NutriStudents K-12®

Menu Freedom. Over 100 Certified Weeks.

Breakfast Menu Builder

Version 2.0

USER GUIDE

OVERVIEW

Our Breakfast Menu Builder helps you quickly and easily build your breakfast menus in a fraction of the time needed to manual plan them. We created this tool to help you simplify your breakfast program while improving student participation.

**Tip: Print out the Breakfast Market Basket from the Training & Resources tab before you start.

NAVIGATING BREAKFAST MENU BUILDER 2.0

To access the Breakfast Menu Builder from the Client Home page, hover your mouse over the breakfast tab in the navigation menu, then click "Breakfast Menu Builder." The Breakfast Menu Builder will open.
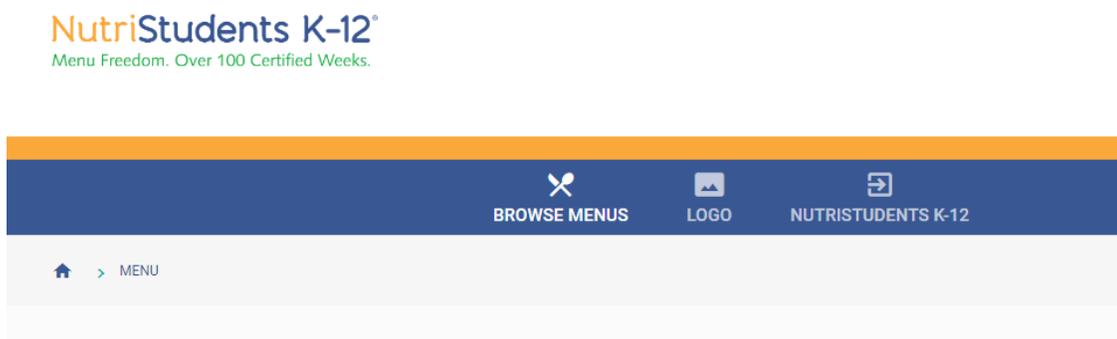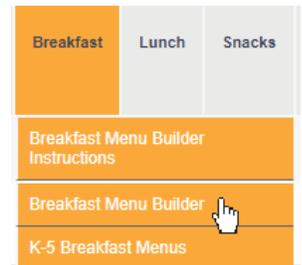
The navigation menu has three options:

BROWSE MENUS

Provides a full list of all the menus you've created.

LOGO

Allows you to upload a logo/picture to appear on your printable calendars and Food Production Reports (FPR).

NUTRISTUDENTS K-12

Returns you to the Client Home page.

CREATING A MENU

To create a menu, click "New Menu" on the right side of the page. This opens a window prompting you to create a new menu.

+ NEW MENU

AGE GROUP

Pick the age group for which you would like to plan your menu. The tool uses your selection to determine the USDA grain requirements. If you serve multiple age groups, you may need to plan multiple menus.

**Tip: The age groups listed ensure maximum nutritional flexibility and cost savings commonly caused by over-serving.

SERVING SITE

This field defaults to the school/district name associated with your NutriStudents K-12 account. You can customize this field to differentiate between multiple serving sites or to whatever title you wish.

YEAR

Choose the year that you would like to plan for.

MONTH

Choose the month that you would like to plan for.

SCHOOL DAYS

Choose the days of the week the site serves breakfast. (Default is Mon-Fri.) The tool validates compliance for weeks of 3-7 days.

**Tip: Select the days of the week you most often serve.

NOTES

Enter specific notes, such as special events during the month, that may affect your menus. Or simply leave this field blank. These will not be printed on any reports.

CREATE MENU AND CANCEL

Click "Create Menu" to proceed with menu creation OR "Cancel" to start over. After clicking "Create Menu," choose "Edit Menu" to choose your daily offerings or "Close" to come back later.

Create New Menu

Age Group

Serving Site

Year
2019

Month
January

School Days
mon, tue, wed, thu, fri

Notes

✓ CREATE MENU   ⊗ CANCEL

New Menu Created

You have a new menu for Jan 2019. Would you like to edit this menu now?

CLOSE   EDIT MENU

BUILDING A MENU (MONTH)

START

Click "Start" to choose the day's offerings. (See 'Building a Menu (Day)' section on page 5)

NO SCHOOL

The checkboxes indicate days there is no school. This allows the tool to update the amount of grains required for the week.

**Tip: After you complete a day, if you check the "No School" box, your selections are saved in case you have done this accidentally.

FORWARD/BACKWARD MONTH BUTTONS

You can navigate between months with the forward and backward month buttons. When you click either of the buttons:

If you HAVE created that month's menu, the month's menu opens for editing.

If you HAVE NOT created that month's menu, you will be prompted to create the menu.

BUILDING A MENU (DAY)

HOW MANY GRAINS DO YOU WANT TO SERVE TODAY?

Choose either 1 or 2, depending on how many whole grain equivalent offerings you plan for that day. Your selection contributes to your weekly grain requirement.

HOW MANY OFFERINGS ARE YOU PROVIDING TODAY?

Choose whether you want to offer 1 or 2 meal options for the day. To simplify your paperwork and meal planning, each offering will contribute the same amount of grains.

1 AND 2 OZ GRAIN ITEMS

If you have chosen 1 grain to be served, the "1 oz Grain Items" dropdown is accessible. The "2 oz Grain Items" dropdown list is locked.

If you have chosen 2 grains to be served, you can choose two items from the "1 oz Grain Items" dropdown list, or you can choose one item from the "2 oz Grain Items" dropdown list.

In either dropdown list, you can type the name of the item you want. This makes the list shorter and easier to search.

If you want to change your choices, click "X CLEAR" to the right of your selection(s).

FRUIT

Use the fruit dropdown list to choose your fruit for the day. You must choose two different fruits. There are two "Assorted Fruit" options if you do not want to specify in advance the fruit to be offered.

If you want to change your choices, click "X CLEAR" to the right of your selection.

**Tip: For every day you use "Assorted Fruit," you will need to handwrite the fruits offered on the FPR to properly document the menu plan.

MILK

There are multiple milk options available, all of which are selected by default. You do not need to offer all options – only two. Uncheck any options you do not want to offer. The options you choose appear on your FPR.

When all the daily requirements have been met, a green check mark will appear next to the validation box on the bottom of the page.

SAVE AND CANCEL

Click "Save" to save your daily offerings and return to the monthly calendar.

Click "Cancel" to start over.

GRAIN REQUIREMENTS

After making your selections for each day of the week that service is planned, the verification column on the left in the monthly calendar is green if you've met the USDA weekly whole grain equivalent requirements.

If the verification box is red, edit your offerings to meet the requirements.
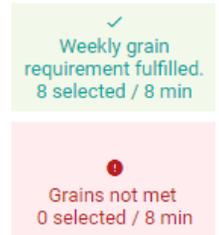
EDITING A DAY'S MENU

For a completed day, a "Menu" dropdown list is available on the upper right corner of that day on the monthly calendar.

COPY

Click on "Copy" to replicate one day's menu to another. A header alerts you when Copy mode is active. This header also displays the date of the menu you are copying.

To apply the copied menu, simply click "Paste" on the date that you would like to paste the menu. This copies the items to this day and automatically calculates the amount of grains in the week.

When you are finished copying days, click "End Copy Mode" in the header.
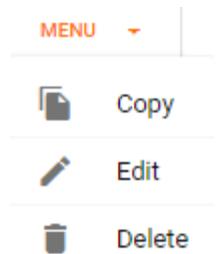
EDIT

Click "Edit" to change the day's selections.

- **How many grains do you want to serve today?**

  If you change from 1 grain to 2 grains, the first selection is saved. However, if you change from 2 grains to 1 grain, your selections are deleted.

- **How many offerings are you providing today?**

  If you change from 1 offering to 2 offerings, the first offering is saved, and a new offering appears to the right. If you change from 2 offerings to 1 offering, the first offering is saved, and the second offering is deleted.

  **Tip: If you want to keep the second offering, re-build the first offering before changing the number of offerings.

- **Fruit**

    You can also change the types of fruit you would like to offer.

    Click "Save" to save your updated choices. Click "Cancel" to start over.

DELETE

    Click "Delete" to reset the day's offerings. Confirm that you want to delete with "Yes" or cancel with "No."

COPY MENU

Once complete, you can duplicate the displayed monthly menu from one month to another, by clicking "Copy Menu" at the top right of your screen. You are prompted to verify the age group and serving site, then choose the year and month to which you want to copy the menu.

You can also make notes if necessary (ex. Copied from January 2018 menu.)

FINALIZING AND PRINTING REPORTS

In the Menu Builder, when you click on the "Enable PDF Download" button you activate multiple options on the Menu Builder along with finalizing and printing documents.

To make any further changes, click "Enable Editing."

FPR (FOOD PRODUCTION REPORT)

    Click on "FPR" to see the items you've picked and review what will be included on the FPR.

    To return to the Menu Builder, simply click away from the pop-up window.

    The "Download PDF" button downloads a printable version of your FPR for your files.

DOWNLOAD BUTTON

Click "Download" to save a printable calendar menu to your computer. The calendar will include all items selected in an easy to read calendar. This PDF calendar can also be displayed on your school's website.

HOME BUTTON (BROWSE MENUS)

When you are finished creating and editing your menu, scroll to the top of the page and click on the home icon.

This brings you to the Breakfast Menu Builder home page, where you can review the menus you've created. If you have clicked on the "Enable PDF Download" button for any menu, a download icon appears next to that menu. Click the icon to download a printable menu.

Delete menus by clicking the trash icon.

Also, under the Settings header, you can Edit the menu's "Serving Site", "School Days", and "Notes." The other fields are locked.

UPLOADING A LOGO

Click the Logo Tab to open the Logo Upload section. Here you can upload a logo to appear on the FPRs and printable calendars. (Ex. School district mascot, school logo…).

** Adding a logo is not required. **

** Tip: The file you would like to use must be saved to your computer before uploading.

To upload a logo, click the plus symbol. ╋ This opens your computer's file directory where you can select the image file you want to upload. After selecting the file, click "Open" at the bottom of the window.

Upload School Logo

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To finalize this, click on the Upload symbol. ☁ Once you have uploaded the file, you can view it after refreshing the page (Press F5 on the keyboard).

You will now see the picture you've chosen on the right. On the left side, Download, Upload, and Delete buttons (listed in order) appear.

The Download button (purple) allows you to save the file you see displayed onto your computer.

The Upload button (green) allows you to change/replace the logo.

The Delete button (red) delete all files you have uploaded.

**Tip: If you upload a new file or delete the file you need to refresh the page (Press F5 on the keyboard) to view these changes.

When you are finished, click "NutriStudents K-12" to navigate back to Client Home.

If you have any questions, please contact us at CustomerService@NutriStudentsK-12.com