



User Manual

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GETTING STARTED – CUSTOMIZE YOUR COMMUNITY

Getting started in Resident Menu Manager is easy and straightforward. You begin by defining and Customizing your Community. Identifying and labeling your facility’s basic dietary requirements can be done on this screen. Meal names, food consistencies, and individual food group requirements are designated here.

Start by naming your meals according to the community’s regional preference (i.e., dinner vs. supper, etc.)

Customize your Community

Meal names

1.

2.

3.

4.

Note: Meal names appear on all reports; these fields are left open for communities that wish to call meals by different names such as "Supper". The Fourth section is for communities that may offer an additional meal or even Breakfast Buffet, Breakfast, Lunch and Dinner. Keep in mind the order in which meals appear are dictated by the numbers in the boxes.

Resident Menu Manager also allows you to specify the particular dietary requirements of your Residents according to the most common needs. You may also add a customized diet by clicking on the “Add Diet” button.

Diets

*Note : Program is pre-loaded with the following diets: Regular, Puree, Mech, NAS, LCS and Renal. Please refer to your diet manual for exact names. ***Your RMM comes with a complete Senior living diets manual in PDF form. This is current as of 2010. By calling Innovations Services you can request a Word version of this manual.*

Diet Name	Description	Census Count
GI soft guidelines	low residue	C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Low Chol Guidelines		C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Low Potassium Guidelines	renal	C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Mech		C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
NAS		C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
NCS	Diabetic	C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
No seeds nuts Hulls		C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Pureed	Puree	C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Regular		C <input checked="" type="checkbox"/> <input type="button" value="Copy"/> <input type="button" value="Active"/> <input type="button" value="Inactive"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

= COPY

= ACTIVE DIET

= INACTIVE

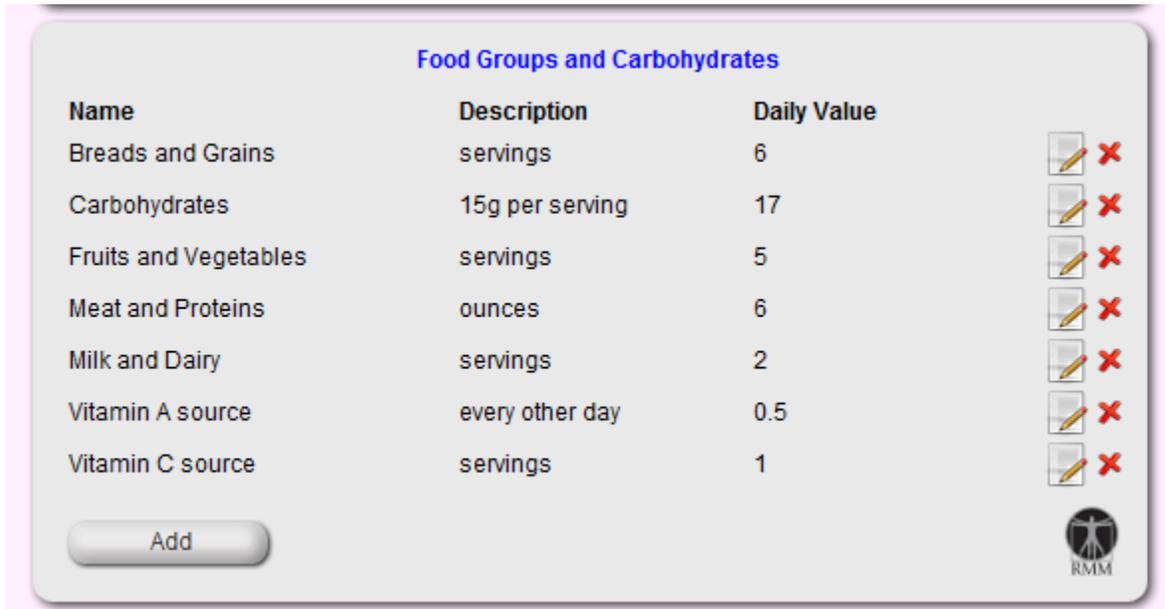
= EDIT THE DIET

= DELETE THE DIET

= INCLUDE DIET IN CENSUS COUNT ON PRODUCTION SHEETS

GETTING STARTED – CUSTOMIZE YOUR COMMUNITY

The final first step in getting started is to customize the basic nutritional requirements of your Resident Community. The “Add” button allows you to customize for your Residents’ particular needs.



Having completed defining your facility’s basic dietary needs, you are ready to address the “Menu” section.

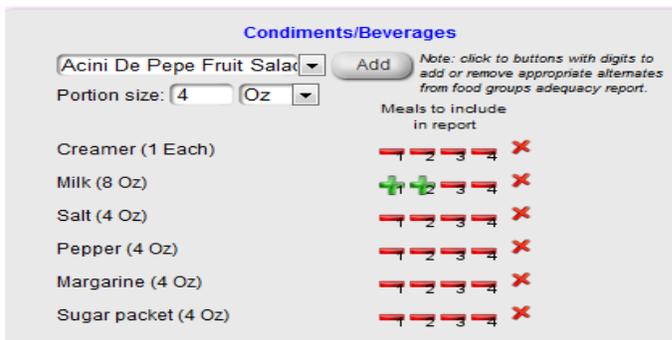
Note: The following icons are used consistently throughout RMM:



Delete Item –This icon is used to denote a “delete” command.



Edit Item –This icon is used to denote an “edit” command.

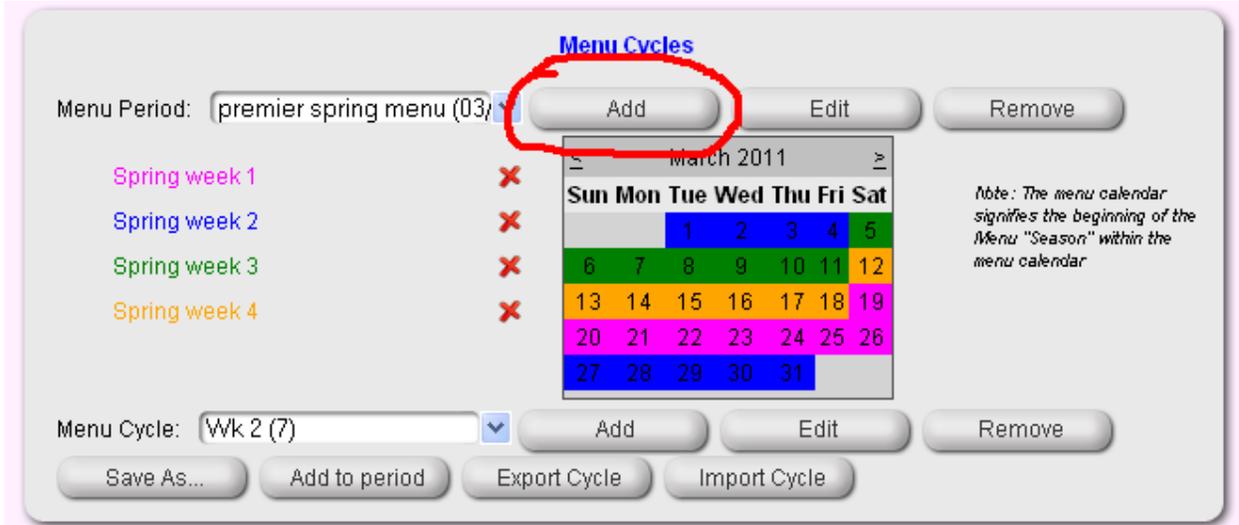


In the condiment/beverage section, the plus and minus sign allows users the ability to include the food item such as milk in the daily food group count. Simply click on the minus sign to active for specific meals.

MENU CALENDAR

Resident Menu Manger's *Menu Calendar* allows you to specify Menu Cycles, Holidays, and Special Events.

This section allows you to define your facility's menu cycle. This is fully customizable. Note that menu cycles may be both imported and/or exported and also "saved as" with different names from this tab. Start by defining your Menu Period: Menu cycles must be added [add to period button] to the menu calendar to be active.



Clicking the "Add" button allows you to enter Name and Start Date information for your Menu Period:

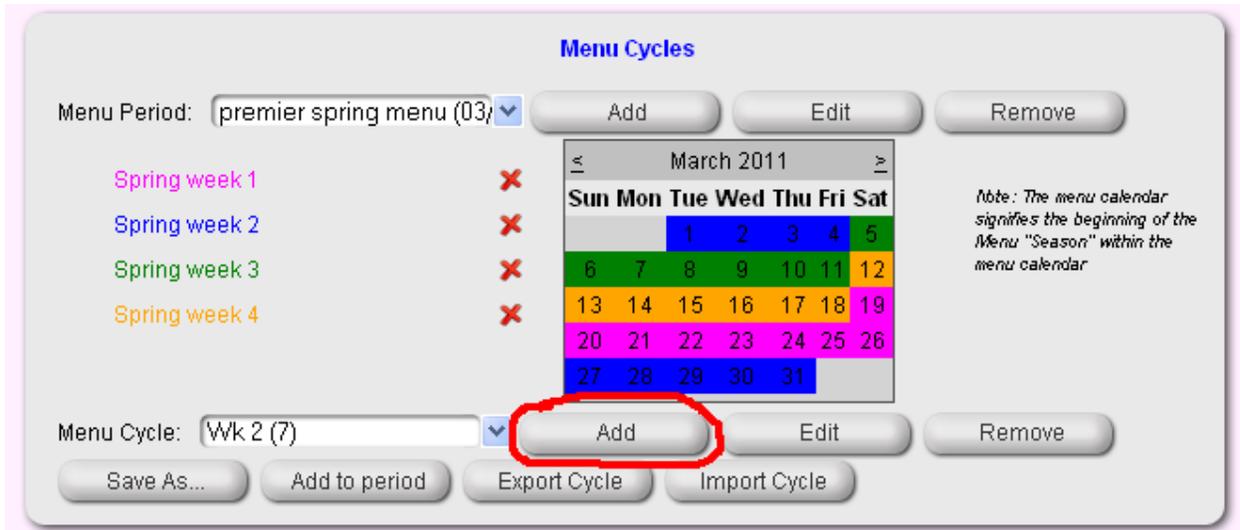
A modal dialog box with a white background and a grey border. It contains two text input fields: "Name:" and "Start Date:". Below the fields are two buttons: "Save" and "Cancel".

The date drives the period and the menu cycles will run until a new menu period is set; holiday or special menus will incorporate into the menu based on the date and extract out after. To re-activate the menu simply update the start date for the cycle.

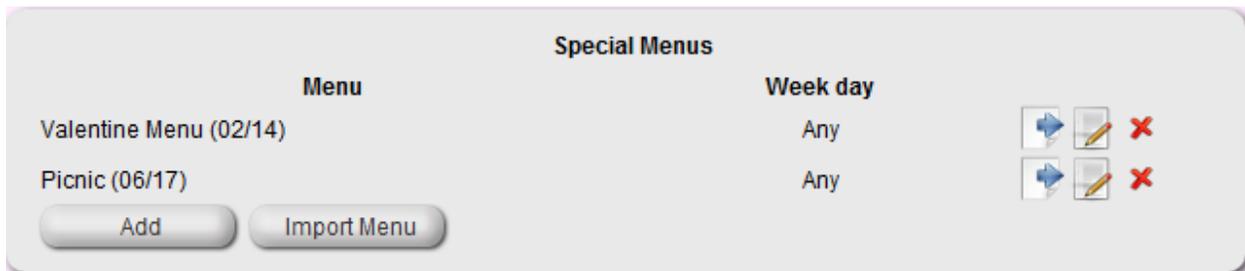
A modal dialog box with a white background and a grey border. It contains two text input fields: "Name:" with the value "New Menu" and "Start Date:" with the value "01/02/2011". Below the fields are two buttons: "Save" and "Cancel".

MENU CALENDAR

The “Add” button for Menu Cycle allows you to edit cycle length, and label appropriately:



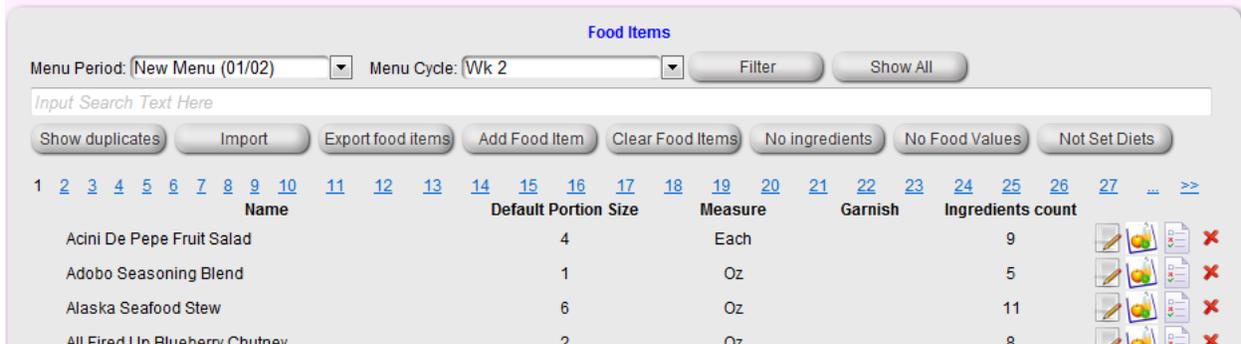
The Special Menus tool allows you to easily add Holidays and Special Events particular to your Residents' needs (i.e., Ethnic holidays, Banquettes, etc.).



Export special menu

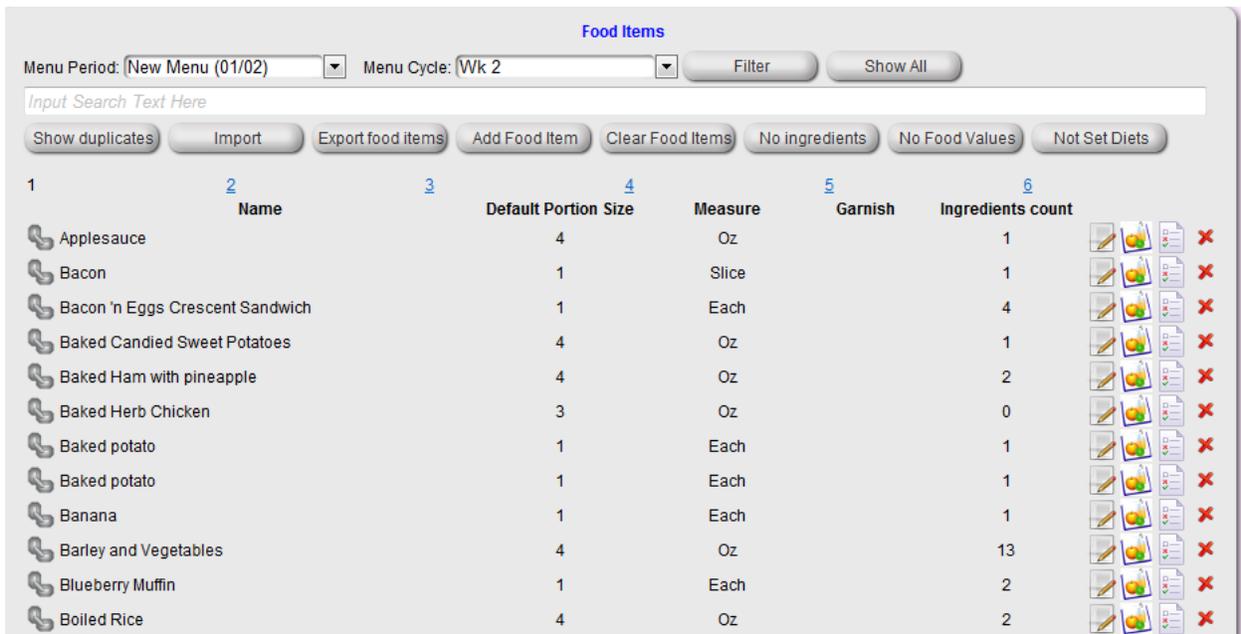
FOOD ITEMS

Resident Menu Manager gives you the ability to quickly create, import, customize and edit your ingredients. The built-in database covers most commonly used ingredients complete with nutritional analysis data for easy caloric tracking and delivery of special dietary needs. Navigate the tool using the tabs:



Filtering food items: You can filter food items that are active in the menu you are working on for auditing and editing. This will allow for a targeted search on food items that are active.

See example below- the filter reduced the pages from 125 to 6.



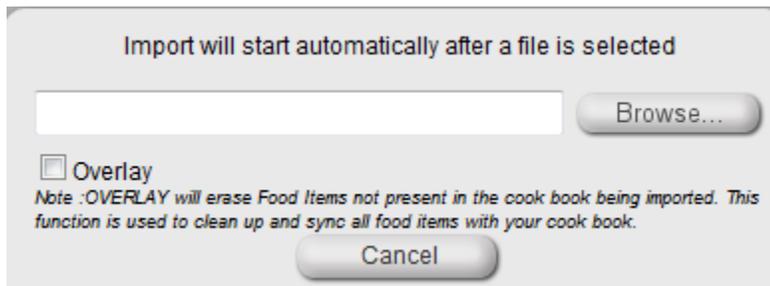
FOOD ITEMS

Show duplicates

This button will allow you to analyze the database for duplicates. See page 31 for details.

Import

This button allows importing of other Resident Menu Manager Food item files and cookbooks.



Note: Using overlay will erase food items that are not in the cookbook since some items, such as pineapples, will not need a recipe. Overlay should not be used unless necessary because it will erase single ingredient items if they are not in the cookbook.

Export food items

This button allows you to generate multiple copies of your Kitchen's Food Items and distribute them across a network of facilities.

Add Food Item

This button allows you to add custom food items.

Clear Food Items

This button completely clears the Food Items Database.

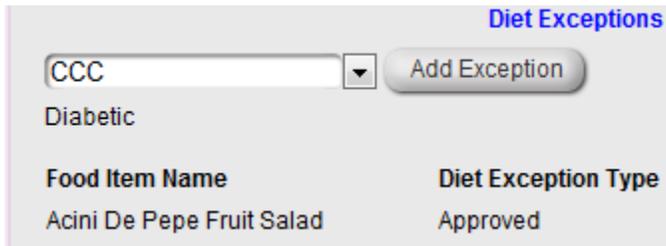
NOTE: This feature is password protected and cannot be undone!

No ingredients

This button is a search filter to quickly sort those items with no ingredients data attached.

FOOD ITEMS

NOTE: YOU CAN EDIT DIET EXCEPTIONS IN THE FOOD ITEM TAB OR IN THE DIET EXCEPTION TAB. The primary difference is that in the Diet exception tab, food items are shown or listed by the diet, while in the Food item tab, all food items are listed and not sorted by the diet.



Diet Exceptions

CCC Add Exception

Diabetic

Food Item Name	Diet Exception Type
Acini De Pepe Fruit Salad	Approved

No Food Values

This button is a search filter to quickly sort those items with no food value data attached.

Not Set Diets

This button is a search filter to quickly sort those items without appropriate diet data attached.

All ingredients have 4 tools associated with them for quick access to commonly performed tasks. They are:

FOOD ITEMS



Edit Food Item – This tool brings up the dialogue box allowing you to edit individual food items. This icon is used throughout Resident Menu Manager to denote an “edit” tool:

Name:	Acini De Pepe Fruit Sal...
Default Portion Size:	4
Portion Measure:	Oz
Food Group	Servings
<input type="checkbox"/> Breads and Grains	1
<input checked="" type="checkbox"/> Carbohydrates	1
<input checked="" type="checkbox"/> Fruits and Vegetables	1
<input type="checkbox"/> Meat and Proteins	1
<input type="checkbox"/> Milk and Dairy	1
<input type="checkbox"/> Vitamin A source	1
<input type="checkbox"/> Vitamin C source	1
<input checked="" type="checkbox"/> Create ingredient with the same name	

Save And New Save Cancel

FOOD ITEMS



Edit Ingredient – This tool brings up the dialogue box allowing you to edit individual ingredient items:

The dialog box is titled "Acini De Pepe Fruit Salad" with a blue arrow icon. It contains a list of ingredients, each with a pencil icon and a red 'X' icon to its right. At the bottom, there is an "Add new:" text box, a "Save" button, and a "Cancel" button.

Ingredient	Edit	Delete
acini de pepe		
Acini De Pepe Fruit Salad		
crushed pineapple		
eggs		
lemon juice		
mandarin oranges		
pineapple juice drained from pineapple		
pineapple tidbits		
salt		
whipped topping		

Add new:



Edit Diet Exceptions – This tool brings up the dialogue box allowing you to edit individual Diet Exceptions:

The dialog box is titled "This food item (Acini De Pepe Fruit Salad) has not been approved for all diets. Please review." with a blue arrow icon. It contains a table with columns for Diet Name, Description, Diet Exception Type, and Additional Info. At the bottom, there are "Approve" buttons, a "Save And Exit" button, and a "Cancel" button.

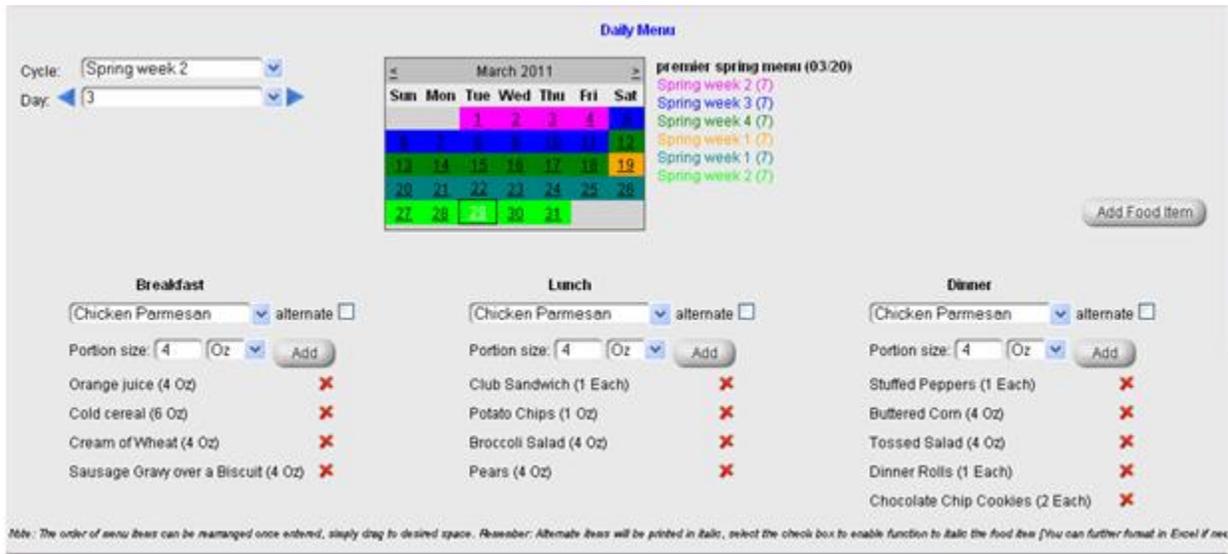
Diet Name	Description	Diet Exception Type	Additional Info
Finger Foods		<input type="text"/>	<input type="text"/>
Low Fat/Low Chol		<input type="text"/>	<input type="text"/>



This symbol means the food item is used in a menu; deleting it will create a missing item on the menu.

MENU

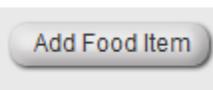
The Menu tab gives you access to the Daily Menu. The top tool is a Daily Menu view, with a month view navigation tool.



The bottom tool is a Weekly view.



Note that the menu day you are working on will always be in the middle. Users can copy any of the menus meal into the center menu day. This is a useful feature for creating menus and copying over.



This button is a quick add feature for food items not found in your list. Note that depending on the food item, a recipe should be created although you can quickly add the core ingredients if it is a simple item such as canned pineapples.

MENU

Name: 1

Default Portion Size: Each

Food Group	Servings
<input type="checkbox"/> Breads and Grains	<input type="text"/> 1
<input type="checkbox"/> Carbohydrates	<input type="text"/> 1
<input type="checkbox"/> Fruits and Vegetables	<input type="text"/> 1
<input type="checkbox"/> Meat and Proteins	<input type="text"/> 1
<input type="checkbox"/> Milk and Dairy	<input type="text"/> 1
<input type="checkbox"/> Vitamin A source	<input type="text"/> 1
<input type="checkbox"/> Vitamin C source	<input type="text"/> 1

Create ingredient with the same name

Note: When adding food items to the menu the program uses an alpha look up. The more information or letters, the more narrow the search.

It is recommended that you be consistent in adding items into your menu or creating them with regard to names.

MENU

Access the Alternate menu via the Menu Tab:

Alternate Menu

Chicken Parmesan Note: click to buttons with digits to add or remove appropriate alternates from food groups adequacy report.

Portion size: Oz

	Meals to include in report				
Grilled Cheese Sandwiches (4 Each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hamburger (3 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grilled Chicken (4 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chicken Salad (3 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peanut Butter Sandwich (1 Each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ham Sandwich (1 Each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chef's Salad (6 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access the Condiments & Beverages menu via the Menu Tab:

Condiments/Beverages

Chicken Parmesan Note: click to buttons with digits to add or remove appropriate alternates from food groups adequacy report.

Portion size: Oz

	Meals to include in report				
Creamer (1 Each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk (8 Oz)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salt (4 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pepper (4 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margarine (4 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sugar packet (4 Oz)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

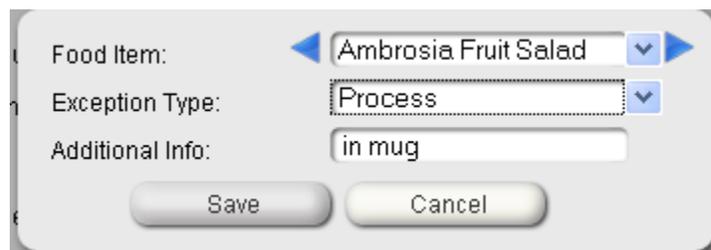
Here, Condiment and Beverage items may be included in any of the 4 meals. A simple "+" or "-" toggle button adds/removes items from food group counting. To delete, click on the x.

DIET EXCEPTIONS

Access the Diet Exceptions Tool from the tab toolbar:



A simple click on the  icon gives you the ability to modify/create/edit the parameters of the exception (i.e., approved, portion size, process, substitute, etc.):

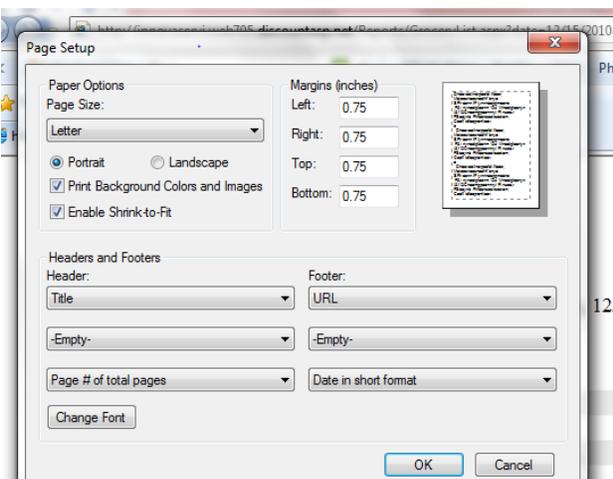


REPORTS

Resident Menu Manager gives you unprecedented power in producing reports to track and publish your Kitchen's dietary services:



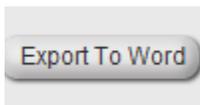
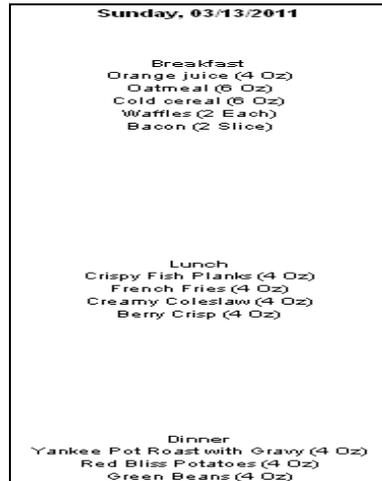
This program gives you different options for printing. You can print from the internet or by exporting the information into another software program. Exporting allows you to edit and re-format the way your menu or reports are presented. You do have options when using the internet web-based form but it is suggested that you print preview and open page setup. In page setup, you can remove headers and footer or re-align the page and reduce margins.



REPORTS

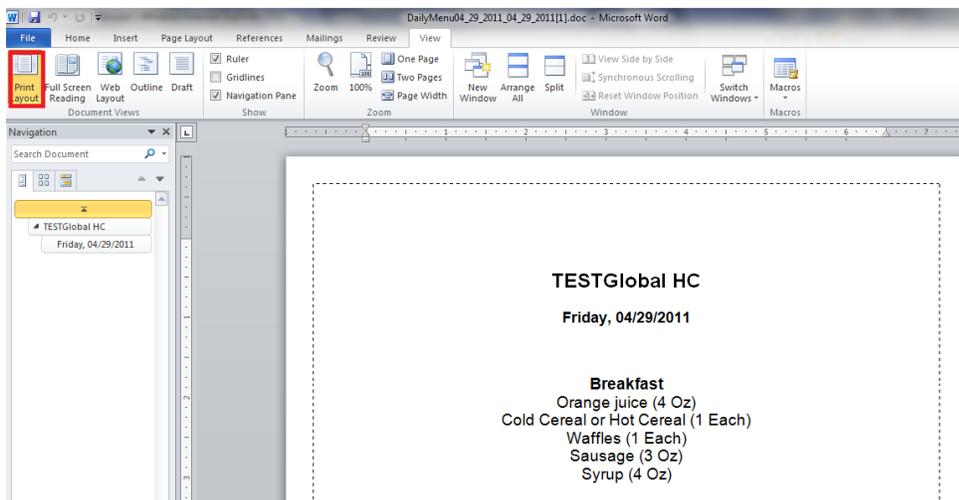


Generate single day formatted menus: 8 x11



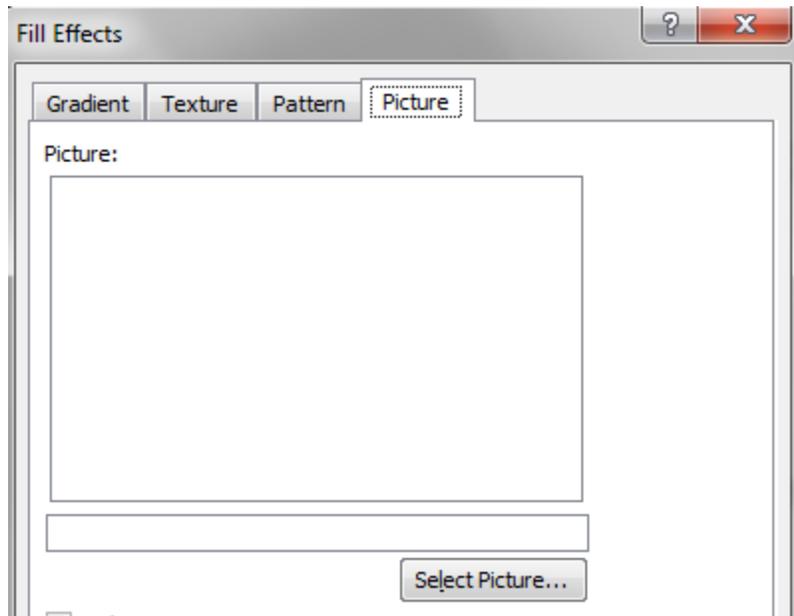
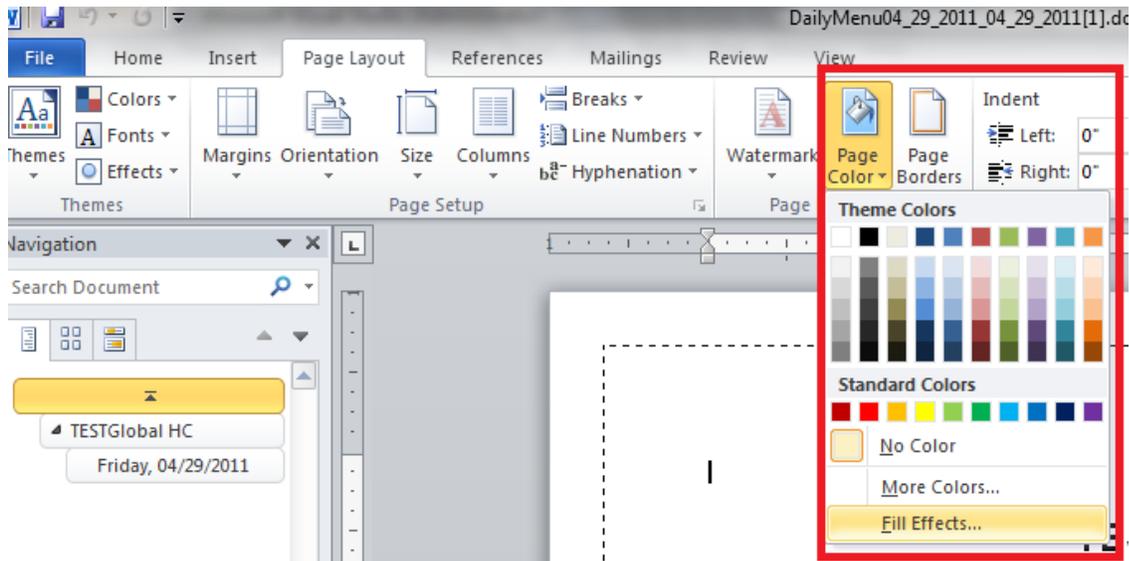
You have the option to send Daily menus, weekly menus, or selection sheets to Word. The daily menu report option as imported adapts the reports to the Word layout depicted on the screen shot below.

After exporting from web into Word, users need to switch to Print Layout (in red on the screen shot) to see how it will look out of the printer. By default, exported reports will be shown in web layout.



REPORTS

1. Users can create Word documents with backgrounds they desire for the print out. That background document can have additional borders or background pictures for example. You can create them in Word on local your PC:



REPORTS



The Alternate button generates an alternative menu:

Alternate Menu
Grilled Cheese Sandwiches (4 Each)
Hamburger (3 Oz)
Grilled Chicken (4 Oz)
Chicken Salad (3 Oz)
Peanut Butter Sandwich (1 Each)
Ham Sandwich (1 Each)
Chef's Salad (6 Oz)

Without portion size

Note: You must check this box in order to have portions excluded from the report.

REPORTS



This report generates a standardized weekly view of menus:

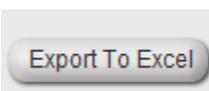
Menu						
Sunday 03/27/2011	Monday 03/28/2011	Tuesday 03/29/2011	Wednesday 03/30/2011	Thursday 03/31/2011	Friday 04/01/2011	Saturday 04/02/2011
<p>Breakfast Orange juice (4 Oz) Cold cereal (5 Oz) Oats (5 Oz) Scrambled Eggs (2 Oz) Hash brown potatoes (4 Oz) Canadian Bacon (2 Oz)</p>	<p>Breakfast Orange juice (4 Oz) Cold cereal (5 Oz) Oatmeal (5 Oz) Waffles (2 Each) Bacon (2 Slices)</p>	<p>Breakfast Orange juice (4 Oz) Cold cereal (5 Oz) Cream of Wheat (4 Oz) Sausage Omelet over a Biscuit (4 Oz)</p>	<p>Breakfast Orange juice (4 Oz) Oats (5 Oz) Cold cereal (5 Oz) Cheese Omelet (1 Each) Bacon (2 Slices) Muffin (4 Oz)</p>	<p>Breakfast Orange juice (4 Oz) Cold cereal (5 Oz) Oatmeal (5 Oz) French Toast (2 Slices) Breakfast Sausage (2 Oz)</p>	<p>Breakfast Orange juice (4 Oz) Cold cereal (5 Oz) Cream of Wheat (5 Oz) Scrambled Eggs (2 Oz) Coffee Cake (1 Slice) Bacon (2 Slices)</p>	<p>Breakfast Orange juice (4 Oz) Oats (5 Oz) Cold cereal (5 Oz) Pancakes (2 Each) Sausage (2 Oz)</p>
<p>Lunch Oven-Fried Chicken (3 Oz) Mashed Potatoes (4 Oz) Oven Baked Carrots (4 Oz) Biscuit (1 Each) Cinnamon Apple (4 Oz)</p>	<p>Lunch Pulled Pork Sandwich (4 Oz) Beans Baked (4 Oz) Potato Wedges (4 Oz) Fruit cup (4 Oz)</p>	<p>Lunch Club Sandwich (1 Each) Potato Chips (1 Oz) Broccoli Salad (4 Oz) Peas (4 Oz)</p>	<p>Lunch Teriyaki Chicken (3 Oz) Asian Fried Rice (4 Oz) Oriental Vegetables (4 Oz) Mini Egg Rolls (2 Each) Mandarin Orange (4 Oz)</p>	<p>Lunch Chicken Parmesan (4 Oz) Pasta (4 Oz) Italian Sausage (4 Oz) Garlic Bread (1 Slice) Trasnino (4 Oz)</p>	<p>Lunch Chicken Noodle Soup (5 Oz) Fries (1 Slice) Tossed Salad (4 Oz) Peaches (4 Oz)</p>	<p>Lunch French Onion Soup (5 Oz) Ham and Swiss Sandwich (1 Each) Potato Salad (4 Oz) Banana cream pie (1 Slice)</p>
<p>Dinner spaghetti with Meatballs (5 Oz) Alton Bland Vegetables (4 Oz) Garlic Bread (1 Slice) Lemon Meritage Pie (1 Slice)</p>	<p>Dinner Herb Crusted Fish (4 Oz) Cornucop (4 Oz) Parsley Stuffed Carrots (4 Oz) Dinner Rolls (1 Each) Sherbet (4 Oz)</p>	<p>Dinner Stuffed Peppers (1 Each) Battered Corn (4 Oz) Tossed Salad (4 Oz) Dinner Rolls (1 Each) Chocolate Chip Cookies (2 Each)</p>	<p>Dinner Beef Stroganoff (5 Oz) Egg Noodles (4 Oz) Pear (4 Oz) Dinner Rolls (1 Each) Applesauce (4 Oz)</p>	<p>Dinner Honey Orange Glazed Hen (4 Oz) Scalloped Potatoes (4 Oz) Broccoli (4 Oz) Biscuit (1 Each) Pineapple Fluff (4 Oz)</p>	<p>Dinner Baste Dipped Fish Sandwich (1 Each) Tater Tots (4 Oz) Creamy Colelaw (4 Oz) Dessert cart (1 Each)</p>	<p>Dinner Chicken and Dressing (5 Oz) Pear and carrots (4 Oz) Dinner Rolls (1 Each) Fruit Cocktail (4 Oz)</p>

REPORTS



EXTENSION This report generates an extension sheet for the meal service.

Menu Extension							
Tuesday, 03/29/2011							
Regular diet		Finger Foods	Low Fat/Low Chol	Mech	NCS	Puree	Renal
Breakfast	Portion size						
Orange juice	4 Oz						Apple Juice
Cold cereal	6 Oz	in mug				Pureed	
Cream of Wheat	4 Oz	in mug				Pureed	
Sausage Gravy over a Biscuit	4 Oz	sausage on biscuit sandwich		Ground		Pureed	Scrambled Eggs
Lunch							
Club Sandwich	1 Each			chopped meat		Pureed	
Potato Chips	1 Oz		Macaroni Salad	Macaroni Salad - no celery	Macaroni Salad	Puree Macaroni Salad	Macaroni Salad
Broccoli Salad	4 Oz	Not Set	Not Set	chopped		Pureed	
Pears	4 Oz	Drain		puree		Puree	
Dinner							
Stuffed Peppers	1 Each	Not Set	Not Set			puree	
Buttered Corn	4 Oz			Green Beans		Puree Green Beans	
Tossed Salad	4 Oz			Ground		Pureed	No tomatoes
Dinner Rolls	1 Each					Pureed	



Note: When you export to Excel, editing and formatting options are enabled according to the formatting ability of Excel.



Reports are date driven; simply select dates for start and for end.

REPORTS



This feature offers a larger extension sheet with only Lunch & Dinner without shading and larger in print.

Globa, HC, Lunch-Dinner lg ext. report Tuesday, 12/25/2011

Regular diet	CCC	Dys 2	Dysphagia 1	Finger Foods	Low Fat/Low Chol	Mech	NCS	Puree	Renal
Lunch									
Turkey ala King	8 Oz		Puree	Puree	In mug			No. Set Not Set	
Baking Powder Biscuits	1 Each			Pureed		Toast		No. Set Not Set	Orni:
Parsley Buttered Carrots	4 Oz			Pureed				No. Set Not Set	
Tossed Salsa	4 Oz		Ornit	Pureed					No tomatoes
Ranch Dressing	1 Oz							No. Set Not Set	
Pineapple Upside Down Cake	1 Slice	1/2 portion	Pound Cake	Puree		1/2 portion	Pound Cake	1/2 portion	Puree
Dinner									
Beef Noodle Soup	8 Oz		Puree	Puree	In Mug		Puree	No. Set Not Set	Orni:
Crackers	1 Each			Puree in soup				Puree in soup	
Chicken Tenders	5 Oz		Ground	Puree		Grilled	Ground	No. Set Not Set	
Barbecue Sauce (Cooked)	1 Oz			Puree				No. Set Not Set	Orni:
Washed Potatoes	4 Oz	10 Fries	Washed Potato	Puree		Mashed Potato	Washed Potato	10 Fries	Puree
Harvard Beets	4 Oz			Puree		Drain		No. Set Not Set	Noodles or Rice Carrots
Chocolate Chip Cookies	2 Each	1 ea	Sugar Cookies	Puree				Vanilla Wafers	1 ea



This feature generates Extension data for an Alternate Menu:

Alternate Menu Extension									
Regular diet				Finger Foods	Low Fat/Low Chol	Mech	Puree	Renal	
Grilled Cheese Sandwiches	4 Each			Not Set	Not Set		Puree		
Hamburger	3 Oz			Not Set	Not Set	Ground	Puree		
Grilled Chicken	4 Oz			Not Set	Not Set	Ground	Puree		
Chicken Salad	3 Oz			Not Set	Not Set		Puree		
Peanut Butter Sandwich	1 Each			Not Set	Not Set		Puree		
Ham Sandwich	1 Each			Not Set	Not Set	Ground	Puree		
Chef's Salad	6 Oz			Not Set		Chopped	Puree	No Ham or Tomato	

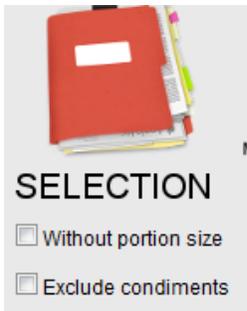
REPORTS



This feature generates a selection sheet for the day specified:

Menu Breakfast Tuesday, 03/29/2011	Menu Lunch Tuesday, 03/29/2011	Menu Dinner Tuesday, 03/29/2011
<i>Check your choice</i>	<i>Check your choice</i>	<i>Check your choice</i>
<input type="checkbox"/> Orange juice (4 Oz) <input type="checkbox"/> Cold cereal (6 Oz) <input type="checkbox"/> Cream of Wheat (4 Oz) <input type="checkbox"/> Sausage Gravy over a Biscuit (4 Oz)	<input type="checkbox"/> Club Sandwich (1 Each) <input type="checkbox"/> Potato Chips (1 Oz) <input type="checkbox"/> Broccoli Salad (4 Oz) <input type="checkbox"/> Pears (4 Oz)	<input type="checkbox"/> Stuffed Peppers (1 Each) <input type="checkbox"/> Buttered Corn (4 Oz) <input type="checkbox"/> Tossed Salad (4 Oz) <input type="checkbox"/> Dinner Rolls (1 Each) <input type="checkbox"/> Chocolate Chip Cookies (2 Each)
Condiments/Beverages	Alternates	Alternates
<input type="checkbox"/> Creamer (1 Each) <input type="checkbox"/> Milk (8 Oz) <input type="checkbox"/> Salt (4 Oz) <input type="checkbox"/> Pepper (4 Oz) <input type="checkbox"/> Margarine (4 Oz) <input type="checkbox"/> Sugar packet (4 Oz)	<input type="checkbox"/> Grilled Cheese Sandwiches (4 Each) <input type="checkbox"/> Hamburger (3 Oz) <input type="checkbox"/> Grilled Chicken (4 Oz) <input type="checkbox"/> Chicken Salad (3 Oz) <input type="checkbox"/> Peanut Butter Sandwich (1 Each) <input type="checkbox"/> Ham Sandwich (1 Each) <input type="checkbox"/> Chef's Salad (6 Oz)	<input type="checkbox"/> Grilled Cheese Sandwiches (4 Each) <input type="checkbox"/> Hamburger (3 Oz) <input type="checkbox"/> Grilled Chicken (4 Oz) <input type="checkbox"/> Chicken Salad (3 Oz) <input type="checkbox"/> Peanut Butter Sandwich (1 Each) <input type="checkbox"/> Ham Sandwich (1 Each) <input type="checkbox"/> Chef's Salad (6 Oz)
	Condiments/Beverages	Condiments/Beverages
	<input type="checkbox"/> Creamer (1 Each) <input type="checkbox"/> Milk (8 Oz) <input type="checkbox"/> Salt (4 Oz) <input type="checkbox"/> Pepper (4 Oz) <input type="checkbox"/> Margarine (4 Oz) <input type="checkbox"/> Sugar packet (4 Oz)	<input type="checkbox"/> Creamer (1 Each) <input type="checkbox"/> Milk (8 Oz) <input type="checkbox"/> Salt (4 Oz) <input type="checkbox"/> Pepper (4 Oz) <input type="checkbox"/> Margarine (4 Oz) <input type="checkbox"/> Sugar packet (4 Oz)

Note options for when using selection sheets to include the portions or condiments.



REPORTS

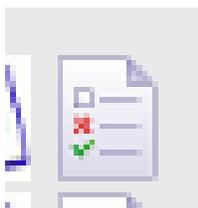


This feature generates a report showing all your food modifications, as well as those that are not set:

Modified Food Items		Finger Foods	Low Fat/Low Chol	Mech	NAS	NCS	Puree	Regular	Renal
Regular diet	Portion size								
Chicken Parnesan	4 Oz	Strips with sauce for dipping	No cheese	Ground	Approved	Approved	Pureed	Approved	No Sauce or Cheese
Acini De Pepe Fruit Salad	4 Oz	Not Set	Not Set	Approved	Approved	Approved	Approved	Approved	Approved
Adobo Seasoning Blend	1 Oz	Not Set	Not Set	Not Set	Approved	Not Set	Pureed	Approved	Not Set
Alaska Seafood Stew	6 Oz	Not Set	Not Set	Not Set	Approved	Not Set	Pureed	Approved	Not Set
All Fired Up Blueberry Chutney	2 Oz	Not Set	Not Set	Approved	Approved	1/2	Pureed	Approved	Approved
Ambrosia Fruit Salad	4 Oz	in mug	Approved	Approved	Approved	Approved	Pureed	Approved	Approved
Amish Casserole	4 Oz	Not Set	Not Set	Ground	Approved	Approved	Pureed	Approved	Approved
Amish Chicken	4 Oz	Not Set	Approved	Ground	Approved	Approved	Pureed	Approved	Approved
Amish Noodles	4 Oz	Not Set	Not Set	Not Set	Approved	Not Set	Pureed	Approved	Not Set
Ancho Chile Rub	1 Oz	Not Set	Not Set	Not Set	Approved	Not Set	Pureed	Approved	Not Set
Angel Food Cake	1 Slice	Not Set	Not Set	Approved	Approved	Approved	Pureed	Approved	Approved
Angel Hair Pasta with Roasted Pepper Salsa and Chicken	6 Oz	Not Set	Not Set	Approved	Approved	Approved	Pureed	Approved	Not Set
Apple and Sausage Stuffing	4 Oz	Not Set	Not Set	Not Set	Approved	Not Set	Pureed	Approved	Not Set



NOT SET: Go to food items and set diet with the Diet exception icon.



REPORTS



This feature generates a “grocery list” for the week’s menu:

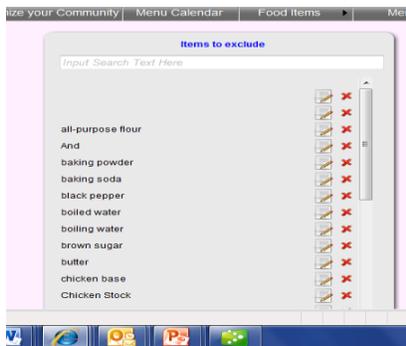
Grocery List			
Date Range: Sunday, 03/13/2011 - Saturday, 03/19/2011			
Ingredients	Menu	Inv	Order
active dry yeast	Pizza		
Anchovy fillets	Caesar Salad		
apple sauce	Applesauce		
bacon	Bacon		
baked potato	Baked potato		
Bamboo Shoots	Vegetable Lo Mein		
bay leaves	Pizza		
beef soup base	Stir-Fried Beef with Vegetables		
Bell Peppers	Vegetable Lo Mein		
Biscuit	Biscuit		
black beans	Corn and Black Bean Salad		
boneless center-cut lean pork chops	Honey Garlic Pork Chops		
brandy	Chicken Cacciatore		
Bread flour	Bran Muffins		
bread slices	French Toast		
Broccoli Florets	Chicken and Pasta Salad Plate, Vegetable Lo Mein		



Food items with out a recipe ingredient list are included at the end of the report. Users have the option to create a recipe in Mastercook and import it or go to the Food items tab and add in ingredients.

Food items without ingredients

Baking Powder Biscuits, Capri Blend Vegetables, Egg Noodles, Three Bean Salad, Sliced Onion, Roasted Turkey, Sloppy Joe on a Bun, Chicken Marsala, Grilled Chicken Sandwich, Turkey & Swiss Sandwich, Sherbet



You can further customize your ingredients that show up on the grocery list by going to the food item bar and selecting grocery list. Here you can add items that show up on your grocery list (such as boiling water or salt) to this list and it will show on the list, you can add in par level items here too.

REPORTS



This feature generates a nutritional analysis report:

Food Group Adequacy								
	03/13/2011	03/14/2011	03/15/2011	03/16/2011	03/17/2011	03/18/2011	03/19/2011	Daily Average
Breakfast								
Vitamin A source	0	0	0	0	0	0	0	0
Vitamin C source	1	1	1	1	1	1	1	1
Breads and Grains	3	2	3	3	3	3	3	2.86
Fruits and Vegetables	1	1	1	1	1	1	1	1
Meat and Proteins	0	0	3	3	3	0	1	1.43
Milk and Dairy	1	1	1	1	1	1	1	1
Carbohydrates	5	2	5	4	3	4	4	3.86
Lunch								
Vitamin A source	0	1	0	0	0	0	0	0.14
Vitamin C source	0	0	0	0	0	0	0	0
Breads and Grains	0	2	2.5	2	1	1.5	1	1.43
Fruits and Vegetables	1.5	2	4	2	0	1	2.5	1.86
Meat and Proteins	3	3	2	4	2	2	3.5	2.79
Milk and Dairy	1	1	1	1	1	1	1	1
Carbohydrates	4	7	7	6.5	5	4.5	8.5	6.07
Dinner								
Vitamin A source	0	0	0	0	0	1	0	0.14
Vitamin C source	0	0	0	1	0	0	0	0.14
Breads and Grains	1	1	1	1	2	3	2.5	1.64
Fruits and Vegetables	3	1	1	2	2	2	2	1.86
Meat and Proteins	0	3	3	3	3	2	3	2.43
Milk and Dairy	1	2	1	1	1	1	1	1.14
Carbohydrates	5	4	2	6	4	7	6.5	4.93
Total								
Vitamin A source	0	1	0	0	0	1	0	0.29
Vitamin C source	1	1	1	2	1	1	1	1.14
Breads and Grains	4	5	8.5	6	6	7.5	6.5	5.93
Fruits and Vegetables	5.5	4	6	5	3	4	5.5	4.71
Meat and Proteins	3	6	8	10	8	4	7.5	6.64
Milk and Dairy	3	4	3	3	3	3	3	3.14
Carbohydrates	14	13	14	16.5	12	15.5	19	14.86
Difference								



This feature creates an alphabetical listing of all food items in database including the portion size, measurements [oz, ea], and the assigned food value.

Food items

Name	Default portion size	Measure	Breads and Grains	Carbohydrates	Fruits and Vegetables	Meat and Proteins	Milk and Dairy	Vitamin A source	Vitamin C source
Chicken Parmesan	4	Slice			0.5	4		1	
Acimi De Pepe Fruit Salad	4	Oz		1	1				
Adobo Seasoning Blend	1	Oz							
Alaska Seafood Stew	6	Oz		1	1	2			
All Fired Up Blueberry Chutney	2	Oz		0.5	0.5				
Amber Crab Soufflé	4	Oz				2.5			
Ambrosia Fruit Salad	4	Oz		1	1				
Amish Casserole	4	Oz	1	1		3			
Amish Chicken	4	Oz				4			
Amish Noodles	4	Oz	1	1					
Ancho Chile Rub	1	Oz							
Angel Food Cake	1	Slice		2					
Angel Hair Pasta with Roasted Pepper Salsa and Chicken	6	Oz	1	1	0.5				
Apple and Sausage Stuffing	4	Oz	2	3					1
Apple Cider Dressing	1	Oz		1					
Apple Cinnamon Coffee Cake	1	Slice	1	2					

REPORTS



This feature includes any item that does not have a recipe or ingredient assigned. To edit you must go into the Food item tab or create a Recipe in your cookbook and export it as a text file and import into the RMM program.

Missing Ingredients (food items without in

Name	Portion size	Measure
Baked Herb Chicken	3	Oz
Baked Pork Chop with Gravy	4	Oz
Baking Powder Biscuits	2	Each
Baking Powder Biscuits 1	1	Each
Barbecued Pork	3	Oz
Basic Pie Dough	1	Oz
Battered Fish Fillet	1	Each
Beef & Ceddar Sandwich	1	Each
Beef Noodle Casserole	6	Oz
Bologna & Cheese Sandwich	1	Each
Bread Stuffing	4	Oz
Bread, Gelatinized	2	Oz
Breakfast Sandwich	1	Each
Broccoli Cheese Chicken	6	Oz
Capri Blend Vegetables	4	Oz
Catch of the Day	4	Oz
Cauliflower with Cheese Sauce	4	Oz

REPORTS



This feature generates a Kitchen Production Sheet:

Daily Production (Micheal for user manual)	Sunday, 03/13/2011
Breakfast	Amounts
<input type="checkbox"/> Orange juice (4 Oz)	<input type="text"/>
<input type="checkbox"/> Substitute Apple Juice [Renal]	<input type="text"/>
<input type="checkbox"/> Oatmeal (6 Oz)	<input type="text"/>
<input type="checkbox"/> Pureed	<input type="text"/>
<input type="checkbox"/> in mug	<input type="text"/>
<input type="checkbox"/> Cold cereal (6 Oz)	<input type="text"/>
<input type="checkbox"/> Pureed	<input type="text"/>
<input type="checkbox"/> in mug	<input type="text"/>
<input type="checkbox"/> Waffles (2 Each)	<input type="text"/>
<input type="checkbox"/> Substitute Eggs [Renal]	<input type="text"/>
<input type="checkbox"/> Pureed	<input type="text"/>
<input type="checkbox"/> Substitute Egg Sub [Low Fat/Low Chol]	<input type="text"/>
<input type="checkbox"/> Bacon (2 Slice)	<input type="text"/>
<input type="checkbox"/> ground	<input type="text"/>
<input type="checkbox"/> Pureed	<input type="text"/>
Notes and Comments:	
Next day prep:	

REPORTS

If you want to add more detail to your Production Sheet, such as Freezer pulls and prep, and garnish, you must edit and mark accordingly the box to either edit in food item file or as you add food items.

Name: Yellow Angel Food (Spon) ▶

Default Portion Size: 1

Garnish:

Portion Measure: Slice ▼

Food Group

<input type="checkbox"/> Breads and Grains	1
<input checked="" type="checkbox"/> Carbohydrates	2
<input type="checkbox"/> Fruits and Vegetables	1
<input type="checkbox"/> Meat and Proteins	1
<input type="checkbox"/> Milk and Dairy	1
<input type="checkbox"/> Vitamin A source	1
<input type="checkbox"/> Vitamin C source	1

Preparation Methods

Freezer Pull

Next Day Prep

Create ingredient with the same name

Save And New Save Cancel

LT. EXT. SELECTION MODIFIED GROCERY FOOD GROUPS FOOD ITEMS MISSING INGREDIENTS DAILY PRODUCTION

Show Census Dialog

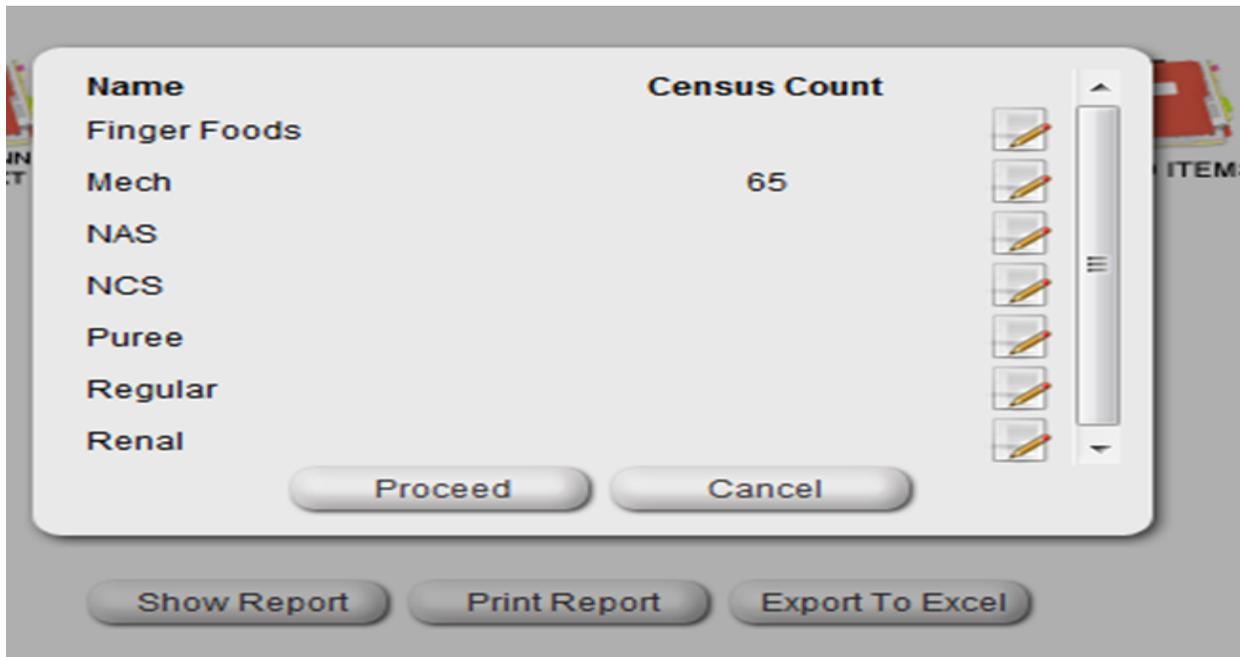
Start Date: 07/07/2011

New Menu (01/02) : Master Menu 3 (7) : Day 5

End Date: 07/07/2011

Select census and diet categories will appear as you have active in customize your community.

REPORTS



Click on the paper and pencil icon and add in numbers. **Be sure to click on disc to save. These numbers will appear on production sheets as entered until adjusted but each production sheet will allow you to review numbers if needed.

REPORTS

PUREED

--	--	--	--	--	--

Notes and Comments:

Diets Census

Mech	65
NAS	
NCS	
Puree	
Regular	
Renal	

Adding in freezer pulls and pre-prep notes: Freezer pulls appear on production sheets two days prior before on menu and Prep is one day prior.

Preparation Methods

- Freezer Pull
- Next Day Prep

Freezer Pull

Italian Meatloaf

Next Day Prep

Next Day Prep

Italian Meatloaf

Diets Census

REPORTS

The production sheet can function very basic as is, or be more productive by adding detail to your food item, [garnish, freezer pull and pre-prep]. This allows more automation of the sheets as printed and the production staff can be armed with information to be consistent and cost effective.

The Menu Change Audit form allows the user to track changes.

Menu Change Audit

Date Range: Thursday, 07/07/2011 - Thursday, 07/07/2011

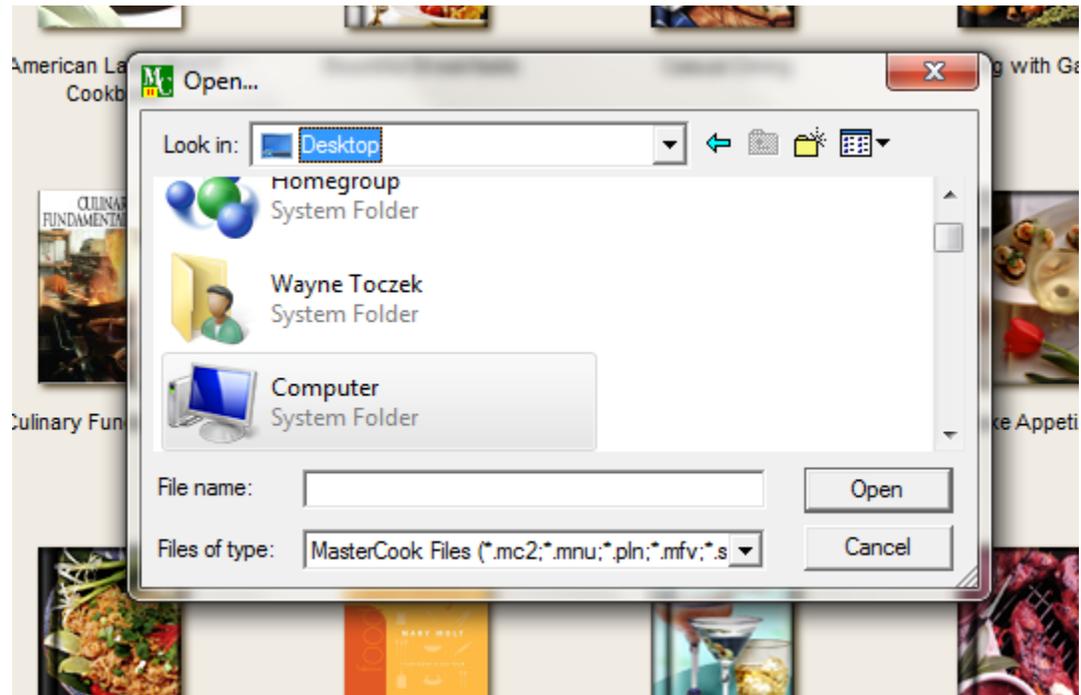
User Name	Change Date	Menu Cycle	Day	Meal	Food Item	Operation	Food Item Information
Angel Rodriguez	7/7/2011 8:54:45 AM	Master Menu 4	2	Lunch	French-fried Onion Rings	Remove	
Angel Rodriguez	7/7/2011 8:55:44 AM	Master Menu 4	2	Lunch	French-fried Potatoes	Add	Portion Size: 4 Oz
Angel Rodriguez	7/7/2011 9:22:57 AM	Master Menu 4	3	Lunch	Chicken Cacciatore	Remove	
Angel Rodriguez	7/7/2011 9:23:43 AM	Master Menu 4	3	Lunch	Chicken □ La King	Add	Portion Size: 4 Oz
Angel Rodriguez	7/7/2011 9:24:11 AM	Master Menu 4	3	Lunch	Chicken □ La King	Remove	
Angel Rodriguez	7/7/2011 9:24:21 AM	Master Menu 4	3	Lunch	Chicken and biscuits	Add	Portion Size: 4 Oz
Angel Rodriguez	7/7/2011 9:24:37 AM	Master Menu 4	3	Lunch	Dessert cart	Add	Portion Size: 4 Oz
Angel Rodriguez	7/7/2011 9:24:46 AM	Master Menu 4	3	Lunch	Yellow Cake	Remove	
Angel Rodriguez	7/7/2011 9:24:56 AM	Master Menu 4	3	Lunch	Mashed Potatoes	Remove	
Angel Rodriguez	7/7/2011 9:26:18 AM	Master Menu 4	3	Dinner	Tuna Salad Sandwich	Remove	
Angel Rodriguez	7/7/2011 9:46:24 AM	Master Menu 4	3	Dinner	Tuna Salad Sandwich	Add	Portion Size: 1 Each

MASTER COOK RECIPE IMPORTING

The menu manager program was designed to encourage the use of recipes. The compatible program to create recipes in is Master Cook. Recipes are created in the program in cook books and exported from the program as a text file then imported into RMM. The program only obtains the ingredient and name. For scaling recipes and instructions, simply use the master cook program to adjust quantities.

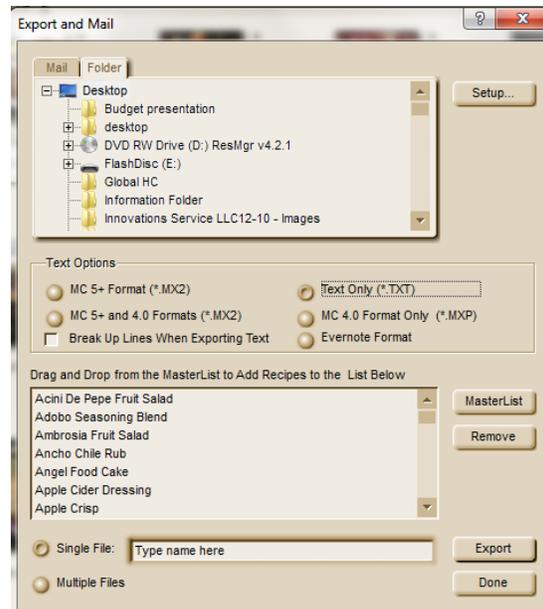
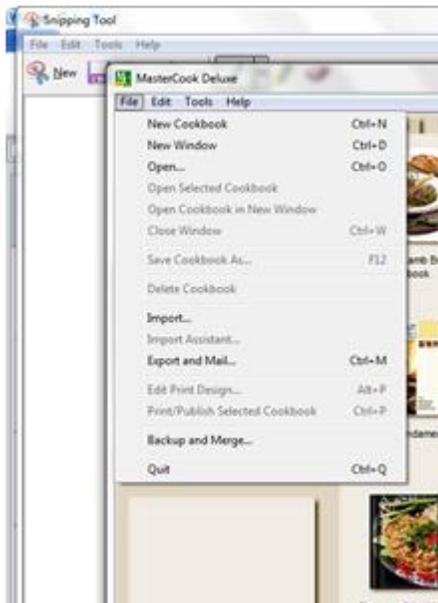
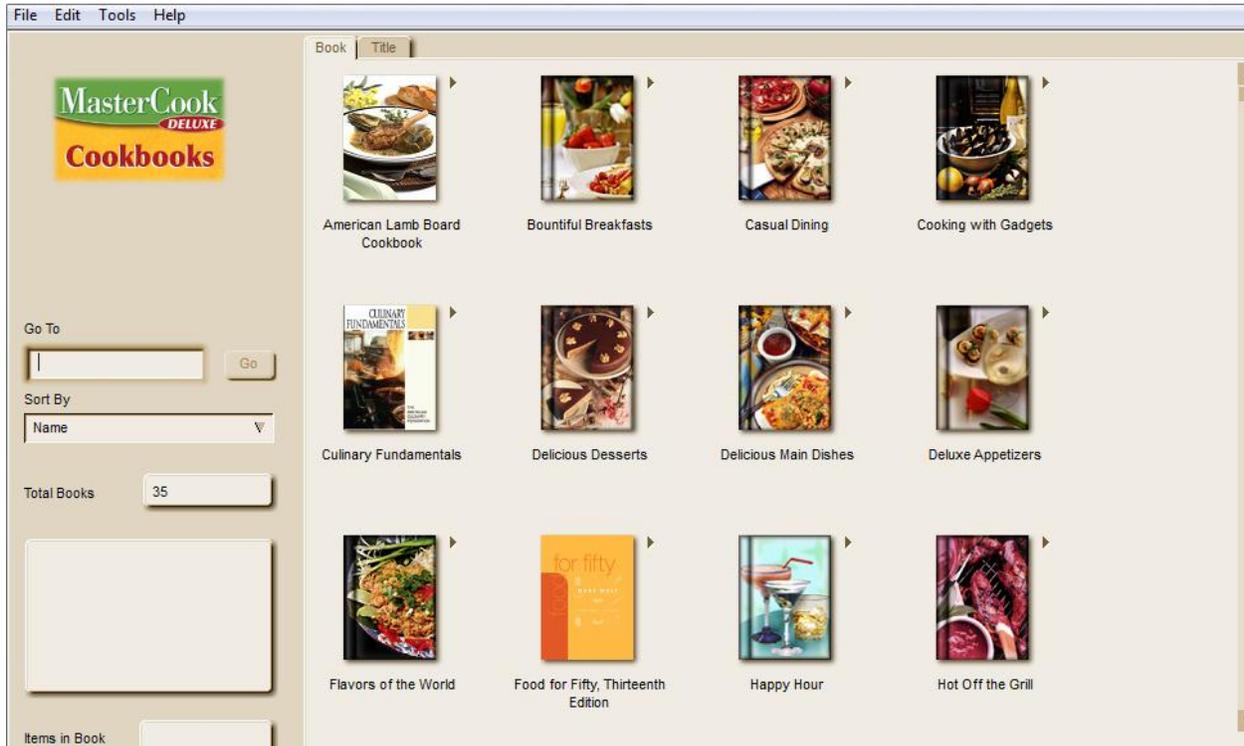
Simply install your Master Cook program and open the cook book provided and begin searching and using the program. The Master Cook program comes with a user guide and help book.

Commands are common. Go to file and open, then open the RMM cook book and allow it to import itself in the program. Add or edit recipes in the cook book.

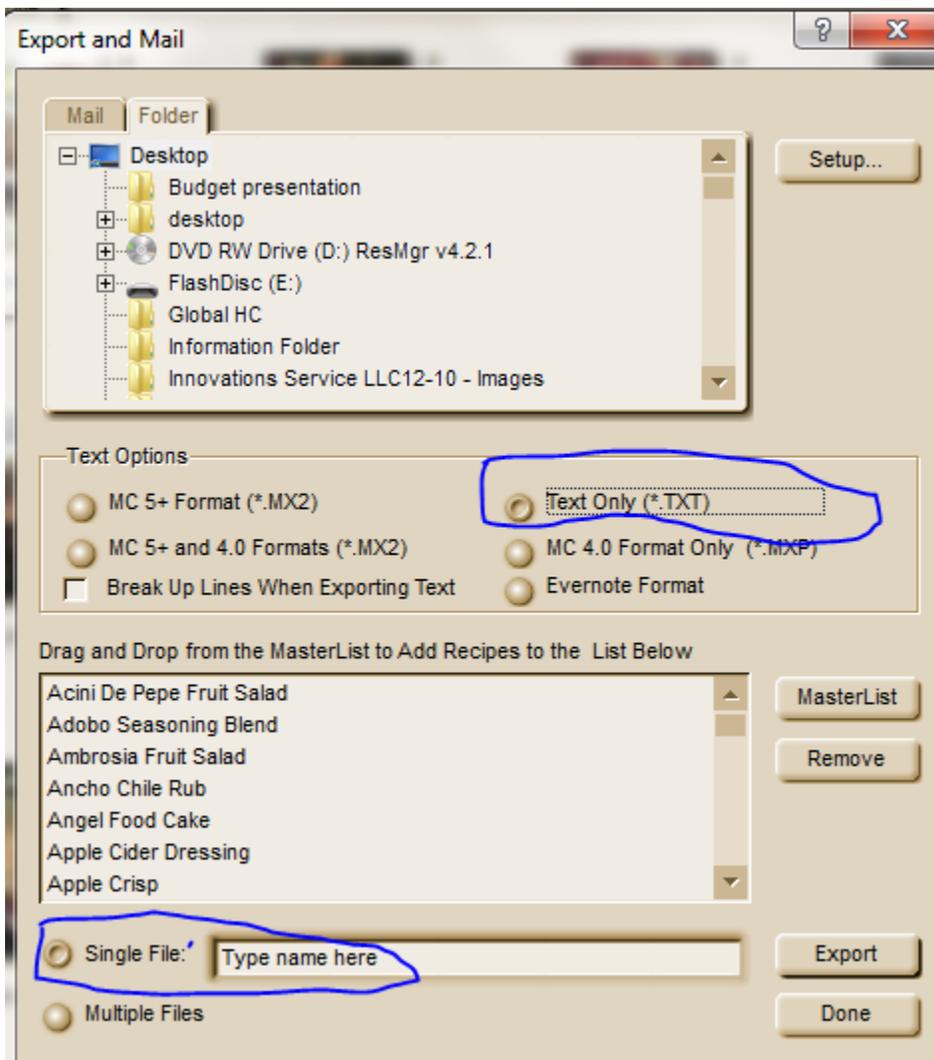


Exporting process: Click on book, select export and import function, export as text file, single and provide name, suggest date the cook book to avoid confusion, and export the file to a place where you can find for importing into RMM.

MASTER COOK RECIPE IMPORTING

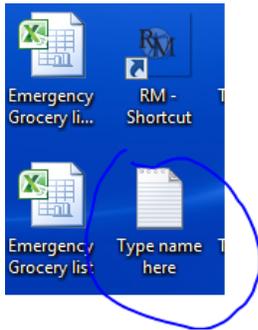


MASTER COOK RECIPE IMPORTING

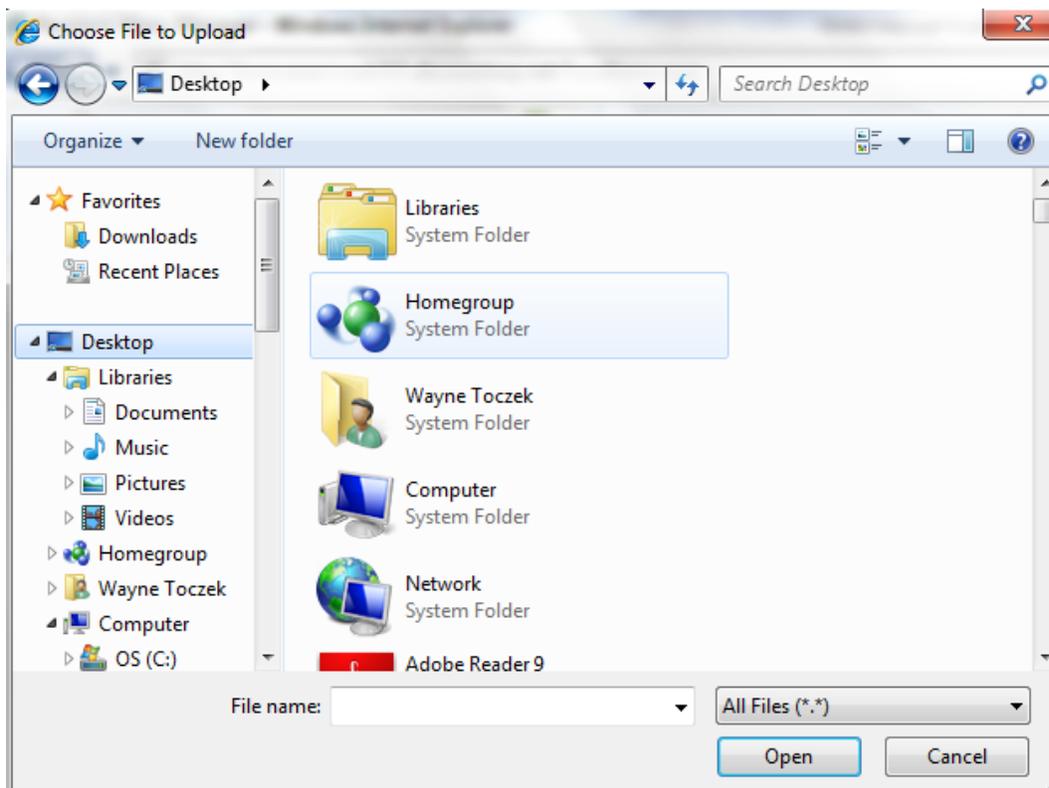
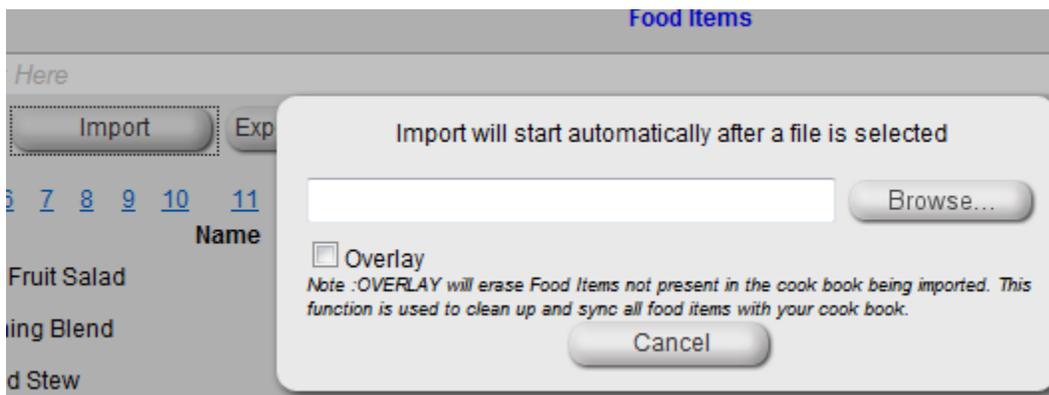


This confirms the text cook book export.

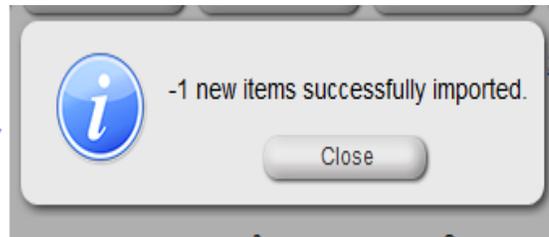
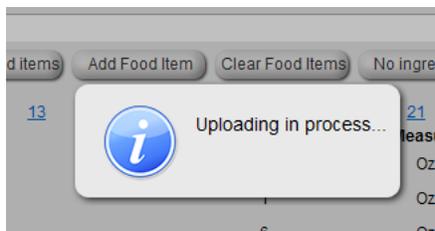
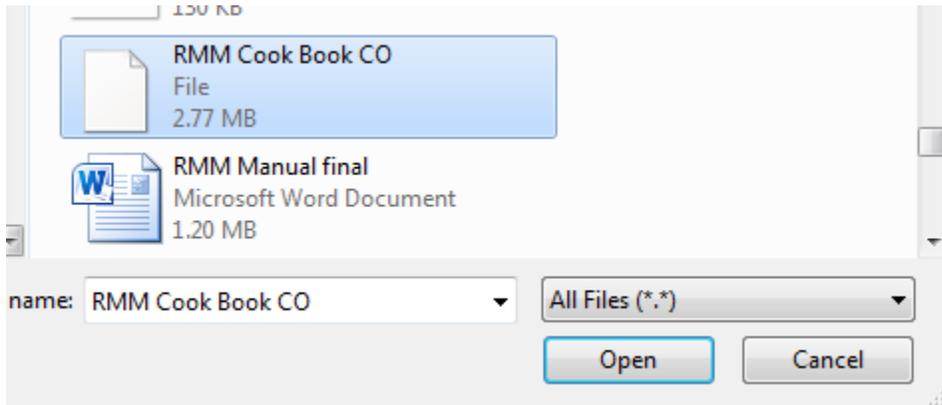
MASTER COOK RECIPE IMPORTING



The Cook book is exported to desktop or folder allowing user the ability to locate it.



MASTER COOK RECIPE IMPORTING



This is the best way to ensure recipes are being used and are available. It will also allow you to create easy to use grocery lists with not only the menu item, but also ingredients needed.

ABOUT DUPLICATES

Show duplicates

This feature identifies duplicate items and allows the user the option to merge them together to clean up the database and ensure the right food item is used.

	Name	Default Portion Size	Measure	Ingredients count	
	Waffle Fries	1	Oz	1	
	Batter Dipped Fish Sandwich	1	Each	1	
	Batter Dipped Fish Sandwich	1	Each	1	
	Waffle Fries	4	Oz	1	

	Name	Default Portion Size	Measure	Ingredients count	
	Waffle Fries	1	Oz	1	
	Batter Dipped Fish Sandwich	1	Each	1	
	Batter Dipped Fish Sandwich	1	Each	1	
	Waffle Fries	4	Oz	1	

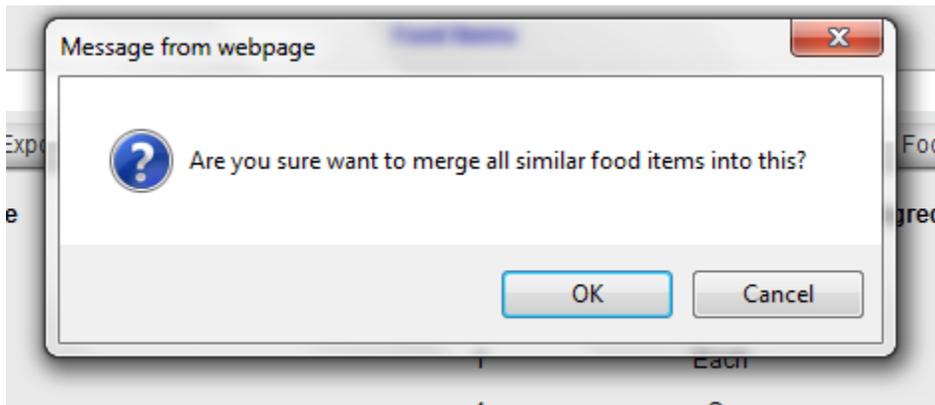
Merge duplicates to this food item



This means the item selected is the Food item that will become the single used one and all duplicates will be merged. You should always use items used in the menu as the one that will be the acceptor of merges.

	Name
	Waffle Fries
	Batter Dipped Fish Sandwich
	Batter Dipped Fish Sandwich
	Waffle Fries

ABOUT DUPLICATES



If you select Show duplicates and none are present, this is the message you will see.

