

HPS Menu Planner Guide: Create a Menu

The screenshot shows the HPS Menu Planner website in a browser window. The page features the HPS Menu Planner logo, a navigation bar with a 'CREATE ACCOUNT' button, and a main content area. On the left, there is a section titled 'Menu Planner from HPS' with a description and two buttons: 'Schools' and 'Manufacturers'. In the center is a large image of a red apple. On the right is a 'Sign In' form with fields for 'Username' (containing 'kmackfairfield') and 'Password' (with a 'Enter your password' tooltip), a 'Forgot password?' link, a 'Stay signed in' checkbox, and a 'Sign in' button. Below the sign-in form are social media icons for Facebook, Twitter, and LinkedIn. At the bottom of the page, there is a footer with copyright information and a 'Terms and Conditions' link. The Windows taskbar is visible at the bottom of the browser window, showing the search bar, task view, and various application icons.

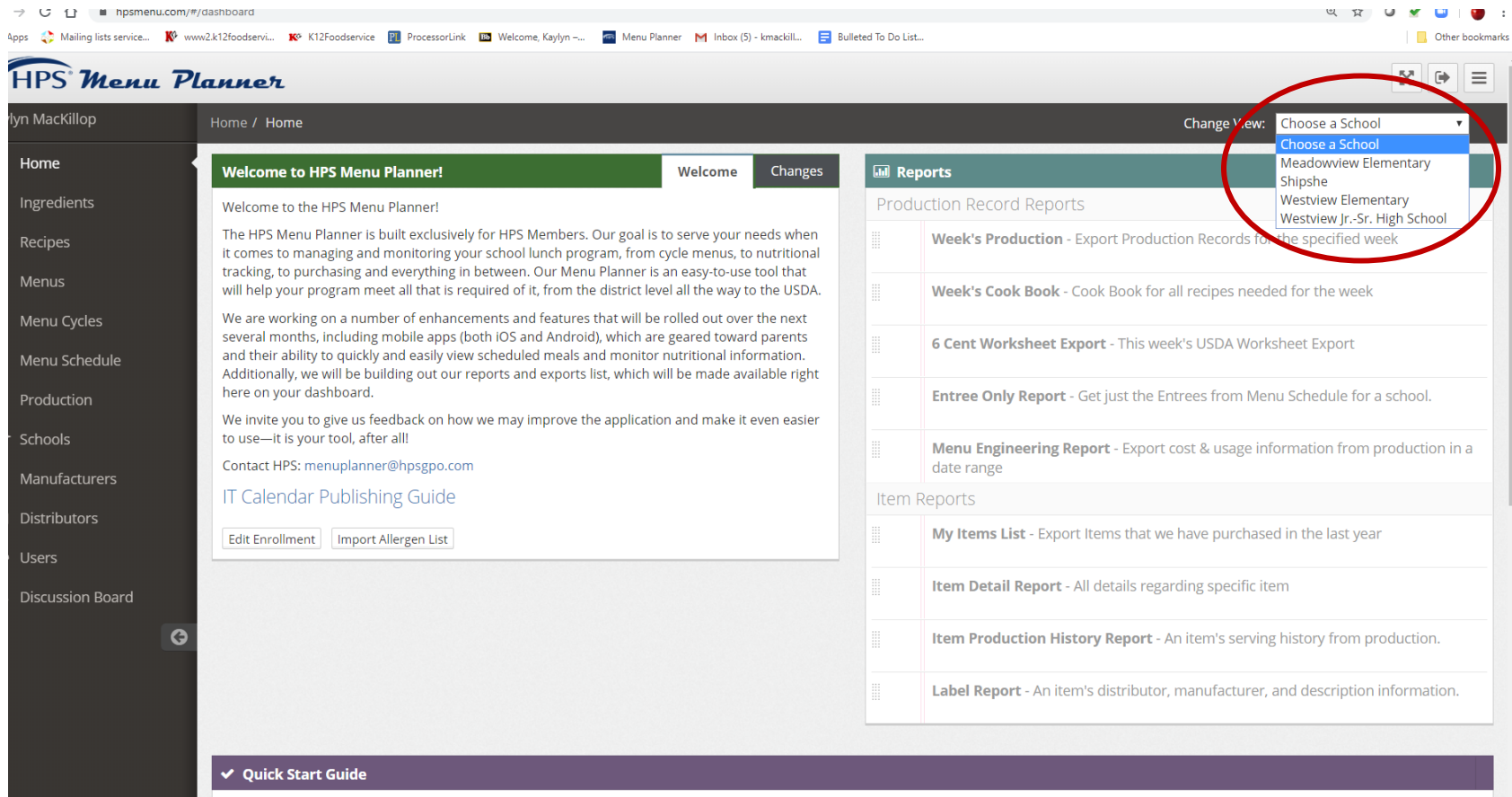
Step 1. Go to the website hpsmenu.com

Step 2. Enter in your username: _____

Step 3. Enter in your password: _____

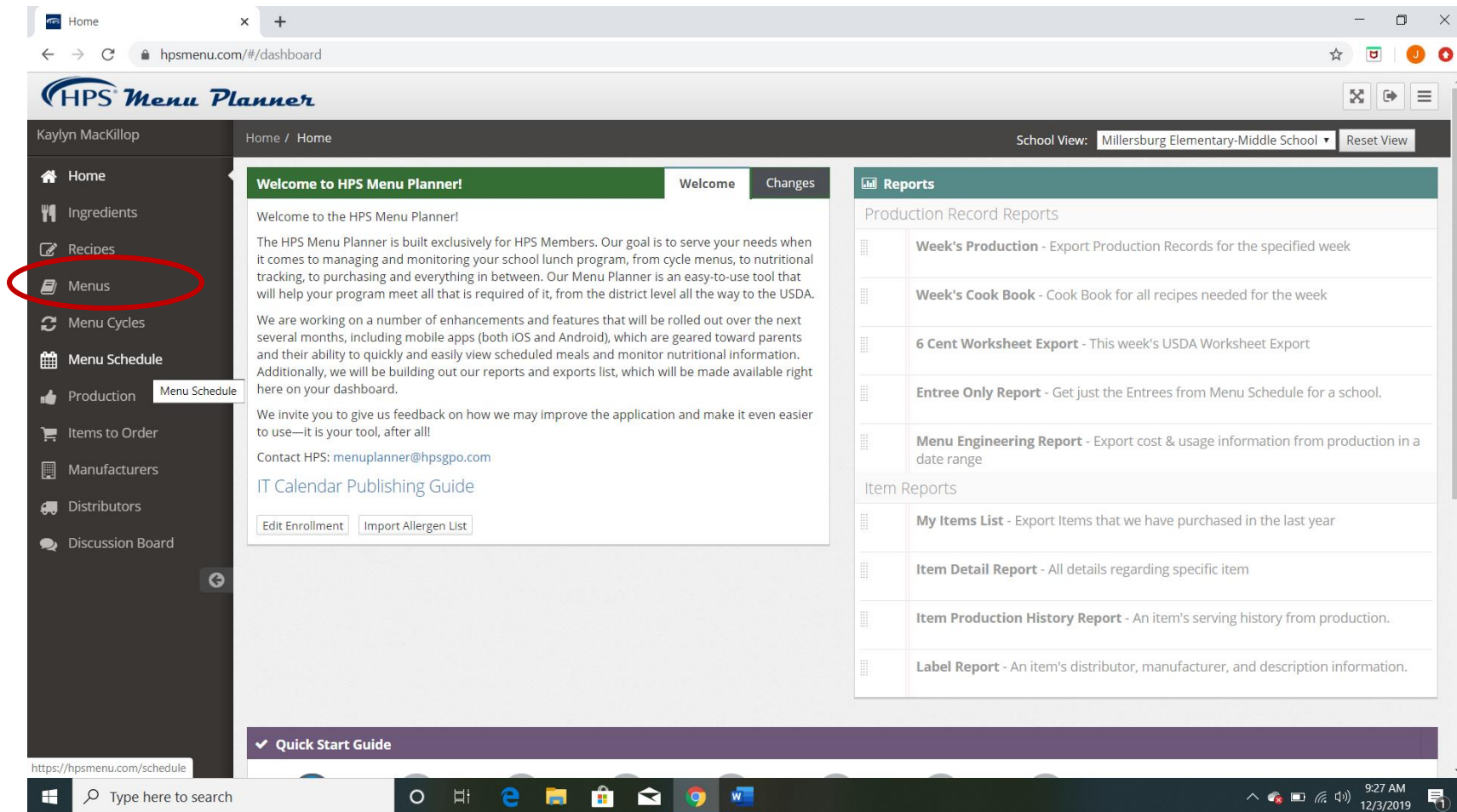
Step 4. Click the *Sign in* button

HPS Menu Planner Guide: Create a Menu



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.

HPS Menu Planner Guide: Create a Menu



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 Planner Guide: Create a Menu

The screenshot displays the HPS Menu Planner web application. The top navigation bar includes the logo, user name 'Kaylyn MacKillop', and a 'School View' dropdown set to 'Shipshe'. A left sidebar contains navigation links for Home, Ingredients, Recipes, Menus, Menu Cycles, Menu Schedule, Production, Items to Order, Manufacturers, Distributors, and Discussion Board. The main content area is titled 'My Menu Table' and features a search bar, a 'My Menus' dropdown, and buttons for 'Edit Stations' and 'Create New Menu'. The 'Create New Menu' button is circled in red. Below these controls is a table with columns: Description, Event Color, Creation Date, Last Edit, Is Copy, and Detail. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries' at the bottom.

Step 7. Click Create New Menu.

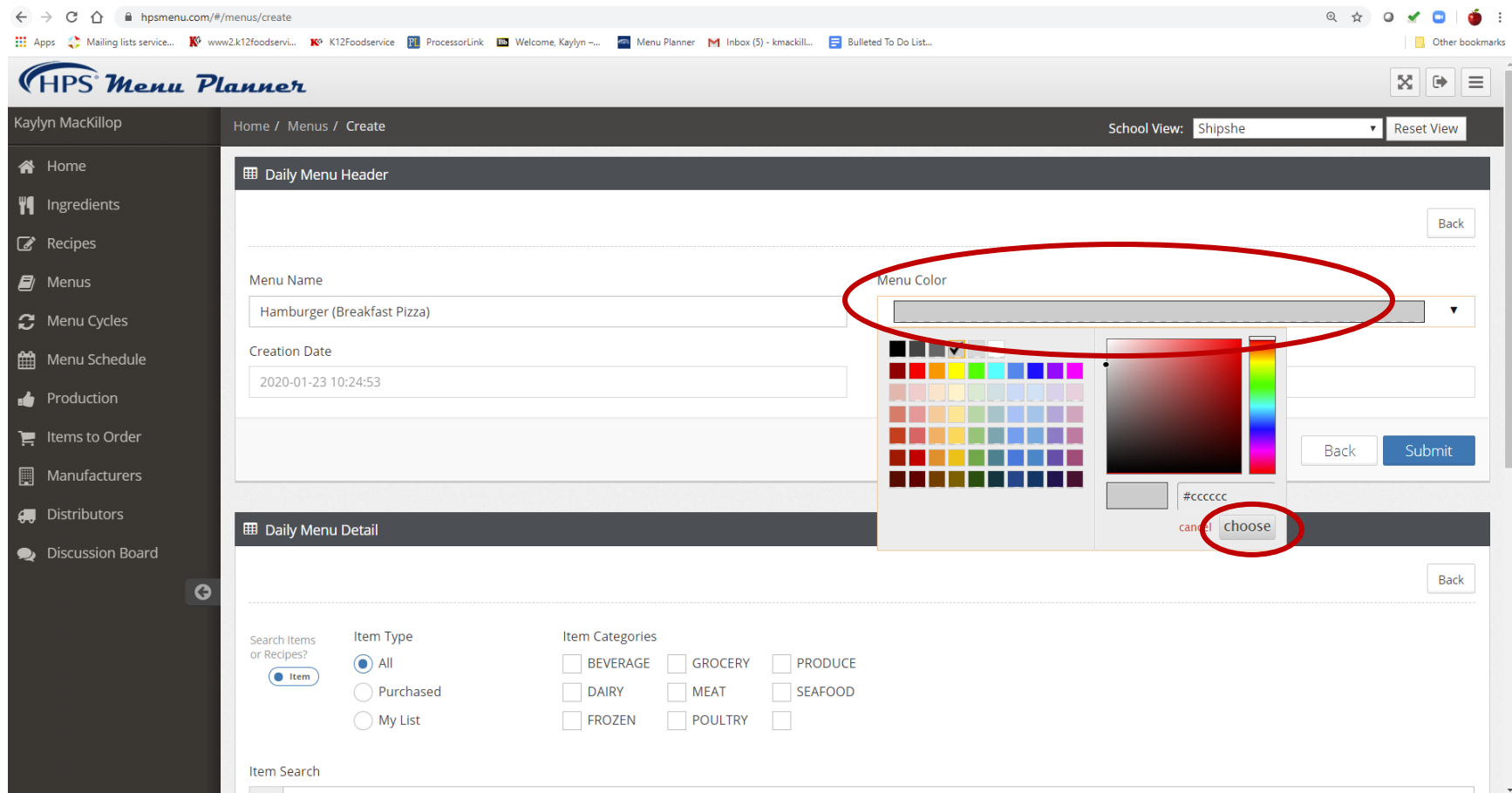
HPS Menu Planner Guide: Create a Menu

The screenshot shows the 'HPS Menu Planner' interface. On the left is a navigation sidebar with options like Home, Ingredients, Recipes, Menus, Menu Cycles, Menu Schedule, Production, Items to Order, Manufacturers, Distributors, and Discussion Board. The main content area is titled 'Home / Menus / Create' and shows a 'School View' dropdown set to 'Shipshe'. The 'Daily Menu Header' section contains a 'Menu Name' text input field (circled in red), a 'Menu Color' dropdown menu, a 'Create Date' field with the value '2020-01-23 10:24:53', and a 'Last Edit' field with the same value. There are 'Back' and 'Submit' buttons at the bottom of this section. The 'Daily Menu Detail' section below has a 'Search Items or Recipes?' dropdown set to 'Item', an 'Item Type' section with radio buttons for 'All', 'Purchased', and 'My List', and an 'Item Categories' section with checkboxes for BEVERAGE, GROCERY, PRODUCE, DAIRY, MEAT, SEAFOOD, FROZEN, and POULTRY. An 'Item Search' field is at the bottom.

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.)

HPS Menu Planner Guide: Create a Menu

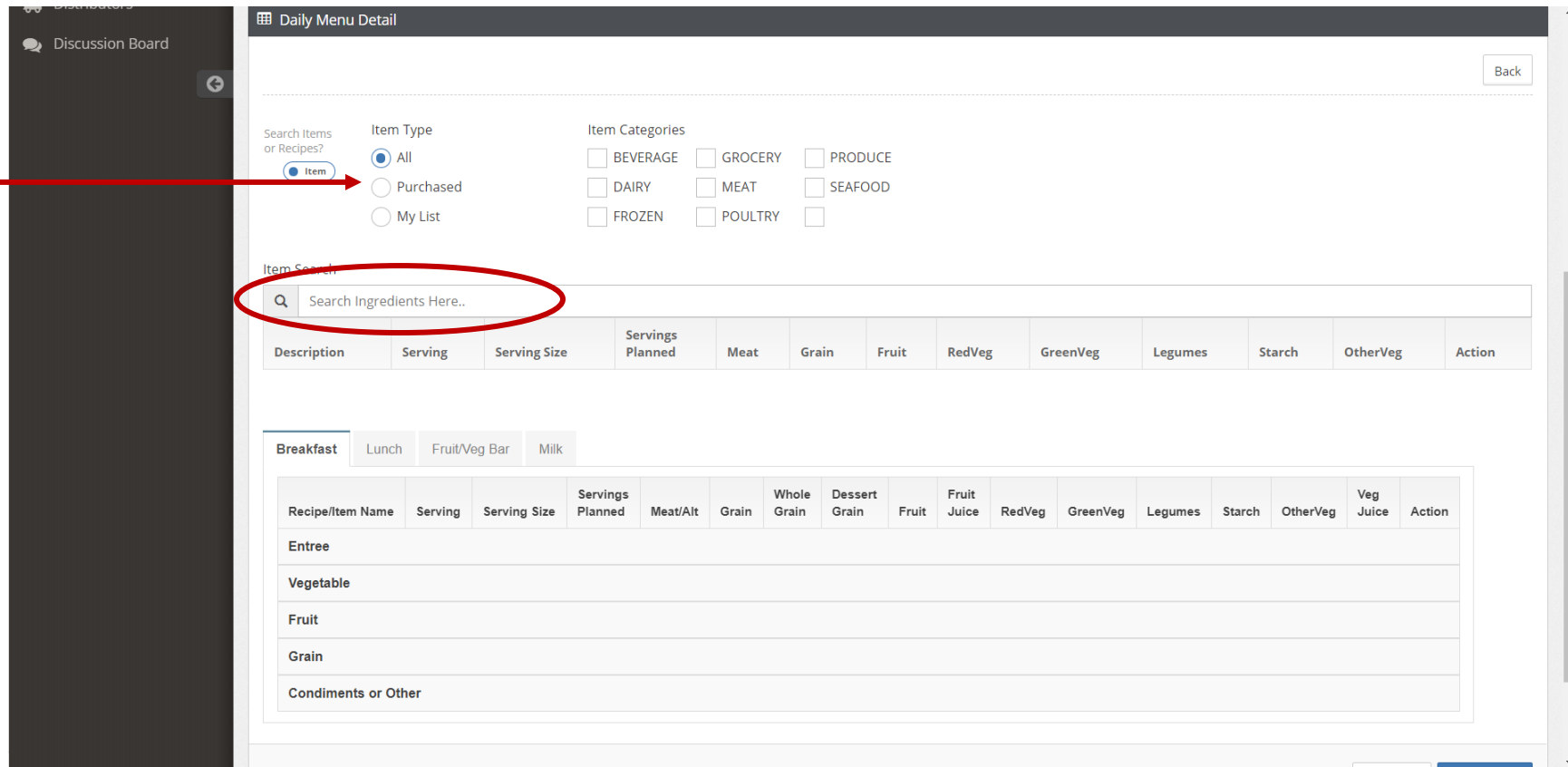


Step 9. Optional. Choose a color for your menu by clicking in the gray box. Select a color. Then click **Choose**.

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.

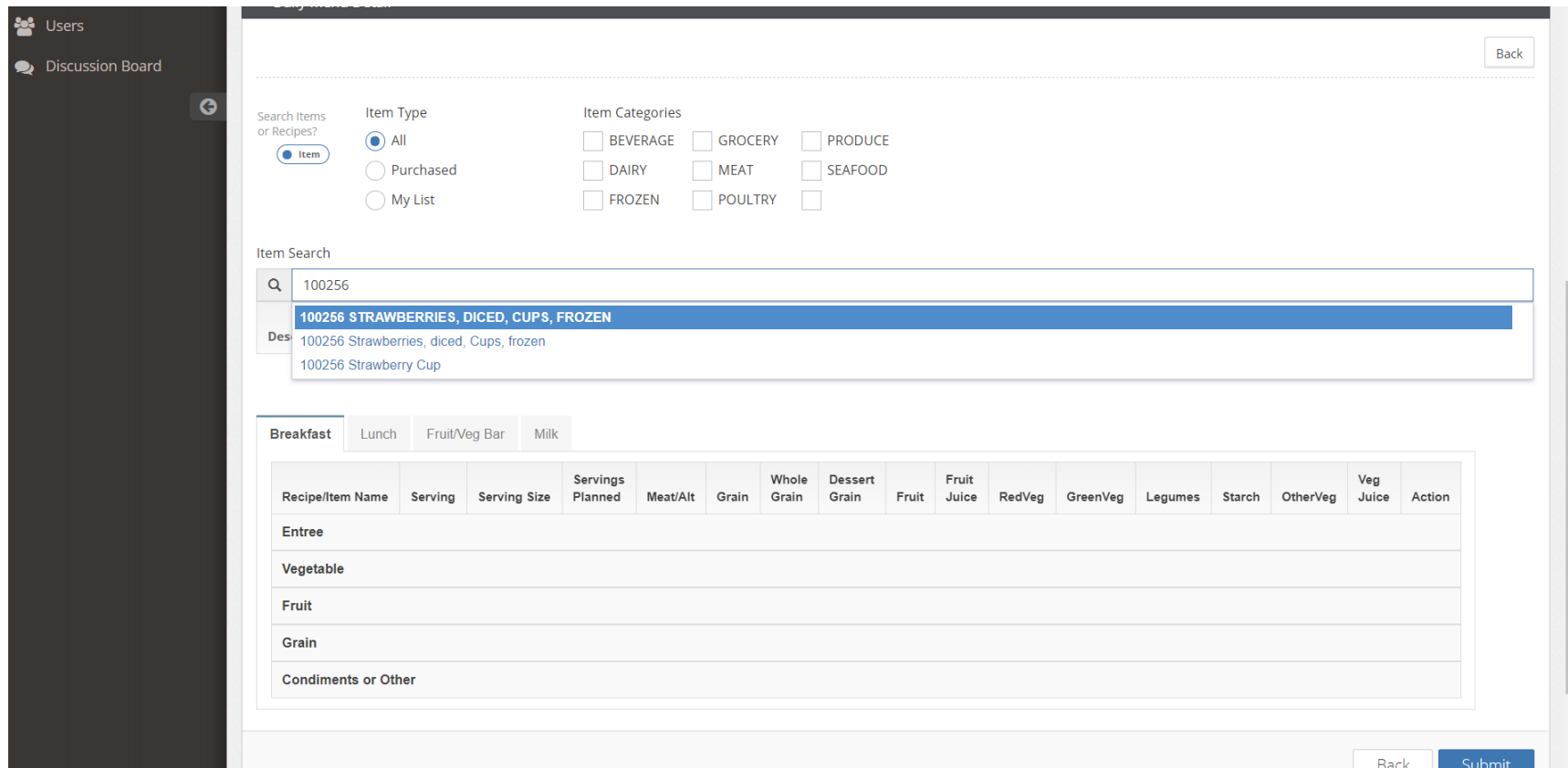
HPS Menu Planner Guide: Create a Menu



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.

HPS Menu Planner Guide: Create a Menu



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

HPS Menu Planner Guide: Create a Menu

The screenshot shows the 'Daily Menu Detail' page in the HPS Menu Planner. On the left is a dark sidebar with 'Users' and 'Discussion Board' options. The main content area has a 'Back' button in the top right. Below it are filters for 'Item Type' (All, Purchased, My List) and 'Item Categories' (BEVERAGE, DAIRY, FROZEN, GROCERY, MEAT, POULTRY, PRODUCE, SEAFOOD). A search bar labeled 'Search Ingredients Here..' is present. Below the search bar is a table of search results:

Description	Serving	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action
STRAWBERRIES, DICED, CUPS, FROZEN	1.00	Each (Default)	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	✖

Below the table are tabs for 'Breakfast', 'Lunch', 'Fruit/Veg Bar', and 'Milk'. Under the 'Breakfast' tab is a table for categorizing items:

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																
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.

HPS Menu Planner Guide: Create a Menu

Search Items or Recipes? Item Purchased My List

Item Type: All Purchased My List

Item Categories: BEVERAGE GROCERY PRODUCE DAIRY MEAT SEAFOOD FROZEN POULTRY

Item Search: Search Ingredients Here..

Description	Serving	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action				
Breakfast Lunch Fruit/Veg Bar Milk																
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																
Vegetable																
Fruit																
STRAWBERRIES, DICED, CUPS, FROZEN	1.00	Each (Default)	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/>
Grain																
Condiments or Other																

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.

HPS Menu Planner Guide: Create a Menu

Users
Discussion Board

Search Items or Recipes?
 Item

Item Type
 All
 Purchased
 My List

Item Categories
 BEVERAGE GROCERY PRODUCE
 DAIRY MEAT SEAFOOD
 FROZEN POULTRY

Item Search
Search Ingredients Here..

Description	Serving	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action
-------------	---------	--------------	------------------	------	-------	-------	--------	----------	---------	--------	----------	--------

Breakfast **Lunch** Fruit/Veg Bar Milk

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																
Vegetable																
Fruit																
Grain																
Condiments or Other																

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.

HPS Menu Planner Guide: Create a Menu

Breakfast **Lunch** Fruit/Veg Bar Milk

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																	
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Back

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.

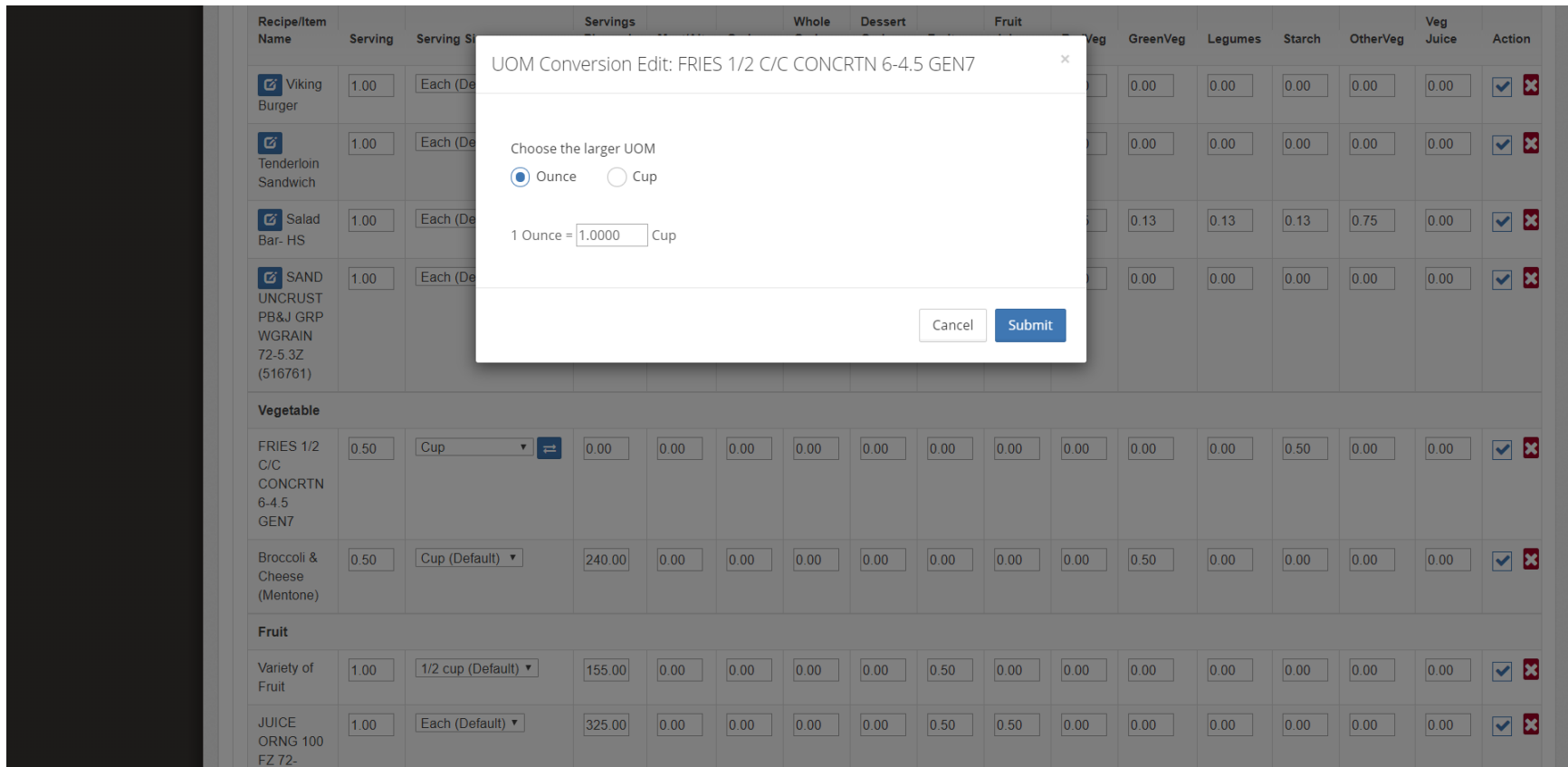
HPS Menu Planner Guide: Create a Menu

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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>
JUICE ORNG 100	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	<input checked="" type="checkbox"/>

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

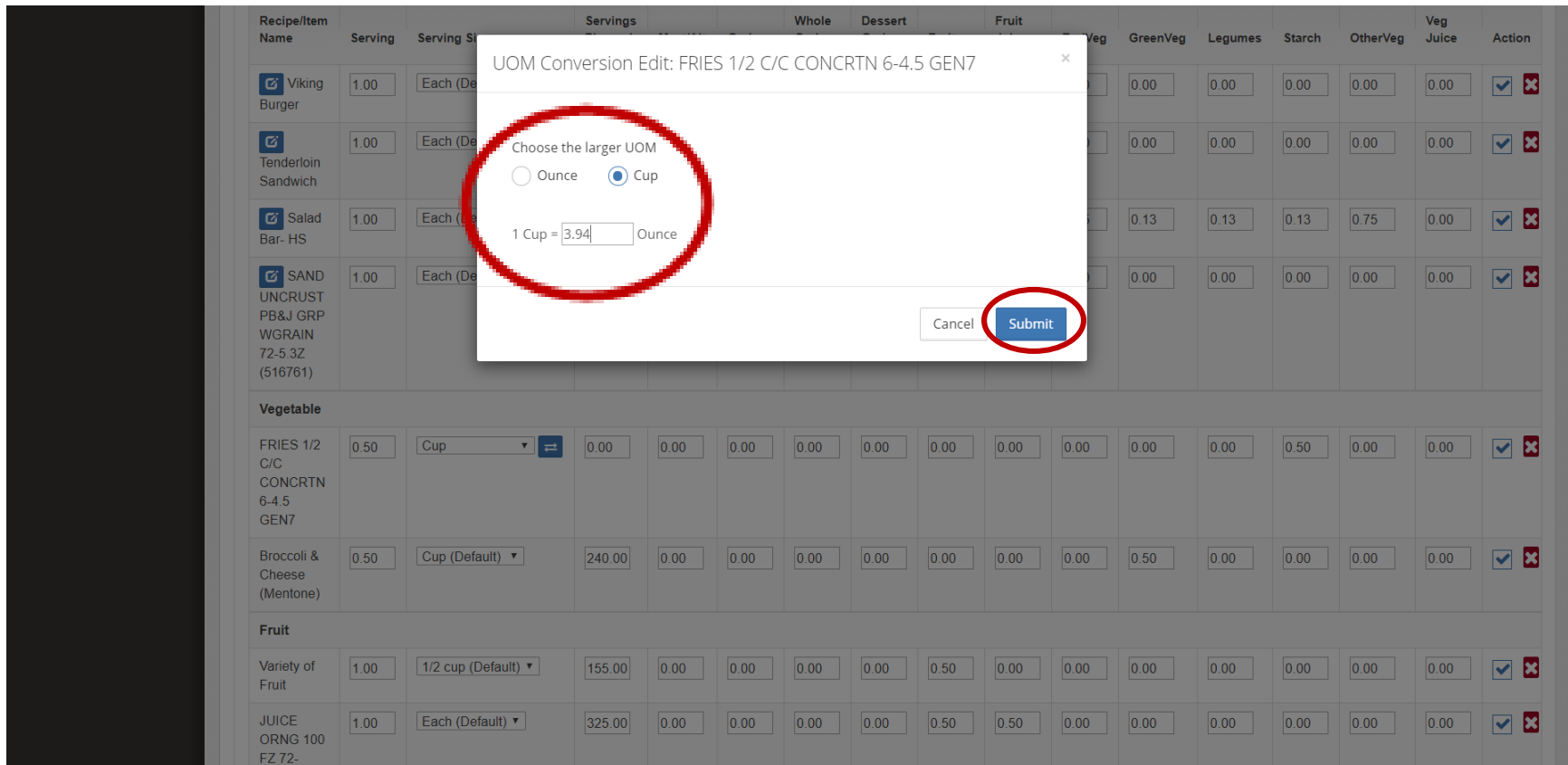
- A. Scan your menu to see if there are any double blue arrows. (These arrows sometimes appear when you change the serving size of an item.)
- B. If there are double blue arrows, click on them.

HPS Menu Planner Guide: Create a Menu



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

HPS Menu Planner Guide: Create a Menu



- 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!*

HPS Menu Planner Guide: Create a Menu

Breakfast **Lunch** Fruit/Veg Bar Milk

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																	
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Back Submit

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.

HPS Menu Planner Guide: Create a Menu

Breakfast **Lunch** Fruit/Veg Bar Milk

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																
<input checked="" type="checkbox"/> Smoking 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> SAND UNCRUST PB&J GRP WGRAIN 72-5.3Z (511761)	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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	0.50	0.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Broccoli & Cheese (Mentone)	0.50	Cup (Default)		240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Fruit																
Variety of Fruit	1.00	1/2 cup (Default)		155.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
JUICE ORNG 100 FZ 72-4FLZ SNCUP (135450)	1.00	Each (Default)		325.00	0.00	0.00	0.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>

Back

Step 21. Assign sides to entrees:

A. Click the blue square next to the entrée.

HPS Menu Planner Guide: Create a Menu

Meal Creation: Salad Bar- HS

Select Station: Default

Select/ un-select all sides:

- FRIES 1/2 C/C CONCRTN 6-4.5 GEN7
- Broccoli & Cheese (Mentone)
- Variety of Fruit
- JUICE ORNG 100 FZ 72-4FLZ 5NCUP
- Veggie Dip
- DRESSING FREN GLDN WEST 4-1GAL PMLL
- DRESSING BTRMLK RNCH 4-1GAL PMLL
- KETCHUP CAN NAT LO SOD 6-10 REDG
- MUSTARD PKT 1000-1/5Z HNZ

Cancel Submit

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

HPS Menu Planner Guide: Create a Menu

Breakfast **Lunch** Fruit/Veg Ba **Milk**

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																
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>
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	<input type="checkbox"/> <input checked="" type="checkbox"/>

Back

Step 22. Add milk to menu:

A. Click the **Milk** tab.

HPS Menu Planner Guide: Create a Menu

Powered By MedProcure © 2020 MedProcure, LLC. [Terms and Conditions](#)

<https://hpsmenu.com/#tabs-milk>

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

HPS Menu Planner Guide: Create a Menu

Search Items or Recipes?
 Item
 Purchased
 My List

Item Type
 All
 Purchased
 My List

Item Categories
 BEVERAGE GROCERY PRODUCE
 DAIRY MEAT SEAFOOD
 FROZEN POULTRY

Item Search

Description	Serving	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action																												
<p>Breakfast Lunch Fruit/Veg Bar Milk</p> <table border="1"> <thead> <tr> <th>Milk Name</th> <th>Milk Type</th> <th>Serving</th> <th>Serving Size</th> <th>Servings Planned Breakfast</th> <th>Servings Planned Lunch</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Fat Free HP Strawberry Milk</td> <td>C Skim Flavored (FF) ▾</td> <td>D 8.00</td> <td>E fl. oz (Default) ▾</td> <td>F 100.00</td> <td>F 100.00</td> <td><input type="checkbox"/> ✕</td> </tr> <tr> <td>1% Lowfat Milk - HP (52266)</td> <td>Low Fat Unflavored ▾</td> <td>1.00</td> <td>8oz (Default) ▾</td> <td>128.00</td> <td>100.00</td> <td><input type="checkbox"/> ✕</td> </tr> <tr> <td>8oz Fat Free Chocolate Milk</td> <td>Skim Flavored (FF) ▾</td> <td>1.00</td> <td>Each (Default) ▾</td> <td>200.00</td> <td>200.00</td> <td><input type="checkbox"/> ✕</td> </tr> </tbody> </table>													Milk Name	Milk Type	Serving	Serving Size	Servings Planned Breakfast	Servings Planned Lunch	Action	Fat Free HP Strawberry Milk	C Skim Flavored (FF) ▾	D 8.00	E fl. oz (Default) ▾	F 100.00	F 100.00	<input type="checkbox"/> ✕	1% Lowfat Milk - HP (52266)	Low Fat Unflavored ▾	1.00	8oz (Default) ▾	128.00	100.00	<input type="checkbox"/> ✕	8oz Fat Free Chocolate Milk	Skim Flavored (FF) ▾	1.00	Each (Default) ▾	200.00	200.00	<input type="checkbox"/> ✕
Milk Name	Milk Type	Serving	Serving Size	Servings Planned Breakfast	Servings Planned Lunch	Action																																		
Fat Free HP Strawberry Milk	C Skim Flavored (FF) ▾	D 8.00	E fl. oz (Default) ▾	F 100.00	F 100.00	<input type="checkbox"/> ✕																																		
1% Lowfat Milk - HP (52266)	Low Fat Unflavored ▾	1.00	8oz (Default) ▾	128.00	100.00	<input type="checkbox"/> ✕																																		
8oz Fat Free Chocolate Milk	Skim Flavored (FF) ▾	1.00	Each (Default) ▾	200.00	200.00	<input type="checkbox"/> ✕																																		

Back Submit

Powered By MedProcure © 2020 MedProcure, LLC. [Terms and Conditions](#)

- 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.)

HPS Menu Planner Guide: Create a Menu

Search Items or Recipes?
 Item

Item Type
 All
 Purchased
 My List

Item Categories
 BEVERAGE GROCERY PRODUCE
 DAIRY MEAT SEAFOOD
 FROZEN POULTRY

Item Search
Search Ingredients Here..

Description	Serving	Serving Size	Servings Planned	Meat	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action
-------------	---------	--------------	------------------	------	-------	-------	--------	----------	---------	--------	----------	--------

Breakfast Lunch Fruit/Veg Bar **Milk**

Milk Name	Milk Type	Serving	Serving Size	Servings Planned Breakfast	Servings Planned Lunch	Action
Fat Free HP Strawberry Milk	Skim Flavored (FF)	8.00	fl. oz (Default)	100.00	100.00	<input type="checkbox"/> ✖
1% Lowfat Milk - HP (52266)	Low Fat Unflavored	1.00	8oz (Default)	128.00	100.00	<input type="checkbox"/> ✖
8oz Fat Free Chocolate Milk	Skim Flavored (FF)	1.00	Each (Default)	200.00	200.00	<input type="checkbox"/> ✖

Back **Submit**

Powered By MedProcure © 2020 MedProcure, LLC. [Terms and Conditions](#)

Step 23. Click **Submit**. Your menu is complete!

HPS Menu Planner Guide: Create a Menu

The screenshot shows the HPS Menu Planner interface. The top navigation bar includes the user name 'Kaylyn MacKillop', the current page 'Home / Menus / Detail', and the school 'Tippecanoe Valley High School'. The left sidebar contains various menu management options. The main content area is divided into two sections: 'Daily Menu Header' and 'Daily Menu Detail'. In the 'Daily Menu Header' section, there are buttons for 'Calculate Nutrition', 'Calculate My Cost', 'Nutrition Analysis Export', 'Share', 'Copy', 'Edit', and 'Back'. The 'Share', 'Copy', and 'Edit' buttons are circled in red. Below these buttons, there are input fields for 'Menu Name' (containing 'Cheeseburger or Tenderloin'), 'Menu Color' (a blue color swatch), 'Creation Date' (2019-08-21 14:55:38), and 'Last Edit' (2020-01-23 14:39:20). The 'Daily Menu Detail' section shows a table with columns for various food categories and their quantities. The table is organized into sections: Breakfast, Lunch, Fruit/Veg Bar, and Milk. The 'Breakfast' section is currently selected. The table lists items such as 'Entree', 'Vegetable', 'Fruit', and 'Grain' with their respective serving sizes and quantities.

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															
● CHEESE STRING MOZZ IW 168-1Z LOL (786580)	1.00	Each	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vegetable															
Fruit															
Variety of Fruit	1.00	1/2 cup	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100% Fruit Juice	1.00	Each	0.00	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															
CRACKER GRHM STCK SCOOPY 210-1Z (859550)	1.00	Package	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Condiments or Other															

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.