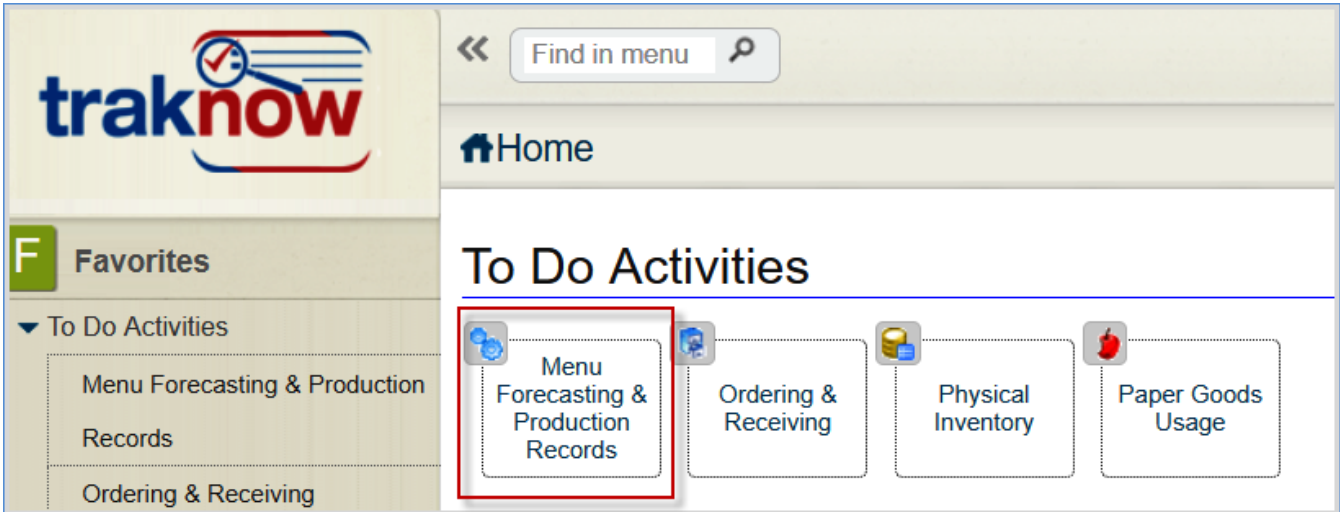


Menu Forecasting:

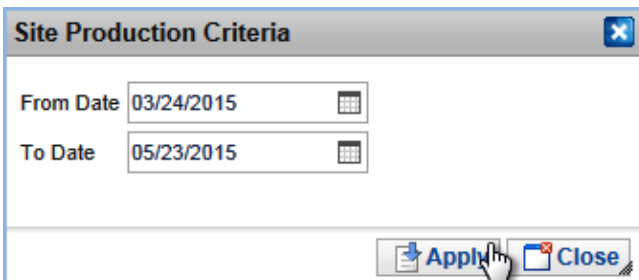
How to Get to the Menus

This section will demonstrate how to add and/or edit a menu and forecast meals.

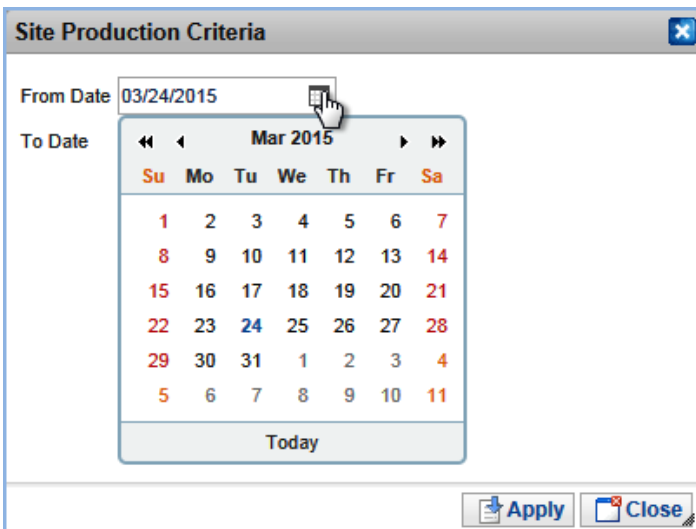
1. Click "Menu Forecasting & Production Records" on the Home Page.



2. Click "Apply". There is no need to choose a date unless going backward from the current day.



3. If a prior menu date is needed click the Calendar box to enter the specific date in the "From Date" field.





- When entering the Menu Forecasting screen, the system will default to the current day or the date that was chosen on the calendar. To move to another date click on the calendar day. The date being worked on will highlight in orange and the menu(s) for that day will appear on the right hand side of the screen.

How to Edit the Date Criteria and Collapse Navigation

- Click "Edit Criteria" button / to change the date / range on the calendar section.

- The date range box will pop up again. Select date range and click "Apply".

- The Navigation bar can be collapsed to create more screen space for Site Production. Click the Double left arrow . Hover over to temporarily expand Navigation. Click Double right arrow  to open as a stationery

bar.


Home > To Do Activities > Menu Forecasting & Production Records

Production Day

Select Menu Template: N

Production Info For Day : 04/30/2018

Type	Item Name	Code \ CNCCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Pattern	Cereal Sweetened	CS	1.00	Each(1.00- 28.00g)	85	5	90
Pattern	Cereal Unsweetened	5000	1.00	Each(1.00- 28.00g)	8	2	10
Pattern	Yogurt Parfait Assorted	YP	1.00	Each (parfait)(1.00-226.90g)	0	0	0
Item	Pancake Strawberry Mini Fzn	5064	1.00	Each (3.17 oz)(1.00-89.00g)	0	0	0
Pattern	Fresh Fruit Assorted	4415	1.00	Each(1.00- 56.69g)	0	0	0
Item	Dough Biscuit Whole Grain 1.25Oz.	5011	1.00	Each (Elem = 1 Biscuit)(1.00-35.45g)	0	0	0
Recipe	Toast Elementary (Frz Bread)	6065	1.00	Slice (1 oz)(1.00-28.54g)	0	0	0
Recipe	Eggs Scrambled	2215*	1.00	Scoop#20(1.00-67.80g)	0	0	0
Item	Fruit Mix Diced In Ex Ls Cho	3340	1.00	Serving (1/2 cup)(1.00-124.00g)	83	2	85
Pattern	Condiments Breakfast SS	BCondi	1.00	Each (SS Condiment)(1.00-36.68g)	100	0	100
Pattern	Milk Breakfast	MB	1.00	Each (8 oz)(1.00-248.35g)	150	0	150
Item	Plate Molded Fiber 10.5" 5 Comp	8165	1.00	Each (10.5" Brown Round)(1.00-1.00g)	180	0	180
Item	Chex Mix Chocolate Carmel	5316	1.00	Each (1.03 oz)(1.00-29.00g)	16	0	16

4. The Calendar can be hidden. Click  to collapse.


Home > To Do Activities > Menu Forecasting & Production Records

Production Day

Select Menu Template: N

Production Info For Day : 04/30/2018

Type	Item Name	Code \ CNCCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Pattern	Cereal Sweetened	CS	1.00	Each(1.00- 28.00g)	85	5	90
Pattern	Cereal Unsweetened	5000	1.00	Each(1.00- 28.00g)	8	2	10
Pattern	Yogurt Parfait Assorted	YP	1.00	Each (parfait)(1.00-226.90g)	0	0	0
Item	Pancake Strawberry Mini Fzn	5064	1.00	Each (3.17 oz)(1.00-89.00g)	0	0	0
Pattern	Fresh Fruit Assorted	4415	1.00	Each(1.00- 56.69g)	0	0	0
Item	Dough Biscuit Whole Grain 1.25Oz.	5011	1.00	Each (Elem = 1 Biscuit)(1.00-35.45g)	0	0	0
Recipe	Toast Elementary (Frz Bread)	6065	1.00	Slice (1 oz)(1.00-28.54g)	0	0	0
Recipe	Eggs Scrambled	2215*	1.00	Scoop#20(1.00-67.80g)	0	0	0
Item	Fruit Mix Diced In Ex Ls Cho	3340	1.00	Serving (1/2 cup)(1.00-124.00g)	83	2	85
Pattern	Condiments Breakfast SS	BCondi	1.00	Each (SS Condiment)(1.00-36.68g)	100	0	100
Pattern	Milk Breakfast	MB	1.00	Each (8 oz)(1.00-248.35g)	150	0	150
Item	Plate Molded Fiber 10.5" 5 Comp	8165	1.00	Each (10.5" Brown Round)(1.00-1.00g)	180	0	180
Item	Chex Mix Chocolate Carmel	5316	1.00	Each (1.03 oz)(1.00-29.00g)	16	0	16

5.  Click again to re-display.

Home > To Do Activities > Menu Forecasting & Production Records

Production Day

Select Menu Template: N

Production Info For Day : 04/30/2018

Type	Item Name	Code \ CNCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings	
Breakfast / Elem Breakfast S16 16S Spring 2018 / Breakfast Grades K-12 / Serving location: Internal / 285 (# Of Servings) / Elem Breakfast S16 Spring 2018 / Open								
	Pattern	Cereal Sweetened	CS	1.00	Each(1.00- 28.00g)	85	5	90
	Pattern	Cereal Unsweetened	5000	1.00	Each(1.00- 28.00g)	8	2	10
	Pattern	Yogurt Parfait Assorted	YP	1.00	Each (parfait)(1.00-226.90g)	0	0	0
	Item	Pancake Strawberry Mini Fzn	5064	1.00	Each (3.17 oz)(1.00-89.00g)	0	0	0
	Pattern	Fresh Fruit Assorted	4415	1.00	Each(1.00- 56.69g)	0	0	0
	Item	Dough Biscuit Whole Grain 1.25Oz.	5011	1.00	Each (Elem = 1 Biscuit)(1.00-35.45g)	0	0	0
	Recipe	Toast Elementary (Frz Bread)	6065	1.00	Slice (1 oz)(1.00-28.54g)	0	0	0
	Recipe	Eggs Scrambled	2215*	1.00	Scoop#20(1.00-67.80g)	0	0	0
	Item	Fruit Mix Diced In Ex Ls Cho	3340	1.00	Serving (1/2 cup)(1.00-124.00g)	83	2	85
	Pattern	Condiments Breakfast SS	BCondi	1.00	Each (SS Condiment)(1.00-36.68g)	100	0	100
	Pattern	Milk Breakfast	MB	1.00	Each (8 oz)(1.00-248.35g)	150	0	150
	Item	Plate Molded Fiber 10.5" 5 Comp	8165	1.00	Each (10.5" Brown Round)(1.00-1.00g)	180	0	180
	Item	Chex Mix Chocolate Carmel	5316	1.00	Each (1.03 oz)(1.00-29.00g)	16	0	16

Editing Menus for Menu Forecasting

- When menus are first added to site production, they will display the status of "Forecasting NOT Completed". And the checkmark on each day that menus were added will be blue.

Home > Nutrition & Production > Site Production

Edit Criteria Bulk Changes Copy Days Save Day Nutrition Report POS Import Log Cutler Bay Middle

December/2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January/2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12

Production Day

Select Menu Template N Add Menu

Production Info For Day : 12/17/2018

Type	Item Name	Code \ CNCCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Breakfast	Secondary Breakfast F18 06T Fall 2018 / Breakfast Grades K-12 / Serving location: Internal / 100 (# Of Servings) / Sec Breakfast F18 Fall 2018 / Open						Forecasting NOT Completed
Lunch	Middle Lunch F18 06T Fall 2018 / Lunch Grades 6-8 / Serving location: Internal / 100 (# Of Servings) / Middle Lunch F18 Fall 2018 / Open						Forecasting NOT Completed
Other	ASCM F18 06F Fall 2018 / Dinner/Supper / Serving location: Internal / 100 (# Of Servings) / ASCM F18 Fall 2018 / Open						Forecasting NOT Completed

- Click "Edit",  to enter the Menu Editing section of the production record.

Production Info For Day : 03/23/2015

Type	Item Name	Code \ CNCCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Breakfast / W4D1 Breakfast / Breakfast Grades K-12 / Serving location: Internal / 100 (# Of Servings) / Breakfast menus K-12 / Open							
Item	French Toast, WW	6405	1.00	Each (1 slice)(1.00-150.00g)	100	0	100
Item	Cereal, Oatmeal, Apple & Cinn, Instant, Pkg	6419	1.00	Package(1.00-35.00g)	100	0	100
Pattern	Cereal, Assorted	Cereal Assort	1.00	Bowl Pack(1.00- 40.00g)	100	0	100
Pattern	Fruit, Assorted	Fruit Assort	1.00	Scoop#8(1.00-117.86g)	100	0	100
Pattern	Fruit Juice, Assorted	Fruit Juic Ass	1.00	Each(1.00-121.05g)	100	0	100
Item	Syrup, Maple, Packet	6418	1.00	Each (1oz)(1.00-28.35g)	100	0	100
Pattern	Milk, Breakfast	MLK BRK	1.00	Each (8 fl oz carton)(1.00-244.00g)	100	0	100

- The menu items will appear on the screen. Information such as recipe number, portion size, and projected servings will be displayed.

RecipeMenu / W4D1 Breakfast / BRKW4D1

Menu Planning Food Based

General Details

Menu Name: W4D1 Breakfast Menu Code: BRKW4D1 Meal Type Name: Breakfast Planned # of Servings: 100

Serving Location: N Internal / Internal

Age Group: Breakfast Grades K-12

Add Menu Item: Item Item/Recipe/Pattern Inactive

Date: 03/23/2015

Item: N Menu Item type: Serving Size: Serving Type: Planned Servings: Add

Item Leftover: N Course: Portion Size: Serving Type: Left Over amount: Add

Menu Items (** - A CN Database Serving Type)

Name	Type	Code	Menu Item type	Serving Size	Serving Type	Student Planned Servings	Adult / a la Carte Planned Servings	Total Planned Servings	Leftovers Added
French Toast, WW	Item	6405	Breakfast Entree	1.00	Each (1 slice)(1.00-150.00g)	100	0	100	0.00
Cereal, Oatmeal, Apple & Cinn, Instant, Pkge	Item	6419	Breakfast Entree	1.00	Package(1.00- 35.00g)	100	0	100	0.00
Cereal, Assorted	Pattern	Cereal Assort	Side	1.00	Bowl Pack(1.00- 40.00g)	100	0	100	0.00
Fruit, Assorted	Pattern	Fruit Assort	Side	1.00	Scoop#8(1.00-117.86g)	100	0	100	0.00
Fruit Juice, Assorted	Pattern	Fruit Juic Assort	Side	1.00	Each(1.00-121.05g)	100	0	100	0.00
Syrup, Maple, Packet	Item	6418	Condiment	1.00	Each (1oz)(1.00- 28.35g)	100	0	100	0.00
Milk, Breakfast	Pattern	MLK BRK	Milk	1.00	Each (8 fl oz carton)(1.00-244.00g)	100	0	100	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

4. Enter the number of planned student entrees, sides and condiments, etc in the Student Planned Servings box.
5. Enter the number of planned adult and a la carte meals in the Adult/a la Carte box.
6. The total of the student planned serving entrées should match the Planned # of Servings shown at the top of the page.

RecipeMenu / W4D1 Breakfast / BRKW4D1

Menu Planning Food Based

General Details

Menu Name: W4D1 Breakfast Menu Code: BRKW4D1 Meal Type Name: Breakfast Planned # of Servings: 200

Serving Location: N Internal / Internal

Age Group: Breakfast Grades K-12

Add Menu Item: Item Item/Recipe/Pattern Inactive

Date: 03/23/2015

Item: N Menu Item type: Serving Size: Serving Type: Planned Servings: Add

Item Leftover: N Course: Portion Size: Serving Type: Left Over amount: Add

Menu Items (** - A CN Database Serving Type)

Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
French Toast, WW	Item	6405	Breakfast Entr...	1.00	Each (1 slice)(1.00-150.00g)	125	4	129	0.00
Cereal, Oatmeal, Apple & Cinn, Instant, Pkge	Item	6419	Breakfast Entr...	1.00	Package(1.00- 35.00g)	75	10	85	0.00
Cereal, Assorted	Pattern	Cereal Assort	Side	1.00	Bowl Pack(1.00- 40.00g)	200	0	200	0.00
Fruit, Assorted	Pattern	Fruit Assort	Side	1.00	Scoop#8(1.00-117.86g)	50	14	64	0.00
Fruit Juice, Assorted	Pattern	Fruit Juic Assort	Side	1.00	Each(1.00-121.05g)	150	0	150	0.00
Syrup, Maple, Packet	Item	6418	Condiment	1.00	Each (1oz)(1.00- 28.35g)	125	4	129	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

****NOTE: Districts that designate entrees as a menu item type will automatically add up the Planned # of Servings.**

7. Click "Save".

RecipeMenu / W4D1 Breakfast / BRKW4D1

Menu Planning **Food Based**

General Details

Menu Name: W4D1 Breakfast Menu Code: BRKW4D1 Meal Type Name: Breakfast Planned # of Servings: 200

Serving Location: N x Q Internal / Internal

Age Group: Breakfast Grades K-12

Add Menu Item: Item Item/Recipe/Pattern Inactive

Date: 03/23/2015

Item: N x Q Menu Item type:

Serving Size: Serving Type: Planned Servings: Add

Item Leftover: N x Q Course: Portion Size: Serving Type: Left Over amount: Add

Menu Items (= A CN Database Serving Type)**

	Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑ ↓	French Toast, WW	Item	6405	Breakfast Entr...	1.00	Each (1 slice)(1.00-150.00g)	125	4	129	0.00
↑ ↓	Cereal, Oatmeal, Apple & Cinn, Instant, Pkge	Item	6419	Breakfast Entr...	1.00	Package(1.00-35.00g)	75	10	85	0.00
↑ ↓	Cereal, Assorted	Pattern	Cereal Assort	Side	1.00	Bowl Pack(1.00-40.00g)	200	0	200	0.00
↑ ↓	Fruit, Assorted	Pattern	Fruit Assort	Side	1.00	Scoop#8(1.00-117.86g)	50	14	64	0.00
↑ ↓	Fruit Juice, Assorted	Pattern	Fruit Juic Assort	Side	1.00	Each(1.00-121.05g)	150	0	150	0.00
↑ ↓	Syrup, Maple, Packet	Item	6418	Condiment	1.00	Each (1oz)(1.00-28.35g)	125	4	129	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

8. Clicking save will display the message below. If forecasting of that menu is complete, click Yes. If forecasting is not yet completed, click NO.

IS FORECASTING COMPLETED?

Have you completed all forecasting for this menu? Click Yes and menu will be saved as forecasting completed. Click No and menu will be saved as forecasting not completed. Click Cancel to return to menu.

Yes No Cancel

9. Clicking yes to the message above will change the status will change to "Forecasting Completed". When all menus on a given day have the status of "Forecasting Completed" the checkmark on the day will change to red.

Home > Nutrition & Production > Site Production

Edit Criteria Bulk Changes Copy Days Save Day Nutrition Report POS Import Log Cutler Bay Middle

Production Day

Select Menu Template: N Add Menu

Production Info For Day: 12/10/2018

Type	Item Name	Code \ CNCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Breakfast / Secondary Breakfast F17 01F Fall 2018 / Breakfast Grades K-12 / Serving location: Internal / 225 (# Of Servings) / Sec Breakfast F17 Fall 2018 / Open							Forecasting Completed
Lunch / Middle Lunch F17 01F Fall 2018 / Lunch Grades 6-8 / Serving location: Internal / 550 (# Of Servings) / Middle Lunch F17 Fall 2018 / Open							Forecasting Completed
Other / ASCM F17 01F Fall 2018 / Dinner/Supper / Serving location: Internal / 75 (# Of Servings) / ASCM F17 Fall 2018 / Open							Forecasting Completed
A la carte / A La Carte 6-8 / A la carte / Serving location: Internal / 10 (# Of Servings) / ALC 6-8 / Open							Forecasting Completed

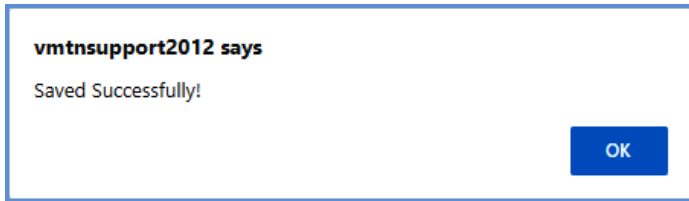
December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19

10. Click "OK".



How to Add Menu “Enhancements”

***Note: this can be done with the step above for Editing Menus for Production Planning**

1. Click on “Edit”  to enter the Menu editing section of the production record.

The screenshot shows a web application interface for "Menu Forecasting & Production Records". At the top, there is a breadcrumb trail: "Home > To Do Activities > Menu Forecasting & Production Records". Below this, there are navigation links: "Edit Criteria", "Save Day", "Nutrition Report", and "POS Import Log".

The main section is titled "Production Day" and includes a "Select Menu Template" dropdown menu set to "N", along with "Add Menu" and "Add Menu Item" buttons. Below this, the "Production Info For Day : 04/30/2018" is displayed.

A table lists menu items with the following columns: Type, Item Name, Code \ CNCCode, Serving Size, Serving Type, Student Planned Servings, Adults / a la Carte Planned Servings, and Total Planned Servings. The table is titled "Breakfast / Elem Breakfast S16 16S Spring 2018 / Breakfast Grades K-12 / Serving location: Internal / 285 (# Of Servings) / Elem Breakfast S16 Spring 2018 / Open".

Type	Item Name	Code \ CNCCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Pattern	Cereal Sweetened	CS	1.00	Each(1.00- 28.00g)	85	5	90
Pattern	Cereal Unsweetened	5000	1.00	Each(1.00- 28.00g)	8	2	10
Pattern	Yogurt Parfait Assorted	YP	1.00	Each (parfait)(1.00-226.90g)	0	0	0
Item	Pancake Strawberry Mini Fzn	5064	1.00	Each (3.17 oz)(1.00-89.00g)	0	0	0

2. Add additional menu items/recipes/patterns by clicking on the drop down arrow next to “Add Menu Item”. Select the appropriate menu item type.

RecipeMenu / Elementary Breakfast Day 2 / ESD2

Menu Planning **Food Based**

General Details

Menu Name: Elementary Breakfast Day 2 Menu Code: ESD2 Meal Type Name: Breakfast

Planned # of Servings: 315 Serving Location: N Internal / Internal

Age Group: Breakfast Grades K-5

Add Menu Item: Item Item/Recipe/Pattern: Inactive

Date: 05/05/2015

Item: N x Q Menu Item type:
 Item Recipe Pattern

Serving Size: -- Serving Type: -- Planned Servings: -- Add

Item Leftover: N x Q Course: -- Portion Size: -- Serving Type: -- Left Over amount: -- Add

Menu Items (= A CN Database Serving Type)**

	Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑ ↓	Cereal, Assorted w/Graham Cracker	Pattern	C/GC	Breakfast Entr...	1.00	Bowl Pack(1.00-68.35g)	140	0	140	0.00
↑ ↓	Wrap, Sausage	Item	6404	Breakfast Entr...	1.00	Each (4.5oz)(1.00-127.58g)	175	2	177	0.00
↑ ↓	Fruit, Assorted	Pattern	Fruit Assort	Side	1.00	Scoop#8(1.00-125.21g)	175	0	175	0.00
↑ ↓	Fruit Juice, Assorted	Pattern	Fruit Juic Assort	Side	1.00	Each(1.00-124.00g)	175	0	175	0.00
↑ ↓	Milk, Breakfast	Pattern	MLK BRK	Milk	1.00	Each (8 fl oz carton)(1.00-245.71g)	350	0	350	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

3. Click on the "Magnifying Glass" to search for the item, recipe or pattern to be added.

RecipeMenu / Elementary Breakfast Day 2 / ESD2

Menu Planning **Food Based**

General Details

Menu Name: Elementary Breakfast Day 2 Menu Code: ESD2 Meal Type Name: Breakfast

Planned # of Servings: 315 Serving Location: N Internal / Internal

Age Group: Breakfast Grades K-5

Add Menu Item: Item Item/Recipe/Pattern: Inactive

Date: 05/05/2015

Item: N x Q Menu Item type:
 Item Recipe Pattern

Serving Size: -- Serving Type: -- Planned Servings: -- Add

4. Highlight the desired item and click "Apply".

Find Item

Filter By: Item Name Contains Muffin Go Filter

Item Name	Item Code	Description	Class
Muffin, Apple Cinnamon	6401	200 each/case; Bake Crafters Food Co. #89	Bread/Grain/602
Muffin, Blueberry	6402	200 each/case; Bake Crafters Food Co. #108	Bread/Grain/602
Muffin, Orange Cranberry	6403	200 each/case; Bake Crafters Food Co. #92	Bread/Grain/602
Sandwich, Egg & Cheese Muffin	6432	120 each/case; Egg Omlete with Cheese on a Wh...	Dry Misc./603

Page: 1 of 1 Total Found: 4

Apply Close

5. Select the appropriate Menu Item Type from the drop down.
6. Enter the serving size quantity.
7. Select the appropriate serving from the drop down menu next to Serving Type.
8. Enter the number of planned servings in the "Projected Servings" box and click "Add".

RecipeMenu / Elementary Breakfast Day 2 / ESB02

Menu Planning **Food Based**

General Details

Menu Name: Elementary Breakfast Day 2 Menu Code: ESB02 Meal Type Name: Breakfast

Planned # of Servings: 315 Serving Location: N Internal / Internal

Age Group: Breakfast Grades K-5

Add Menu Item: Item Item/Recipe/Pattern: Inactive

Date: 05/05/2015

Item: N Muffin, Blu... Muffin, Blueberry / 6 Menu Item type: Side

Serving Size: 1.00 Serving Type: Each(1.000-56.70g) Planned Servings: 25 **Add**

Item Leftover: N Course: Portion Size: Serving Type: Left Over amount: **Add**

Menu Items (- A CN Database Serving Type)**

	Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑ ↓	Cereal, Assorted w/Graham Cracker	Pattern	C/GC	Breakfast Entr...	1.00	Bowl Pack(1.00-68.35g)	140	0	140	0.00
↑ ↓	Wrsp, Sausage	Item	6404	Breakfast Entr...	1.00	Each (4.5oz)(1.00-127.58g)	175	2	177	0.00
↑ ↓	Fruit, Assorted	Pattern	Fruit Assort	Side	1.00	Scoop#8(1.00-125.21g)	175	0	175	0.00
↑ ↓	Fruit Juice, Assorted	Pattern	Fruit Juic Assort	Side	1.00	Each(1.00-124.00g)	175	0	175	0.00
↑ ↓	Milk, Breakfast	Pattern	MLK BRK	Milk	1.00	Each (8 fl oz carton)(1.00-245.71g)	350	0	350	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

9. Continue until all menu items have been added. **Note:** Should Patterns be added, remember to edit the planned servings for the pattern's ingredients from the Main menu screen after the edited menu has been saved. See [Editing Patterns](#).
10. Click "Save" to exit the edit screen and return to the main menu forecasting screen.

RecipeMenu / Elementary Breakfast Day 2 / ESB02

Menu Planning **Food Based**

General Details

Menu Name: Elementary Breakfast Day 2 Menu Code: ESB02 Meal Type Name: Breakfast

Planned # of Servings: 315 Serving Location: N Internal / Internal

Age Group: Breakfast Grades K-5

Add Menu Item: Item Item/Recipe/Pattern Inactive

Date: 05/05/2015

Item: N Menu Item type:

Serving Size: -- Serving Type: Planned Servings: Add

Item Leftover: N Course: Portion Size: Serving Type: Left Over amount: Add

Menu Items (- A CN Database Serving Type)**

	Name	Type	Code	Menu Item ty...	Servi...	Serving Type	Student...	Adult / a...	Total Pla...	Leftovers Added
↑ ↓	Cereal, Assorted w/Graham Cracker	Pattern	C/GC	Breakfast Entr...	1.00	Bowl Pack(1.00-68.35g)	140	0	140	0.00
↑ ↓	Wrap, Sausage	Item	6404	Breakfast Entr...	1.00	Each (4.5oz)(1.00-127.58g)	175	2	177	0.00
↑ ↓	Fruit, Assorted	Pattern	Fruit Assort	Side	1.00	Scoop#8(1.00-125.21g)	175	0	175	0.00
↑ ↓	Fruit Juice, Assorted	Pattern	Fruit Juic Assort	Side	1.00	Each(1.00-124.00g)	175	0	175	0.00
↑ ↓	Milk, Breakfast	Pattern	MLK BRK	Milk	1.00	Each (8 fl oz carton)(1.00-245.71g)	350	0	350	0.00
↑ ↓	Muffin, Blueberry	Item	6402	Side	1.00	Each(1.00-56.70g)	25	0	25	0.00

ONLY Menu Items defined as Breakfast Entrée, Entrée, Side and Milk will be included in Food Based Menu Planning compliance reports.

!!! Serving Sizes highlighted in yellow require action by the menu planner if using the Food Based Menu Planning compliance report. These Serving Sizes does not have unique Food Based Components assigned to them. Please create a unique Serving Size for this item/recipe and correct this menu.

UOM Converter Nutrition Calculator Pre-Cost Detail Save Close Print

11. Click "OK".

vmtnsupport2012 says

Saved Successfully!

OK

12. The added Item, Recipe, or Pattern will now show on the main screen.

Home > Daily Activities > Site Production

Edit Criteria Copy Days Save Day Nutrition Report

Production Day

Select Menu Template: N Add Menu

Production Info For Day : 05/05/2015

Type	Item Name	Code \ CNCode	Serving Size	Serving Type	Student Planned Servings	Adults / a la Carte Planned Servings	Total Planned Servings
Breakfast / Elementary Breakfast Day 2 / Breakfast Grades K-5 / Serving location: Internal / 315 (# Of Servings) / Open							
Pattern	Cereal, Assorted w/Graham Cracker	C/GC	1.00	Bowl Pack(1.00-68.35g)	140	0	140
Item	Wrap, Sausage	6404	1.00	Each (4.5oz)(1.00-127.58g)	175	2	177
Pattern	Fruit, Assorted	Fruit Assort	1.00	Scoop#8(1.00-125.21g)	175	0	175
Pattern	Fruit Juice, Assorted	Fruit Juic Ass	1.00	Each(1.00-124.00g)	175	0	175
Pattern	Milk, Breakfast	MLK BRK	1.00	Each (8 fl oz carton)(1.00-245.71g)	350	0	350
Item	Muffin, Blueberry	6402	1.00	Each(1.00-56.70g)	25	0	25

Editing Patterns

The type of pattern is not displayed on the menu screen. The user must enter the edit section of the pattern to see what type of pattern is being used. The Grouping Mode states the pattern type.

Breakfast / W4D1 Breakfast / Breakfast Grades K-12 / Serving location: Internal / 200 (# Of Servings) /Open									
Production Record									
		Item	French Toast, WW	6405	1.00	Each (1 slice)(1.00-150.00g)	125	4	129
		Item	Cereal, Oatmeal, Apple & Cinn, Instant, Pkg	6419	1.00	Package(1.00-35.00g)	75	10	85
		Pattern	Cereal, Assorted	Cereal Assort	1.00	Bowl Pack(1.00- 40.00g)	200	0	200
		Pattern	Fruit, Assorted	Fruit Assort	1.00	Scoop#8(1.00-117.86g)	50	14	64
		Pattern	Fruit Juice, Assorted	Fruit Juic Ass	1.00	Each(1.00-121.05g)	150	0	150
		Item	Syrup, Maple, Packet	6418	1.00	Each (1oz)(1.00-28.35g)	125	4	129
		Pattern	Milk, Breakfast	MLK BRK	1.00	Each (8 fl oz carton)(1.00-244.00g)	200	5	205

Pattern Creation	Food Based		
General Details			
Pattern Name	<input type="text" value="Cereal, Assorted"/>	Pattern Code	<input type="text" value="Cereal Assort"/>
Grouping Mode	<input type="text" value="Pattern"/>	Inactive	<input type="checkbox"/>
		Public Name	<input type="text" value="Assorted Cold Cereal"/>

The types of Patterns are:

Combo Patterns - The combo pattern allows for multiple ingredients to be combined as though they are a single menu item. As an example, an entrée to include a side where the two are served together on a menu. The nutritional analysis will be combined for the items/recipes as though they were a single item. The planned amounts will be the same for each item or recipe in the pattern.

Batch Patterns - The batch pattern allows multiple menu items to be grouped together using a variety items to construct a single menu item. The nutritional analysis will be done on the weighted average of the included ingredients. The planned amounts can vary between ingredients. It is also an easy way to group together items with variety options such as milk, cereal, canned or fresh fruit, salad and potato bars, etc.

Percentage Patterns -The percentage pattern is an easy way to group together items with variety options such as milk, cereal, canned or fresh fruit, etc. The nutritional analysis will be done on the weighted average of the included ingredients. The planned amounts can vary between ingredients and this pattern will auto calculate the Total Number of Servings within the pattern.

Combo Patterns

The combo pattern allows for multiple ingredients to be combined as if they were a single menu item. The planned amounts will be the same for all ingredients in the pattern. As of now there are NO combo patterns in your TrakNOW system. They may be used in the future however.

1. Edit the pattern to plan the correct number of servings by clicking on "Edit"  next to the pattern.

Lunch / Elementary Lunch Day 3 / Lunch Grades K-5 / Serving location: Internal / 200 (# Of Servings) /Open

Production Record

	Recipe	Chicken, Sweet & Sour	7332	1.00	Spoodle 8 fl oz(1.00-172.61g)	100	10	110	
	Pattern	Chicken Nuggets & Roll	CNR	1.00	Serving(1.00-171.13g)	100	5	105	
	Recipe	Vegetables, Chinese Style	I-2	1.00	Scoop#8(1.00-114.96g)	200	15	215	
	Recipe	Rice, Steamed	B-2	1.00	Scoop#8(1.00-107.12g)	200	15	215	
	Item	Veg, Green Beans, Canned	336	1.00	Scoop#8(1.00-120.00g)	200	15	215	
	Item	Fruit, Pineapple, Canned	0112	1.00	Scoop#8(1.00-125.21g)	200	5	205	
	Item	Ketchup, Bulk	0137	1.00	Ladle 1 (oz)(1.00-34.00g)	200	0	200	
	Item	Sauce, BBQ, Bulk	340	1.00	Ladle 1 (fl oz)(1.00-34.00g)	200	0	200	
	Pattern	Milk	EC	1.00	Each (8 fl oz carton)(1.00-244.80g)	200	0	200	

2. Click into the Total # of Servings field to edit the Total # of Servings. The items and recipes Projected Servings will update automatically.

Pattern / Chicken Nuggets & Roll / CNR

Pattern Creation **Food Based**

General Details

Pattern Name: Chicken Nuggets & Roll Pattern Code: CNR Public Name: Chicken Nuggets & Roll
 Grouping Mode: Combo Inactive: No

Item / Recipe: N Portion Size: -- Serving Type: ----- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Ser...	Item Mgmt type
Item	Chicken, Nuggets, Breaded	105	1.00	Serving (4 each)(1.00-90.72g)	105.00	Nutr & Inv
Recipe	Bread, Rolls	B-3	1.00	Each(1.00-57.73g)	105.00	Nutr & Inv

Totals

Total # Of Servings:

Serving Details

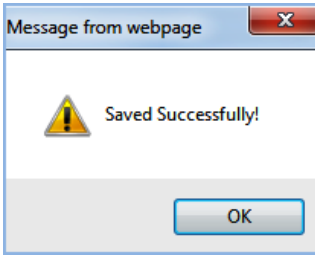
Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Serving	5 nuggets & 1 roll	Yes

UOM Converter Nutrition Calculator Save Close Print

3. Click "Save" to update projected quantities on the production record.

UOM Converter Nutrition Calculator **Save** Close Print

4. Click "OK".



Batch Patterns

The batch pattern allows multiple menu items to be grouped together with flavor options such as milk, cereal, canned or fresh fruit; where one serving of one item constitutes a menu serving. It is also an optional way to offer a variety of items that selectively grouped together build a menu item such as a salad bar and potato bars; where several items served together constitute a menu serving. The planned amounts can vary between ingredients

1. Edit the pattern to plan the correct number of servings by clicking on “Edit” next to the pattern.

Breakfast / W4D1 Breakfast / Breakfast Grades K-12/Serving location: Internal / 200 (# Of Servings) /Open										
Production Record										
		Item	French Toast, WW	6405	1.00	Each (1 slice)(1.00-150.00g)	125	4	129	
		Item	Cereal, Oatmeal, Apple & Cinn, Instant, Pkg	6419	1.00	Package(1.00-35.00g)	75	10	85	
		Pattern	Cereal, Assorted	Cereal Assor	1.00	Bowl Pack(1.00- 40.00g)	200	0	200	
		Pattern	Fruit, Assorted	Fruit Assort	1.00	Scoop#8(1.00-117.86g)	50	14	64	
		Pattern	Fruit Juice, Assorted	Fruit Juic Ass	1.00	Each(1.00-121.05g)	150	0	150	
		Item	Syrup, Maple, Packet	6418	1.00	Each (1oz)(1.00-28.35g)	125	4	129	
		Pattern	Milk, Breakfast	MLK BRK	1.00	Each (8 fl oz carton)(1.00-244.00g)	200	5	205	

2. All items included in the batch pattern may or may not have a projected serving amount. This is dependent on how the pattern is set up by the district. The example below is for a pattern where typically one serving of one item in the pattern is a menu serving. The user must review the Serving Details to confirm the definition of a serving.

Pattern / Fruit Juice, Assorted / Fruit Juic Assort

Pattern Creation **Food Based**

General Details

Pattern Name: Fruit Juice, Assorted Pattern Code: Fruit Juic Assort Public Name: Fruit Juice
 Grouping Mode: Batch Inactive: No

Item / Recipe: N [] [X] [Q] Portion Size: -- Serving Type: ----- Projected Servings: -- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Ser...	Item Mgmt type
Item	Juice, Orange, 4 oz	0500	1.00	Each (4 fl oz carton)(1.00-124.00g)	150.00	Nutr & Inv
Item	Juice, Apple, 4 oz	6435	1.00	Each (4 oz)(1.00-119.60g)	0.00	Nutr & Inv
Item	Juice, Grape, 4 oz	7116	1.00	Each (4 oz)(1.00-119.60g)	0.00	Nutr & Inv

Totals

Total # Of Servings: 150

Serving Details

Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Each	4 oz	Yes

UOM Converter Nutrition Calculator Save Close Print

3. Enter the projected number of servings next to each item that will be served in the menu. For this example, the sum of the projected servings should be the Total # of Servings.

Pattern / Fruit Juice, Assorted / Fruit Juic Assort

Pattern Creation **Food Based**

General Details

Pattern Name: Fruit Juice, Assorted Pattern Code: Fruit Juic Assort Public Name: Fruit Juice
 Grouping Mode: Batch Inactive: No

Item / Recipe: N [] [X] [Q] Portion Size: -- Serving Type: ----- Projected Servings: -- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Ser...	Item Mgmt type
Item	Juice, Orange, 4 oz	0500	1.00	Each (4 fl oz carton)(1.00-124.00g)	100.00	Nutr & Inv
Item	Juice, Apple, 4 oz	6435	1.00	Each (4 oz)(1.00-119.60g)	0.00	Nutr & Inv
Item	Juice, Grape, 4 oz	7116	1.00	Each (4 oz)(1.00-119.60g)	50.00	Nutr & Inv

Totals

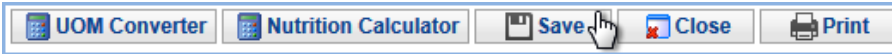
Total # Of Servings: 150

Serving Details

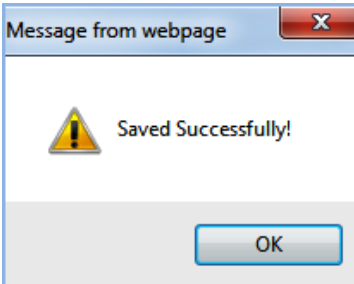
Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Each	4 oz	Yes

UOM Converter Nutrition Calculator Save Close Print

4. Click "Save" to update projected quantities on the production record.



5. Click "OK".



An optional way that Batch Patterns are used to create a menu serving is outlined below

Lunch / Elementary Lunch Day 2 / Lunch Grades K-5 / Serving location: Internal / 475 (# Of Servings) / Elementary Lunch / Open									
Production Record									
		Item	Quesadilla, Chicken & Cheese	6340	1.00	Each (3.25oz)(1.00-91.00g)	375	15	390
		Recipe	Burrito, Bean	14962	1.00	Each(1.00-166.77g)	100	5	105
		Pattern	Salad bar K-5	SBK-5	1.00	Serving(1.00-117.84g)	400	20	420
		Item	Beans, Pinto, Canned	301	1.00	Scoop#16(1.00-85.00g)	355	5	360
		Item	Prod, Pear	6677	1.00	Each (medium)(1.00-178.00g)	475	20	495
		Item	Salsa, Canned	350	1.00	Ladle 1 (oz)(1.00-30.47g)	475	20	495
		Pattern	Milk	EC	1.00	Each (8 fl oz carton)(1.00-244.80g)	475	0	475

6. The example below is for a pattern where typically one serving of multiple items in the pattern creates the menu serving. The user must review the Serving Details to confirm the definition of a serving.

Pattern / Salad bar K-5 / SBK-5

Pattern Creation **Food Based**

General Details

Pattern Name: Salad bar K-5 Pattern Code: SBK-5 Public Name: Salad Bar
 Grouping Mode: Batch Inactive: No

Item / Recipe: N Portion Size: -- Serving Type: Projected Servings: -- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Ser...	Item Mgmt type
Item	Cheese, Mozzarella, Shredded	2-0305	1.00	Scoop#16(1.00-33.00g)	420.00	Nutr & Inv
Item	Prod, Carrots, Baby	6964	1.00	Serving (5 Medium carrots)(1.00-72.00g)	315.00	Nutr & Inv
Recipe	Salad, Mix	6958	1.00	Serving (1 Cup)(1.00-56.70g)	420.00	Nutr & Inv

Totals

Total # Of Servings: 420

Serving Details

Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Serving	1 Cups Salad Mix + Student Choice Toppings	Yes

UOM Converter Nutrition Calculator Save Close Print

7. Enter the projected number of servings next to each item that will be served in the menu. For this example, the sum of the projected servings would **not** be the same as the Total # of Servings.

Pattern / Salad bar K-5 / SBK-5

Pattern Creation **Food Based**

General Details

Pattern Name: Salad bar K-5 Pattern Code: SBK-5 Public Name: Salad Bar
 Grouping Mode: Batch Inactive: No

Item / Recipe: N Portion Size: -- Serving Type: Projected Servings: -- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Ser...	Item Mgmt type
Item	Prod, Tomatoes	206	1.00	1 tablespoon (Diced)(1.00-11.28g)	210.00	Nutr & Inv
Item	Cheese, Mozzarella, Shredded	2-0305	1.00	Scoop#16(1.00-33.00g)	375.00	Nutr & Inv
Item	Prod, Carrots, Baby	6964	1.00	Serving (5 Medium carrots)(1.00-72.00g)	315.00	Nutr & Inv
Recipe	Salad, Mix	6958	1.00	Serving (1 Cup)(1.00-56.70g)	420.00	Nutr & Inv

Totals

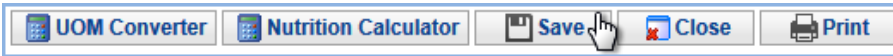
Total # Of Servings: 420

Serving Details

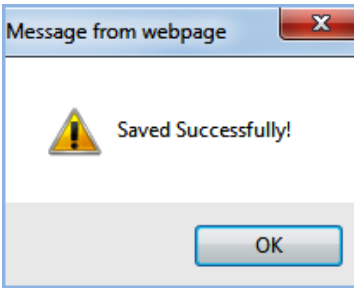
Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Serving	1 Cups Salad Mix + Student Choice Toppings	Yes

UOM Converter Nutrition Calculator Save Close Print

8. Click "Save" to update projected quantities on the production record.



9. Click "OK".



Percentage Patterns

The percentage pattern is an easy way to group together items with variety options such as milk, cereal, canned or fresh fruit, etc. The planned amounts can vary between ingredients and this pattern will auto calculate the Total Number of Servings within the pattern.

1. Edit the pattern to project the correct number of servings by clicking on "Edit" next to the pattern.

Breakfast / W4D2 Breakfast / Breakfast Grades K-12 / Serving location: Internal / 100 (# Of Servings) / Breakfast menus K-12 / Open										
Production Record										
			Item	Sandwich, Egg & Cheese Muffin	6432	1.00	Each (4.8oz)(1.00-165.00g)	50	0	50
			Pattern	Cereal, Assorted	Cereal Assort	1.00	Bowl Pack(1.00- 40.00g)	50	0	50
			Pattern	Fruit, Assorted	Fruit Assort	1.00	Scoop#8(1.00-117.86g)	100	0	100
			Pattern	Fruit Juice, Assorted	Fruit Juic Ass	1.00	Each(1.00-121.05g)	100	0	100
			Pattern	Milk, Breakfast	MLK BRK	1.00	Each (8 fl oz carton)(1.00-244.00g)	100	0	100

2. All items included in the pattern may or may not have a projected serving amount. This is dependent on how the pattern is set up by the district.

Pattern / Cereal, Assorted / Cereal Assort

Pattern Creation **Food Based**

General Details

Pattern Name: Cereal, Assorted Pattern Code: Cereal Assort Public Name: Assorted Cold Cereal
 Grouping Mode: Pattern Inactive: No

Item / Recipe: N Portion Size: -- Serving Type: ----- Projected Servings: -- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Servings	Item Mgmt type
Item	Cereal, Apple Jacks, Reduced Sugar, Bowl	6439	1.00	Bowl Pack(1.00-40.00g)	50.00	Nutr & Inv
Item	Cereal, Foot Loops, Reduced Sugar, Bowl	6437	1.00	Bowl Pack(1.00-40.00g)	0.00	Nutr & Inv
Item	Cereal, Heart to Heart, Bowl	6438	1.00	Bowl Pack(1.00-40.00g)	0.00	Nutr & Inv

Totals

Total # Of Servings: 50 Allow User-Defined Total:

Serving Details

Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Bowl Pack		Yes

UOM Converter Nutrition Calculator Save Close Print

3. Enter the planned number of servings next to each item included in the pattern. The Total # of Servings will auto calculate.

Pattern / Cereal, Assorted / Cereal Assort

Pattern Creation **Food Based**

General Details

Pattern Name: Cereal, Assorted Pattern Code: Cereal Assort Public Name: Assorted Cold Cereal
 Grouping Mode: Pattern Inactive: No

Item / Recipe: N Portion Size: -- Serving Type: ----- Projected Servings: -- Add

Pattern Ingredients

Type	Ingredient Name	Code	Portion Size	Serving Type	Projected Servings	Item Mgmt type
Item	Cereal, Apple Jacks, Reduced Sugar, Bowl	6439	1.00	Bowl Pack(1.00-40.00g)	20.00	Nutr & Inv
Item	Cereal, Foot Loops, Reduced Sugar, Bowl	6437	1.00	Bowl Pack(1.00-40.00g)	20.00	Nutr & Inv
Item	Cereal, Heart to Heart, Bowl	6438	1.00	Bowl Pack(1.00-40.00g)	10.00	Nutr & Inv

Totals

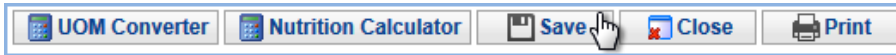
Total # Of Servings: 50 Allow User-Defined Total:

Serving Details

Serving Size	Serving Type	Serving Description	Is Food Based
1.00	Bowl Pack		Yes

UOM Converter Nutrition Calculator Save Close Print

4. Click "Save" to update projected quantities on the production record.



5. Click "OK".

