# Menu Manager

Steps to make menu change:

1. Sign in to Menu Manager click on the menu tab at the top of the page. Click on Daily Menu from the drop down box.

2. Select the Menu Cycle and the Day of the cycle you wish to work on
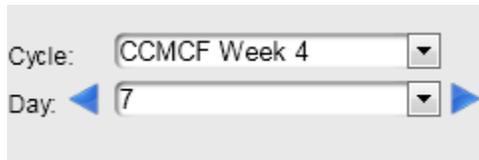
3. To delete a menu item, double click on the item or click on the **X** to the right of the item
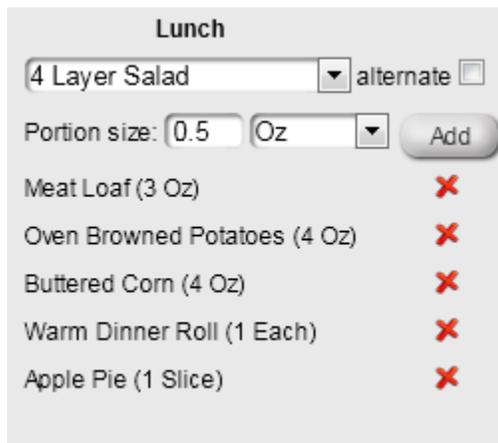
4. To add a menu item, begin typing the name of the item in the box that says "4 Layer Salad" above. The item will appear in the drop down list. Click on the item so it appears in the box, then click the Add button. The added menu item will appear at the bottom of the list. If the item is the entree or other menu item that should be located closer to the top, click and drag the item to the appropriate location.

NOTE: If menu item does not appear in the drop down list try alternate names or spellings for the item. i.e. If Meatloaf doesn't appear, try Meat Loaf, etc. It the item still doesn't appear, you will need to go to the Food Item tab and add it.

5. To Add a Food Item

Choose Food Items from the drop down box on the Food Item Tab and click the black Add box <u>OR</u>

Click on the black Add box on the Daily Menu screen. If you choose this option, you will have to revisit the food item from the Food Items tab to edit ingredient or diet approvals/exceptions.

In the box that appears, (see below) type the common name of the item you wish to add. Next, choose a *Portion Measure* from the drop down box, then enter the size portion desired in the *Default Portion Size* box. The *Serving Instructions* box is a free text box in which you may enter the serving utensil, number of cuts per pie, or garnish or condiment instructions.

Click on all of the food group boxes that are appropriate for a food item. i.e. for a pasta item, both Breads and Grains and Carbohydrates would be checked. If the portion size provides more than one unit of the food group, i.e., for a 3 oz. portion of Meat Loaf change the 1 to a 3 in the servings column.

For the same Meat Loaf item, the ground beef would need to be pulled from the freezer in advance and the Meat Loaf would be baked the day before service in most kitchens. In this case, click on the *Freezer Pull* and *Next Day Prep* boxes.

You should click on the *Create Ingredient with the Same Name* box when adding a food item that will have nothing added to it in the production process. i.e. Kiwi Fruit. This item would also meet the criteria for *Recommended for Heart* so you would also click on this box. If you were adding Meat Loaf you would click on the *Recipe Needed* box; if adding Kiwi Fruit, you would not.

After adding the food item, return to the daily menu screen and follow the steps for adding a menu item. The new food item will now appear in the drop down box.

6. Approving food items/diet exceptions

In healthcare communities, each food item needs to reviewed for appropriateness of use on each of the diets served in the community. To complete this function, click on the Approve box for each diet name than can be served the item. For those diets that cannot receive the item as produced, click on the drop down box in the Diet Exception Type column and select the type of modification necessary: Portion Size, Process, Substitute or Omit.

When a different item is needed, select Substitute and enter the item to be substituted in the Additional Info Column. This triggers the item appearing on the Grocery List. All entries in portion size, process and substitute categories will appear on the Production Sheet.


NOTE: If menu will not be served in a healthcare environment, check the *Without Approval* box on the Daily Menu screen.

6. Entering ingredients (needed for accuracy of the grocery list)

While still in the food item tab, click on the icon fruit on the same line as the food item.   If a list of ingredients appears, compare the list to those in your recipe. Click on the red **X** to delete any items not in your recipe. If no ingredients are listed or your recipe has additional ingredients, enter the name of the ingredient in the Add New box.

For each ingredient, choose the correct storage location. This allows the grocery/inventory list to print out by storage area. Click on the Save bubble.   When editing in this function make sure to click on the

blue disk (shown in the picture on the next page) to save your changes.   To use this function, storage locations must be set-up in the Grocery List Customization Tab by your administrator.

Meat Loaf

Black Pepper	Dry Storage
Garlic Powder	Dry Storage
Ground Beef	Walk-in Freezer
Ketchup	Dry Storage
Liquid Eggs	Walk-in Freezer
Oriental or Panko Breadcrumbs	Dry Storage
Spanish Onions	Walk-in Freezer

Add new: [   ] Dry Storage   Save

Cancel
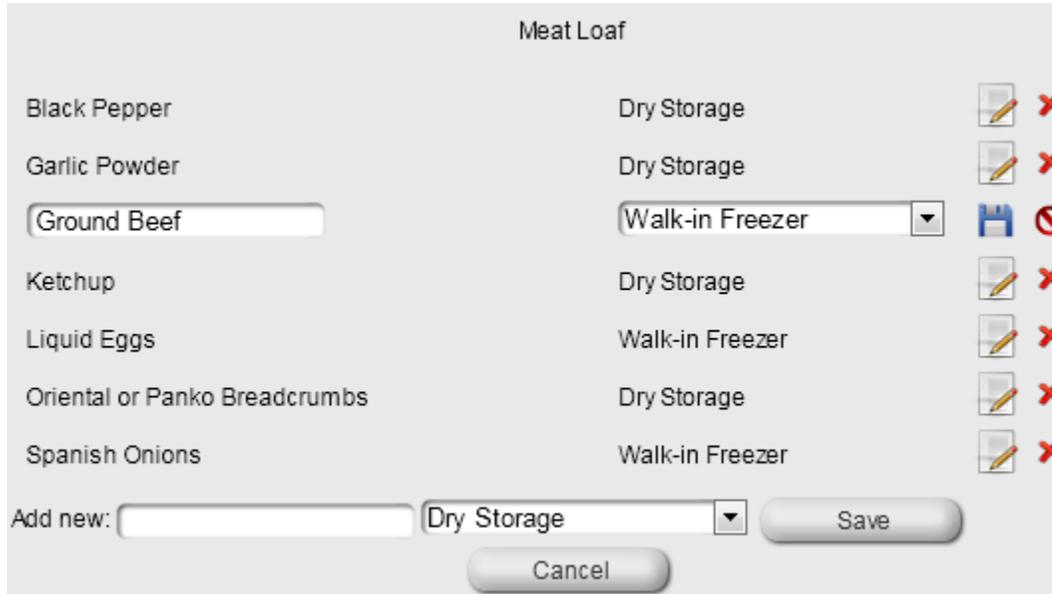
It is also helpful to add condiments usually served with a food item as an ingredient , i.e. lemon wedge or tartar sauce with fish, so they will appear on the grocery list.

TIP: To keep your grocery list as simple as possible, make sure that you always enter the same ingredient, the same way. i.e. Parsley and Parsley Flakes could both be used for dried parsley. Decide which one you want to use and then use it consistently.

Your menu change is now complete using all capabilities of the Menu Manager program.