

HPS Menu Planner Guide: Create New Recipe

HPS Menu Planner

hpsmenu.com

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Menu Planner from HPS

Menu Planner is a simple to use application designed to allow schools to build recipes and cycle menus while managing production records.

[Schools](#) [Manufacturers](#)

The Application

We had one goal in mind when we designed the HPS Menu Planner application: make it the best available anywhere. To do that, we relied on HPS members throughout the design process. Some users were using other applications, while others were planning menus using spreadsheets. Everyone wanted to make the task easier and faster. We listened and incorporated their recommendations

The application provides functionality for both districts and parents. Districts get the help they need in the planning

Simple and Powerful

One of the biggest complaints we heard is how long it took to set up other applications. Setup for the HPS Menu Planner has been streamlined through the use of historical purchases and easy uploads. All of your prior purchases through GFS are in the system so there is no need to spend hours looking up items, or adding them manually. If you have recipes from another source there are multiple ways to upload them, or choose from a variety of pre-loaded and shared recipes. If you have great recipes that you think will

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Type here to search

9:21 AM
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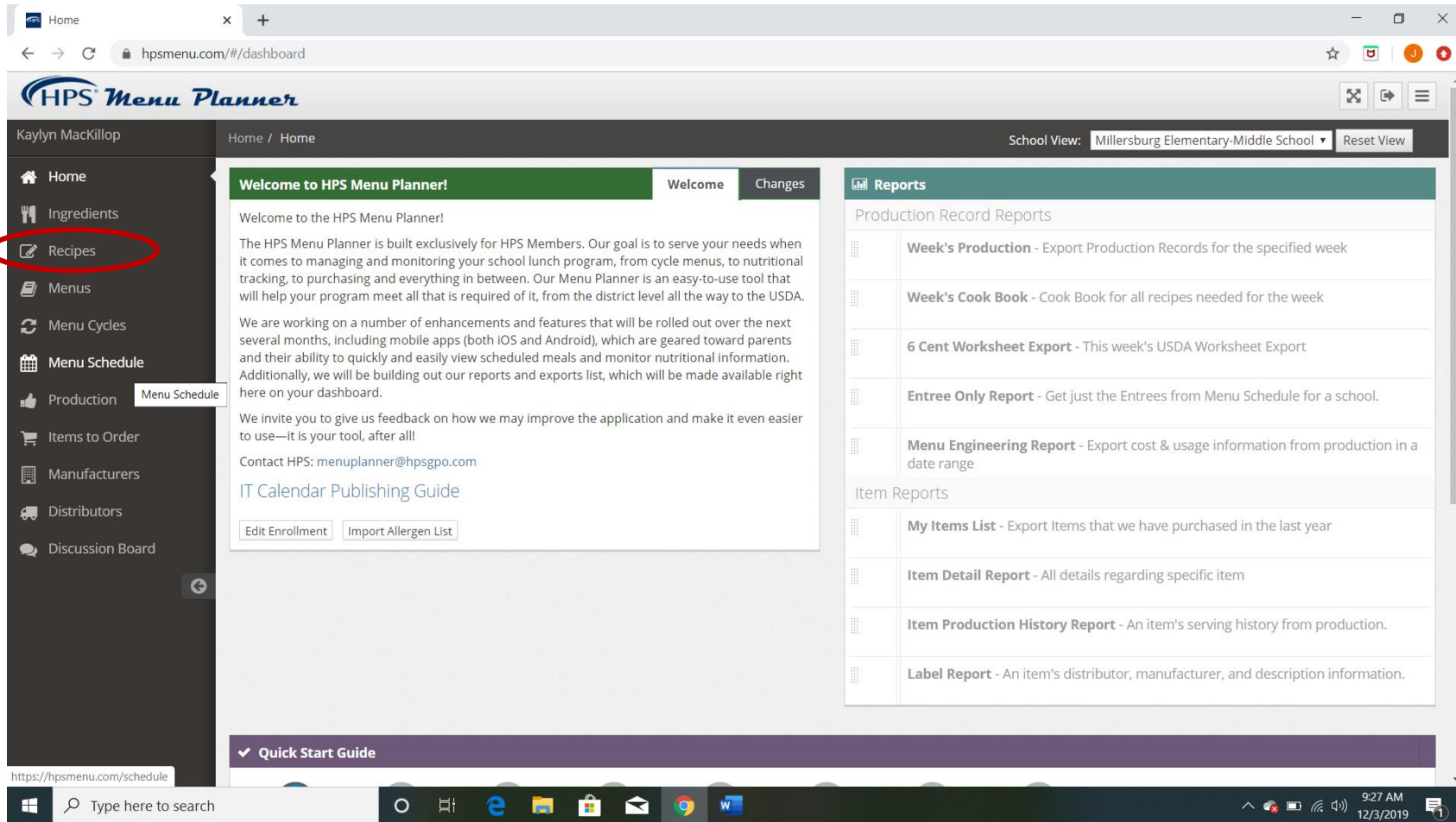
Step 1. Go to the website hpsmenu.com

Step 2. Enter in your username: _____

Step 3. Enter in your password: _____

Step 4. Click the *Sign in* button

HPS Menu Planner Guide: Create New Recipe



Step 5. Click on *Recipes*

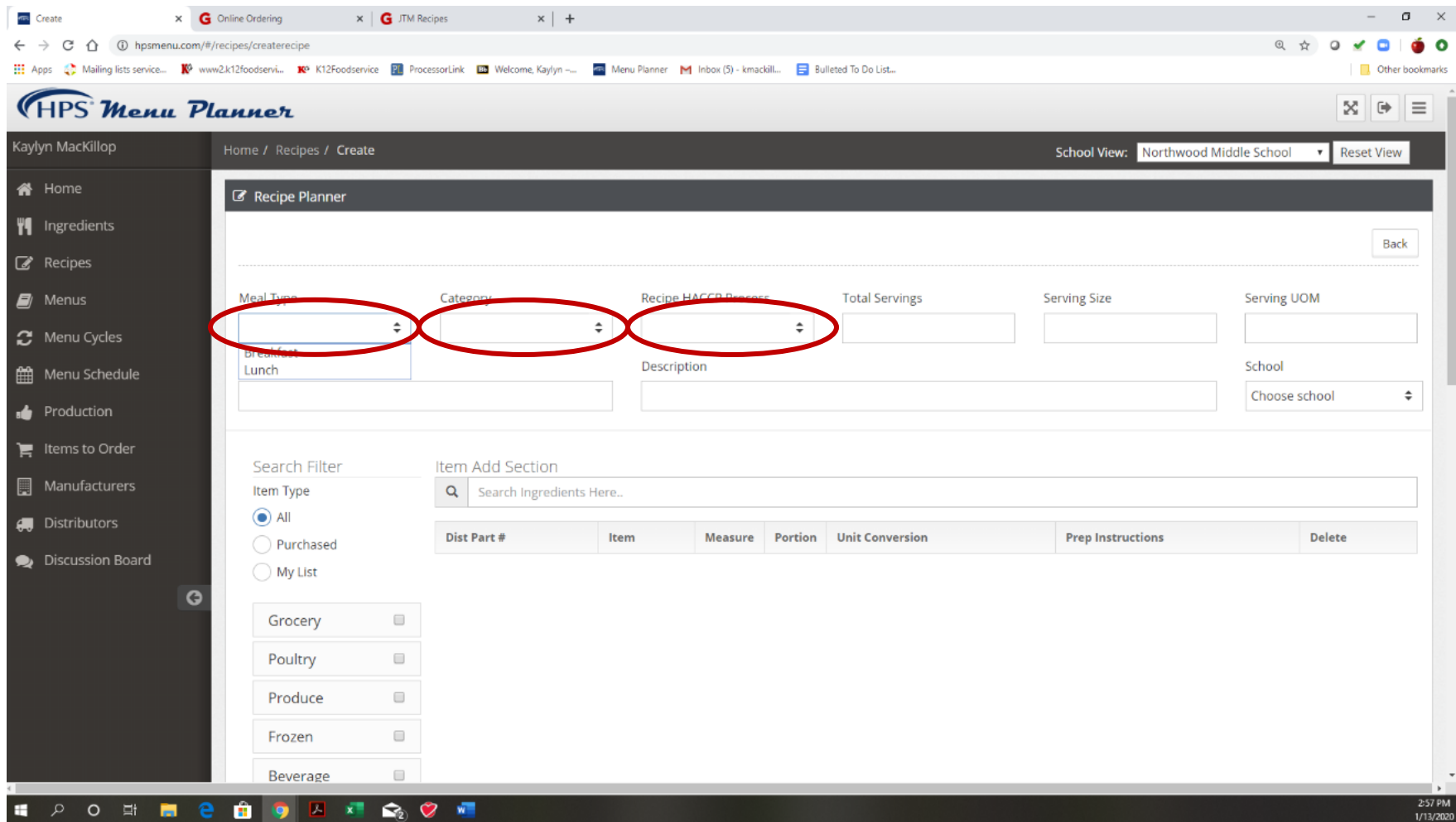
HPS Menu Planner Guide: Create New Recipe

The screenshot shows the HPS Menu Planner web application. The user is logged in as Kaylyn MacKillop. The breadcrumb trail is Home / Recipes / My Recipes. The school view is set to Northwood Middle School. The main content area is titled 'My Recipe Table' and contains a table of recipes. A search bar and a dropdown menu for 'My Recipes' are at the top of the table. The 'Create New Recipe' button is circled in red.

Recipe Name	Recipe Description	School	Type of Meal	Serving Count	Date of Creation	Last Edit Date	Recipe ID	Detail
Apple Crisp (Nappanee)	Apple Crisp -8 pans-- Nappanee	Nappanee Elementary	Lunch	240.00	11/15/2018	04/22/2019	R-10969	Detail
Assorted Muffin-Northwood High	Assorted Muffin-Northwood High	Northwood Middle School	Breakfast	3.00	09/04/2019	11/18/2019	R-19539	Detail
Bacon Egg Cheese Biscuit-Northwood High	Bacon Egg Cheese Biscuit-Northwood High	Northwood Middle School	Breakfast	1.00	09/04/2019	11/18/2019	R-19544	Detail
Baked Apples	Baked Apples-Northwood MS	Northwood Middle School	Lunch	28.00	09/03/2019	11/18/2019	R-19516	Detail
Baked Apples	Baked Apples- Wakarusa Elementary School	Wakarusa Elementary School	Lunch	35.00	11/15/2018	11/15/2018	R-10988	Detail
Baked Apples (Nappanee)	Baked Apples- Nappanee Elementary School	Nappanee Elementary	Lunch	288.00	11/15/2018	04/22/2019	R-10970	Detail
Baked Beans	Baked Beans-Northwood MS	Northwood Middle School	Lunch	72.00	08/27/2019	10/24/2019	R-19347	Detail
Baked Beans	Baked Beans (Nappanee)	Nappanee Elementary	Lunch	270.00	04/22/2019	10/09/2019	R-14802	Detail
Baked Beans (Wakarusa)	Baked Beans (Wakarusa)	Nappanee Elementary	Lunch	162.00	10/09/2019	10/09/2019	R-20546	Detail
Baked Beans (Woodview)	Baked Beans (Woodview)	Woodview Elementary School	Lunch	219.00	05/13/2019	10/01/2019	R-15220	Detail

Step 6. To add a new recipe, click *Create New Recipe*.

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Step 7. Click in the appropriate boxes to select *Meal Type*, *Category*, and *Recipe HACCAP Process* from the drop-down menus.

HPS Menu Planner Guide: Create New Recipe

The screenshot shows the 'Recipe Planner' interface in the HPS Menu Planner software. The user is logged in as Kaylyn MacKillop, and the school view is set to Northwood Middle School. The form is for creating a new recipe. The fields are as follows:

Meal Type	Category	Recipe HACCP Process	Total Servings	Serving Size	Serving UOM	Name	Description	School
Lunch	Entree	Complex Food Prep	120	0.33	Cup	BBQ Chicken for Sandwich	Homemade BBQ Chicken for 4" bur	Choose school

Below the form, there is a 'Search Filter' section with radio buttons for 'All', 'Purchased', and 'My List'. There are also checkboxes for 'Grocery', 'Poultry', 'Produce', 'Frozen', and 'Beverage'. An 'Item Add Section' includes a search bar for ingredients and a table with columns: Dist Part #, Item, Measure, Portion, Unit Conversion, Prep Instructions, and Delete.

Step 8. Fill in the boxes for *Total Servings*, *Serving Size*, *Serving UOM* (unit of measure), *Name*, and *Description*.

- **Total Servings-** This is the total number of servings your recipe makes. (Note that if you change the number of servings after you have added ingredients the program thinks you want to scale the recipe and will automatically update the ingredient amounts for you.)
- **Serving Size-** This is the numeric part of the serving size. Enter any fractions as a decimal. Examples of what you might enter here- 1, 0.5, 0.75, 6.
- **Serving UOM (Unit of Measure)-** This is the alphabetic part of the serving size. Examples of what you might enter here- each, cup, disher, or fluid ounce.
- **Name-** This is how you want the recipe to appear on your published menu.
- **Description-** This is a description of the recipe that only you and your staff will see. This will not appear on the published menu.

HPS Menu Planner Guide: Create New Recipe

The screenshot shows the 'HPS Menu Planner' interface. The user is logged in as 'Kaylyn MacKillop' and is in the 'Home / Recipes / Create' section. The 'School View' is set to 'Northwood Middle School'. The 'Recipe Planner' form is open, and the 'School' dropdown menu is expanded, showing a list of schools: 'Choose school', 'Choose school', 'Nappanee Elementary', 'Northwood High School', 'Northwood Middle School', 'Wakarusa Elementary School', and 'Woodview Elementary School'. The 'Choose school' option is highlighted in blue, and the entire dropdown menu is circled in red.

Step 9 (Optional). Click in the *Choose School* box and select which school you would like to associate the recipe with.

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Kaylyn MacKillop

Home / Recipes / Create

School View: Northwood Middle School Reset View

Recipe Planner

Meal Type: Lunch Category: Entree Recipe HACCP Process: Complex Food Prep Total Servings: 120 Serving Size: 0.33 Serving UOM: Cup

Name: BBQ Chicken for Sandwich Description: Homemade BBQ Chicken for 4" bun School: Northwood High School

Search Filter: Item Type: All Purchased My List

Item Add Section: 570533

Dist Part #	Item	Measure	Portion	Unit Conversion	Prep Instructions	Delete
	570533 CHIX DCD 1/2 WHT/DARK CKD 2-5 TYSON					

Search Filter: Grocery Poultry Produce Frozen Beverage

Step 10. To add an ingredients to your recipe search ingredients by typing in GFS order number or USDA commodity number in box below Item Add Section. 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.

Step 11. Click on the desired ingredient when it appears. Clicking on the ingredient will add it to your recipe.

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Kaylyn MacKillop

Home / Recipes / Create

School View: Northwood Middle School Reset View

Recipe Planner

Back

Meal Type: Lunch Category: Entree Recipe HACCP Process: Complex Food Prep Total Servings: 120 Serving Size: 0.33 Serving UOM: Cup

Name: BBQ Chicken for Sandwich Description: Homemade BBQ Chicken for 4" bun School: Northwood High School

Search Filter

Item Type

- All
- Purchased
- My List

Grocery

Poultry

Produce

Frozen

Beverage

Item Add Section

Search Ingredients Here..

Dist Part #	Item	Measure	Portion	Unit Conversion	Prep Instructions	Delete
570533	CHIX DCD 1/2 WHT/DARK CKD 2-5 TYSON Do you want to enter the yield? <input type="radio"/> Yes <input checked="" type="radio"/> No	1.00 OZ	1 OZ		UNSPECIFIED Not currently available	Delete

Step 12. Once the ingredient appears in your recipe, enter the appropriate measure for the ingredient.

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Kaylyn MacKillop Home / Recipes / Create School View: Northwood Middle School Reset View

Recipe Planner

Meal Type: Lunch Category: Entree Recipe HACCP Process: Complex Food Prep Total Servings: 120 Serving Size: 0.33 Serving UOM: Cup

Name: BBQ Chicken for Sandwich Description: Homemade BBQ Chicken for 4" bun School: Northwood High School

Search Filter: Item Type: All Purchased My List

Item Add Section: Search Ingredients Here..

Dist Part #	Item	Measure	Portion	Unit Conversion	Prep Instructions	Delete
570533	CHIX DCD 1/2 WHT/DARK CKD 2-5 TYSON Do you want to enter the yield? <input type="radio"/> Yes <input checked="" type="radio"/> No	23.00 Pound	23 Pound	<input type="radio"/> OZ <input checked="" type="radio"/> Pound 1.0000 Pound = 16.0000 OZ	UNSPECIFIED Not currently available	Delete

Step 13 *IMPORTANT*. Check to make sure that any unit conversions that appears after you entered the “measure” are correct. If it is not correct, adjust accordingly. ***If this isn't correct, the nutrition information for your recipe will not be correct!***

HPS Menu Planner Guide: Create New Recipe

Kaylyn MacKillop Home / Recipes / Create School View: Northwood Middle School Reset View

Recipe Planner

Meal Type: Lunch Category: Entree Recipe HACCP Process: Complex Food Prep Total Servings: 120 Serving Size: 0.33 Serving UOM: Cup

Name: BBQ Chicken for Sandwich Description: Homemade BBQ Chicken for 4" bun School: Northwood High School

Search Filter: Item Type: All, Purchased, My List

Item Add Section: Search Ingredients Here..

Dist Part #	Item	Measure	Portion	Unit Conversion	Prep Instructions	Delete
570533	CHIX DCD 1/2 WHT/DARK CKD 2-5 TYSON Do you want to enter the yield? <input type="radio"/> Yes <input checked="" type="radio"/> No	23.00 Pound	23 Pound	<input type="radio"/> OZ <input checked="" type="radio"/> Pound 1.0000 Pound = 16.0000 OZ	UNSPECIFIED Not currently available	Delete

Step 14. If you would like to add specific prep instructions for your ingredient, enter those in the *Prep Instructions* box. Sometimes this box will already include directions provided by the manufacturer. You can delete the manufacturer directions, if desired.

Step 15. Repeat steps 10-14 until all your recipe ingredients have been added to the recipe.

****Note**** If you choose an ingredient by accident you can click **Delete** button by ingredient to remove

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The screenshot shows the 'Preparation Instructions' box with the text 'Step 16- Type prep instructions here.' Below it is the 'Nutrition section' with a table for 'Per Serving' and 'Item Nutrition Analysis'. The table includes columns for Calories, Protein, Fat, Saturated Fat, Trans Fat, Cholesterol, Carbohydrates, Fiber, Sugar, Sodium, Iron, Vitamin C, Vitamin A, and Calcium. Below the nutrition table is the 'Meal Components Section (SLE)' with input fields for Meat, Grain, Fruit, Red Veg, Legumes, Starch, Other Veg, and Green Veg. A red box on the left contains the text 'Menu Planner's calculation' with an arrow pointing to the 'Meat' input field. Another red box at the bottom contains the text 'Type your calculation here. In this case, you might just need to round down to 2.50.' with an arrow pointing to the 'Meat' input field. At the bottom right, there are 'Cancel' and 'Create Recipe' buttons.

Preparation Instructions

Step 16- Type prep instructions here.

Nutrition section

Per Serving	Total	Item Nutrition Analysis				
Calories	Protein	Fat	Saturated Fat	Trans Fat	Cholesterol	Carbohydrates
133.33	18.40g	5.11g	1.53g	0.00g	56.23mg	1.03g
Fiber	Sugar	Sodium	Iron	Vitamin C	Vitamin A	Calcium
0.00g	0.00g	127.77mg	1.03mg	0.00mg	0.00IU	7.16mg

Meal Components Section (SLE)

Meat	Grain	Fruit	Red Veg
2.67 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Legumes	Starch	Other Veg	Green Veg
0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00

Menu Planner's calculation

Type your calculation here. In this case, you might just need to round down to 2.50.

Cancel Create Recipe

Step 16. Scroll down to the *Preparation Instructions* box. Type in detailed instructions for preparing the recipe.

Step 17 *IMPORTANT*. Check meal components. Menu Planner will calculate the meal components (school lunch equivalents) to the best of its ability, but it is still very important to double check this information on your own. Menu Planner will also not round these components correctly. Fruits and vegetables should be rounded **down** to the nearest 0.125 (1/8) cup. Meats and grains should be rounded **down** to the nearest quarter ounce (0.25, 0.50, 0.75, or 0.00). Menu Planner's calculations will appear to the left of the box where you can type. Enter your calculated component contributions for meat, grain, fruit, red veg, legumes, starch, other veg, and green veg, if applicable.

HPS Menu Planner Guide: Create New Recipe

Preparation Instructions

Heat chicken in steam kettle with dry onion. Mix remaining seasoning, and sauce and add to chicken. Heat to temp. Dip 8 quart into 4-B pans to keep warm. To serve, put #12 [disher](#) chicken mixture onto hamburger bun. Wrap in foil wrap. Keep hot.

Nutrition section

Per Serving Total Item Nutrition Analysis

Calories	Protein	Fat	Saturated Fat	Trans Fat	Cholesterol	Carbohydrates
133.33	18.40g	5.11g	1.53g	0.00g	56.23mg	1.03g
Fiber	Sugar	Sodium	Iron	Vitamin C	Vitamin A	Calcium
0.00g	0.00g	127.77mg	1.03mg	0.00mg	0.00IU	7.16mg

Meal Components Section (SLE)

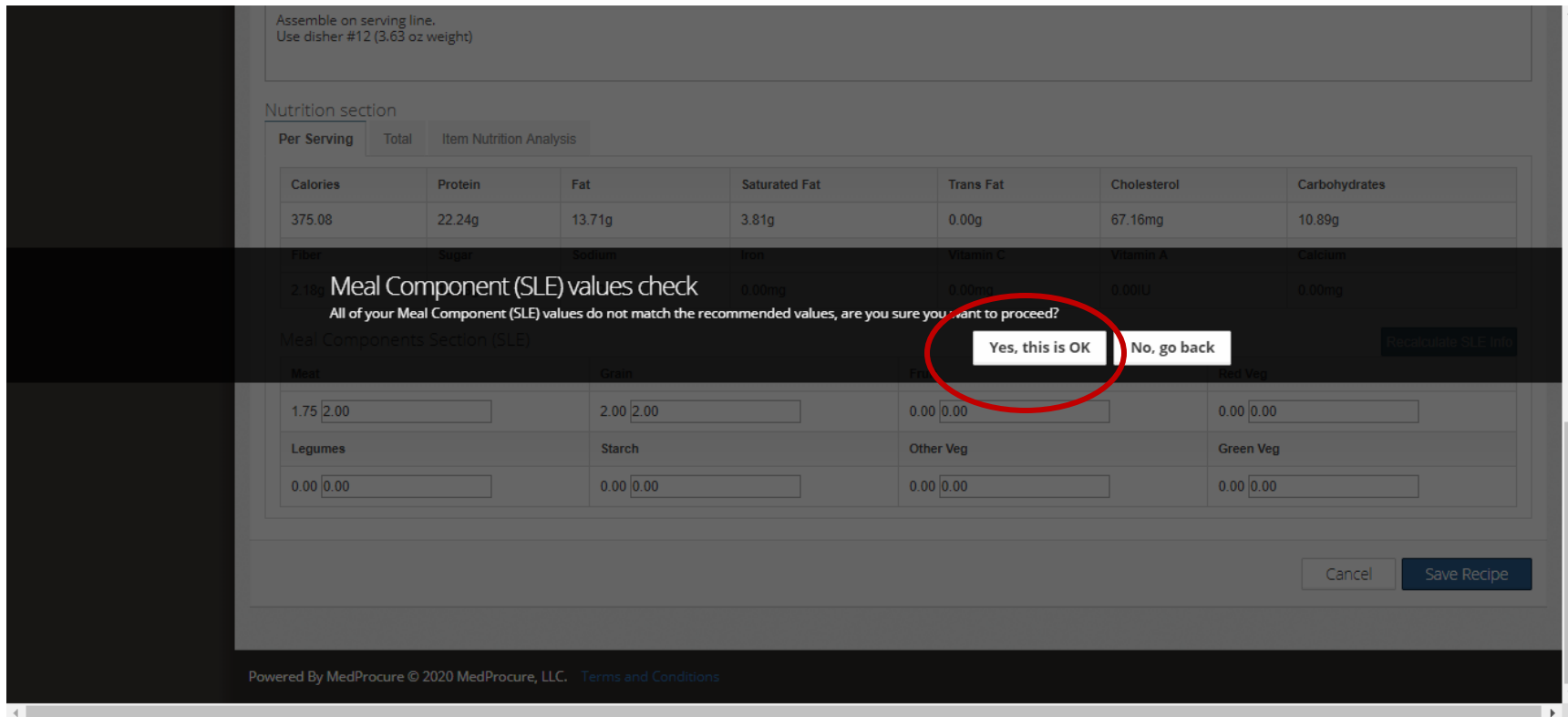
Meat	Grain	Fruit	Red Veg
2.67 <input type="text" value="2.50"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>
Legumes	Starch	Other Veg	Green Veg
0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>	0.00 <input type="text" value="0.00"/>

Cancel

Create Recipe

Step 18. After entering all your information and entering correct meal components, click the blue *Create Recipe*. That will save your recipe.

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Step 19. If this screen appears, go ahead and click **Yes, this is OK**. It is just wanting you to double check your meal components if they are not matching what Menu Planner calculated. If it doesn't appear, continue on to Step 20.

HPS Menu Planner Guide: Create New Recipe

The screenshot shows the 'Recipe Detail' page in the HPS Menu Planner. The user is Kaylyn MacKillop, and the school view is Northwood Middle School. The recipe is 'BBQ Chicken Sandwich' with ID R-20889. The 'Export PDF' button is circled in red. The page includes a sidebar with navigation options, a main content area with recipe details, and a right sidebar for user image and contact information.

Recipe Detail

My Recipe Detail Calculate My Price Edit Copy Recipe Published Export PDF Printing Back

BBQ Chicken Sandwich
ID: R-20889

Description
BBQ Chicken Sandwich-Northwood High School

Meal Type:	Lunch	Category:	Entree	Serving Size:	0.33
HACCP Process:	Same Day Service	Total Servings:	120.00	Serving UOM:	Cup
School:	Northwood High School				

Items in Recipe

CHIX DCD 1/2 WHT/DARK CKD 2-5 TYSON 570533	Measure:	23 Pound	Yield:	23 Pound
Item Instruction	UNSPECIFIEDNot currently available			

User Image

User Image Upload

NO IMAGE

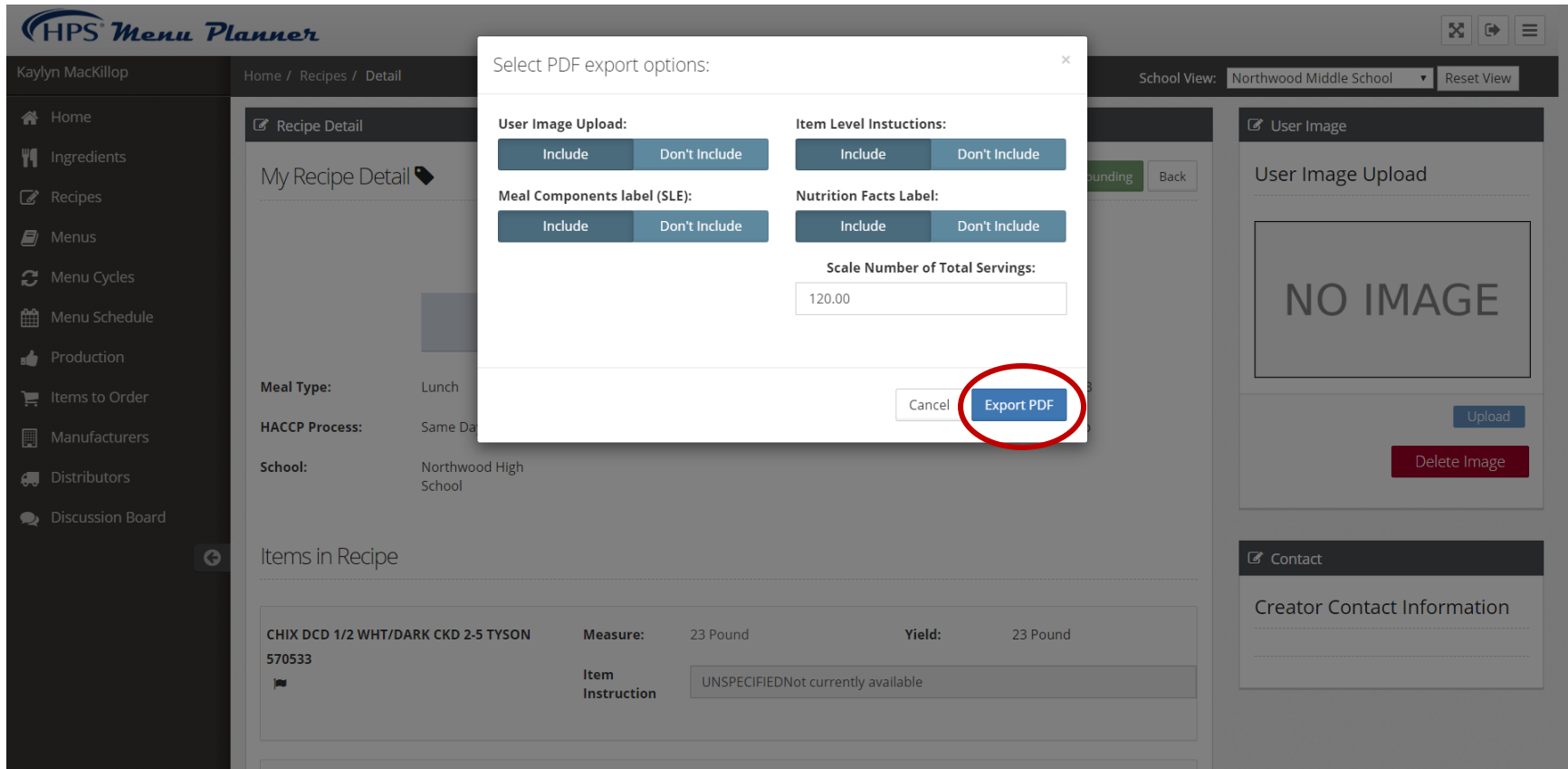
Upload Delete Image

Contact

Creator Contact Information

Step 20. After clicking, *Create Recipe*. This is the screen that will appear. To print the recipe, click *Export PDF*.

HPS Menu Planner Guide: Create New Recipe



Step 21. You will have the option to choose what you would like to include on your printed recipe. You will also have the option to scale the recipe before printing. Then click, ***Export PDF***. Your recipe will then download so you can print it or save it to your computer.

HPS Menu Planner Guide: Create New Recipe

The screenshot displays the HPS Menu Planner web application. The top navigation bar includes the user name 'Kaylyn MacKillop', the current page 'Home / Recipes / Detail', and the school view 'Northwood Middle School'. A sidebar on the left lists various menu planning functions. The main content area is titled 'My Recipe Detail' and features a red circle around the 'Publish to Shared Recipes' button. Below this, the recipe 'Apple Crisp (Nappanee)' is shown with its ID 'R-10969' and a description. A table of recipe details follows, including meal type, HACCP process, school, category, total servings, serving size, and serving UOM. The 'Items in Recipe' section lists an ingredient 'APPLE DCD W/P 6-10 GFS' with its measure and yield. On the right, there is a 'User Image' section with a 'NO IMAGE' placeholder and a 'Contact' section for creator information.

Meal Type:		Category:		Serving Size:	
Lunch	Condiments or Other	0.50			
HACCP Process:		Total Servings:		Serving UOM:	
Same Day Service	240.00	Cup			
School:					
Nappanee Elementary					

Item	Measure	Yield
APPLE DCD W/P 6-10 GFS 117803	8 #10 CAN	8 #10 CAN

Step 22. To share your recipe with other HPS Menu Planner users, click *Publish to Shared Recipes*. Your colleagues will thank you!