

printing select menus and meal cards. To change a line in the Diet List, you must first press enter to open the line.

Copy Menu(s) Brk=Line 4-44 Lch=48-81 Sup=85-121 HS=125-128 All=1-129

From Day: 301 341  
Column: Set  
From Line: Brk Lch Sup All  
TO Day: TO Line: Brk Lch Sup All  
EXIT Copy Now Switch Now

Template Extension 1 Delete Menu Day First Update Menus Diet List  
Type 1 = Non-Calculated Type 2 = Calculated Diets

Set	Col	Type	Column Name	Profile	Diet
1	1	1	Regular/NAS	1	
1	1	1	Mechanical Soft	2	
1	3	1	Pureed	3	
1	4	1	No Concentrated Swts	6	
1	5	1	Bland/Soft	9	
1	6	1	Liberal Renal	11	
1	7	1	No Added Fat	7	
2	1	2	1200 Cal/ADA	10	12
2	2	2	1500 Cal/ADA	10	15
2	3	2	1800 Cal/ADA	10	18
2	4	2	2000 Cal/ADA	10	20
2	5	2	2200 Cal/ADA	10	22
3	6	2	2gNa	4	
3	7	2	Lactose Free	13	
3	1	1	Mechanica Soft	2	
3	2	1	Vegetarian	14	
3	3	1			
3	4	1			
3	5	1			

Profiles:  
1-Regular  
2-Mech Soft  
3-Pureed  
4-2gNa  
5-NAS  
6-NCS  
7-Low Fat  
8-Low Res.  
9-Bland  
10-Cal/ADA  
11-Low K+  
12-Low Pro  
13-Lactose Free  
14-Vegetarian  
15-Special 1  
16-Special 2  
17-Clear Liquid  
18-Full Liquid  
19-Soft

Fig 15. Copy Options Screen from the Edit Menu Screen

c:\wjs\hcc\qdiet.exe

<J-change |Set=Menu Template Set|Matt=Menu Matt or Spread Sheet Column|Esc=Qui  
TempExt:1  
F5=Menu Maker

Diet	Profile	Brk	Lch	Sup	HS	S	a
Regular	RMP24NLLBCLLLUSSCFS	jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	1
Mech Sft	ecunNGFR1aKPaePP//f	jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	2
Pureed	ghraaStsd1+rcg23LLt-	jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	3
2gNa		jenbcfk	msvsbdfk	msvsbdfk	mbdk	2	6
NAS		jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	1
NCS		jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	4
L.Fat		jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	7
L.Chol		jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	7
Bland		jenbcfk	msvsbdfk	msvsbdfk	mbdk	1	5
1000cal		1100111	11100110	11200110	0001	2	1
1100cal		1100111	11101110	11100110	0001	2	1
1200cal		1100111	21101110	21100110	0101	2	1
1300 Cal/ADA		1100111	21101110	21100110	0101	2	1
1400cal		1100111	21201110	21101110	0101	2	2
1500cal		1101111	21201110	21201110	0101	2	2
1600cal		1101111	21201110	21202110	0101	2	2
1700 Cal/ADA		1101111	21212110	21212110	0101	2	3
1800cal		1102111	21102210	31202110	0101	2	3
1900 Cal/ADA		2102111	21102210	31202110	1101	2	4

Brk:Jce Egg Meat Brd Cereal Fat milk|L&S:Meat Strch Veg Brd Fat Desrt Fat milk

Fig 16. Diet List- Press Enter to Open the Line to change the list.

# Menu Management with the

# Active System



Menu management in the Active system involves four different areas.

1. Spread Sheets
2. Display Menus - Daily and Week at a Glance
3. Recipes
4. Select Menus and Meal Cards

The spread sheets are by far the most complex and time consuming areas of menu management. Without the Active System, facilities are forced to lock into pre-set menus and change menus only once or twice a year.

With the Active System, you can easily change the menus on a day to day basis in order to meet all the changing demands and desires of your residents and family members. The Active System has the capability of automatically spreading the Regular Diet Menu Item across all the special diets while substituting appropriate alternate menu items as needed. This process is done instantaneously and accurately. The system is completely user-definable and can be adjusted and added to as needed.

## I. Spread Sheet Management

There are 999 days of menus in the Active System. These menus are organized into menu cycles usually starting at Day1 or Day 51 as you go from Menu Days 1 to 999. To get to the menu program, load the Active System by clicking the icon on the desktop. Then make sure the Diet Tab is selected. Then click on Menu in the second column of command buttons. The following screen appears.

The screenshot shows the 'Menu Spread Sheet Preview' window. At the top, there are controls for 'Print', 'Start Day', 'Menu Day', and 'Daily Menu'. The main area displays a weekly menu for 'XYZ Nursing Home' for 'WEEK: 1 Sunday'. The menu is organized into columns for different diet types: Regular/NAS\*, Mechanical Soft, Pureed, REDUCED CONC SWEETS, Bland/Soft, and Liberal Reg. Each column lists menu items for Breakfast, Lunch, and Dinner. For example, under 'Regular/NAS\*', the breakfast items are Juice of Choice, Egg of Choice, Bacon, Hot Cold Cereal, Toast, Biscuit, Milk, Coffee, Margarine, Jelly, Salt & Pepper, Honey Baked Ham, Sweet Potato Casserole, Steamed Cabbage, and Combread.

Fig. 1 The Menu Program

added to offer more selections. These standard selections are copied to the other days of the menu using the copy options from the Edit menu screen. Finally, a full Select Menu option is available where several appetizers, entrees, starches, vegetables, and desserts can be offered.

The screenshot shows the 'Select Menu Option in the Tray Card Program' window. It features a top section with various settings and buttons like 'Print', 'Exit', and 'Make BMP File'. Below this, there are three main sections for 'Breakfast', 'Lunch', and 'Supper', each with a photo of a resident and a list of menu items. The 'Breakfast' section includes items like Orange Juice, Cranberry Juice, Citrus Sections, Grits, Raisin Bran, Corn Flakes, Cinnamon Roll, Apple Juice, Prime Juice, Stewed Prunes, Cream of Rice, Bran Flakes, Special K, and White/Wheat Toast. The 'Lunch' section includes Roast Beef, Sliced Turkey, Garlic Red Potatoes, Chopped Broccoli, Summer Squash, and Gravy. The 'Supper' section includes Vegetable Soup, Breaded Chicken/Bun, Kernal Corn, and Fish. There are also buttons for 'Juices', 'Eggs/Meats', 'Entrees', 'Starches', 'Vegetables', and 'Soups & Appetizers'.

Fig 14. Select Menu Option in the Tray Card Program

When you are working with Meal Cards, Pseudo Select, or Select menus, it is imperative that the diets in your diet list refer to the proper columns in your spread sheets. In other words, if the NCS diet is the fourth column in your Set 1 spread sheets then, the NCS diet in your diet list must have a 1 and a 4 in its last two columns in the Diet list. The Diet List is accessed from the Copy Button in the Upper Left of the Edit Menu Screen. From the Copy Screen, you will see a Diet List button. Click this button and you will be presented with the list of diets. There is usually no need to access this list, but if the menu items on your select menus are not matching up to the categories, or if entire selections such as all desserts are missing, then, the columns of your spread sheets are probably not matching up to the Set and Column numbers on the diet list. These numbers are in the 1 digit columns at the very end of the line on the Diet List. These numbers refer to the Set Number and Column Number the Diet is referenced to for



Fig. 13 Recipe

To print the cook book for a given set of menu days, check the Menu Days checkbox and the top center of the screen. Then input the beginning and ending days of the menus you want the cook book for. Then click print. The program will print all the recipes on the first two sets of spread sheets for each menu day. Only those menu items that have recipe numbers associated with them (see the Recipe Column of the Menu Item Sheet in Fig 12.) will print. Each recipe will be labeled with the Menu Day and Meal it is associated with.

#### IV. Select Menus and Meal Cards

There are three options in the Tray Card Program that involve placing the menu on the tray card. These are Meal Cards where the house menu items are listed on the tray card. Then there is the Pseudo Select Menu option which offers a select menu by placing the alternate entree with the house entree as a selection. The alternate vegetable is placed with the house vegetable. Then, other standard desserts and beverages are

The initial menu screen is a preview representation of the spread sheet for the selected menu day. The actual menu file can be viewed by right clicking the purple Edit Menu button. Figure 2 shows this screen.

Fig. 2 The Edit Menu Screen

Changes can be made from either the Preview Menu Screen (Fig. 1) or the Edit Menu Screen. However, the Edit Menu Screen contains more options since it is working with the actual menu file. For example, you will notice that the Edit Menu Screen gives you access to the Index of Menus. This is a listing of all the Cycle Menus on the system with a brief description of the menu and the Menu Days where the Cycle Menu starts and ends. Click the Orange Index Button at the top/middle of the screen. This listing can be edited by clicking any line and typing new information or typing over old information. Click Exit and your changes will be saved automatically.

Fig. 3. Menu Index

Changing a menu item on the spread sheet can be done from either the preview menu screen (Fig 4.) or the edit menu screen. When you click on a menu item on the preview screen, a set of two slots and three buttons opens up with the current menu item in the upper slot. The idea is to type in the first three or four letters of the menu item you want and keep hitting enter until the menu item you want appears in the second box below the first box. You can also scroll through the drop down list from the second box and click on the menu item you want. Once the menu item you want is listed in the top box, then click the F1-Spread button or just press F1. Then the menu item spreads across all the diets with appropriate substitutions made where needed. This is like having a Registered Dietitian looking over your shoulder and telling you which diets get which menu items and what to substitute as needed.

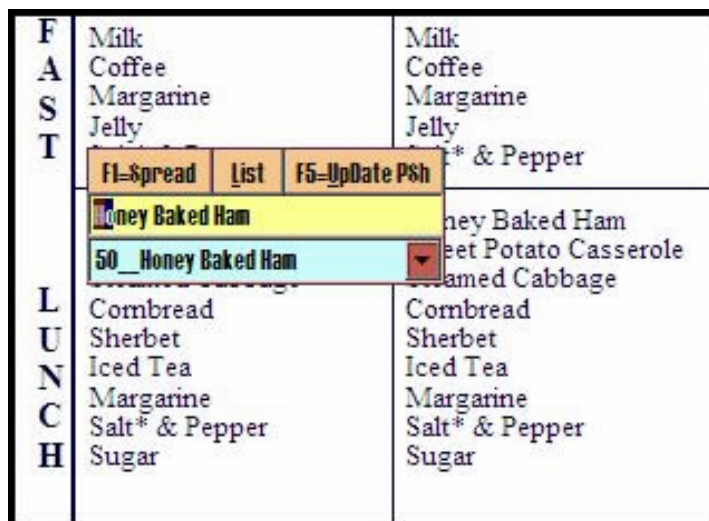


Fig 4. Click Preview Menu Screen Item to Change Spread Sheet

Be sure to space out any part of the previous menu item in the top (yellow) slot before pressing enter to start the search for the partial menu item name you have typed in. (See Fig. 5)

### III. Recipes for Your Menus

Each menu item on your menus can be associated with a recipe in the Menu Item List. If you go to the Edit Menu Screen, you will see the category column to the left. Each menu item on the menu has a menu item number (MI#) to the left of it. This number is referring to the Menu Item List line number. The Menu Item List is the same as the category in the category column to the far left of the menu item.

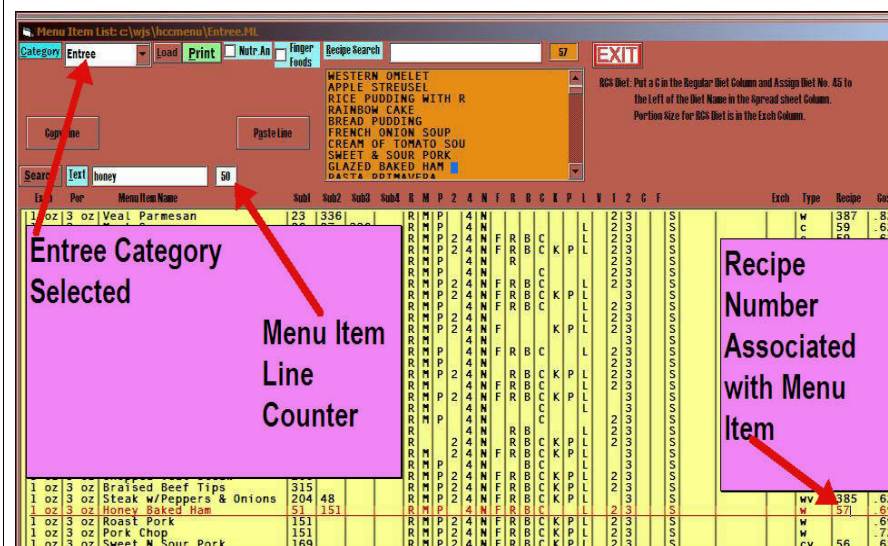


Fig 12. Menu Item Lists and Associated Recipes

If a menu item does not have a recipe assigned or associated to it, then you can use the orange listing of recipes and the search box above it to find a recipe for it. Then type the number in the recipe column on the same line as the menu item you are assigning it to. If there is no recipe, or comparable recipe, you can add recipes from scratch by going to the recipe program. From the Roster screen, click Recipes. This is the button to the left of the Menu Button. From this program, you can add new recipes, scan in recipes and copy recipes from the internet to text files. This is also where you print a cook book for your menu. This is a printing of all the recipes for designated days of any cycle menu, and the recipes are labeled with the Menu Day Number and the Meal they are to be used for. See Figure 13 on the next page.



In order to print the Daily Menus, you just need to be displaying the menu on the screen and then indicate which days you want to print in the boxes after the green Print button. Then click Print.

**Note: You Cannot View the Week at a Glance. This is assembled from the various menu days as it is printed.**

Menu for Menu Day:904 Set:1 c:\wjs\hcmenu\smenu\H00411

Print 0 0 2 901 ☐ Glance ☐ House ☐ Pat Scoop ☐ ☐ If Switch Day 904     *P. Aronson 10/11*

Engl Net Cost Lists Arch Week Day/Wk/Diet 1 1 1 Menu SI Date Fac # 1 Preview 08-23-04

Sony Top/Lit   0 0 0 Index Temp Spread Blank Out SS

BK*	Condiment	7	10	Salt* & Pepper	7	10	Salt* & Pepper	7	10	Salt* & Pepper
BK*	Condiment	7	10	Sugar & Creamer	7	10	Sugar & Creamer	7	10	Sugar & Creamer
BK*	Garnish									
				LUNCH			LUNCH			LUNCH
ML	Category	MI#	1	Regular/NAS*	MI#	2	Mechanical Soft	MI#	3	Pureed
LH*	Entree	50	Honey Baked Ham	Entrees	50	Honey Baked Ham	Entrees	50	Honey Baked Ham	Entrees
LH*	Entree									
LH*	Entree									
LH*	Starch	50	Sweet Pot	Starches			Sweet Potato Casserole			Starches
LH*	Starch			Vegetables & Salads			Vegetables & Salads			Vegetables & Salads
LH*	Vegetabl	24	Steamed C	Vegetables & Salads			Steamed Cabbage			Vegetables & Salads
LH*	Vegetabl									
LH*	Breads	9	Cornbread	Breads			Breads			Breads
LH*	Breads									
LH*	Breads									
LH*	Dessert	191	Sherbet	Desserts			Sherbet			Desserts
LH*	Dessert									
LH*	Beverage			Milk			Milk			Milk
LH*	Beverage									
LH*	Beverage									
LH*	Beverage	13	Iced Tea	Condiments/Beverages			Iced Tea			Condiments/Beverages
LH*	Beverage									

Change the Diet Column # (1-7) here. Used to print the Week at a Glance.

7

K F A S T	Toast	Toast
	Biscuit	Biscuit
	Milk	Milk
	Coffee	Coffee
	Margarine	Margarine
L U N C H	Jelly	Jelly
	<div> <div>F1=Spread</div> <div>List</div> <div>F5=UpDate Psh</div> </div>	
	fried c	
	101_Fried Chicken Livers	
	Combread	Combread
	Sherbet	Sherbet
	Iced Tea	Iced Tea
	Margarine	Margarine
	Salt* & Pepper	Salt* & Pepper
	Sugar	Sugar

Fig 6. Baked Ham Successfully Changed to Fried Chicken Livers

F A S T	Breakfast	Breakfast	Fast Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	Milk	Milk	Milk	Milk	Milk	Milk	Low Fat Milk
	Coffee	Coffee	Coffee	Coffee	Decaf Coffee	Coffee	Coffee
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
L U N C H	Jelly	Jelly	Jelly	Diet Jelly	Jelly	Jelly	Jelly
	Salt* & Pepper	Salt* & Pepper	Salt* & Pepper	Salt* & Pepper	Salt	Pepper	Salt* & Pepper
	Fried Chicken Livers	Fried Chicken Livers	Fried Chicken Livers	Fried Chicken Livers	Fried Chicken Livers	Baked Chicken	Baked Chicken
	Sweet Potato Casserole	Sweet Potato Casserole	Sweet Potato Casserole	Sweet Potato Casserole	Sweet Potato Casserole	Tin Colored Noodles	Sweet Potatoes
	Steamed Cabbage	Steamed Cabbage	Steamed Cabbage	Steamed Cabbage	Steamed Cabbage	Steamed Cabbage	Steamed Cabbage
	Combread	Combread	Puree Bread	Combread	Combread	Dinner Roll	Combread
	Sherbet	Sherbet	Sherbet	Sherbet	Sherbet	Peaches & Pears	Sherbet
	Iced Tea	Iced Tea	Iced Tea	Iced Tea	Decaf Tea	Iced Tea	Iced Tea
	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine	Margarine
	Salt* & Pepper	Salt* & Pepper	Salt* & Pepper	Salt* & Pepper	Salt	Pepper	Salt* & Pepper
	Sugar	Sugar	Sugar	Sugar Sub	Sugar	Sugar	Sugar

Print				0	0	2	0	Glance	House	Put Scoop Sizes	FF	Swit
Email	Nut	Cost	Lists	\$rch	fried c				Week Day/W			
Copy	Top/Lft			1	101_Fried Chicken Livers				FI-Spread			
BK	Juice				Eggs and Entrees —							
BK*	Eggs		7		Egg of Choice							
BK*	Eggs											
BK	Eggs											
BK	Eggs											
BK	Eggs											

4

You can also change the spread sheets from the Edit Menu Screen as shown to the left.

It is necessary to make all changes from the Regular Diet Column from either the Preview Menu Screen or the Edit Menu Screen. Once you press F1 or click Spread, the Menu Item is spread across all diets on all sets of the menu. You can have three sets of Diets (Columns on the Spread) sheet per day of the menu. This allows you to have up to 21 Diets Columns on your spread sheet. When you spread a menu item from the Regular Diet column, it spreads to all available Diet Columns in All Three Sets of the Spread sheet. To view the different Diet Sets, click the Orange Set1, Set2, or Set3 buttons in the Top Center of the Preview menu screen, or click the Up/Down Arrow after Set in the Edit Menu Screen. When you are Printing your spread sheets, you can tell the computer to Print Up to a Certain Set Number by typing a 1, 2, or 3 in the third box after the print button.

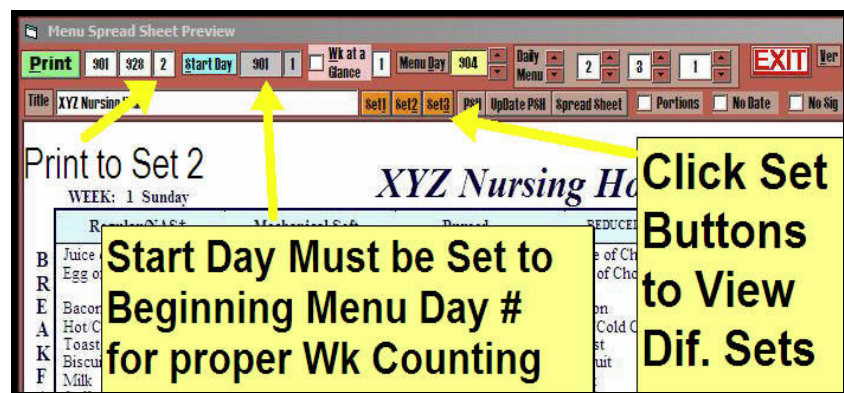


Fig 8. Viewing Different Sets and Printing To Set # 1, 2 or 3

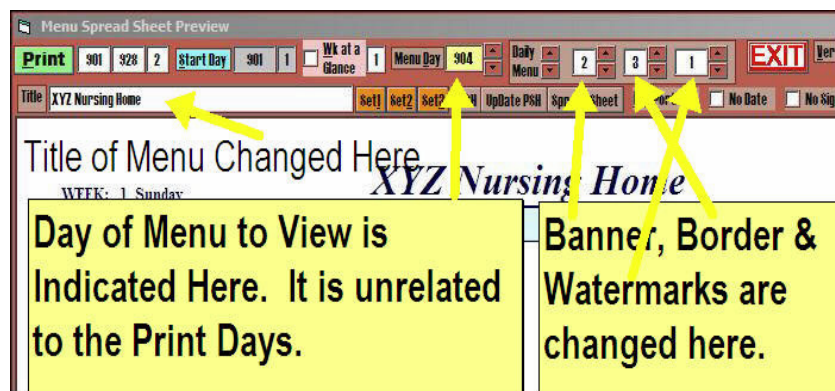


Fig 9. Changing Title, View Day, Watermark, Banner.....

Note in Figure 8 that the Start Day of the Menu has to be set to the beginning menu day number of the cycle in order for the computer to know how to count up the weeks and days of the week. As shown in Figure 8, this value is 901 for the menu cycle 901 to 928.

Also Note in Figure 9 that the Title of the Menu has been separated from the name of the Facility. In other words, you change the title of the menu in the slot indicated, rather than having to have the title of the Menu to be the same as the facility name. This allows you to be more descriptive in the title of the menu, such as Fall/Winter Menu, etc.

Your menus can have various banners, borders and watermarks to make them look fancier and to celebrate various occasions throughout the year. Figure 9 shows where you change these. Just click the arrow keys up or down to scroll through the various options. There are 16 different banners, 44 different borders and 140 different watermarks to choose from.

## II. Display Menus

The Up/Down arrow key next to Daily Menu is for changing the Spread Sheet menu to the Daily Brk, Lch, or Supper Display menus. There is also a Staff Menu Display Version. You can rotate through the various Display Menus by clicking the Up Arrow.



Fig 10. Daily Display Menu showing Banner, Border & Watermark