

# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot shows the HPS Menu Planner website interface. At the top, there is a navigation bar with the logo and a 'CREATE ACCOUNT' button. The main content area features a large red apple image, a 'Menu Planner from HPS' section with a brief description, and a 'Sign In' form. The sign-in form includes fields for 'Username' (containing 'kmackfairfield') and 'Password' (with a 'Enter your password' tooltip), a 'Forgot password?' link, and a 'Stay signed in' checkbox. A 'Sign in' button is located at the bottom of the form. Below the sign-in form are social media icons for Facebook, Twitter, and LinkedIn. The footer contains copyright information and a 'Terms and Conditions' link. The Windows taskbar is visible at the bottom of the browser window.

**Step 1.** Go to the website [hpsmenu.com](https://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: Ingredients- Basic Info

The screenshot shows the HPS Menu Planner dashboard for Kaylyn MacKillop. The left sidebar contains a navigation menu with the following items: Home, Ingredients (circled in red), Recipes, Menus, Menu Cycles, Menu Schedule, Production, Items to Order, Manufacturers, Distributors, and Discussion Board. The main content area displays a welcome message and a list of reports under the 'Reports' section. The 'Production Record Reports' section includes: Week's Production, Week's Cook Book, 6 Cent Worksheet Export, Entree Only Report, and Menu Engineering Report. The 'Item Reports' section includes: My Items List, Item Detail Report, Item Production History Report, and Label Report. A 'Quick Start Guide' link is visible at the bottom of the main content area.

**Step 5.** Click on *Ingredients*. (Note: You generally don't need to do anything in the ingredient tab unless you need to update ingredient information, look for PFS, upload picture for website, or rename item for published menu. If you are wanting to start making menus, start with *Recipes*.)

# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot displays the HPS Menu Planner interface. The 'Ingredients Table' is the central focus, with a search bar and a 'Reset Search' button highlighted by a red circle. The table lists various ingredients with columns for Item Name, Diet Item #, Menu Name, Menu Item #, Description, Country, Category, SubCategory, and Detail. The search bar is currently empty.

| Item Name                               | Diet Item # | Menu Name                  | Menu Item # | Description                                     | Country | Category | SubCategory            | Detail                 |
|---|-------------|----------------------------|-------------|---|---------|----------|------------------------|------------------------|
| Praille Farms Dairy                     |             | Praille Farms              |             | 1% Strawberry Milk                              |         | DAIRY    |                        | <a href="#">Detail</a> |
| Praille Farms Dairy                     |             | Praille Farms              |             | 1% Chocolate Milk                               |         | DAIRY    |                        | <a href="#">Detail</a> |
| Praille Farms Dairy                     |             |                            |             | 1% White Milk                                   |         |          |                        | <a href="#">Detail</a> |
| Praille Farms Dairy                     | 07540       |                            | 07540       | Strawberry Milk                                 |         |          |                        | <a href="#">Detail</a> |
| Pizzeria Product                        | 04124       | PETERSON FARMS FRESH, INC. |             | Apple slices - 2 oz                             | US      | PRODUCE  |                        | <a href="#">Detail</a> |
| Pizzeria Product                        | 08169       |                            |             | Unsalted Linseed Oil                            |         | PRODUCE  | FRESH OILS             | <a href="#">Detail</a> |
|   | 100012      | CATO FOODS                 | 08941       | Cheese, Cheddar, Yellow, Reduced Fat, Shredded  | USA     | PRODUCE  | FRESH ITALY VEGETABLES | <a href="#">Detail</a> |
| United States Department of Agriculture | 100012      | CATO FOODS                 | 08961       | Cheese, Cheddar, Full Fat, Shredded             |         | PRODUCE  | MISC FRESH VEGETABLES  | <a href="#">Detail</a> |
| United States Department of Agriculture | 100016      | CATO FOODS                 | 09079       | CHEESE, AMERICAN BLEND/ED, YELLOW, SHIM, SLICED |         | PRODUCE  | FRESH HERBS            | <a href="#">Detail</a> |
| United States Department of Agriculture | 100117      | USDA                       | 00117       | CHICKEN, SKIN, STRIPS, COOKED, FROZEN           |         | POULTRY  |                        | <a href="#">Detail</a> |
| Gordon Food Service                     | 100129      | RED GOLD                   | GFS1599     | KETCHUP CAN 33 PCY 5-10 OZ/NO COJL              |         | GROCERY  | KETCHUP                | <a href="#">Detail</a> |
| United States Department of Agriculture | 100212      | USDA, COMMODITIES          | 000212com   | FRUIT MIXED 6-10                                |         | GROCERY  | CANNED FRUITS          | <a href="#">Detail</a> |
| United States Department of Agriculture | 100225      | USDA, COMMODITIES          | 000225com   | Cider Pears 6-10                                |         | GROCERY  | CANNED FRUITS          | <a href="#">Detail</a> |
| United States Department of Agriculture | 100241      | USDA                       | 000241      | Blueberries, dried, frozen                      | USA     | PRODUCE  | FROZEN FRUITS          | <a href="#">Detail</a> |
| United States Department of Agriculture | 100256      | USDA                       | 000256      | Strawberries, dried, frozen                     | USA     | PRODUCE  | FROZEN FRUITS          | <a href="#">Detail</a> |
| United States Department of Agriculture | 100267      | USDA, COMMODITIES          | 000267com   | Unsalted Peanut Oil                             |         | GROCERY  | CANNED VEGETABLES      | <a href="#">Detail</a> |
| United States Department of Agriculture | 100290      | USDA, COMMODITIES          | 000290com   | PEAS, FRESH 10                                  |         | PRODUCE  | FROZEN VEGETABLES      | <a href="#">Detail</a> |
| United States Department of Agriculture | 100357      | USDA, COMMODITIES          | 000357      | Onion, Fresh                                    |         |          |                        | <a href="#">Detail</a> |
| Gordon Food Service                     | 100640      | ADVANCE FRESH              | 000001064   | CHICKEN BREAST, SKIN ON, 1/2 LB, 1/2 LB         | US      | MEAT     | COOKED PORK, PATTIES   | <a href="#">Detail</a> |
| Gordon Food Service                     | 100660      | ADVANCE FRESH              | 000001066   | CHICKEN BREAST, SKIN ON, 1/2 LB, 1/2 LB         | US      | MEAT     | COOKED PORK, PATTIES   | <a href="#">Detail</a> |
| Gordon Food Service                     | 100750      | ADVANCE FRESH              | 000001075   | PORK, PATTY, CHICKEN, 1/2 LB, 1/2 LB            | US      | MEAT     | COOKED PORK, PATTIES   | <a href="#">Detail</a> |
| Gordon Food Service                     | 100760      | ADVANCE FRESH              | 000001076   | PORK, PATTY, CHICKEN, 1/2 LB, 1/2 LB            | US      | MEAT     | COOKED PORK, PATTIES   | <a href="#">Detail</a> |
| Gordon Food Service                     | 100811      | ADVANCE FRESH              | 000001081   | JUICE, CAN, 100% JUICE, 1/2 GAL                 |         | BEVERAGE | CANNED FRUIT DRINK     | <a href="#">Detail</a> |
| Gordon Food Service                     | 101346      | CAMPBELL FOODSERVICE       | 000001346   | SUPP, CRM OF MUSHROOM 1/2-C CAMP                |         | GROCERY  | SOUPS CANNED DRY       | <a href="#">Detail</a> |
| Gordon Food Service                     | 101384      | SUNBELT FOODSERVICE        | 000001384   | SUPP, CRM OF MUSHROOM 1/2-C CAMP                |         | BEVERAGE | CANNED FRUIT DRINK     | <a href="#">Detail</a> |

**Step 6.** Search for item in the search bar. Typically, you will search with the GFS or USDA commodity number. You could also do a general search “chicken” or search by manufacturer “Tyson.” Click **Reset Search** to search for item another item or to re-start search.

# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot shows the HPS Menu Planner interface. The user is logged in as Kaylyn MacKillop. The page title is 'Home / Ingredients / Purchased'. The main content area is titled 'Purchased Ingredient Table'. A search bar contains the number '123456' and a 'Reset Search' button. To the right of the search bar is a dropdown menu labeled 'Purchased Items' with a downward arrow. The dropdown menu is open, showing three options: 'All Items' (highlighted in blue), 'Purchased Items', and 'My Items'. Below the search bar is a table with columns: 'Dist Name', 'Dist Item #', 'Manuf Name', 'Manuf Item #', 'Description', 'Cour', 'SubCategory', and 'Detail'. The table is currently empty, displaying the message 'No matching records found'. Below the table, it says 'Showing 0 to 0 of 0 entries (filtered from 1,334 total entries)'. There are 'Previous' and 'Next' buttons at the bottom right of the table area. The footer of the page reads 'Powered By MedProcure © 2019 MedProcure, LLC. Terms and Conditions'. The Windows taskbar is visible at the bottom of the screen.

**\*\*Note\*\*** If you search for an item and get the message “*No matching records found,*” click on ***Purchased Items*** and then choose ***All Items*** from the drop-down list. (Purchased items is the default and will only search items the corporation has previously purchased from GFS.)

# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot shows the HPS Menu Planner interface. The left sidebar contains navigation options: Home, Ingredients, Recipes, Menus, Menu Cycles, Menu Schedule, Production, Schools, Manufacturers, Distributors, Users, and Discussion Board. The main content area displays the 'Purchased Ingredient Table' with a search bar containing '509728'. The table has columns for Dist Name, Dist Item #, Manuf Name, Manuf Item #, Description, Country, Category, SubCategory, and Detail. The first row shows 'Gordon Food Service' with item # '509728' from 'TYSON FOODS' (Manuf Item # '10023790928') described as 'CHIX BRST PTY BRD WGRAIN 2-6.76', categorized as 'POULTRY' and 'CHICKEN PATTIES'. A blue 'Detail' button is circled in red in the Detail column. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 1,334 total entries)'. The footer indicates 'Powered By MedProcure © 2019 MedProcure, LLC. Terms and Conditions'.

| Dist Name           | Dist Item # | Manuf Name  | Manuf Item # | Description                     | Country | Category | SubCategory     | Detail                 |
|---------------------|-------------|-------------|--------------|---------------------------------|---------|----------|-----------------|------------------------|
| Gordon Food Service | 509728      | TYSON FOODS | 10023790928  | CHIX BRST PTY BRD WGRAIN 2-6.76 | US      | POULTRY  | CHICKEN PATTIES | <a href="#">Detail</a> |

**Step 7.** Once you have found the item you are looking for, click the blue *Detail*.

# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot displays the HPS Menu Planner interface. The main content area shows the following details for the selected item:

- Description:** CHX BRST PTY BRD WGRAIN 2-6.76
- My Description:** CHX BRST PTY BRD WGRAIN 2-6.76
- Distributor Name:** Gordon Food Service
- Distributor Part Number:** 509728
- Manufacturer Name:** TYSON FOODS
- Manufacturer Part Number:** 1002379082
- Category:** POULTRY
- SubCategory:** CHICKEN PATTIES
- Brand:** Tyson
- Country of Origin:** US

Preparation instructions are provided for two methods: Bake and Convection. Both suggest serving on a bun with various condiments. The bake method requires 10 minutes at 350°F, while the convection method requires 8 minutes at 375°F.

The right sidebar contains the following sections:

- Nutrition Facts:** 60 Servings per Case, 1.00 EACH. Amount Per Serving: Calories 240.00. Total Fat 13.00g (26%), Saturated Fat 3.00g (15%), Total Cholesterol 45.00mg (9%), Sodium 490.00mg (9%), Total Carbohydrate 13.00g (5%), Dietary Fiber 1.00g (4%), Total Sugars 0.00g, Protein 17.00g. Vitamins: Vitamin D 0.00IU (0%), Calcium 18.00mg (3%), Iron 2.00mg (12%), Potassium 280.00mg (8%).
- Allergen Information:** Contains: Eggs, Soybeans, Wheat.
- Ingredients:** White meat chicken, water, whole wheat flour, isolated soy protein, contains 2% or less of the following: corn starch, extractives of paprika and turmeric, garlic powder, natural flavor, onion powder, salt, spice, extractives (including extractives of celery seeds) (celery, including celery seeds), breadings (w/ in vegetable oil). COMMON ALLERGENS PRESENT: Wheat, Soy. Prior to consuming the product, individuals with severe food allergies should confirm the ingredient information on the actual label of the product. Nutrition and ingredient statements updated October 2019. This ingredient and nutrition information was provided by the third party product manufacturer and/or supplier and was not in any way created or verified by GPS. The information is being shared on as a courtesy and for informational purposes only. GPS in no way guarantees the accuracy or completeness of this information and NO WARRANTIES ARE MADE OR IMPLIED. ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED.

**Step 8.** Scroll down to see more information about ingredient.

# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot displays the 'Detail' page for an ingredient in the HPS Menu Planner. The page is divided into several sections:

- Nutritional Information:** A grid of input fields for various nutrients. Values shown include: Carbohydrates (g): 13.00, Sugar (g): 0.00, Iron (mg): 2.00, Potassium (mg): 280.00, Vitamin C (mg): 0.00, Edible Purchased: AP, Serving Size: 1.00, Fiber (g): 1.00, Sodium (mg): 490.00, Calcium (mg): 18.00, Vitamin A (IU): 0.00, Vitamin D (IU): 0.00, Servings Per Purchase Unit: 60.00, and Serving Unit: EACH. A 'Back' button is located at the bottom right of this section.
- Resources:** A list of links on the right side of the page. The first item is 'Product Formulation Statement', which is highlighted by a red arrow. Other items include multiple 'PRODUCT\_IMAGE' links and 'Product Nutrition Statement'.
- User Image Upload:** A section on the right side with a large placeholder box containing the text 'NO IMAGE'. Below this box are 'Upload' and 'Delete image' buttons, with a red arrow pointing to the 'Upload' button.

The browser's address bar shows the URL 'hpsmenu.com/#/item\_super/detail/9582'. The Windows taskbar at the bottom indicates the time is 2:50 PM on 12/9/2019.

After scrolling down, click here to download product formulation statement. (This option is not available for all ingredients.)

After scrolling down, click here to upload picture of your item to appear on website.

# HPS Menu Planner Guide: Ingredients- Basic Info

Kaylyn MacKillop

Home / Ingredients / Detail

School View: Northwood Middle School Reset View

**Item Detail**

Child Nutrition Research Calculate My Price Export **Edit**

**Description:** CHIX BRST PTY BRD WGRAIN 2-6.76

**My Description:** CHIX BRST PTY BRD WGRAIN 2-6.76

**Distributor Name:** Gordon Food Service **Distributor Part Number:** 509728

**Manufacturer Name:** TYSON FOODS **Manufacturer Part Number:** 10023790928

**Category:** POULTRY **SubCategory:** CHICKEN PATTIES

**Brand:** Tyson **Country of Origin:** US

**Preparation Instructions**

**Preparation Type:** Bake

**Serving Suggestions:** Serve on a bun with various condiments.

**Preparation Instructions:** PREPARATION: Appliances vary, adjust accordingly. Conventional

**Precautions:**

**Nutrition Facts**

60 Servings per Case  
**Serving size** 1.00 EACH

**Amount Per Serving**

**Calories** 240.00

% Daily Value\*

**Total Fat** 13.00g 20%  
Saturated Fat 3.00g 15%  
Trans Fat 0.00g

**Cholesterol** 45.00mg 15%  
**Sodium** 490.00mg 21%  
**Total Carbohydrate** 13.00g 5%  
Dietary Fiber 1.00g 4%  
Total Sugars 0.00g

**Protein** 17.00g

Vitamin D 0.00IU 0%  
Calcium 18.00mg 2%  
Iron 2.00mg 12%  
Potassium 280.00mg 8%

\* The Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

**Allergen Information:** ⓘ

**Step 9.** To rename or edit any ingredient information click the blue *Edit*.



# HPS Menu Planner Guide: Ingredients- Basic Info

The screenshot shows the 'Item Edit' interface in the HPS Menu Planner. The 'My Description' field is highlighted with a red circle. The 'Description' field contains 'CHIX BRST PTY BRD WGRAIN 2-6.76'. The 'Distributor Name' is 'Gordon Food Service', 'Manufacturer Name' is 'TYSON FOODS', 'Category' is 'POULTRY', and 'Brand' is 'Tyson'. The 'Nutrition Facts' table is on the right, showing 240.00 calories per serving. The 'Preparation Instructions' field contains: 'PREPARATION: Appliances vary, adjust accordingly. Conventional Oven 8-10 min. at 400°F from frozen.'

| Nutrition Facts           |               |
|---------------------------|---------------|
| 60 Servings per Case      |               |
| Serving size              | 1.00 EACH     |
| <b>Amount Per Serving</b> |               |
| <b>Calories</b>           | <b>240.00</b> |
| % Daily Value*            |               |
| Total Fat 13.00g          | 20%           |
| Saturated Fat 3.00g       | 15%           |
| Trans Fat 0.00g           |               |
| Cholesterol 45.00mg       | 15%           |
| Sodium 490.00mg           | 21%           |
| Total Carbohydrate 13.00g | 5%            |
| Dietary Fiber 1.00g       | 4%            |
| Total Sugars 0.00g        |               |
| Protein 17.00g            |               |
| Vitamin D 0.00IU          | 0%            |
| Calcium 18.00mg           | 2%            |
| Iron 2.00mg               | 12%           |
| Potassium 280.00mg        | 8%            |

**Step 10.** To change how the ingredient appears on your published menu, edit the *My Description* field.

- In this example, you would probably want to change the *My Description* field to say, “Chicken Patty” or “Breaded Chicken” instead of “CHIX BRST PTY BRD WGRAIN 2-6.76.”

# HPS Menu Planner Guide: Ingredients- Basic Info

**Nutrition**

|                    |        |                             |        |
|--------------------|--------|-----------------------------|--------|
| Calories:          | 240.00 | Protein (g):                | 17.00  |
| Fat (g):           | 13.00  | Saturated Fat (g):          | 3.00   |
| Trans Fat (g):     | 0.00   | Cholesterol (mg):           | 45.00  |
| Carbohydrates (g): | 13.00  | Fiber (g):                  | 1.00   |
| Sugar (g):         | 0.00   | Sodium (mg):                | 490.00 |
| Iron (mg):         | 2.00   | Calcium (mg):               | 18.00  |
| Potassium (mg):    | 280.00 | Vitamin A (IU):             | 0.00   |
| Vitamin C (mg):    | 0.00   | Vitamin D (IU):             | 0.00   |
| Edible Purchased:  | AP     | Servings Per Purchase Unit: | 60.00  |
| Serving Size:      | 1.00   | Serving Unit:               | EACH   |

Back Submit

Resources

- Product Formulation Statement
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- PRODUCT\_IMAGE
- Product Nutrition Statement

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

**Step 11.** When you have all the desired changes made, scroll to the bottom and click the blue **Submit** to save changes.