0.00 0.00 0.00 1.00	Dessert Grain 0.00 0.00 0.00	Fruit 0.00 0.50 0.50 0.00	Fruit Juice 0.00 0.50	RedVeg 0.00 0.00 0.00 0.00 0.00	GreenVeg 0.00 0.00 0.00 0.00 0.00 0.00	Legumes 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Starch 0.00 0.00 0.00 0.00	OtherVeg 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Veg Juice 0.00 0.00 0.00 0.00

Step 24. This is the screen that appears after clicking Submit.

- A. To share the menu so you will be able to use it with another school building, click Share.
- **B.** To edit the menu, click **Edit.**
- C. To copy the menu so that you don't have to start from scratch again, click Copy.

Tip: Create a menu labeled "Daily Menu." Include items on it that you offer every day i.e. cereal at breakfast, fruits, vegetables, condiments, and milk. Always copy the "Daily Menu" when you are creating a new menu to avoid a lot of redundant work.