

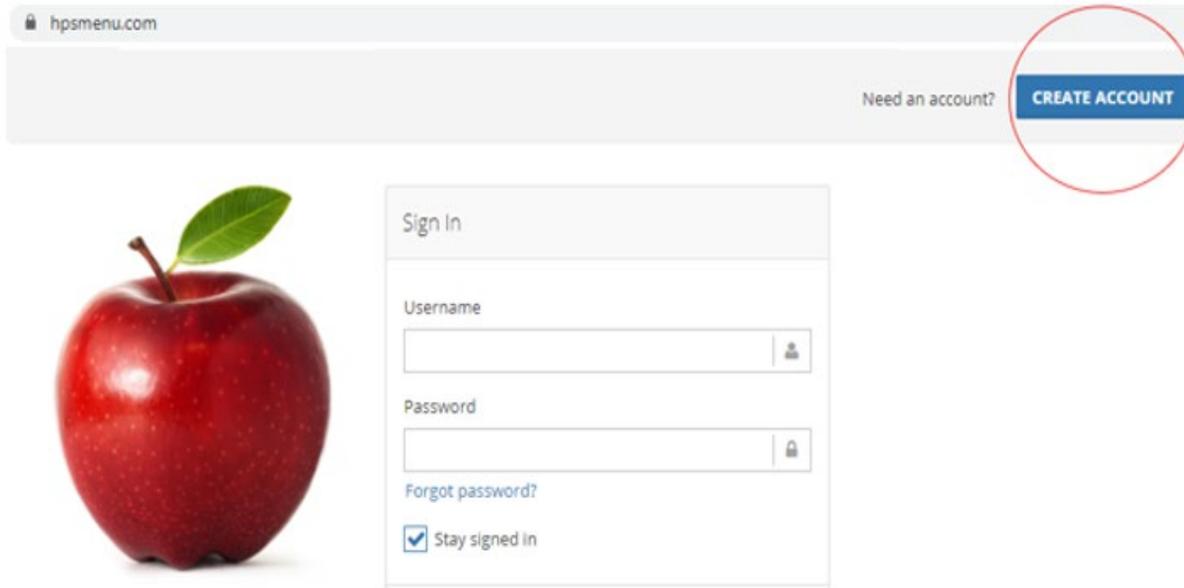


# MENU PLANNER TRAINING GUIDE

Entire Workbook  
All 6 Sessions



## REGISTER FOR AN ACCOUNT



Go to HPSmenu.com and click on **Create Account** – a Registration for HPS Members box will populate

Registration for HPS Members

Username

Email address

Password

Confirm password

Create a Username and Password

First name

User Type

User Type  
Member  
Manufacturer

Last name

Select User Type

Search for District

Use the drop down box to select **Member**, this will prompt you to **Search** for your district. Type in the district name (remember, less is more) and select when it comes up. If your district does not come up – check the **Did not find District box**.

I agree with the [Terms and Conditions](#)

Did not find District

I'm not a robot  reCAPTCHA  
Privacy - Terms

Review the Terms and Conditions and **check** the I agree box to accept.

Check the **I'm not a robot** box – to avoid an error message, let the program finish 'thinking' before clicking Register.



You will receive two emails –

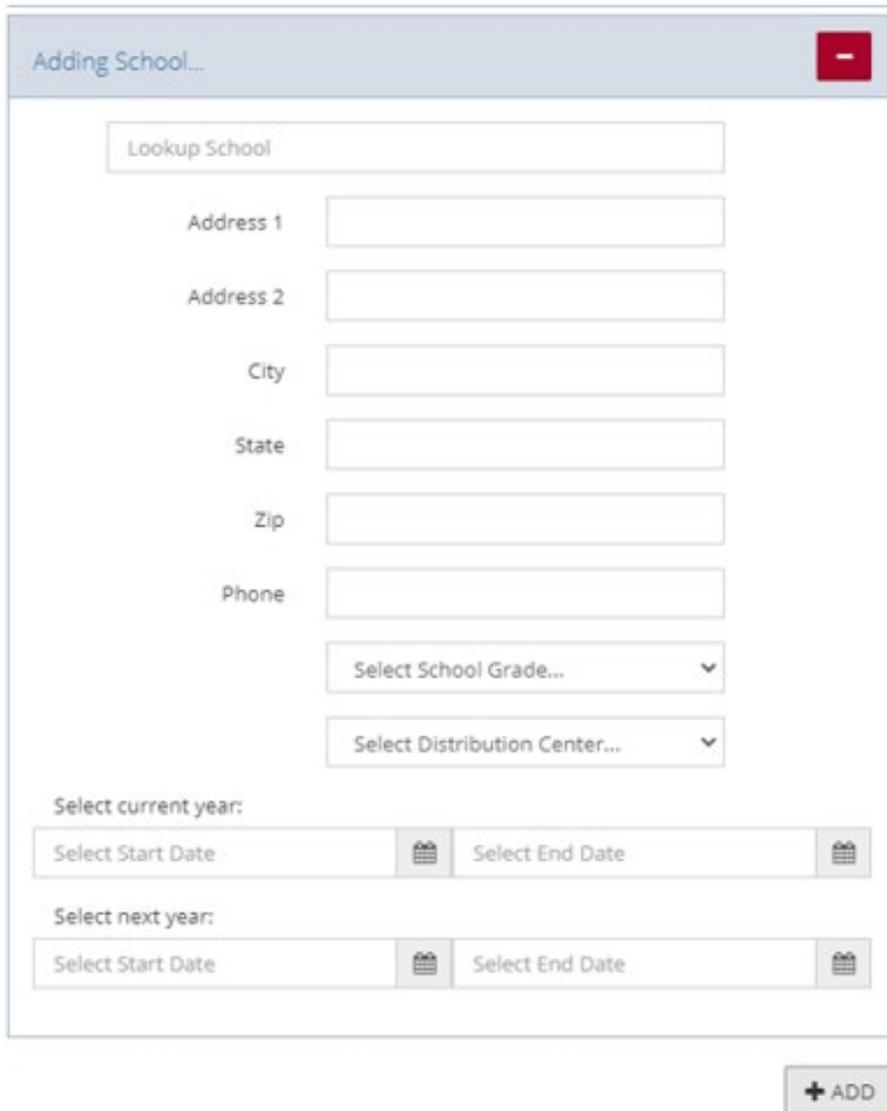
- 1 – Please wait while the admin is reviewing your registration
- 2 – You received this message because your account has been approved by the admin.

After the second email, log on the Menu Planner and type in the user name and password you created.

The Edit Enrollment Wizard will pop-up. The Menu Planner program needs at least one building (school) to run past the Recipe step. This is also how schools are searched on **the Menus for Schools** app.

## EDIT ENROLLMENT

### Adding a school/building



The screenshot shows a web form titled "Adding School...". At the top right of the form is a red minus sign icon. The form contains the following fields and controls:

- A text input field labeled "Lookup School".
- Text input fields for "Address 1", "Address 2", "City", "State", "Zip", and "Phone".
- A dropdown menu labeled "Select School Grade...".
- A dropdown menu labeled "Select Distribution Center...".
- Two sections for selecting years, each with "Select Start Date" and "Select End Date" fields and calendar icons:
  - "Select current year:"
  - "Select next year:"
- A "+ ADD" button at the bottom right of the form.

Fill in the required information for each school building.

**Select a school grade** – the Menu Planner program uses this information to keep your recipes and menus compliant with USDA standard

**Select Distribution Center** – this ensures that the Menu Planner program is selecting the correct mix of products available to your district – products can vary from DC to DC.

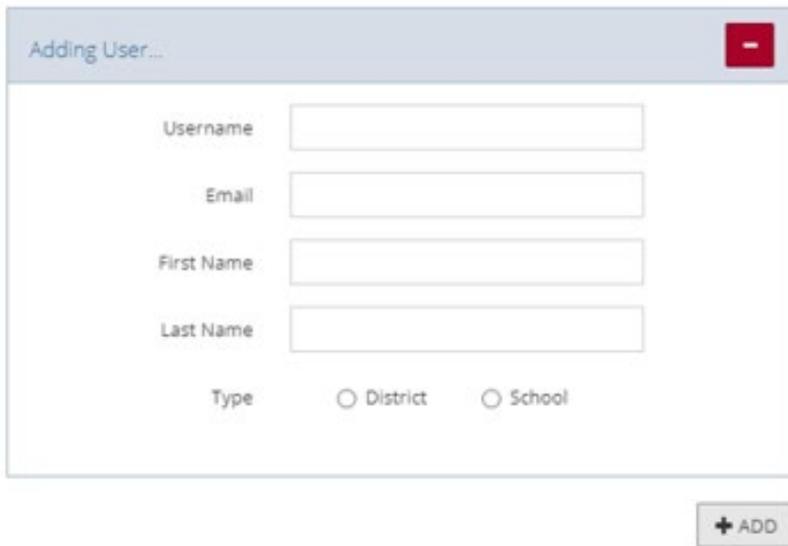
**Select current year** – the Menu Planner program needs two full years entered. We suggest entering July 1 – June 30 time periods.

**Select next year** – enter the next school years' dates

**+ADD** – click to add another building or, scroll to the bottom of the page and click on **CONFIRM** to save school data

Scroll to the bottom of the page and click on **CONFIRM** to save school data

Adding a user



Adding User...

Username

Email

First Name

Last Name

Type  District  School

+ ADD

You can add users to the account. This step is optional, users can create their own account as well.

**District** – users have access to all building in the district

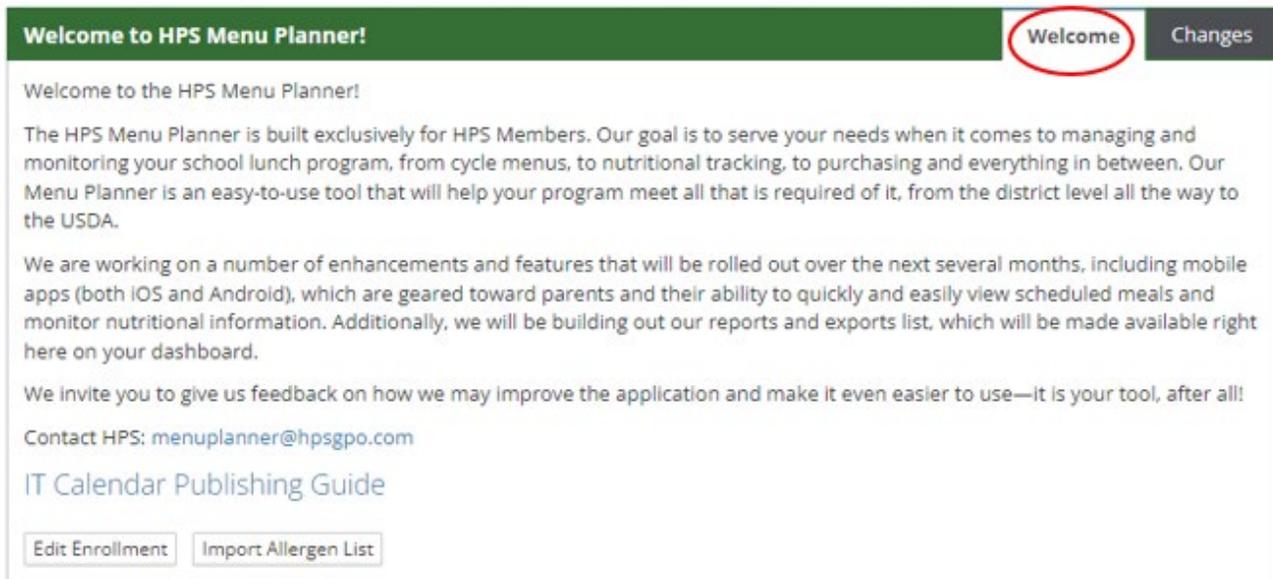
**School** – users only have access to the building assigned to them

**+ADD** – click to add another user or, scroll to the bottom of the page and click on **CONFIRM** to save user data



## HOME PAGE

### Welcome Tab



The screenshot shows the 'Welcome to HPS Menu Planner!' interface. At the top, there is a green header with the title 'Welcome to HPS Menu Planner!' and a dark grey header with 'Welcome' (circled in red) and 'Changes'. The main content area contains a welcome message, a description of the tool's purpose, information about upcoming enhancements, an invitation for feedback, and contact information for HPS. At the bottom, there are two buttons: 'Edit Enrollment' and 'Import Allergen List'. A link for 'IT Calendar Publishing Guide' is also present.

**Contact HPS** – use this email address to send any questions to the HPS Menu Planner team.

**IT Calendar Publishing Guide** – click on to download a PDF of Guideline for publishing menus. This How To guide is designed to provide instruction on how to publish menus from the HPS Menu Planner application and make the URL available to the district IT department for accessing publicly.

**Edit Enrollment** – click to add building or users (same as the Quick Start Wizard).

**Import Allergen List** – click to bring in all known allergens

Master Allergen List Import x

Import allergen information for every item from the current Master Allergen List.

**Warning: All Item Allergen information currently associated with your District will be lost.**

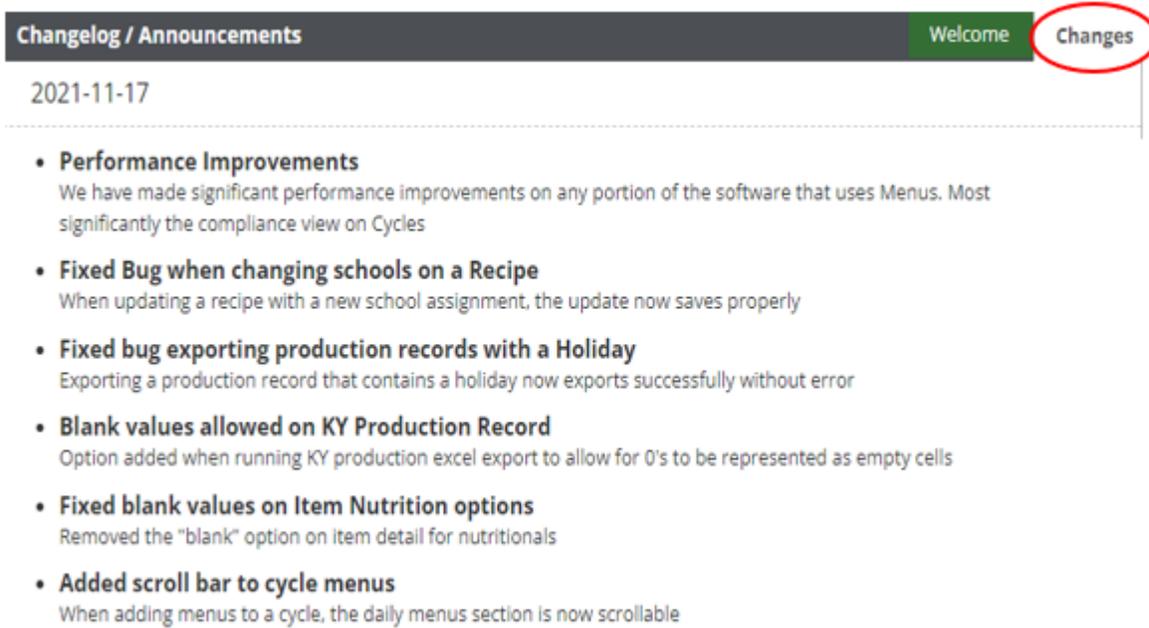
Allergen information is fed directly to the Menu Planner program from One World Sync, GDSN and Gordon Food Service.

Click **Confirm** to accept the data. The Menu Planner program will automatically update your districts information as new data comes through. Note that this step only needs to be done at the onset of the program. Any allergen info that may be entered manually by the user past this point will be wiped out if this is clicked again.

[Creating an Account](#)

## Changes Tab

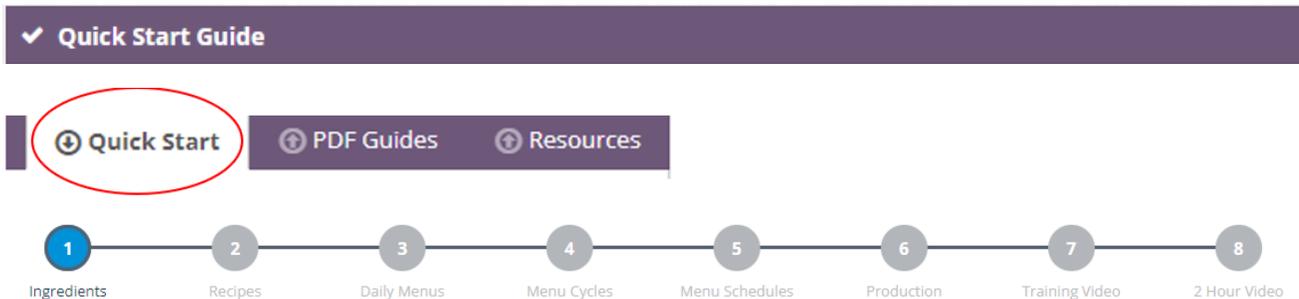
This is run by the Menu Planner programmers, all system improvements, enhancement and issues can be seen here.



**Changelog / Announcements** Welcome **Changes**

2021-11-17

- **Performance Improvements**  
We have made significant performance improvements on any portion of the software that uses Menus. Most significantly the compliance view on Cycles
- **Fixed Bug when changing schools on a Recipe**  
When updating a recipe with a new school assignment, the update now saves properly
- **Fixed bug exporting production records with a Holiday**  
Exporting a production record that contains a holiday now exports successfully without error
- **Blank values allowed on KY Production Record**  
Option added when running KY production excel export to allow for 0's to be represented as empty cells
- **Fixed blank values on Item Nutrition options**  
Removed the "blank" option on item detail for nutritionals
- **Added scroll bar to cycle menus**  
When adding menus to a cycle, the daily menus section is now scrollable



✓ **Quick Start Guide**

**Quick Start** PDF Guides Resources

1 2 3 4 5 6 7 8

Ingredients Recipes Daily Menus Menu Cycles Menu Schedules Production Training Video 2 Hour Video

### Step 1 - Ingredients

#### [Video of Ingredients](#)

Begin by clicking on "Ingredients" on the toolbar to the left.

Ingredients that have been purchased previously from GFS will be displayed in the ingredients list. This "item master" is comprised of any item that was purchased by the district over the past 12 months. By pre-loading items you are already buying, we simplify the process of finding items you need to add to menus. If you need additional information regarding an item you have not yet purchased, change the term "Purchased Items" in the button on the upper right to "All Items."

You may find an item by sorting any of the columns in the table view of ingredients, or just by typing whatever you are looking for (partial or complete entries) in the search field. For example, you could type all or part of the GFS item number, or all or part of the manufacturer name or item number, or you may simply type part of an item's description.

Information about an ingredient including details about its nutritional values, images (when available), or preparation instructions may be viewed by clicking on the blue "Detail" button to the right of the ingredient.

If you do not find an item you are searching for, or if it is an item provided by a vendor other than GF, you may add the item manually by clicking on the "Add New" button on the upper right of the ingredient list. If this item is from another distributor, you will need to first add the distributor (click the "Distributors" tab). [Click Here to go to Distributors.](#)

The **Quick Start Guide** offers a summary of each step in the Menu Planner process as well as a short video. Just click on the step you would like more information on.

The PDF Guides offers downloads created by a FSD to help explain different steps in the menu planning process

Ingredient Guide	<a href="#">Download</a>
Create a recipe and print	<a href="#">Download</a>
Find shared recipes	<a href="#">Download</a>
Create a menu	<a href="#">Download</a>
Menu Schedule: How to publish menu	<a href="#">Download</a>
Toggle calculators in published menu	<a href="#">Download</a>
Filter allergens in published menu	<a href="#">Download</a>
Export PDF: Menu with Carb counts	<a href="#">Download</a>
How to Find a Shared Menu	<a href="#">Download</a>

## Reports

**Production and Item Reports** can be found here

Production Record Reports	
	<b>Week's Production</b> - Export Production Records for the specified week
	<b>Recipe Cook Book</b> - Cook Book for all recipes or a date range
	<b>6 Cent Worksheet Export</b> - This week's USDA Worksheet Export
	<b>Entree Only Report</b> - Get just the Entrees from Menu Schedule for a school.
	<b>Recipe Name List</b> - Get a list of all Recipe names.
	<b>Menu Engineering Report</b> - Export cost & usage information from production in a date range
Item Reports	
	<b>My Items List</b> - Export Items that we have purchased in the last year
	<b>Item Detail Report</b> - All details regarding specific item
	<b>Item Production History Report</b> - An item's serving history from production.

# In·gre·di·ent

Any foods or substances that are combined to make a particular dish

Dist Name	Dist Item #	Manuf Name	Manuf Item #	Description	Country	Category	SubCategory	Detail
Gordon Food Service	190926	MCCAIN FOODS	MXF269	FRIES GARLIC 6-5 X-TREME	US	FROZEN	FROZEN FRENCH FRIES POTATOES	<a href="#">Detail</a>
Gordon Food Service	190969	Pacific Coast Producers (Atlanta, G	190969	SAUCE MARINARA DLX 6-10 PG		GROCERY	Shelf Stable Tomato Products	<a href="#">Detail</a>
Gordon Food Service	191043	STERLING LTD	29079	CHEESE CHED MLD SHRD FINE 4-5 GCHC		DAIRY	CHEESE CHEDDAR COLBY	<a href="#">Detail</a>
Gordon Food Service	191090	Frito Lay (Orlando, FL)	002840062933	SNACK CHS BKD WGRAIN 104-55V CHEETOS	US	GROCERY	SALTY SNACKS INDIVIDUALLY WRAPPED	<a href="#">Detail</a>
Gordon Food Service	192381	LAMB WESTON	L0097	FRIES SWT SEASONED RIBCUT 3-5 LAMB		FROZEN	FROZEN FRENCH FRIES POTATOES	<a href="#">Detail</a>

Ingredients can be searched different ways:

- 6-digit GFS item code
- Manufacturer or Distributor name or item #
- Description – keep in mind that less is more, chicken could be spelled Chix, Chick, Chik
- Category – Dairy, Produce, Poultry, Meat, Frozen, etc.

You can specify the 'list' of items you want to work with

- **Purchased Items** – the program defaults to this list, these are items that your district has purchased from GFS.
- **All Items** – This is all of the items available at your GFS distribution center and all ingredients added by other users, including products from other distributors
- **My Items** – You may create a customized list of your ingredients here, some districts like to put their milk & bread here, catering items or items that other departments may purchase.
- **Items in Use** – These are the items that you have either used in recipes or put on a menu

Icons – Some ingredients have an icon in the left column. The purpose of the icon is to make you aware of a potential issue with the ingredient

- **Yellow Triangle** – Meal Component Information is missing. More than likely, this is a commercially labeled product and does not have the CN information attached. This can be fixed by doing a simple edit.
- **Question Mark** – another user has made some type of an edit to the ingredient. Verify that the information is correct.
- **Black Flag** – USA product
- **Piece of Paper** – Item Nutrition Facts PDF (seen at the Item Detail level)

To look at an ingredient click on the blue **Detail** button on the right

Gordon Food Service	327080	TYSON FOODS	10703140928	CHIX PTY HOT&SPCY WGRAIN 3.49Z 4-8.2	POULTRY CONTROLLED USAGE COMMODITY	<a href="#">Detail</a>
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## Item Detail



Item Usage

Child Nutrition Database

Calculate My Price

Export

Edit

**Item Usage** – will show where this ingredient has been used

Search for Replacement Item

Q Search Ingredients Here..

Distributor	Description
Gordon Food Service	CHIX BRST NUG BRD WGRAIN .66Z 4-7

Recipes (0) Shared Recipes (0) Menus (0)

Recipe Name	Meal Type	Serving Size	Creation Date	Last Edit
-------------	-----------	--------------	---------------	-----------

**Child Nutrition Database** – General nutritional information about a product – not specific to any manufacturer.

Q Child Nutrition Database Search

Enter an item to search: ⓘ

Item Search

Q Search term here... Search

**Calculate My Price** – Case price information pulls directly from GFS. Pricing information on commodity items and products from other distributors can be added manually.

### My Item Estimate Pricing:

Item:	CHIX TNDRLN FRTR RTC 2-5 GFS
Distributor Part #:	185111
Portion Size:	1.00 OZ
Portions Per Case:	160.00
<hr/>	
Serving Size:	2.00 EACH
Price per Case:	<input type="text" value="27.24"/>
Servings Per Case:	<input type="text" value="160.00"/>
Price per Serving:	\$0.1703

**Export** – Creates a PDF with Product Information, Meal Components, Nutritional and Nutrition Facts

**Edit** – Click to make edits or add product information

## EDIT

### Item Edit

[Item Usage](#) [Child Nutrition Database](#) [Export](#) [Detail](#)

**Description:** CHIX BRST GRLLD CKD NAE 3Z 2-5 TYS

**My Description:** CHIX BRST GRLLD CKD NAE 3Z 2-5 TYS **Spanish Description:** CHIX BRST GRLLD CKD NAE 3Z 2-5 TYS

**Distributor Name:** Gordon Food Service **Distributor Part Number:** 152121

**Manufacturer Name:** TYSON FOODS **Manufacturer Part Number:** 10383500928

**Category:** POULTRY **SubCategory:** COOKED CHICKEN BREASTS

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

**HACCP Process:** N/A

**Description** - Comes from the manufacturer -this is what you will see while working in the program.

**My Description** - this is what will be seen on the published menu.

To change the description, click on Edit – if the box is white you can type in your own name

**Description:** CHIX BRST GRLLD CKD NAE 3Z 2-5 TYS

**My Description:** Grilled Chicken

### Preparation Instructions

**Serving Suggestions:**

**Preparation Instructions:**

Appliances vary, adjust accordingly. Convection Oven From frozen, place the breast filets on a lined (non-stick) sheet pan with a small amount of water. Completely cover with foil. Place in a pre-heated, 350°F convection oven for approximately 16-20 minutes.

**Precautions:**

Preparation Instructions come from the manufacturer.

### Meal Components (SLE)

<b>Meat:</b>	2.500	<b>Grain:</b>	0.000
<b>Fruit:</b>	0.000	<b>Red Vegetable:</b>	0.000
<b>Green Vegetable:</b>	0.000	<b>Legumes:</b>	0.000
<b>Starch:</b>	0.000	<b>Other Vegetable:</b>	0.000

If the product has a CN label, the Meal Components will be complete. Information can be added by clicking on the **Edit** button.

Nutrition

Calories:	<input type="text" value="190.00"/>	Protein (g):	<input type="text" value="15.00"/>
Fat (g):	<input type="text" value="9.00"/>	Saturated Fat (g):	<input type="text" value="1.50"/>
Trans Fat (g):	<input type="text" value="0.00"/>	Cholesterol (mg):	<input type="text" value="30.00"/>
Carbohydrates (g):	<input type="text" value="12.00"/>	Fiber (g):	<input type="text" value="1.00"/>
Sugar (g):	<input type="text" value="0.00"/>	Sodium (mg):	<input type="text" value="480.00"/>
Iron (mg):	<input type="text" value="0.00"/> <input type="button" value="Input %"/>	Calcium (mg):	<input type="text" value="0.00"/> <input type="button" value="Input %"/>
Potassium (mg):	<input type="text" value="0.00"/> <input type="button" value="Input %"/>	Vitamin A (IU):	<input type="text" value="0.00"/> <input type="button" value="Input %"/>
Vitamin C (mg):	<input type="text" value="0.00"/> <input type="button" value="Input %"/>	Vitamin D (IU):	<input type="text" value="0.00"/> <input type="button" value="Input %"/>
Ash:	<input type="text" value="0.00"/>		

Nutritional data comes from the manufacturer.

Since elementary students and high schools are served different portions, there will be items that you will need to adjust the **Serving Size** and **Servings per Purchase Unit**.

Edible Purchased:	<input type="text" value="AP"/>	Servings Per Purchase Unit:	<input type="text" value="128.00"/>
Serving Size:	<input type="text" value="3.00"/>	Serving Unit:	<input type="text" value="OZ"/>

**Nutrition Facts**

150 Servings per Case	
Serving size	3.00 each
Amount Per Serving	
<b>Calories</b>	<b>260.00</b>
% Daily Value*	
<b>Total Fat</b> 15.00g	<b>24%</b>
Saturated Fat 2.50g	<b>13%</b>
Trans Fat 0.00g	
<b>Cholesterol</b> 25.00mg	<b>9%</b>
<b>Sodium</b> 390.00mg	<b>17%</b>
<b>Total Carbohydrate</b> 16.00g	<b>6%</b>
Dietary Fiber 3.00g	<b>12%</b>
Total Sugars 1.00g	
<b>Protein</b> 15.00g	
Vitamin D 0.00IU	0%
Calcium 0.00mg	0%
Iron 0.00mg	0%
Potassium 0.00mg	0%

Product labels come from the manufacturer. If you make an adjustment to the serving size and purchase unit, you will also need to make that change on the label.

Ingredients that come in a variety pack like muffins will have a drop-down box in the Nutrition Selector. You can view nutritional info individually by the sum, the average or flavor.

Nutrition Selector:	AP Muffin Chocolate Chip 0.9z. Otis Spu	Nutrition Selector:	AVG	Nutrition Selector:	SUM
<b>Nutrition Facts</b>		<b>Nutrition Facts</b>		<b>Nutrition Facts</b>	
0 Servings per Case		162 Servings per Case		162 Servings per Case	
Serving size	4.00 EACH	Serving size	4.00 EACH	Serving size	4.00 EACH
<b>Amount Per Serving</b>		<b>Amount Per Serving</b>		<b>Amount Per Serving</b>	
Calories	380.00	Calories	380.00	Calories	1900.00

**Allergen Information:**

Contains: Soybeans

Edit
Import Allergen

Edit Allergen Information:

CHIX BRST GRLLD CKD NAE 3Z 2-5 TYS - # 152121

Add a new allergen:

Choose a Containment Code:

Choose a Description/ Allergen Code:

Add Allergen

List of allergens:

Containment Code	Description	Allergen Code	Remove
Contains	Soybeans	AY	✖

The Menu Planner displays the top 10 allergens. To include other allergens, click on **Edit**. Use the drop-down boxes to make selections, then click **Add Allergen** and **Save**.

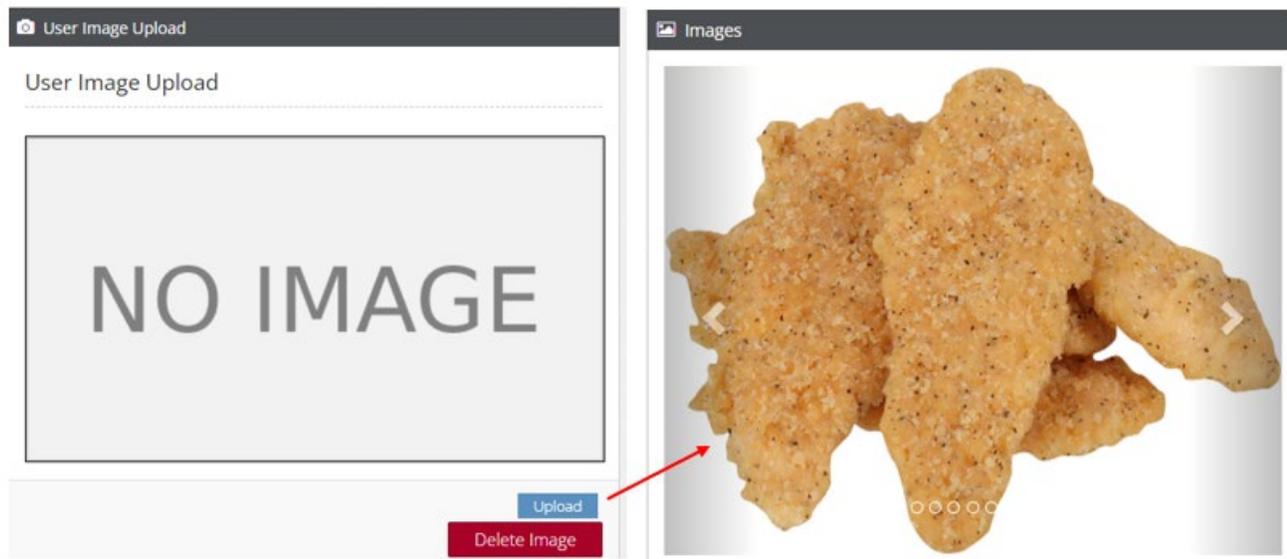
**Custom Conversions:**

From Unit	From Unit Amt	To Unit	To Unit Amt	Conv Factor
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>				

List of ingredients comes directly from the manufacturer.

**Ingredients:**

Chicken, water, whole wheat flour, textured soy protein concentrate, isolated soy protein, contains 2% or less of the following: brown sugar, canola oil, carrot powder, citric acid, dried garlic, dried onion, dried yeast, garlic powder, maltodextrin, natural flavor, onion powder, paprika extract (color), rosemary extract (to protect flavor), salt, spice, sugar, torula yeast, turmeric extract (color), vegetable stock (carrot, onion, celery), wheat gluten, yeast extract. Breeding set in vegetable oil. COMMON ALLERGENS PRESENT: WHEAT, SOY. Prior to consuming the product, individuals with severe food allergies should confirm the



Upload a saved jpeg image to your ingredient if you would like it to be seen on the published menu.

## INGREDIENTS OVERVIEW

**Good ingredient data will help to create a strong foundation moving forward. This step may seem tedious, but when done correctly it will make each step going forward easier and your published menus will look great!**

- Look at your menus before starting
- Find GFS item codes for all ingredients
- Find any simple ingredients that are going right on the menu like a bread stick or chicken nuggets. Change the My Description to reflect what you want to be seen on the published menu
- Verify all nutritional and meal component information
- Edit serving size if different from packaging (elementary vs high school)
- Edit allergen information if necessary
- Upload a photo for simple ingredients that will go on the menu (vs in a recipe)

**\*\*Once you make a change to an ingredient, you will not need to do it again.**

# rec·i·pe

A set of instruction for preparing a particular dish, including a list of the ingredients required

The Menu Planner program gives you three recipe options:

1. Create a new recipe
2. Copy a shared recipe
3. Import a recipe from the USDA or GFS,

Recipe Name	Recipe Description	School	Type of Meal	Serving Count	Date of Creation	Last Edit Date	Recipe ID	Detail
 Deluxe Hamburger	Hamburger Deluxe MTG	Test Elementary School	Lunch	100.00	06/26/2020	01/14/2021	R-25286	<a href="#">Detail</a>
Deluxe Hamburger	Hamburger Deluxe MTG	Test Middle School	Lunch	100.00	06/24/2020	09/23/2020	R-25161	<a href="#">Detail</a>
 1-Broccoli & Cheese	1- Broccoli & Cheese	Test High School 2	Lunch	164.00	08/16/2019	06/03/2021	R-18883	<a href="#">Detail</a>
 2 - Bosco Sticks	2 - Mozzarella Cheese Bosco Sticks	Test Middle School	Lunch	1.00	09/18/2018	09/18/2018	R-9774	<a href="#">Detail</a>
 Aggie's Walking Taco	Fritos Walking Taco	Test High School 2	Lunch	200.00	10/03/2017	07/12/2021	R-807	<a href="#">Detail</a>



**Tag Icon** - this is a recipe that has been previously used in a Menu Day.  
Tags can be sorted to display at the top of the list.

## My Recipe Table

### SEARCH

Search recipes by: Name, Description, School or Recipe ID

Recipes can also be found using the drop down boxes

- **My Recipes** – These are the recipes that have been created by your district
  - **Export** – Creates a book of all district recipes (available only at the My Recipe level)
- **Shared Recipes** – All recipes that have been shared by all Menu Planner users
- **Deactivated Recipes** – Allows you to see any recipes that have been deactivated

If you find a recipe that you are interested in, click on the blue **Detail** button to see the full recipe.

**Recipe Importer** – USDA and GFS’s Making the Grade Recipes (MTG)

**Create New Recipe** – Create a recipe from scratch, or add prep instructions to a single ingredient

Calculate My Price

Edit

Copy

Publish to Shared Recipes

Export PDF

Rounding

Back

**Calculate My Price**

Calculate the price per serving of your recipe

Item Description	Distributor Part Number	Price Per Case	Servings Per Case	Price Per UOM	Serving Size	Total Cost
BEEF PTY CKD W/SOY CN 90-2.5Z GCHC	100650	79.44	90.00	\$0.88	1.00 Each	\$0.88
BUN HAMB SLCD WHEAT WHL 4 10-12 GCHC	517810	30.60	120.00	\$0.26	1.00 Each	\$0.26
CHEESE AMER 160CT SLCD R/F R/SOD 6-5	189071	100.00	480.00	\$0.10	1.00 Slice	\$0.10
Total Cost for 1 Servings:					1 Serving	\$1.24
Cost Per Serving:					1.00 Serving	\$1.2418

**Edit**

Make any necessary revisions to a recipe (recipes with a Tag icon cannot be deleted)

**Publish to Shared Recipes**

Make a recipe public to be seen on the list of Shared Recipes

**Copy**

Make a duplicate of a recipe

**Export PDF**

Make a recipe public to be seen on the list of Shared Recipe:

User Image Upload:

Include

Don't Include

Item Level Instructions:

Include

Don't Include

Meal Components label (SLE):

Include

Don't Include

Nutrition Facts Label:

Include

Don't Include

Scale Number of Total Servings:

1.00

**Rounding**

Make a recipe public to be seen on the list of Shared Recipes

Select your Measurement Fraction preference: >

Direction to round:

Don't Round

Fraction to round to:

Don't Round

Cancel

Reset Preferences

Save Preferences

# 1. CREATING A NEW RECIPE

Let's create a new burger recipe. (the options we will be using have been underlined)

Recipe Planner

Meal Type:  Category:  Recipe HACCP Process:  Total Servings:  Serving Size:  Serving UOM:

Name:  Description:  Spanish Description:

School:

**Meal Type** – Choose breakfast or lunch

**Category** - Choose entrée, vegetable, fruit, grain, milk, condiments or other

**Recipe HACCP Process** – Choose No cook, Same day service, Complex food prep

**Total Servings** – How many students does this recipe make (not how many being served) 1

**Serving Size** – How much is a serving, for example 1, 6, ¼

**Serving UOM** – What is the unit of measure used, for example serving, cup, sandwich



**Name** – What will be seen on the public facing menu (Cheese Burger)

**Description** – What will be seen while working in the Menu Planner (Cheese Burger)

**School** - Recipes will be saved as at the district level, but you can assign a recipe to a building using the drop- down box

## Adding Ingredients

Item Search

Start adding the components to your recipe by typing in the search bar (item code, description, etc.)

The Search Filter lets you toggle between Items and Recipes.

When adding an ingredient new to your district - remember to check the ALL button

Search Filter

Search Items or Recipes?

Item  Recipe

Item Type

All  Purchased  My List

Item Categories

BEVERAGE  GROCERY  PRODUCE  OTHER

DAIRY  MEAT  SEAFOOD

FROZEN  POULTRY

Search Filter

Search Items or Recipes?

Meal Type

Lunch  Breakfast  All

Recipe Categories

Entree  Grain  Vegetable  Other  Fruit

For our recipe, we will be using the ingredients below

100650 – beef patty

517810 – whole wheat bun

189071 – American cheese slice

Dist Part #	Item	Measure	Portion	Unit Conversion	Prep Instructions	Delete
100650	BEEF PTY CKD W/SOY CN 90-2.5Z GCHC Do you want to enter the yield? <input type="radio"/> Yes <input checked="" type="radio"/> No	1.00 EACH	1 EACH		BAKE From thawed state: sleeve pack preparation, put a few small holes in top	Delete
517810	BUN HAMB SLCD WHEAT WHL 4 10-12 GCHC Do you want to enter the yield? <input type="radio"/> Yes <input checked="" type="radio"/> No	1.00 EACH	1 EACH			Delete
189071	CHEESE AMER 160CT SLCD R/F R/SOD 6-5 Do you want to enter the yield? <input type="radio"/> Yes <input checked="" type="radio"/> No	1.00 SLC	1 SLC			Delete

**Do you want to enter the Yield** – defaults to No

**Measure** – How much product is need for the amount of servings in the recipe

**Portion** – Recipe portion

**Unit Conversion** – Only populates when the desired amount does not have the same value unit as the ingredient portion unit

**Add Prep Instructions** – Add for the particular item, some items will populate with instructions

**Delete** – Removes the item from the recipe

---

**Prep Instructions** – Add recipe steps. Shared or Imported recipes may already have recipe preparation instructions added, these can be altered to meet your specs.

### Preparation Instructions

Directions:  
WASH HANDS  
1. Cook beef patty as directed on package  
2. Layer patty and cheese over bottom of bun. Top with remaining bun.  
3. Serve

### Nutrition Information

● Serving

Calories	Protein	Fat	Saturated Fat	Trans Fat	Cholesterol	Carbohydrates
345.00	21.50g	16.50g	6.25g	1.00g	42.50mg	28.00g
Fiber	Sugar	Sodium	Iron	Vitamin C	Vitamin A	Calcium
4.00g	5.00g	505.00mg	3.00mg	0.00mg	0.00IU	159.50mg

### Meal Component Section (SLE)

Meat	Grain	Fruit	Red Veg
2.000	2.000	0.00	0.00
Legumes	Starch	Other Veg	Green Veg
0.00	0.00	0.00	0.00

**Nutritional Information & Meal Components** - Verify that the calculations are correct

To save click on Create Recipe



### ADD AN IMAGE



### User Image Upload



Upload

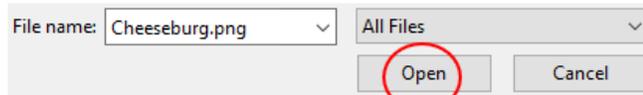
Delete Image

Bring some life to your menus by adding an image

Save image as a png in your files

Click Upload

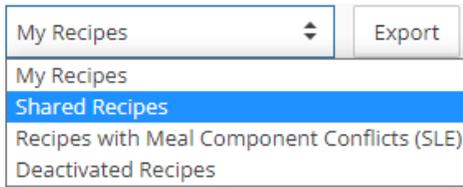
In your files, click on the image and Open



To remove an image click on Delete Image

## 2. SHARED RECIPES

Use the drop-down box to select **Shared Recipes**, then click on the **Detail** button of a recipe

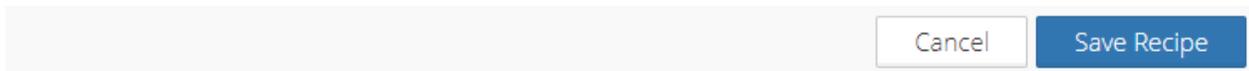


A screenshot of a web interface showing a dropdown menu. The menu is open, displaying four options: "My Recipes", "Shared Recipes" (highlighted in blue), "Recipes with Meal Component Conflicts (SLE)", and "Deactivated Recipes". To the right of the dropdown is an "Export" button.



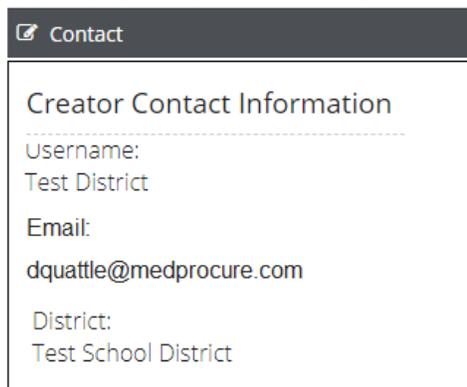
A screenshot of a web interface. At the top, a dark grey header contains a clipboard icon and the text "Shared Recipe Table". Below this, the page title "Shared Recipe Detail" is on the left. On the right, there is a row of buttons: "Calculate My Price", "Import to My Recipes" (circled in red), "Export PDF", "Rounding", and "Back". Below the buttons, the recipe title "Celery Sticks w/ Peanut Butter" is displayed, followed by "ID: R-1323". A light blue box contains the text "Description" and "Celery Sticks w/ Peanut Butter".

Review and make any necessary adjustments by clicking **Edit** – when finished click **Save Recipe** at the bottom of the page



A screenshot of the bottom of a web page. It shows two buttons: a white "Cancel" button and a blue "Save Recipe" button.

**NOTE** – should you have any questions regarding the recipe, the Menu Planner program gives you the ability to contact the recipe creator for more information (this information is not available on all shared recipes)

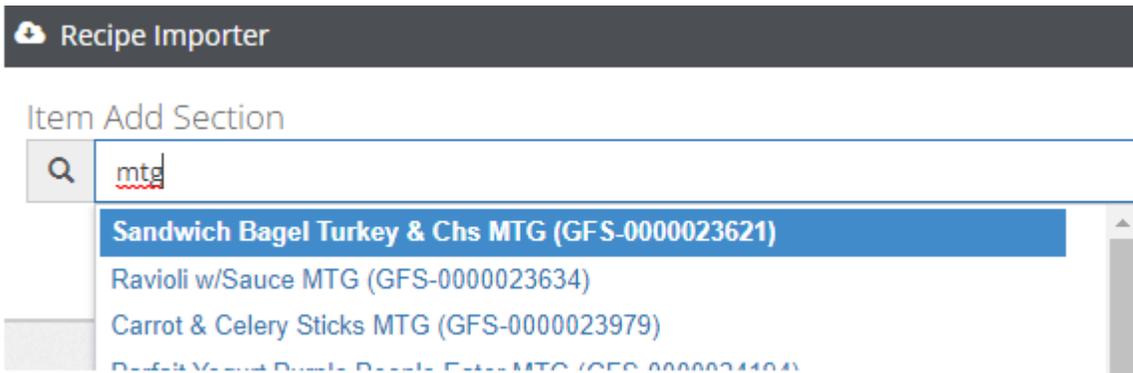


A screenshot of a web interface showing a "Contact" section. The section title is "Contact" with a clipboard icon. Below the title is a box containing "Creator Contact Information". The information includes: "Username: Test District", "Email: dquattle@medprocure.com", and "District: Test School District".

The recipe can now be seen under the My Recipe section

### 3. RECIPE IMPORTER

Click on Recipe Importer, in the search bar type in USDA or MTG, then choose a recipe



Look the recipe over, if interested in importing it into your recipes - click on **Next**

**Recipe Name:**

Sandwich Bagel Turkey & Chs MTG

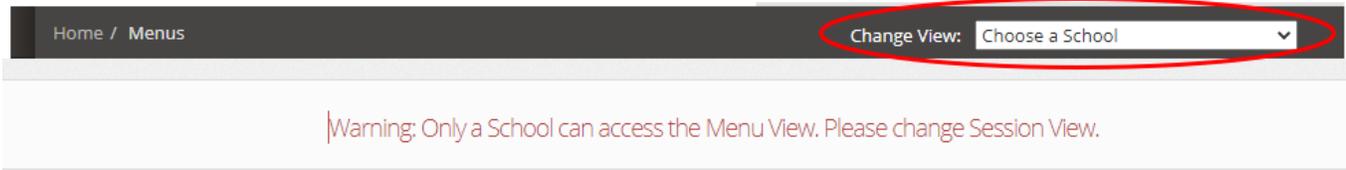
Ingredients	Measure	Dist Part #	Select ingredient
WGrain White Bagel GFS-230264	100 1 Each		<input type="text" value="230264"/>  
Cooked Pulled White Turkey GFS-211729	12 Pound 8 Ounce		<input type="text" value="230264 BAGEL WHT WGRAIN 2Z 12-6CT LENDERS"/>  
Sliced Cheese .5oz GFS-271411	100 1 Slice		<input type="text" value="Search Ingredients Here.."/>  
Cleaned Leaf Lettuce GFS-702595	100 1 Leaf, outter		<input type="text" value="Search Ingredients Here.."/>  
Random Sized Fresh Tomatoes GFS-508616	200 1 Slc, Thin/Sml		<input type="text" value="Search Ingredients Here.."/>  

On the left side are the suggested items, you will need to add your ingredients on the right using items codes or a description. Use the red X to remove any unwanted items.

Click Next, follow Creating a New Recipe steps (#1)

# men·u

The food available or to be served at a meal



You will need to be in a school/building at this point. Use the drop-down box at the top of the page to make a choice.

**My Menu Table**

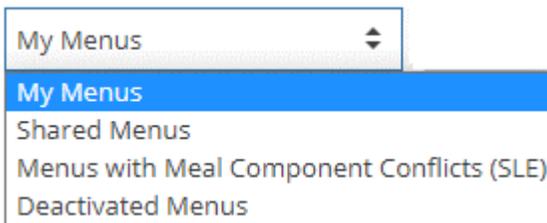
Search:  My Menus

Description	Event Color	Creation Date	Last Edit	Is Copy	Detail
Everyday Menu	<span style="background-color: yellow; width: 20px; height: 10px;"></span>	2021-07-12 11:35:50	2021-07-12 11:37:47	0	<a href="#">Detail</a>
Fajita Day	<span style="background-color: red; width: 20px; height: 10px;"></span>	2018-08-02 13:34:55	2018-10-04 14:39:30	1	<a href="#">Detail</a>

 **Tag Icon** - this is a menu that has been used on a published calendar

Search:  Menus can be searched by Menu Description, Event Color, Creation Date, Last Edit Date, Is Copy or by Tags

Use the drop-down box to see Menu list options



**My Menus** – These are the menus that have been created at this selected school’s level

**Shared Menu** – Menu shared by other Menu Planner users

**Deactivated Menu** – Menus that have been deactivated from your school view

If you see a menu you would like to use, click on the **Detail** button

### Archive Menus

Click to see menus that have been previously archived from view.

31636	HPS Monday Menu	<input type="checkbox"/>
31638	HPS Tuesday Menu	<input type="checkbox"/>
31669	HPS Wednesday Menu	<input type="checkbox"/>

To permanently remove a menu - check the Deactive box to the right of the menu, then click the blue Deactivate Selected button.

31636	HPS Monday Menu	<input checked="" type="checkbox"/>	Cancel	Deactivate Selected
-------	-----------------	-------------------------------------	--------	---------------------

### Edit Stations

- Create Stations to be used later. Type the name of your station in the box, then click Add. There is no limit on the number of stations you can create.

Add Station:

Usage	Station	Delete
	pizza station	<input checked="" type="checkbox"/>

To delete a station, click the red X

To save, click on Submit at the bottom of the page.

Cancel	Submit
--------	--------

### Creat New Menu

- Click to start building a new menu

## IMPORT A SHARED MENU

### Shared Menu Table

Anyone can opt to make their menus available to all HPS Menu Planner users by sharing them. If you want to learn more about the menu click on the **Detail** button. To bring the menu into your districts list of menus click on the **Import** button

Calculate Nutrition	Calculate My Cost	Nutrition Analysis Export	Import	Back
---------------------	-------------------	---------------------------	--------	------

### Daily Menu Header

Menu Name

Menu Color

Average Recipe Serving Count

Estimated Required Serving Count

Change the Menu Name and Menu Color, then click Submit to save

Back	Submit
------	--------

## CREATE A NEW MENU

Before you start building your menus, we suggest previewing your current menu to determine any items that are served on a daily basis such as your milk, breakfast items, juice ...

Use these items to create the **EVERYDAY MENU**. This is a base menu that can be copied and added to.

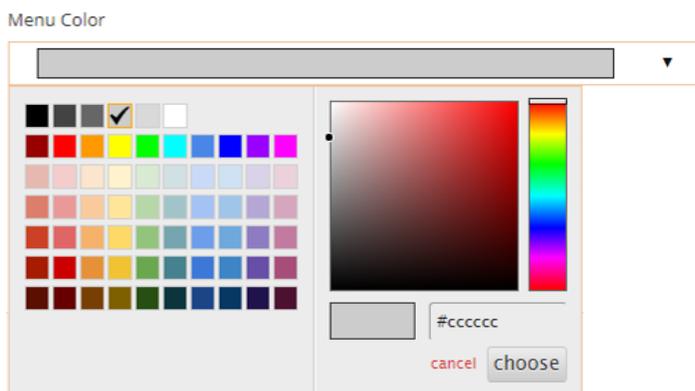
Click **Create New Menu**

**Daily Menu Header**

Menu Name	<input type="text"/>	Menu Color	<input type="text" value="cccccc"/>
Creation Date	<input type="text" value="2021-08-06 15:47:30"/>	Last Edit	<input type="text" value="2021-08-09 14:31:12"/>
Breakfast Serving Count	<input type="text" value="0"/>	Lunch Serving Count	<input type="text" value="0"/>

**Menu Name** – Type in the name of your menu

**Menu Color** – Assign a color to your menus by clicking on the drop-down box, click on a color and then click on Submit. (optional)



**Creation Date** – The date the menu was created, this is done automatically by the program

**Last Edit** – The date of the last edit to the menu, this is done automatically by the program

**Breakfast and Lunch Serving Count** – How many students do you plan to serve (optional)

## Daily Menu Detail

Search Items or Recipes?

Item

Item Type

- All  
 Purchased  
 My List

Item Categories

- BEVERAGE  GROCERY  PRODUCE  OTHER  
 DAIRY  MEAT  SEAFOOD  
 FROZEN  POULTRY

Item Search

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	Grain	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action
Entree												
Vegetable												
Fruit												
Grain												
Condiments or Other												

Search Items or Recipes?

Item  Recipe

### Search Items or Recipes – Toggle between Items and Recipes when searching

**Item Search** – Enter Items/Recipes to be added to the menu, drag and drop to the correct menu area

MENU TABS:

**Breakfast and Lunch** - tabs are the same, these is no limit on the number of entrees that can be added, Vegetable and Fruits will be included in both the Meal Lunch Components and Nutritional data

**Fruit/Veg Bar** – These are items that are offered vs. served; data will only show up on nutritional information

Breakfast | Lunch | **Fruit/Veg Bar** | Milk

Recipe/Item Name	Serving	Serving Size	Servings Planned	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action
------------------	---------	--------------	------------------	-------	--------	----------	---------	--------	----------	--------

**Milk** – Both Breakfast and Lunch serving will go onto this tab

Breakfast | Lunch | Fruit/Veg Bar | **Milk**

Milk Name	Milk Type	Serving	Serving Size	Servings Planned Breakfast	Servings Planned Lunch	Action
-----------	-----------	---------	--------------	----------------------------	------------------------	--------

Click on **Submit**, at the bottom of the page, to save your menu

**EVERYDAY MENU** Example:

Starting with the Breakfast tab

Breakfast | Lunch | Fruit/Veg Bar | Milk

Type into the Item Search bar either an item code or description

Q 270401  
 270401 CEREAL COCOA PUFFS WGRAIN R/S 96CT  
 Description Serving Serving Size

Click on the item you want, drag and drop into the appropriate meal component

Breakfast | Lunch | Fruit/Veg Bar | Milk

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain
<b>Entree</b>					
<input checked="" type="checkbox"/> CEREAL COCOA PUFFS WGRAIN R/S 96CT	1.00	Each (Default)	0		
<b>Vegetable</b>					
<b>Fruit</b>					

When finished adding the everyday breakfast items, move on to the other tabs. Keep in mind that the Fruit/Veg Bar is seen as offered vs. served.

Breakfast | **Lunch** | Fruit/Veg Bar | Milk

Recipe/Item Name	Serving	Serving Size	Servings Planned	Meat/Alt	Grain
<b>Entree</b>					
<input checked="" type="checkbox"/> 16 Sliced WG Cheese Pizza	1.00	Slice (Default)	0	2.00	2.00
<b>Vegetable</b>					
<b>Fruit</b>					
Fresh Apple Slices, 2.0 oz bag	1.00	0 (Default)	0	0.00	0.00
<b>Grain</b>					
<b>Condiments or Other</b>					

Breakfast | Lunch | Fruit/Veg Bar | **Milk**

Milk Name	Milk Type	Serving
1 % Strawberry Milk	Skim Unflavored (FF)	1.00
1% Chocolate Milk	Skim Unflavored (FF)	8.00

Click **Submit** to save your menu

## BUILDING A MENU DAY Example:

If you have created an Everyday Menu, find it with your saved menus in the Menu tab – Menu Table. Click on the **Detail** button to bring up the menu of your choosing

My Menu Table

Search:  My Menus ▼ Archive Menus Edit Stations Create New Menu

Description	Event Color	Creation Date	Last Edit	Is Copy	Detail
Everyday Menu	<span style="background-color: yellow; color: black;"> </span>	2021-08-09 10:51:45	2021-08-09 10:51:45	0	<a href="#">Detail</a>

Menu Name

Menu Color

▼

You now have a COPY of the base Everyday menu previously created. Change the name of this menu to reflect the new menu you are making (Week 1 Monday or Burger Day). The Menu Color can also be updated using the drop down box.

As items are added, enter the estimated amount of servings into the **Servings Planned** box, this tells the program the nutritional ratio on items/recipes compared to the total servings. If left blank, the program will assume every entrée is served equally.

Breakfast **Lunch** Fruit/Veg Bar Milk

Recipe/Item Name	Serving	Serving Size	Servings Planned	Grain	Whole Grain	Dessert Grain	Fruit	Fruit Juice	Veg Juice	Action
<b>Entree</b>										
<input checked="" type="checkbox"/> HPS Hamburger	1.000	Serving (Default) ▼	60	2.000	0.00	0.000				<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> CHIX TNDRLN HMSTYL BRD 2-5 TYSON (611430)	2.000	Each (Default) ▼	50	<div style="border: 1px solid red; padding: 5px;"> <p>The Menu Planner program will auto fill in the Grain information, the USDA wants to know the source of the grain - <b>Whole</b> or <b>Dessert</b>. You will need to fill in these boxes. Note: the program calculates the Meal Component data with info in the Grain box only.</p> </div>						
<input checked="" type="checkbox"/> 16 Sliced WG Cheese Pizza (232441)	1.000	Slice (Default) ▼	40							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Vegetable</b>										
McCAIN® HARVEST SPLENDOR®, SWEET POTATO BITES (191962)	3.650	Ounce (Default) ▼	110							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
6/10 Green Beans (120869)	1.000	0 (Default) ▼	40							<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Fruit</b>										
Fresh Apple Slices, 2.0 oz bag (121095)	1.000	0 (Default) ▼	120	0.000	0.000	0.000	0.000	0.000	0.000	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
100% JUICE FRUIT PUNCH	1.00	HALF-PINT (Default) ▼	0	0.00	0.00	0.00	0.50	5	0.00	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Grain</b>										
<b>Condiments or Other</b>										
KETCHUP PKT 500-9GM HEINZ (109950)	1.000	Each (Default) ▼	80	0.000	0.000	0.000	0.000	0.000	0.000	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The Menu Planner program will auto fill in the Fruit and/or Vegetable information - the USDA wants to know when the source is different from the whole fruit or vegetable. You will need to fill in these boxes. Note: the program factors the Meal Component calculations based on what is in the Fruit or Veg column only.

If the Action box is checked, the item will be visible on the menu. To delete an item click on the X

Breakfast Lunch **Fruit/Veg Bar** Milk

Recipe/Item Name	Serving	Serving Size	Servings Planned	Fruit	RedVeg	GreenVeg	Legumes	Starch	OtherVeg	Action



# Menu Cycle

a series of menus that repeats or is repeated

Description	Weeks	Event Color	Last Edit	Detail
Spring Cycle	2		2020-07-29 09:33:22	<a href="#">Detail</a>
 6 week cycle	6		2020-08-03 14:36:48	<a href="#">Detail</a>



Tag Icon - this is cycle that has been used on a published calendar.

Menus Cycles can be searched by Description

All Cycles

All Cycles

Deactivated Cycles

The drop down box defaults to **All Cycles** - these are all of your current cycles. **Deactivated Cycles** will show all cycles you chose to deactivate.

**Add New** – Create a new cycle

**Detail** – View information about the cycle including Week Detail and Weekly Requirements

Once clicking you will have the options to do any of the following.

- [Copy To Schools](#)
- [This cycle in production](#)
- [Export PDF](#)
- [Edit](#)
- [Back](#)

## CREATE A NEW CYCLE

Click on **Add New**

☰ Cycle Header Edit

---

**Cycle Name:**

**Number of Weeks:**

**Date Created:**

**Cycle Color:**

**Days Per Week:**

**Last Edit:**

**Cycle Name** – name your cycle

**Number of Weeks** – how many weeks will your cycle be

**Cycle Color** – choose a color (optional)

Daily Menu

HPS Tuesday Menu

HPS Wednesday Menu

HPS Thursday Menu

HPS Friday Menu

HPS Monday Menu

everday menu

☰ Cycle Week Edit

Week #	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	HPS Monday Menu				

Drag and drop Daily Menus onto the Cycle Week days. The Weekly Requirements will fill in as the menu days are added.

☰ Weekly Requirements

Week 1

Breakfast
Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	Weekly Requirement (cups)	Weekly Requirement Check
<b>Minimum Fruit (cups)</b>	2.000	0	0	0	0	2	2.500	No
<b>Minimum Total Vegetables</b>	6.930	0	0	0	0	6.93	3.750	Yes

## EXISTING CYCLES

Click on the **Detail** button of the cycle you want to work with

Description	Weeks	Event Color	Last Edit	Detail
week 1	1		2020-07-29 09:33:22	<a href="#">Detail</a>
 6 week cycle	6		2020-08-03 14:36:48	<a href="#">Detail</a>

☰ Cycle Header Detail

[Copy To](#) [This cycle in production](#) [Export PDF](#) [Edit](#) [Back](#)

---

**Cycle Name:**  **Number of Weeks:**  **Date Created:**

**Event Color:**  **Days Per Week:**  **Last Edit:**

**Copy To** - Copy the cycle to another building(s) by checking the box(es) and clicking **Submit**

Select schools to copy cycle to

- Test Elementary School
- HPS Elementary School - test
- HPS Menu Planner School

[Submit](#)

**This cycle in production** - Allows you to generate a production record of a specific week(s) on the calendar that the cycle was used

☰ Cycle Week Detail

Production cycle start date

---

Dec 30, 2019 - Jan 6, 2020

Jan 6, 2020 - Jan 13, 2020

Jan 13, 2020 - Jan 20, 2020

Jan 20, 2020 - Jan 27, 2020

Jan 27, 2020 - Feb 3, 2020

[Back](#) [Generate Report](#)

**Export PDF** - Creates a printable PDF

**Edit** - Make changes to your cycle name, color, menus or deactivate the cycle

# Menu Schedule

a printable calendar with all daily menus

November 2021							Continue to templates
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	Monday Week 1 235555 - 0	Tuesday Week 1	Wednesday Week 1 235557 - 0	Thursday Week 1 235558 - 0	Friday Week 1 235559 - 0	6	
7	Monday Week 1 235555 - 0	Tuesday Week 1 235556 - 0	Wednesday Week 1 235557 - 0	Thursday Week 1 235558 - 0	Friday Week 1 235559 - 0	13	
14	Presidents' Day 295583 - 0	15	16	17	18	19	
20							

## ADD MENU DAYS

Fill the monthly calendar by dragging and dropping individual Daily Menus or Menu Cycles.

The screenshot shows three panels: 'Daily Menus' containing various weekly menu items, 'Menu Cycle' containing a '1 Week Cycle' item, and 'Menu Holiday' containing a 'Holiday' icon. A red arrow points from the 'Holiday' icon to a 'Holiday Creation' dialog box. The dialog box has a dropdown menu for 'Select A Holiday:' with 'Christmas', 'Thanksgiving', and 'New Year's Day' listed below it. 'Cancel' and 'Submit' buttons are at the bottom right.

The program allows you to overlay a **Holiday Icon** onto any day to indicate a non-Lunch Day, this makes the calculations to the Production Record and the 6 Cent form and makes the parents and students aware that there is no lunch that day. You can choose from the pre-populated holidays or create your own title. This does not delete that day's menu from the Menu Cycles (it is only hidden from view). This same over-ride process can also be done with any individual Daily Men

## REMOVE A MENU DAY

If you need to delete a menu from the calendar, click on the **Trash Can** icon.



The program will prompt one of the messages below, click **Submit** to delete.

### Delete Menu



Are you sure you want to Delete the Daily record on [2021-11-02].

or

Are you sure you want to Delete the Cycle from [2021-11-16] to [2021-11-19].

Cancel

Submit

## REPEAT A CYCLE



The Menu Planner program allows a cycle to repeat itself as needed. As an example, if you put a one-week cycle on the first week of a calendar and opt to have it repeat 3 times, the month would be filled out.

### Repeat Cycle



Repeat Count

3

1

2

3

4

5

# TEMPLATES

This is where you start to personalize and publish your menus.

< > [Continue to templates](#) Click on Continue to templates in the upper right corner

Menu Schedule Publish - October 2021 i

[Publish](#) [Preview](#) [Template Builder](#) [Station Template Builder](#) [Back](#)

## Template Select

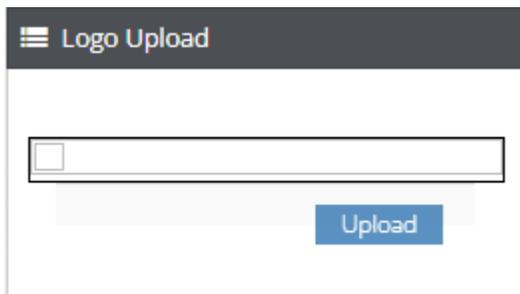


The Menu Planner offers 10 different templates to choose from. All have a "hot spot" area to type in any pertinent information. Most have a spot designated for your school logo.

→ The last one was designed specifically for stations.

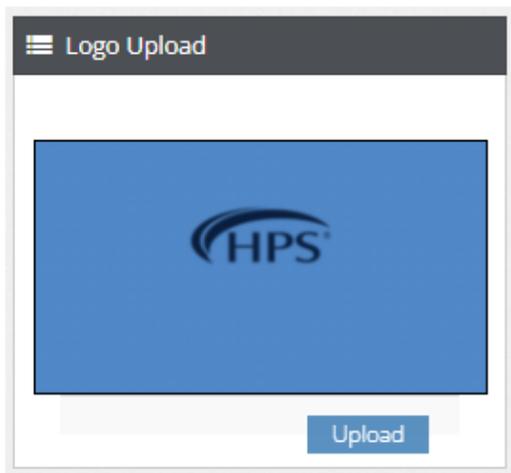
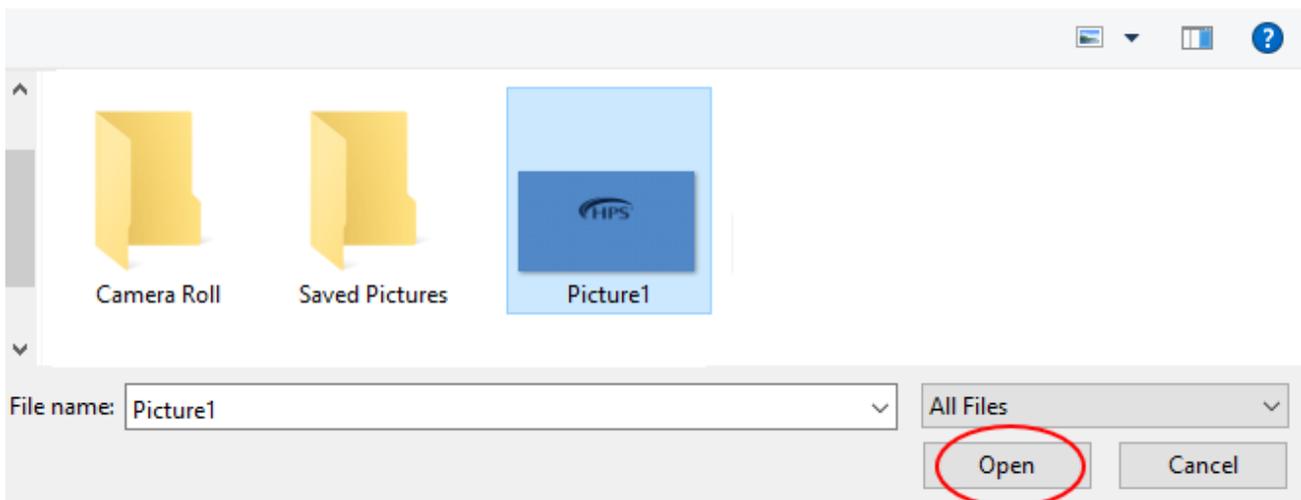
## ADD A LOGO

If you would like to incorporate your school logo onto your menu - save a copy of the logo image as a jpeg in your files.



Click Upload

Find the file with your image and then click the Open button



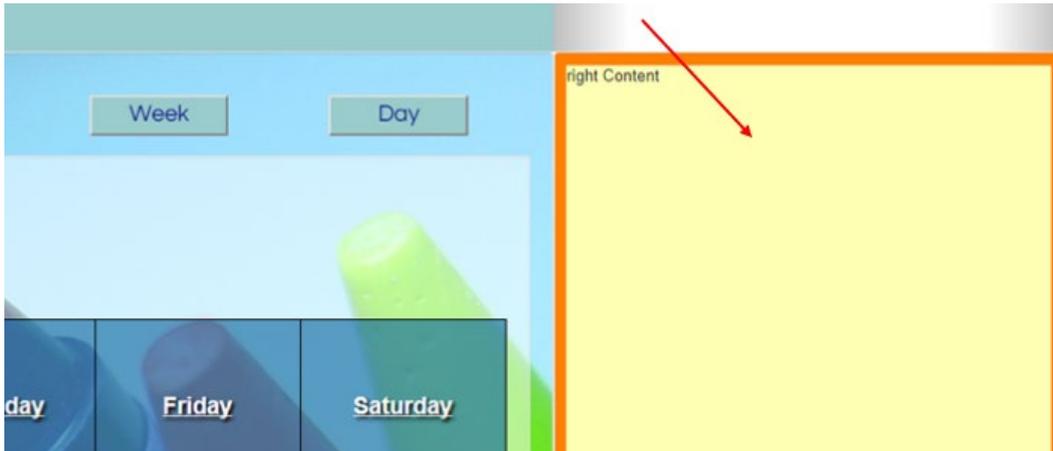
Your logo will be visible in the Logo Upload box

\*The logo is not visible on the calendar until clicking the Preview or Publish buttons.

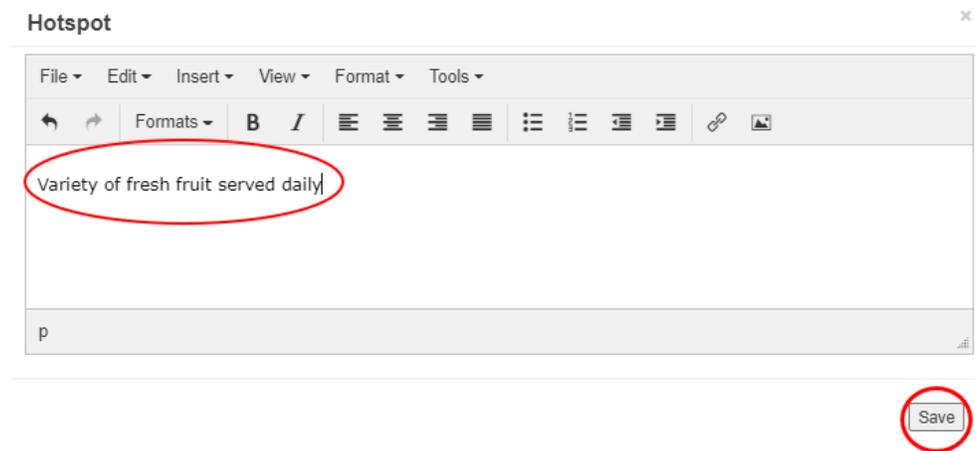
## HOT SPOT

This is a blank space to add any information that you did not want noted on a daily basis. For example, types of milk served. You could also use this space to inform students and parents of upcoming event like Special Tray Day or meal prices.

To add information just click any where inside the Hot Spot.



Type in your message and click SAVE when done



Your message will not be seen until the menu has been previewed or published.

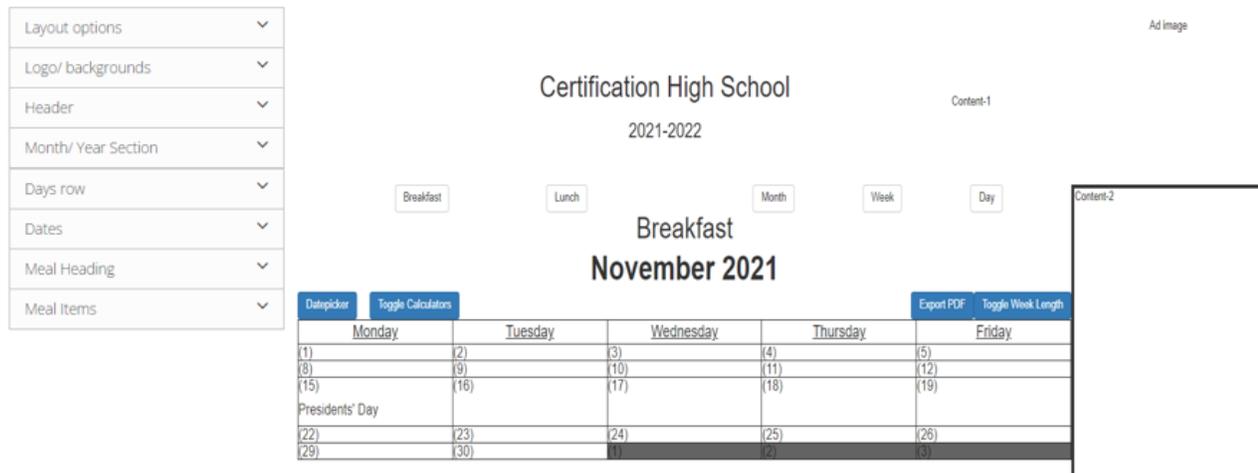
Not all templates offer a Hot Spot.

## TEMPLATE BUILDER

This feature lets you customize your template layouts.



### Template Builder



Layout options  
Logo/ backgrounds  
Header  
Month/ Year Section  
Days row  
Dates  
Meal Heading  
Meal Items

Ad Image

Certification High School  
2021-2022

Content-1

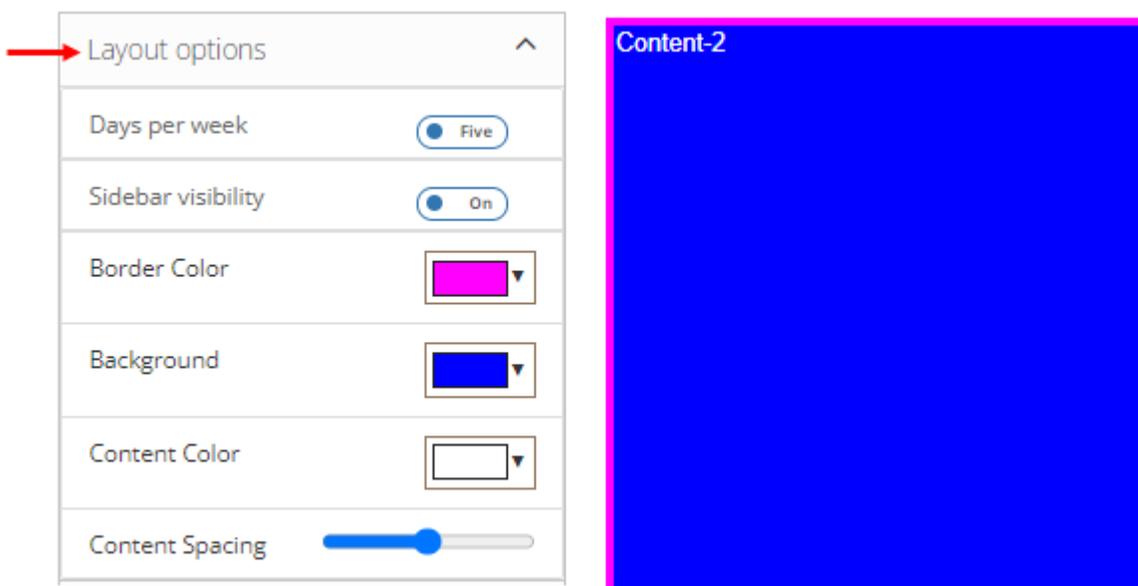
Breakfast Lunch Month Week Day

Breakfast  
November 2021

Datepicker	Toggle Calculators	Monday	Tuesday	Wednesday	Thursday	Friday	Export PDF	Toggle Week Length
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
(8)	(9)	(10)	(11)	(12)	(13)	(14)		
(15)	(16)	(17)	(18)	(19)	(20)	(21)		
Presidents' Day								
(22)	(23)	(24)	(25)	(26)	(27)	(28)		
(29)	(30)	(31)	(1)	(2)	(3)	(4)		

Content-2

On the left-hand side of the screen you will see the different customization options. Each one has a drop-down box with selections to choose from. You can customize as few or many options as desired.



Layout options

Days per week: Five

Sidebar visibility: On

Border Color: [Color Picker]

Background: [Color Picker]

Content Color: [Color Picker]

Content Spacing: [Slider]

Content-2

Logo/ backgrounds

Calendar Background Color

Calendar Background Image

Delete Browse Upload

Logo Image

Delete Browse Upload

Monday	Tuesday	Wed
(1)	(2)	(3)
(8)	(9)	(10)
(15)	(16)	(17)
Presidents' Day		
(22)	(23)	(24)
(29)	(30)	(1)

Select background calendar color

Upload background calendar image from your files

Upload your school logo from your files

Header

Background Color

Logo Size

School Font Color

School Name Size

School Font Family ▼

Content Color

Content Spacing

Content Font Family ▼



Adjust the size of the logo

Use the drop down boxes to choose different font styles



Month/ Year Section

Background Color

Meal Color

Meal Font Size

Meal Font Family Geo ▼

Month/year Color

Month/year Size

Month/year Font Graduate ▼



Options for the BREAKFAST or LUNCH headings.

Days row

Background Color

Text Color

Font Size

Font Family: Julius Sans One

Spacing

MONDAY	TUESDAY	WEDNESDAY
(1)	(2)	(3)
(8)	(9)	(10)
(15)	(16)	(17)
Presidents' Day		
(22)	(23)	(24)
(29)	(30)	(1)

This relates to the the days of the week that cross the top of the menu. Select your choice of font text, color and spacing

Dates

Background Color

Font Color

Font Size

Spacing

Font Family: Cormorant SC

Monday	Tuesday	Wednesday
(1)	(2)	(3)
(8)	(9)	(10)
(15)	(16)	(17)
Presidents' Day		
(22)	(23)	(24)

Meal Heading

Background Color

Font Color

Font Size

Spacing

Font Family: Share Tech

(1)	(2)	(3)
<b>Entrees</b>	<b>Entrees</b>	<b>Entrees</b>
96-2.6Z PIZZA BKFST SAUS BGL 78700	Yogurt Cereal	PIZZA BKFST SAUS&GRVY WGRAIN 128-3Z
<b>Milk</b>	DOUGH BISCUIT WGRAIN 216-2.1Z RICH	PIZZA WGRAIN BKFST TKY SAL 128-3.31Z
.5 pint 1% chocolate milk	BEEF STK CNTRY FRD 104-2.4Z ADV	<b>Sides</b>
	<b>Sides</b>	CRACKER GRHM ORIG WGRAIN 150-3CT KEEB

Meal Items

Background Color

Font Color

Font Size

Font Family: Aubrey

Spacing

Monday	Tuesday	Wednesday
(1)	(2)	(3)
<b>Entrees</b>	<b>Entrees</b>	<b>Entrees</b>
96-2.6Z PIZZA BKFST SAUS BGL 78700	Yogurt Cereal	PIZZA BKFST SAUS&GRVY WGRAIN 128-3Z
<b>Milk</b>	DOUGH BISCUIT WGRAIN 216-2.1Z RICH	PIZZA WGRAIN BKFST TKY SAUS 128-3.31Z
.5 pint 1% chocolate milk	BEEF STK CNTRY FRD 104-2.4Z ADV	<b>Sides</b>
	<b>Sides</b>	CRACKER GRHM ORIG WGRAIN 150-3CT KEEB

Meal Items are the words within the menu square.



**Save Layout** – click to save your customized layout

**Load Layout** – click to upload a saved version of your layout

Existing saved templates: ✕

School Name	Month	Year	Select
-------------	-------	------	--------

**Load Content** - click to bring up and use a previously saved layout

Existing saved content: ✕

School Name	Month	Year	Select
-------------	-------	------	--------

**Back** – returns you to the original Menu Schedule templates page

## STATION TEMPLATE BUILDER



This uses the same selections at the traditional menu template, but the look is different.

Template Builder

Publish
Export PDF
Save Settings
Load Settings

- Logo/ backgrounds ▾
- Header ▾
- Month/ Year Section ▾
- Days row ▾
- Dates ▾
- Meal Heading ▾
- Meal Items ▾

### Stations Menu

Export PDF
Filter Allergen

Test High School 2

2021-2022 Ad Image

Datepicker

(25)	<b>ORANGES MAND IN JCE 6-10 GCHC</b> <small>ORANGES MAND IN JCE 6-10 GCHC</small>	Pears Prairie Farms 1% Low Fat Chocolate Milk (NPUSG) PUDDING CUP VAN 48-3.75Z KOZY SHACK DRESSING RNCH LT 4-1GAL GCHC	
Tuesday (26)	<b>Mini French Toast - Eggo</b> Red Grapes ORANGES MAND IN JCE 6-10 GCHC SYRUP PANCK CUP 200-1.5Z GCHC	<b>Sandwich Turkey Burger MTG</b> <b>Hamburger Deluxe MTG</b> Cauliflower Parslied MTG BEAN BAKED 2-5 GCHC APPLESAUCE IN JCE NSA 6-10 GCHC ICE CRM CUP CHOC LT 48-4FLZ CNTRYFR	
Wednesday (27)		<b>Sandwich Turkey Burger MTG</b> Salad Mixed Green MTG Apples, Gala	<b>Hamburger Deluxe MTG</b> Salad Mixed Green MTG Apples, Gala
Thursday (28)	<b>CEREAL CINN TOAST R/S BWL 96CT GENM</b> <b>YOGURT RASPB RNBW L/F 48-4Z TRIX</b> Pears	<b>Cheesy Bean Twister Sandwich</b> Salad Mixed Green MTG GRAPE RED SDLSS 5 MRKN YOGURT STRAWB BAN BASH L/F 48-4Z TRIX DRESSING RNCH LT 4-1GAL GCHC	

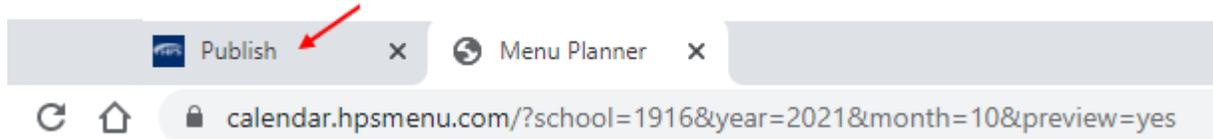
Once selections are made – click SAVE. The template can also be loaded onto another menu.

## PUBLISHING YOUR MENU

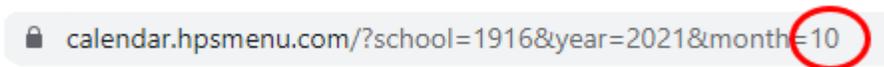


**Preview** – click to see how the finished menu will appear to parents/students. The menu program will create a new URL – you will need switch back to the Publish tab.

Click this tab to return to the Menu Planner



**Publish** – when you are finished building your menu click here to make it public. Forward the URL to your IT department to put on your school’s website. The last two digits of the URL correspond to the menu’s month.



# Production Record

Production Records

	Mon	Tue	Wed	Thu	Fri
31	1 BREAKFAST LUNCH	2 BREAKFAST LUNCH	3 BREAKFAST LUNCH	4 BREAKFAST LUNCH	5 BREAKFAST LUNCH
7	8 BREAKFAST LUNCH	9 BREAKFAST LUNCH	10 BREAKFAST LUNCH	11 BREAKFAST LUNCH	12 BREAKFAST LUNCH
14	15 BREAKFAST LUNCH	16 BREAKFAST LUNCH	17 BREAKFAST LUNCH	18 BREAKFAST LUNCH	19 BREAKFAST LUNCH
21	22 BREAKFAST LUNCH	23 BREAKFAST LUNCH	24 BREAKFAST LUNCH	25 BREAKFAST LUNCH	26 BREAKFAST LUNCH

The calendar is a snapshot of the entire month, squares change colors as they are updated.

Orange/Brown = not opened      Blue = opened and saved      Green = completed and signed

A blank day = a 'Holiday'

Click on a day to get started

Production Record Header - KATHY'S TEST SCHOOL

**School Name:**

**Meal Type:**  Lunch  Breakfast

**Grade Group:**  Elementary School  K-8  K-12  Middle School  High School  Pre-School 1-2  Pre-School 3-5

**Student Meals:**

**Production Date:**

**Offer vs. Serve:**  Offer  Serve

**Adult Meals:**

Recipe/GFS Item #	Menu Item, Recipe, or Product Name				Weight of Svg	Serving Size	M/MA	Grain	Fruit/Juice		
Dark Green	Red/Orange	Legumes	Starch	Other Veg	# of Student Servings Planned	# of Other Servings Planned	# of Servings Prepared	# of Servings Served	Students Served	A la Carte Served	Adults Served
Servings Leftover	Servings Wasted	Prep Time	Prep Temp	Serving Temp	Final Temp	HACCP Process	Amount of Product Used		Delete		

Menu Planner gives the user the option to display all or only certain fields. Use the Hide Columns list to hide any unwanted headers from view.

**Hide Columns:**

- Recipe/ GFS item #
- Product Name
- Weight of Svg
- Serving Size
- M/MA
- Grain
- Fruit/Juice
- Dark Green
- Red/Orange
- Legumes
- Starch
- Other Veg
- # of Student Servings Planned
- # of Other Servings Planned
- # of Servings Prepared
- # of Servings Served
- Students Served
- A la Carte Served
- Adults Served
- Servings Leftover
- Servings Wasted
- Preparation Time
- Preparation Temperature
- Serving Temperature
- Final Temperature
- HACCP Process
- Amount of product used

Add Items, leftovers or substitutions to your production record by clicking the Add Item box.



Fill in the components then drag and drop to the applicable menu category.

N/A	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>									
-----	----------------------	--------------------------------	--------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------

**Export**



The Production Record can be Exported in multiple formats to fit your individual or State need.



**Save** – click to save any unfinished work, calendar square will change to blue

**Complete** – click when everything has been completed, and sign digitally, calendar square will change to green

Signature form

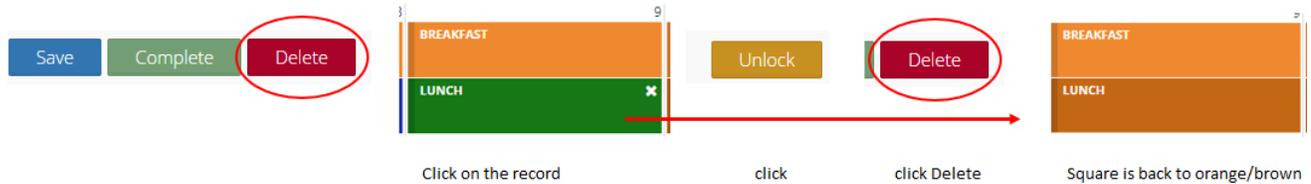
---

I acknowledge the information is true and accurate to the best of my knowledge:

Type full name to sign

---

**Delete** –to make a change to any completed record, click Delete then choose on the record you would like to update. Deleting will not remove all information, it only reverts back to the original



## Items to Order

Home / Items to Order

---

Date Picker

Select date range to pull items:

---

**Past production or future usage:**  Past production records  Forecast future usage

**Start Date:**

# re·ports

accounts given of a particular matter, in the form of a document



## PRODUCTION RECORD REPORTS – found on the HOME page

These reports give you the ability to look at your calendars in different ways to see what you served and the recipe for each menu and also to see your serving cost.

### **Week’s Production** – Export a specific weeks Production Records

Production Week Export ×

---

**Start Date:**   **End Date:**  

Lunch or Breakfast



---

**Recipe Cook Book** – Export recipes by a date range or select all recipes. To be more printer friendly, you have the option to Include or Don’t Include data.

Cookbook Export ×

---

**User Image Upload:**   **Item Level Instructions:**

**Meal Components label (SLE):**   **Nutrition Facts Label:**

**Language:**

**Select recipes:**  Date Range  All Recipes

**Start Date:**  

**End Date:**  

**Number of servings will be the default for each recipe.**

---

**6 Cent Worksheet Export** – This is the same 6 cent report from the USDA. The Simplified Nutrient Assessment is the last step on the instruction sheet, this does need to be filled out manually by the user

6 Cent Worksheet Export x

---

**School Year**

2020-2021 [2020-06-30 - 2021-06-29] ⌵

**Select Week:**

Get week 📅

**Lunch or Breakfast**

Lunch ⌵

**Actuals or Estimates**

Actuals from production ⌵

---

Cancel
Submit

**Entrée Only Report** – Select entrees only from Menu Schedule for a school.

## TEST SCHOOL

**All Entrees from Mon, Nov 08 2021 - Fri, Nov 19 2021**

#	Description	Date
1	Single patty burger w/ cheese on wg bun	11-08-2021
2	96-2.6Z PIZZA BKFST SAUS BGL 78700	11-08-2021
3	SLOPPY JOE CKD RTU 4-5 GCHC	11-08-2021
4	Variety	11-09-2021
5	Variety	11-09-2021
6	Stuffed Crust Pizza	11-09-2021
7	DOUGH BISCUIT WGRAIN 216-2.1Z RICH	11-09-2021
8	BEEF STK CNTRY FRD 104 2.1Z ADV	11-09-2021

**Recipe Name List** – Export a list of all recipes

## TEST SCHOOL

**All Recipes**

Recipe #	Name	Description
768	Meatless Monday	Meatless Monday
944	Buffalo Chicken Tenders	Buffalo Chicken tenders
980	walking taco	walking taco
1039	Whole grain muffin	Whole grain muffin
1115	Walking Taco	Walking Taco
1157	Lutresa's Burger	Lutresa's Burger
2248	sharon's nuggets	chicken nuggets
2583	EveryDay Fruit Juice	Everyday Fruit Juice
2794	Taco Walking	Taco Walking

**Menu Engineering** – Usage and cost information from Production records for selected dates.

Engineering Report Export: x

**Start Date:** 
**End Date:**

Menu Engineering Report for KATHY'S TEST SCHOOL									
Production records from 2021-10-04 until 2021-11-01									
Description	Price per Serving	Servings Planned	Planned Cost	Servings Prepared	Actual Cost	Servings Served	Percent Served	Servings Wasted	Wasted Cost
96-2.6Z PIZZA BKFAST SAUS BGL 78700	\$0.00	100	\$0.00	0	\$0.00	0	0.00%	0	\$0.00
.5 pint 1% chocolate milk	\$0.00	200	\$0.00	0	\$0.00	0	0.00%	0	\$0.00
Famous HPS Cheeseburger	\$0.98	200	\$196.82	0	\$0.00	0	0.00%	0	\$0.00
SLOPPY JOE CKD RTU 4-5 GCHC	\$0.92	100	\$92.13	0	\$0.00	0	0.00%	0	\$0.00
CORN CUT SWT 6-4 GCHC	\$0.09	50	\$4.56	0	\$0.00	0	0.00%	0	\$0.00
BEAN GRT NORTHR 6-10 GCHC	\$0.05	25	\$1.23	0	\$0.00	0	0.00%	0	\$0.00
POTATO BAKER RUSSET 100CT	\$0.00	25	\$0.00	0	\$0.00	0	0.00%	0	\$0.00
FRUIT COCKTAIL IN JCE 6-10 GCHC	\$0.11	50	\$5.45	0	\$0.00	0	0.00%	0	\$0.00
4" Whole Grain White Hamburger Bun	\$0.00	100	\$0.00	0	\$0.00	0	0.00%	0	\$0.00
Yogurt	\$0.40	90	\$36.21	0	\$0.00	0	0.00%	0	\$0.00
Cereal	\$0.41	9	\$3.67	0	\$0.00	0	0.00%	0	\$0.00
DOUGH BISCUIT WGRAIN 216-2.1Z RICH	\$0.21	20	\$4.28	0	\$0.00	0	0.00%	0	\$0.00

**ITEM REPORTS** – found on the HOME page

**My Items List** – Use the drop-down box to see items that have been purchased within the previous 12 months. The list can be sorted by Purchased Items, All Items, My Items, and Items in Use

Item List Export x

---

Export Item List From

---

**Item Detail Report** – Type in a description or distribution item code to generate a report showing all details of an ingredient. This is the same report that can be exported at the Ingredient level.

Item Detail Export x

---

Item Detail PDF

---

**Item Production History Report** – This report uses information from the Production Report to show how often an ingredient or recipe has been used within a selected date range.

Search Production History by Item/ Recipe i

Search Items or Recipes? Recipe

Meal Type

- All  YES
- Lunch  NO
- Breakfast  NO

Item/ Recipe Search

You selected:

Choose a date range:

**Start Date:**

**Finish Date:**

**Label Report** - generates a list of all label images