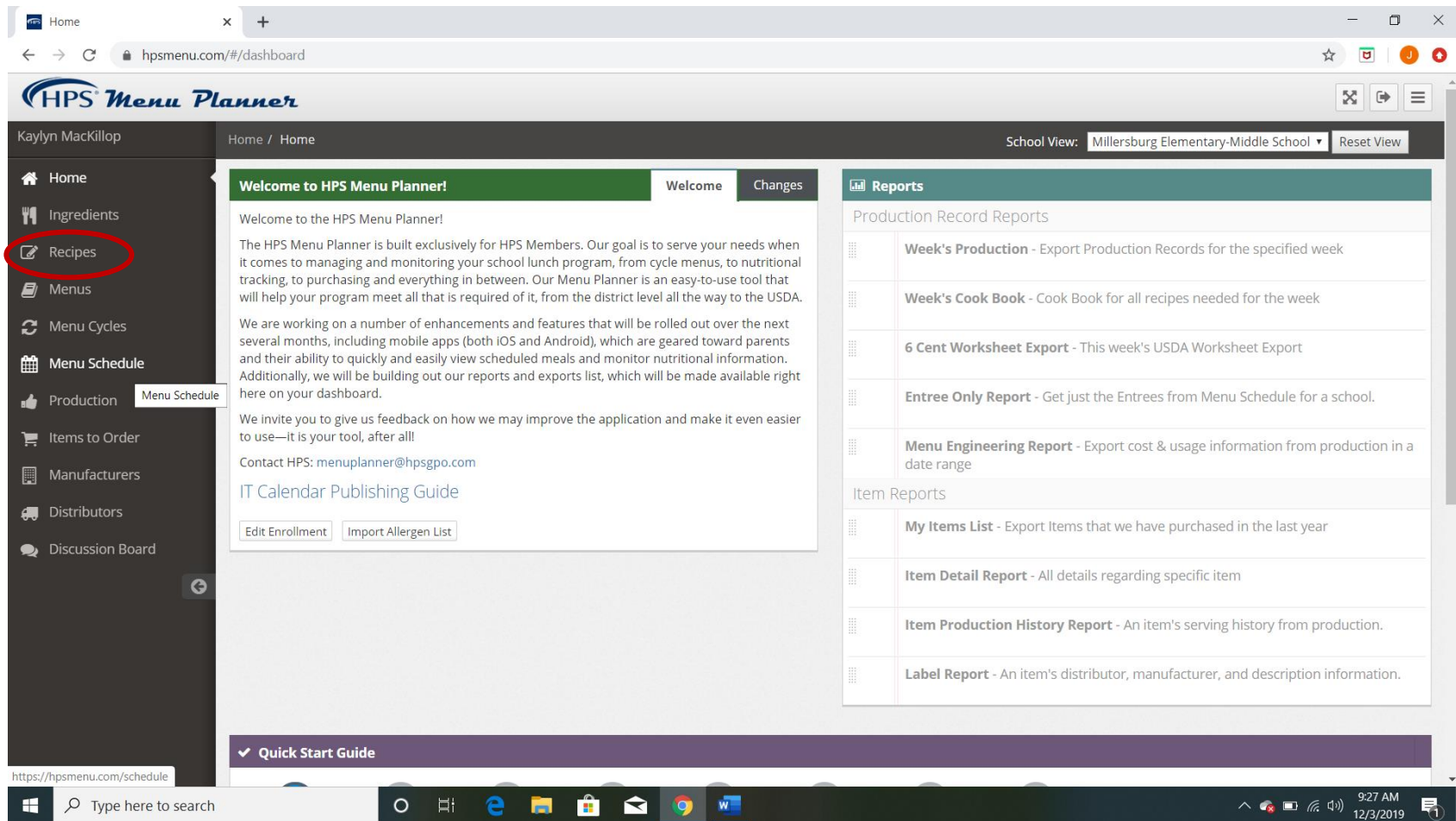


HPS Menu Planner Guide: Find Shared Recipes



Step 1. Click on *Recipes*.

HPS Menu Planner Guide: Find Shared Recipes

The screenshot shows the HPS Menu Planner interface. The main content area is titled 'My Recipe Table' and contains a table of recipes. A dropdown menu is open over the 'My Recipes' column header, with 'Shared Recipes' selected. The table lists the following recipes:

Recipe Name	Recipe Description	School	Meal	Cost	Created	Last Edit	Recipe ID	Detail
Apple Crisp (Nappanee)	Apple Crisp - 8 pans-- Nappanee	Nappanee Elementary	Lunch	240.00	09/13/2018	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 2. Click in the box that says *My Recipes* and choose *Shared Recipes* from the drop-down menu.

HPS Menu Planner Guide: Find Shared Recipes

The screenshot shows the HPS Menu Planner interface. The top navigation bar includes the user name 'Kaylyn MacKillop', the current page 'Home / Recipes / Shared Recipes', and the school view 'Northwood Middle School'. A sidebar on the left contains navigation 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 'Shared Recipe Table' and features a search box (circled in red and labeled 'Step 3'), a dropdown menu for 'Shared Recipes', and buttons for 'Recipe Importer' and 'Create New Recipe'. Below this is a table with columns for Recipe Name, Recipe Description, School, Type of Meal, Serving Count, Date of Creation, Last Edit Date, Recipe ID, and Detail. The table lists various recipes such as PEPPERONI PIZZA A-38, Pico de Gallo, Sweet Baby Ray's BBQ Chicken, and Tangerine stir fry. The 'Detail' button for 'Sweet Baby Ray's BBQ Chicken' is circled in red, and a red arrow points from the text below to this button.

Recipe Name	Recipe Description	School	Type of Meal	Serving Count	Date of Creation	Last Edit Date	Recipe ID	Detail
PEPPERONI PIZZA A-38	HOT ENTREE	CENTRAL ELEMENTARY	Lunch	1.00	04/29/2019	04/29/2019	R-479	Detail
Pico de Gallo	Hot line salad/ vegetable option	Marion High School	Lunch	85.00	06/08/2019	06/08/2019	R-534	Detail
Pico de Gallo NCCS	Salad/ vegetable option		Lunch	85.00	06/24/2019	06/24/2019	R-558	Detail
Sweet Baby Ray's BBQ Chicken	Sweet Baby Ray's BBQ Chicken -North Newton	Elementary	Lunch	160.00	10/14/2019	10/14/2019	R-1068	Detail
Tangerine stir fry	WG tangerine chicken stir fry		Lunch	100.00	04/24/2018	04/24/2018	R-128	Detail
Tangerine stir fry	WG tangerine chicken stir fry	Test Elementary School 2 - 4	Lunch	100.00	06/26/2018	06/26/2018	R-260	Detail
Tangerine stir fry	WG tangerine chicken stir fry		Lunch	100.00	07/11/2019	07/11/2019	R-616	Detail
*1/2 Grilled Cheese Sandwich	*1/2 Grilled Cheese Sandwich	Carr Elementary School	Lunch	1.00	01/11/2019	01/11/2019	R-394	Detail
1 ct. Pop-Tart Variety	1 ct. Pop-Tart Variety	Triton Elementary	Breakfast	3.00	09/09/2019	09/09/2019	R-897	Detail
1-Side Salad HMS	1-Side Salad	HMS	Lunch	1.00	01/14/2020	01/14/2020	R-1164	Detail
100% Fruit Juice	100% Fruit Juice	Walkerton Elem.	Breakfast	5.00	09/14/2018	09/14/2018	R-293	Detail
2 - Bosco Sticks	2 - Mozzarella Cheese Bosco Sticks	Lynchburg-Clay High School	Lunch	1.00	08/23/2018	08/23/2018	R-284	Detail

Step 3. Search for recipe by name using search box or simply browse recipes.

Step 4. When you have found a recipe of interest to you, click *Detail*.

HPS Menu Planner Guide: Find Shared Recipes

The screenshot displays the HPS Menu Planner interface. The top header shows the user name 'Kaylyn MacKillop' and the school view 'Northwood Middle School'. The main content area is titled 'Shared Recipe Detail' and features a red circle around the 'Import to My Recipes' button. The recipe is 'Sweet Baby Ray's BBQ Chicken' (ID: R-1068) with a description 'Sweet Baby Ray's BBQ Chicken -North Newton'. The details table shows:

Meal Type:	Lunch	Category:	Entree	Serving Size:	2.00
HACCP Process:	Same Day Service	Total Servings:	160.00	Serving UOM:	Ounce
School:	Elementary				

The 'Items in Recipe' section lists 'Chicken, diced, cooked, frozen' (100101) with a measure of 20 Pound and a yield of 20 Pound. The 'Creator Contact Information' sidebar shows the creator's details, which are also circled in red:

- Username: Kaylyn MacKillop
- Email: kmackillop@niesc.k12.in.us
- District: North Newton School Corporation

Step 5. From here you can look at the recipe, print it, import it to your own recipes, and see who created the recipe.

****Note**** Be sure to double check any recipes that you would like to use as your own in Menu Planner to make sure all information was entered correctly.