

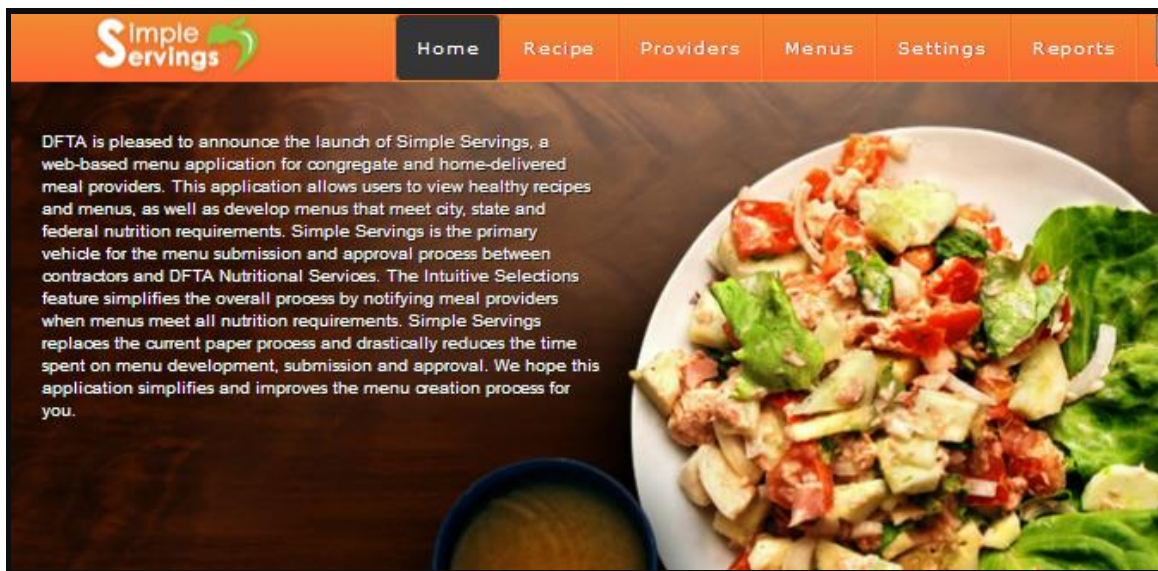
Simple Servings Help Page

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1. Getting Started

Simple Servings works best when using Firefox as your internet browser.



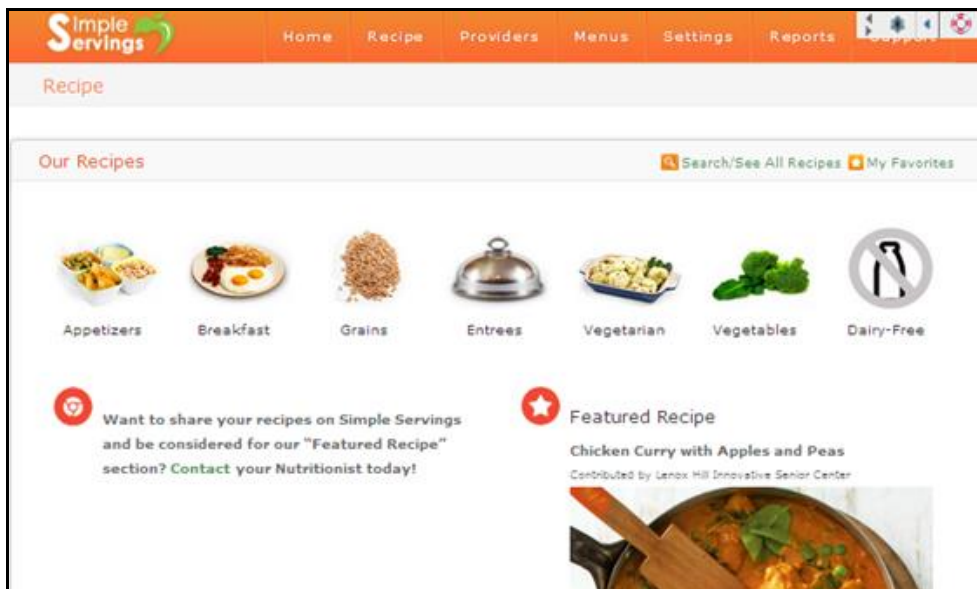
This is the Simple Servings Homepage. You can get to this page at any time by selecting the “Home” button.

By scrolling down on the homepage you will find the latest news, featured recipes, sample menus and messages from your nutritionists.

TIP: *If you are interested in providing a “Featured Recipe” please contact your nutritionist.*

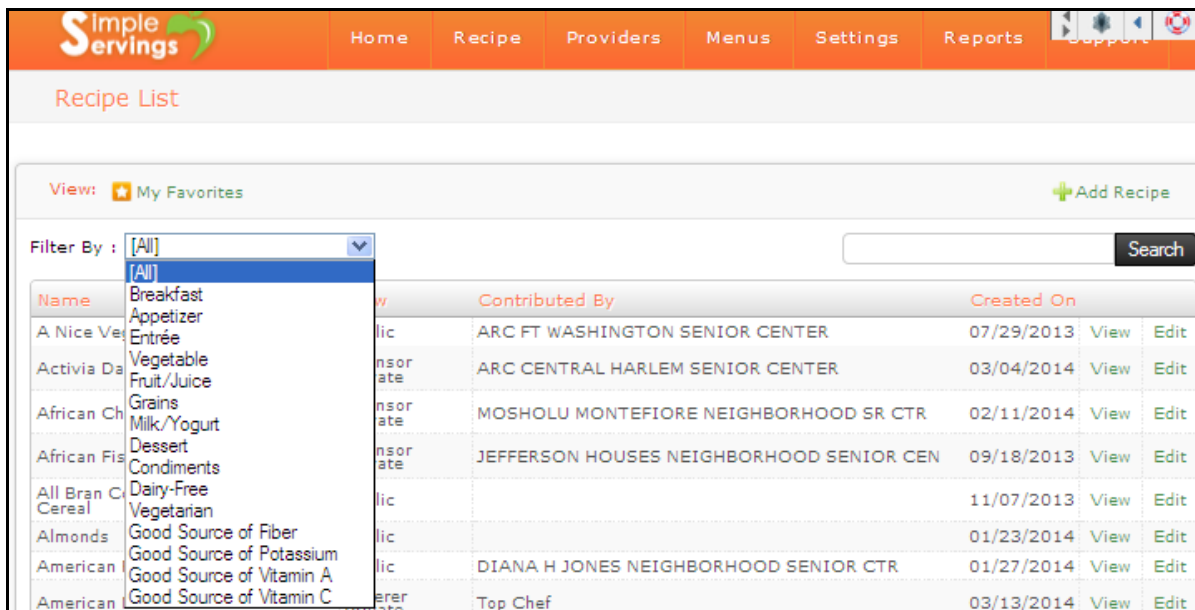
2. Browsing for Recipes

Select the “Recipe” button on the top of the screen to get to the recipe homepage.



- Click on any image to see related recipes.
- Click on “My Favorites” to view your list of favorite recipes.
- Click on “Search/See All Recipes” to see the entire database of recipes.

The entire database of recipes includes all public recipes and your submitted private recipes.



- Click on “Filter By” to view recipes from a specific category.
- Use the “Search” box to find a specific recipe.

- Click on “View” to view a recipe.

The screenshot shows the 'View Recipe' page for 'A Nice Vegetable Soup'. The page has a navigation bar at the top with links: Home, Recipe, Providers, Menus, Settings, Reports, Support, and Log Off. Below the navigation bar, the recipe title 'A Nice Vegetable Soup' is displayed with action buttons: Back, Add to my favorite, Delete, Edit, and Print Recipe. The recipe details include: Yield: 25, Serving Size: 1, Portion Size: Approximately 6 oz, Recipe View: Public, Recipe ID: 852, Status: Active, Last Updated By: Ackroyd, Adriane, Last Updated On: 04/18/2014, and Contributed By: [blank]. Tags include: > Appetizer > Vegetable > Dairy-Free > Vegetarian > Good Source of Vitamin A > Good Source of Vitamin C. On the right, the 'Nutrition Facts' are shown for a serving size of 1 (approximately 6 oz). The nutrition facts table is as follows:

Amount Per Serving	
Calories 97	Calories from Fat 63
% Daily Value *	
Total Fat 7 g	10%
Saturated Fat 1 g	4%
Trans Fat 0 g	
Cholesterol 0 mg	0%
Sodium 181 mg	8%
Total Carbohydrate 9 g	3%
Dietary Fiber 2 g	8%
Sugars 3 g	
Protein 1 g	
Vitamin A 49%	Calcium 4%
Vitamin C 24%	Iron 5%

- Click the “Print Recipe” to print a recipe.
- Click the “Add to my favorite” to save a recipe as a favorite.

You can also scale a recipe to a different number of servings.

The screenshot shows the 'Ingredients' section of a recipe. At the top, there is a 'Scale to' input box followed by 'serving(s)' and a 'Go' button. Below this, the ingredients are listed: 2 cup(s) green beans and 2 cup(s) carrots, sliced.

- Type in the number of servings in the “Scale to serving(s)” box and click on the “Go” button.
- A new window will appear with the scaled recipe.

TIP: You will need to enable pop-ups on your browser.

3. Creating a Menu

Place your mouse over “Menus” button and select “Add Menu.”

The screenshot shows the 'Menus' dropdown menu in the Simple Servings application. The navigation bar at the top includes links: Home, Recipe, Providers, Menus, Settings, Reports, and Support. The 'Menus' dropdown menu is open, showing three options: Add Menu, My Menus, and My Drafts. The background of the page shows a bowl of salad.

The following screen will appear:

The screenshot shows the 'Add Menu' form within the Simple Servings application. The form is titled 'Add Menu' and includes a 'Back' button in the top right corner. The form fields are as follows:

- Menu Name :** A text input field.
- Program Type :** A dropdown menu with 'Congregate' selected.
- Meal Type :** A dropdown menu with 'Breakfast' selected.
- Cycle :** A dropdown menu with 'Spring' selected.
- Start Date :** A date input field showing '04/07/2014'.
- End Date :** A date input field showing '06/29/2014'.
- Days of service**: A list of days with checkboxes:
 - ☐ MONDAY
 - ☐ TUESDAY
 - ☐ WEDNESDAY
 - ☐ THURSDAY
 - ☐ FRIDAY
 - ☐ SATURDAY
 - ☐ SUNDAY

A green 'Save' button is located at the bottom right of the form.

- Create a name for your menu.
TIP: It is helpful to include the program name and menu type, as well as the season and year to make finding the menu easier.
- Select Program Type, Meal Type, and Cycle (3 or 6 months). The dates will automatically populate once the cycle is selected.
- Check off appropriate "Days of service."
- Click the "Save" button.

Once you click "Save" you will be brought to the Menu Builder.

Menu Builder

Name: DFTA Sample Winter Lunch Menu (Corrected) Program Type: Congregate Meal Type: Lunch Cycle: Spring/Summer Start Date: 12/21/2013 End Date: 03/19/2013 Menu Status: Draft

Search [A] Filter By: [All] View: My Favorites

Week 1 Not Complete Week 2 Complete Week 3 Complete Week 4 Complete Week 5 Complete Week 6 Complete

Week in Cycle: 1

Menu Items	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Appetizer Optional					
Entrée Required: 3 oz (cooked) protein or equivalent	Beef Brisket with Tomatoes and Onions	Baked Salmon	Barbecue Chicken Breasts	Baked Pork	Baked Chicken Legs
Grains Required: 1-2 servings	Whole Wheat Bread Baked Brown Rice Pilaf	Kashmir Rice Whole Wheat Bread	Baked Macaroni and Cheese Whole Wheat Bread	Yellow Rice Whole Wheat Bread	Whole Wheat Bread
Vegetables Required: 1-2 servings	Mashed Butternut Squash	Sauteed Spinach	Braised Collard Greens	Vegetable Mix	Roasted Broccoli Roasted Potatoes
Fruit or Fruit Juice Required: 1 serving	Apple Remove Alternate	Orange Remove Alternate	Banana Remove Alternate	Pear Remove Alternate	Canned Apricots Remove Alternate

- To add items to your menu, drag a selected item from the left scroll bar into a menu box.
TIP: Be sure that the entire side scroll bar is visible, down to the bottom arrow. Screen size can be adjusted by zooming in or out using Ctrl and +/- keys.
- Search for recipes by typing the recipe name into the search box.
TIP: The search function searches for all recipes that include the specified search in the ingredient list. For example, if you search "chicken," all recipes with the word "chicken" in the ingredient list will be displayed.
- Filter through meal categories by using the "Filter By" drop down menu.
TIP: You can use the filter and search function together to search for recipe types within a specific category. For example, a vegetable that is high in vitamin C or an entrée that has chicken in it.
- Double-click on a recipe name to view its ingredients and nutritional information. A pop-up will appear.
TIP: You will need to enable pop-ups on your browser.
TIP: To see the nutritional information for the recipe you must maximize the pop-up screen.
- You can add a recipe to your favorite list by clicking "Add to my favorite."
- Click on "My Favorites" to view the recipes you have added to your favorite list.

To Include Alternates or Remove Items:

Search [A] Filter By: [All] View: My Favorites

A Nice Vegetable Soup
Activia Dannon Strawberry Yogurt
African Chicken Stew
African Fish Stew
All Bran Complete Wheat Flakes Cereal
Almonds
American Frittata
American Meatloaf
Amish Cabbage Soup
Apple

Entrée Required: 1-2 servings	Turkey Sausage Link Remove Alternate	Western Omelet Remove Alternate		
Grains or Starches Required: 1-2 servings				
Fruit or Fruit Juice Required: 1-2 servings	Orange Juice Remove Alternate	Pineapple Juice Remove Alternate	Grape Juice, Unsweetened Remove Alternate	Orange Pineapple Juice Remove Alternate
Milk or Yogurt Required: 1 serving				

servings	Link Remove Alternate	Remove Alternate			
Grains or Starches Required: 1-2 servings					
Fruit or Fruit Juice Required: 1-2 servings	Orange Juice Remove Alternate	Pineapple Juice Remove Alternate	Grape Juice, Unsweetened Remove Alternate	Orange Pineapple Juice Remove Alternate	Apple Juice Remove Alternate
Milk or Yogurt Required: 1 serving					
Condiments					

- Click on the “Alternate” button to designate a recipe as an alternate. The recipe will become highlighted blue.
- To remove the alternate status, click on the “Alternate” button again. The recipe will become highlighted white again.
- Click on the “Remove” button to remove a recipe from the menu.

To check the nutrition for your menu:

Milk or Yogurt Required: 1 serving				
Condiments Optional: Ex. Oil, trans fat free				

Mark As Complete
How Is My Menu?

Done

- Click on the “How Is My Menu?” button to see how your menu is doing nutritionally.
TIP: This feature will only tell you the nutrition status of your menu based on the entire week, not a single day.

If your menu does not meet the nutrition requirements, the following will be displayed:

Oops! Some nutrition requirements have not been met.

Meal Component :	Nutritional Analysis :
MONDAY Grains or Starches missing. Milk or Yogurt missing.	MONDAY ■ Calories too low ■ Protein too low ■ Carbohydrate too low ■ Dietary Fiber too low ■ Vitamin A (RAE) too low ■ Potassium too low ■ Calcium too low ■ Iron too low
TUESDAY Grains or Starches missing. Milk or Yogurt missing.	TUESDAY ■ Calories too low ■ Protein too low ■ Carbohydrate too low ■ Dietary Fiber too low ■ Vitamin A (RAE) too low ■ Potassium too low ■ Calcium too low ■ Iron too low
WEDNESDAY Entrée missing. Grains or Starches missing. Milk or Yogurt missing.	
THURSDAY Entrée missing. Grains or Starches missing. Milk or Yogurt missing.	
FRIDAY Entrée missing. Grains or Starches missing. Milk or Yogurt missing.	

TIP: Do not try to correct all issues at once. Change one day and click “How Is My Menu” again. Continue clicking “How Is My Menu” after every change/modification is made.

When your menu meets all of the nutritional requirements, you will see the following message:

Margarine,
butter or
mayonnaise

Mark As Complete How Is My Menu?

Congratulations, this week of your menu is ready for submission!

Done

You are now ready to mark this week as complete and move on to the next week. To do this:

- Click on the black “Mark As Complete” button and the week you have completed will be marked as complete on the top of your menu (see picture below).

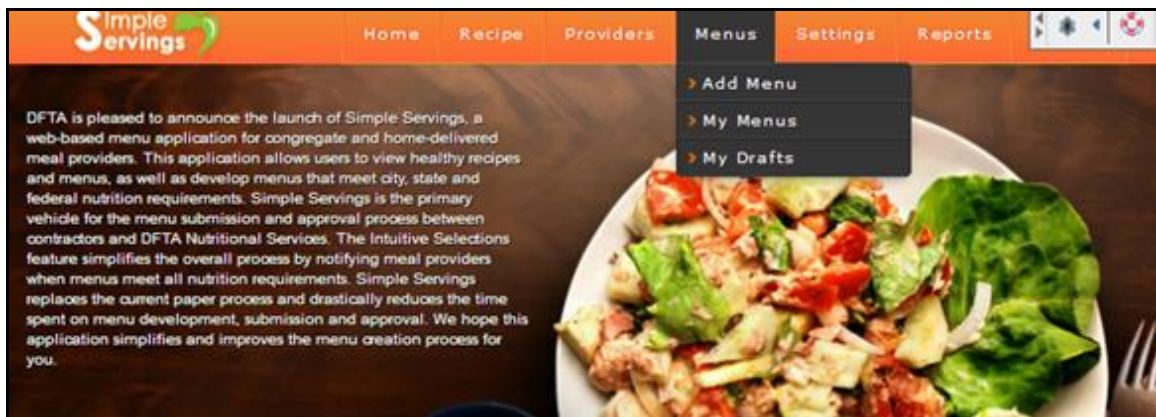
TIP: You will not be able to submit your menu until all of your weeks are marked as complete.

Week 1 ✓ Complete	Week 2 ✓ Complete	Week 3 ✓ Complete	Week 4 ✗ Not Complete	Week 5 ✗ Not Complete	Week 6 ✗ Not Complete
Week in Cycle : 1 ▼					
Menu Items	2 MONDAY	3 TUESDAY	4 WEDNESDAY	5 THURSDAY	6 FRIDAY
Appetizer Optional					
Entrée Required: 3 oz (cooked) protein or equivalent	Beef Stew with Carrots and Onions	Turkey Loaf with Mushroom Gravy	Apricot Glazed Pork Chops	Arroz con Pollo (Chicken and Rice)	Baked Flounder
Grains Required: 1-2	Brown Rice with Mushrooms	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread	Whole Wheat Bread

- To move on to the next week, select the week from the “Week in Cycle” drop-down list.
- To leave the Menu Builder, click on the “Done” button on the top or bottom right corners.
All work will automatically save.

4. Editing a Draft Menu

To edit a menu you have not completed, place your mouse over “Menus” and click on “My Drafts.”



Find your menu and click on the “View” button. The following screen will appear:

Menu

View Menu

Edit Header Info
Edit Menu
Back

Menu Name : test
Program Type : Congregate
Meal Type : Breakfast
Cycle : Summer
Start Date : 06/30/2014
End Date : 09/21/2014
Days of service : MONDAY TUESDAY WEDNESDAY FRIDAY
Contract Name :

Actions Available

✓ Submit to Contract

✓ Submit To DFTA

- Click on the “Edit Header Info” button to edit your Menu Name, Program Type, or Cycle.
TIP: You can only edit this information when your menu is in draft.
- Click on the “Edit Menu” button to edit the content of your menu.
TIP: To edit a week of a menu you have already marked as complete, click on the black “Make Incomplete” button at the bottom of the menu builder.
TIP: If you do not see the “Remove” button for an item you would like to remove, drag the item and the button should appear.

5. Submitting a Menu

Once all of your weeks are marked as complete you are ready to submit your menu.

Menu

View Menu

Edit Header Info
Edit Menu
Back

Menu Name : test
Program Type : Congregate
Meal Type : Breakfast
Cycle : Summer
Start Date : 06/30/2014
End Date : 09/21/2014
Days of service : MONDAY TUESDAY WEDNESDAY FRIDAY
Contract Name :

Actions Available

✓ Submit to Contract

✓ Submit To DFTA

For caterers or program’s that cater for other programs:

- Click on the “Submit to Contract” button in the “Actions Available” box.
- You will be brought to a page that lists all of the programs that you are associated with. Click on the boxes next to the names of all of the programs that will be using this menu.
- Scroll to the bottom of the page and click on the green “Submit” button. The programs you cater for will now be able to review this menu and submit it to DFTA.

For programs ready to submit a menu to DFTA:

- Click on the “Submit to DFTA” button in the “Actions Available” box.

- You will be brought to a page that lists all of the programs that you are associated with. Click on the boxes next to the names of all of the programs that will be using this menu.
- Scroll to the bottom of the page and click on the green “Submit” button.

6. Viewing and Printing a Menu

Place your mouse over the “Menus” tab and click on “My Menus.”



You will be brought to a page that lists all of your menus. Pay attention to the “Status” column. This will tell you the status of your menus.

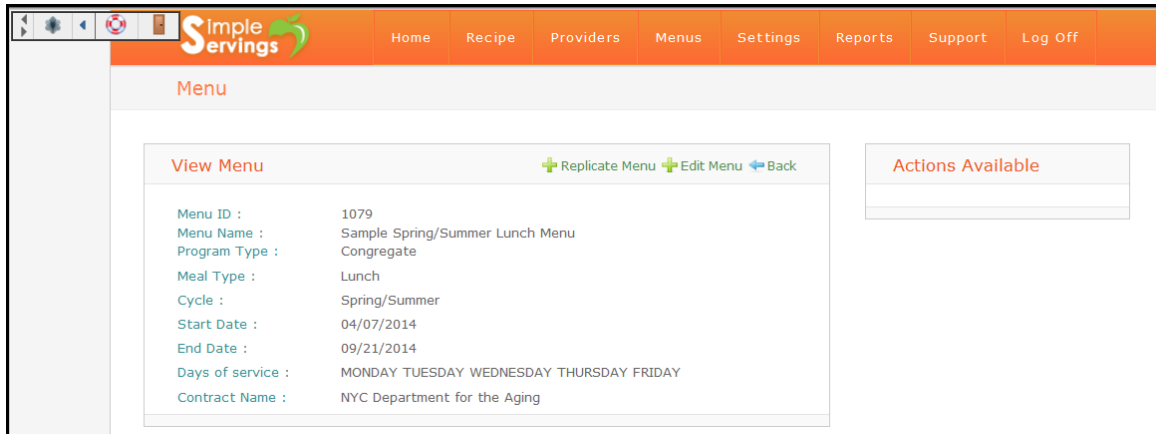
- **“Returned for Correction (from DFTA)”** This means your menu needs to be modified before it can be approved by DFTA. See your nutritionist’s comments or get in touch with your nutritionist via telephone or email to discuss the necessary modifications. Once you have made all of the changes, click on “Submit to DFTA” in the “Actions Available” box.
- **“Approved”** This means your menu has been approved by your DFTA Nutritionist and is ready to go! You can view your menu by clicking on the “View” button.
- **“Submitted to Contract”** This means your menu has been submitted to the program and has not yet been submitted to DFTA.

View Menu		Replicate Menu	Edit Menu	Back	Actions Available
Menu Name :	BRC Neighborhood Center				
Program Type :	Congregate				
Meal Type :	Lunch				
Cycle :	Spring/Summer				
Start Date :	04/07/2014				
End Date :	09/21/2014				
Days of service :	MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY				
Contract Name :	BRC NEIGHBORHOOD SENIOR CENTER				
Menu Information					View Nutritional Values View/Print Entire Menu
Menu Status : Approved					

- To print the entire menu click on the “View/Print Entire Menu” button.
- Select “Open” or “Save” in the pop-up that appears to view and print the menu.

7. Replicating a Menu

You have the option to replicate an approved menu. This is helpful if you want to create a menu similar to a menu that has already been approved.



The screenshot shows the 'Menu' page in the Simple Servings application. The top navigation bar includes links for Home, Recipe, Providers, Menus, Settings, Reports, Support, and Log Off. The main content area is titled 'Menu' and contains a 'View Menu' section with the following details:

- Menu ID : 1079
- Menu Name : Sample Spring/Summer Lunch Menu
- Program Type : Congregate
- Meal Type : Lunch
- Cycle : Spring/Summer
- Start Date : 04/07/2014
- End Date : 09/21/2014
- Days of service : MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
- Contract Name : NYC Department for the Aging

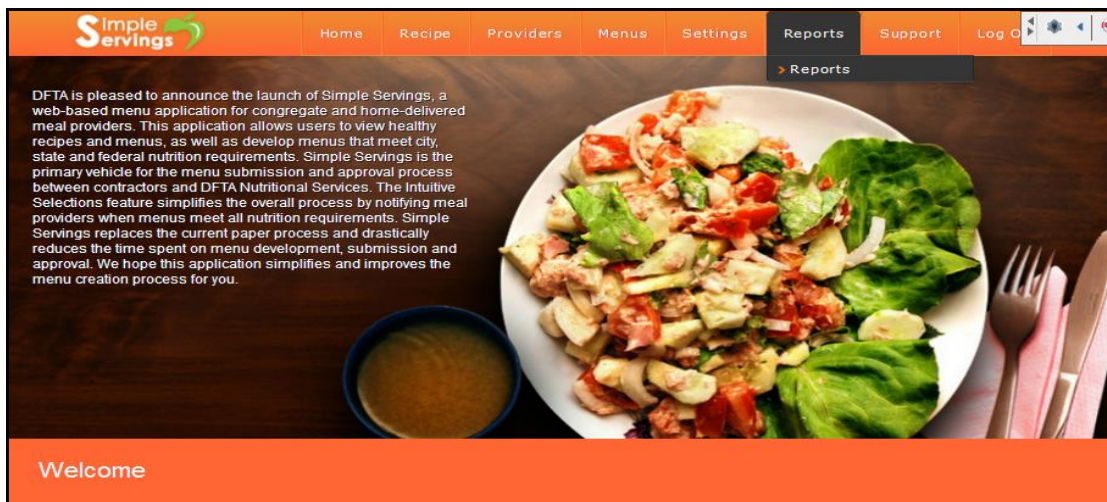
At the top right of the 'View Menu' section are three buttons: '+ Replicate Menu', '+ Edit Menu', and 'Back'. To the right of the menu details is an 'Actions Available' section with a table that is currently empty.

- Click on the “Replicate Menu” button.
- Create a new menu name and select the appropriate cycle.
- Click on the green “Save” button.
- Edit the menu however you wish (see “Editing a Draft Menu”) and submit (see “Submitting a Menu”).

TIP: Even if you don’t make any changes to the menu, it must still be re-approved.

8. Reports – Printing Menus and Nutrition Fact Labels

You can use the reports section to print menus and nutrition facts information.

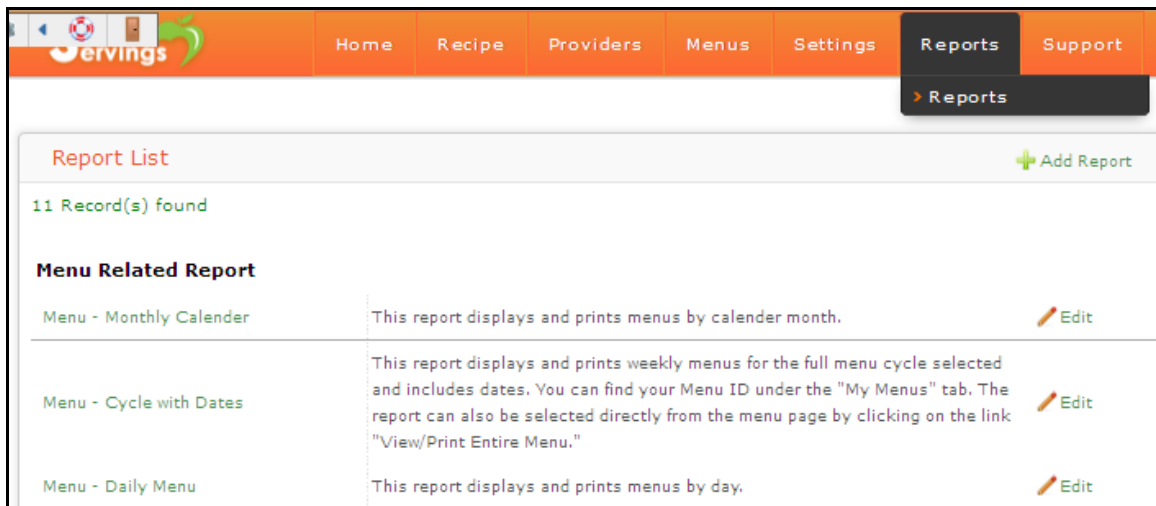


- Select “Reports.”

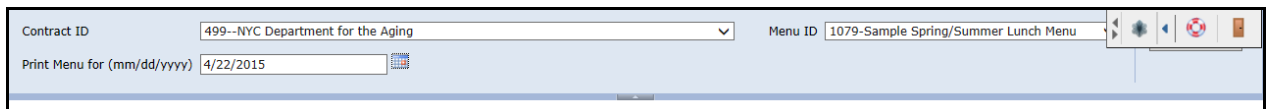
Menu Reports

Printing a Daily Menu

Use this report to print a daily version of your menu.



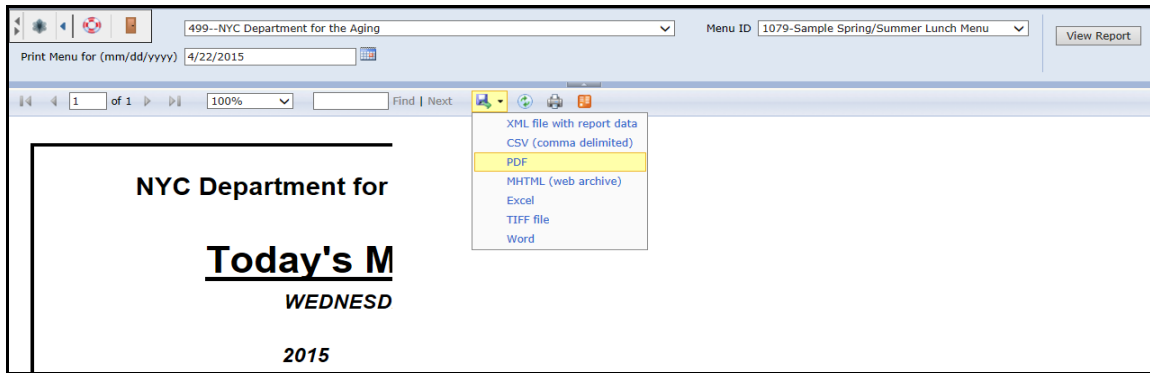
- Select “Menu-Daily Menu.”



- Select the Senior Center under the “Contract ID” drop-down list.
- Select the Menu ID.
- TIP:** You can find the menu ID in the “My Menus” tab next to the menu names.
- Select a date in the “Print Menu for (mm/dd/yyyy)” field.



- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”



- Click the  button and select “PDF.”

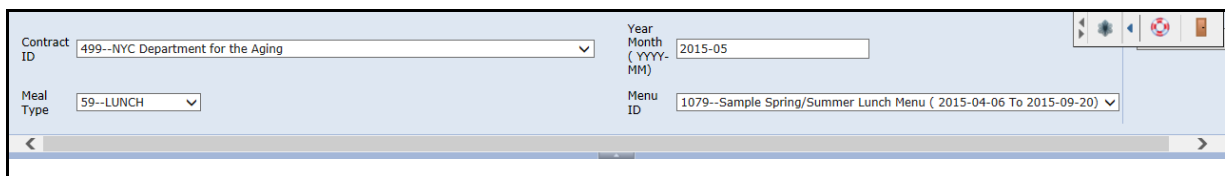


- Select “Open” or “Save.” The menu will download as a PDF file.

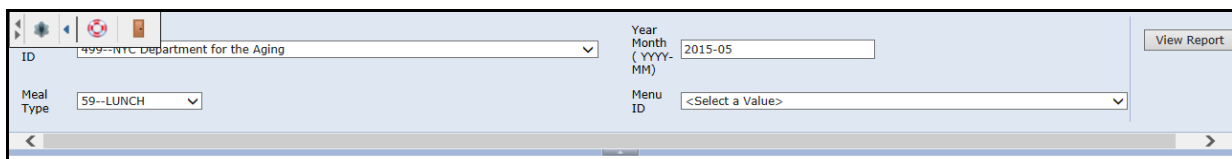
Printing a Monthly Menu

You can use this section to print a monthly calendar version of your menu.

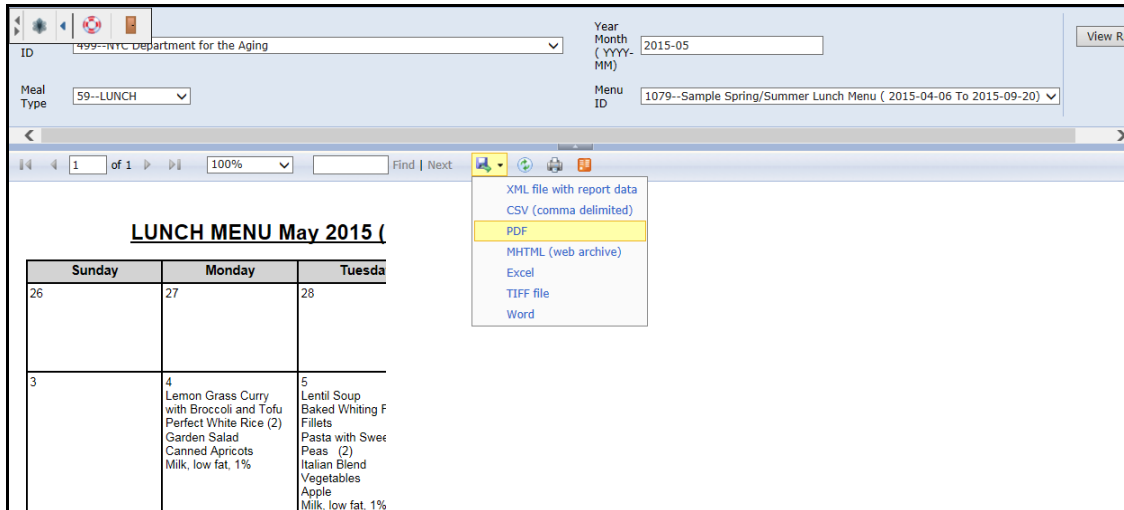
- Select “Menu – Monthly Calendar.”



- Select the Senior Center under the “Contract ID” drop-down list.
- Type in the appropriate year and month in the “Year Month (YYYY-MM)” field.
- Select the meal type under the “Meal Type” drop-down list.
- Select the Menu ID under the “Menu ID” drop-down list.



- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”



LUNCH MENU May 2015 (

Sunday	Monday	Tuesday
26	27	28
3	4 Lemon Grass Curry with Broccoli and Tofu Perfect White Rice (2) Garden Salad Canned Apricots Milk, low fat, 1%	5 Lentil Soup Baked Whiting Fillets Pasta with Sweet Peas (2) Italian Blend Vegetables Apple Milk, low fat, 1%

Export options: XML file with report data, CSV (comma delimited), **PDF**, MHTML (web archive), Excel, TIFF file, Word.

- Click the  button and select “PDF.”



Do you want to open or save **Menu_by_Calendar_ML.pdf** from **a069-ra1.nyc.gov?**

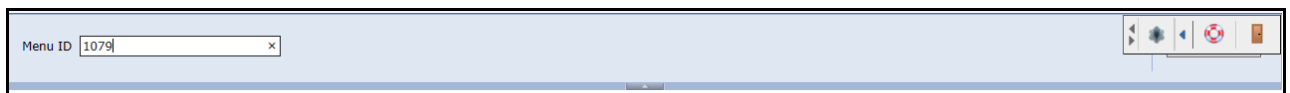
Buttons: Open, Save, Cancel

- Select “Open” or “Save.” The menu will download as a PDF file.

Printing an Entire Cycle Menu

You can use this section to print the entire cycle of your menu.

- Select “Menu-Cycle with Dates.”



Menu ID:

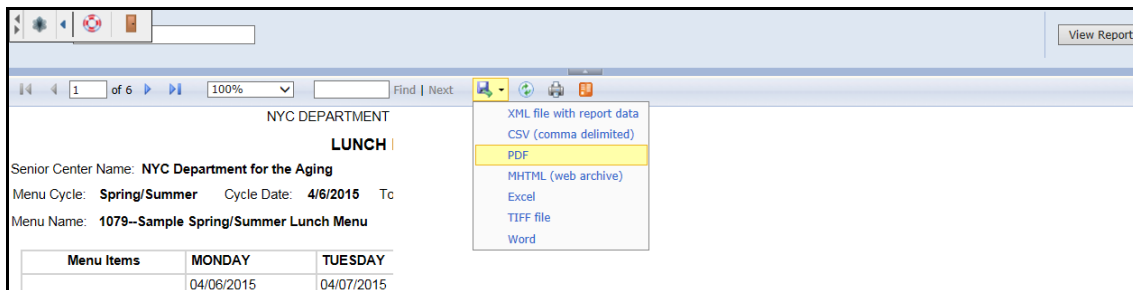
View Report

- Type in the menu ID.

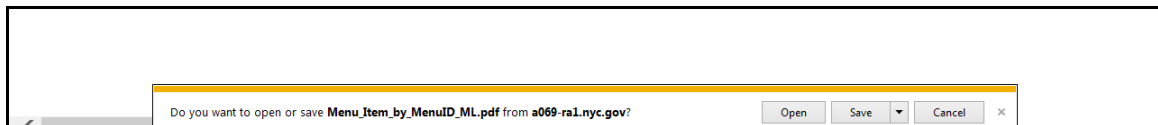


View Report

- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”



- Click the  button and select “PDF.”



- Select “Open” or “Save.” The menu will download as a PDF file.

Nutrition Fact Reports

Printing Daily Nutrition Fact Labels

You can use this section to print Nutrition Fact Labels for a specified day in your menu.

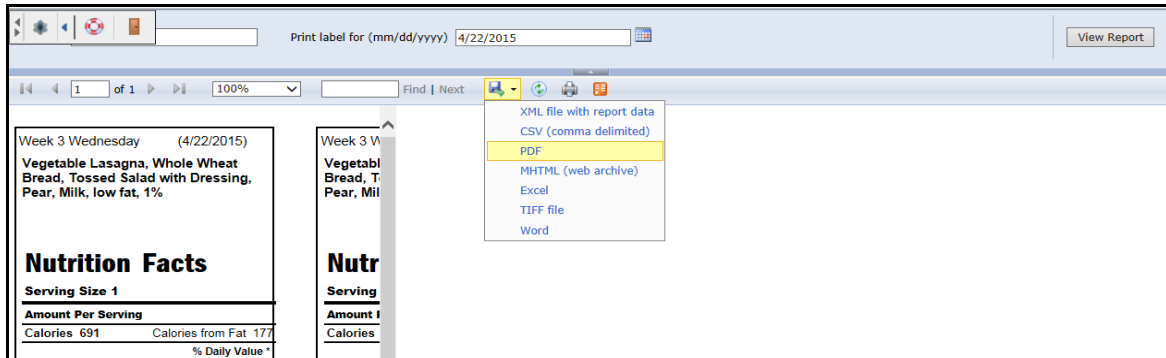
- Click on the “Reports” tab on the top of the screen.
- Click on “Nutrition Fact Labels-Daily.”



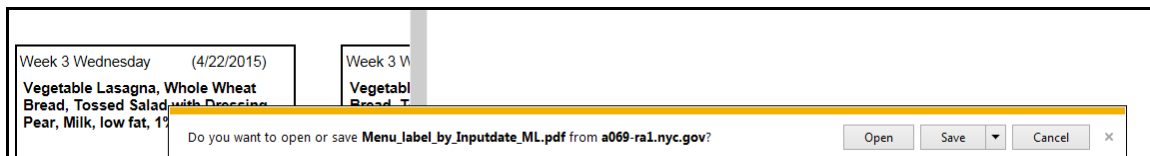
- Enter the menu ID.
- Select a date in the “Print label for (mm/dd/yyyy)” field.



- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”



- Click the  button and select “PDF.”

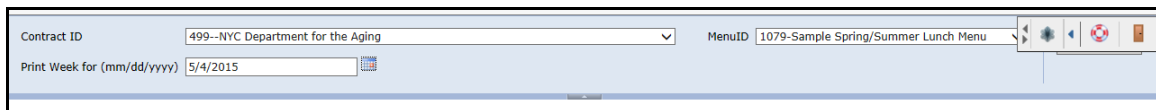


- Select “Open” or “Save.” The labels will download as a PDF file.

Printing Nutrition Fact Labels for an Entire Week

You can use this report to print Nutrition Fact Labels for an entire week of a selected menu.

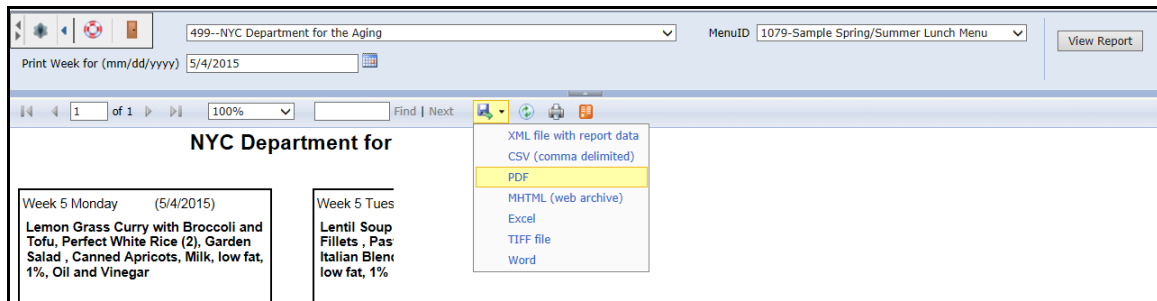
- Click on “Nutrition Fact Labels - Weekly.”



- Select the Senior Center under the “Contract ID” drop-down list.
- Select the Menu ID.
- Select the week you would like labels printed in the “Print Week for (mm/dd/yyyy)” field.



- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”



- Click the  button and select “PDF.”



- Select “Open” or “Save.” The labels will download as a PDF file.

9. Reports – Creating Editable Daily and Monthly Menus

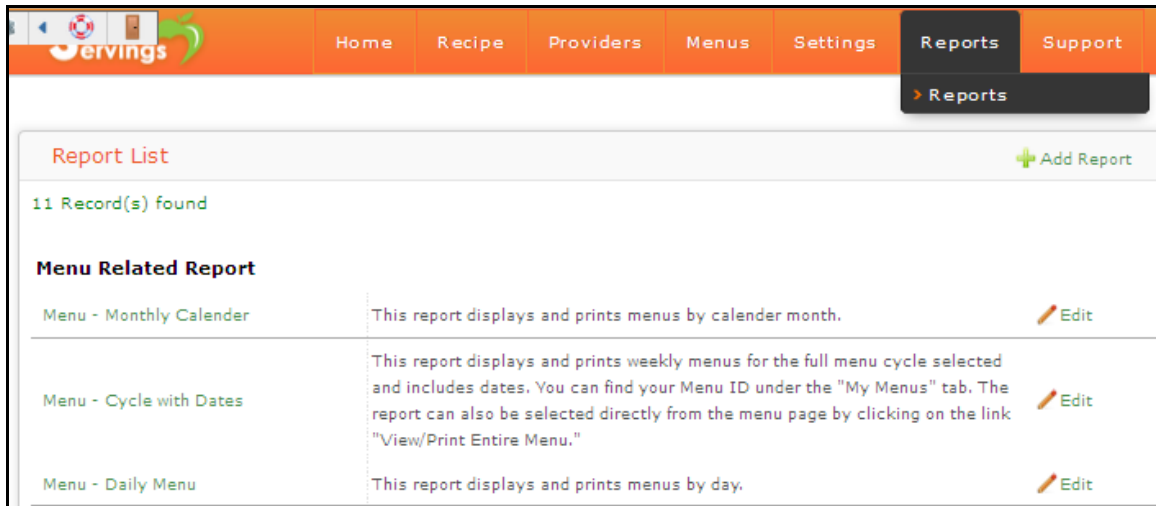
You can use the reports section to create editable daily and monthly menus.

Daily Menu

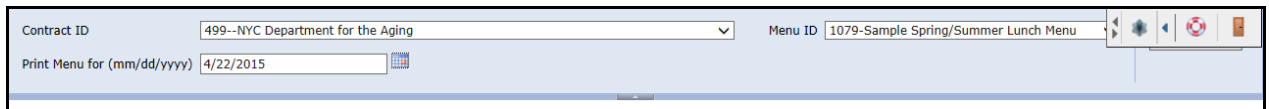
Use this report to create a daily version of your menu that you can edit to meet your program’s needs.



- Select “Reports.”



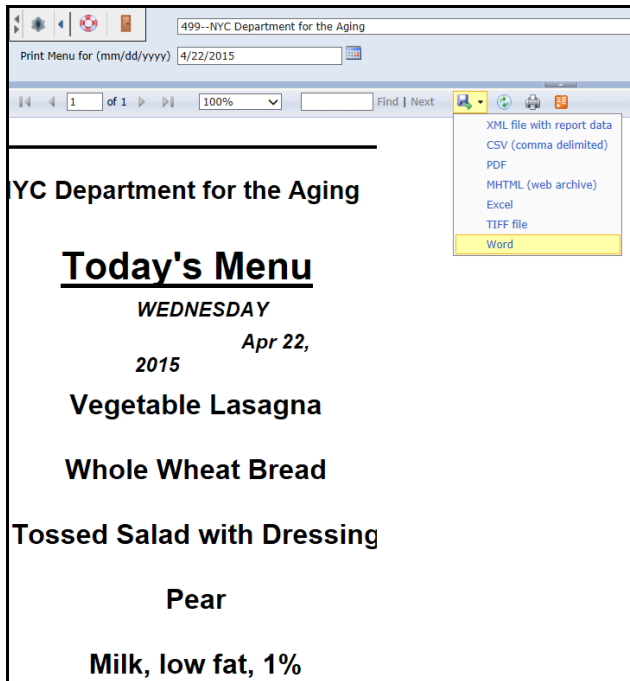
- Click on “Menu - Daily Menu.”




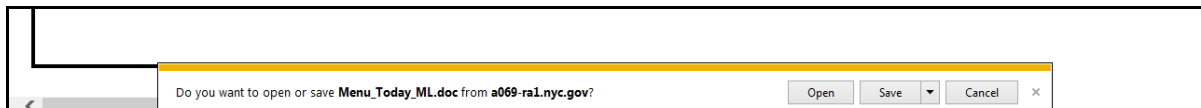
- Select the Senior Center under the “Contract ID” drop-down list.
- Select the Menu ID under the “Menu ID” drop-down list.
TIP: You can find the menu ID in the “My Menus” tab next to the menu names.
- Select a date in the “Print Menu for (mm/dd/yyyy)” field.



- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”



- Click the  button and select either “Excel” or “Word” – both programs allow you to edit the menu.



- Select “Open” or “Save.” The menu will download as either an Excel or Word document, and will be editable.

Monthly Menu

Use this report to create a monthly calendar version of your menu that is editable to meet your program’s needs.



- Select “Reports.”

The screenshot shows the Simple Servings web application interface. At the top, there is a navigation bar with the following links: Home, Recipe, Providers, Menus, Settings, Reports, Support, and Log Off. The Reports link is highlighted, and a dropdown menu is visible with the option 'Reports'. Below the navigation bar, the page title is 'Report List' with a '+ Add Report' button on the right. A message states '11 Record(s) found'. Under the heading 'Menu Related Report', there is a table with three rows:

Menu - Monthly Calendar	This report displays and prints menus by calendar month.	Edit
Menu - Cycle with Dates	This report displays and prints weekly menus for the full menu cycle selected and includes dates. You can find your Menu ID under the "My Menus" tab. The report can also be selected directly from the menu page by clicking on the link "View/Print Entire Menu."	Edit
Menu - Daily Menu	This report displays and prints menus by day.	Edit

- Click on “Menu - Monthly Calendar.”

The screenshot shows the report configuration form. The fields are as follows:

- Contract ID: 499--NYC Department for the Aging
- Year Month (YYYY-MM): 2015-05
- Meal Type: 59--LUNCH
- Menu ID: 1079--Sample Spring/Summer Lunch Menu (2015-04-06 To 2015-09-20)

- Select the Senior Center under the “Contract ID” drop-down list.
- Type in the appropriate year and month in the “Year Month (YYYY-MM)” field.
- Select the meal type under the “Meal Type” drop-down list.
- Select the Menu ID under the “Menu ID” drop-down list.

The screenshot shows the report configuration form with the 'View Report' button visible. The fields are as follows:

- ID: 499--NYC Department for the Aging
- Year Month (YYYY-MM): 2015-05
- Meal Type: 59--LUNCH
- Menu ID: <Select a Value>

- Move the navigation pane by clicking the double arrow button to expose the “View Report” button.
- Click “View Report.”

ID: 499--NYC Department for the Aging
 Meal Type: 59--LUNCH
 Year: 201
 Month: MM
 Menu ID: 107


1 of 1 100% Find | Next

LUNCH MENU May 2015 (

Sunday	Monday	Tuesday
26	27	28
3	4 Lemon Grass Curry with Broccoli and Tofu Perfect White Rice (2) Garden Salad Canned Apricots Milk, low fat, 1%	5 Lentil Soup Baked Whiting Fillets Pasta with Sweet Peas (2) Italian Blend Vegetables Apple Milk, low fat, 1%
10	11 Rosemary Chicken Whole Wheat Bread Creamed Spinach Garlic and Rosemary Roasted Potatoes Apple Milk, low fat, 1%	12 Beef Stew White Rice Whole Wheat Bread Cauliflower with Carrots and Parsnips Cantaloupe Milk, low fat, 1%
17	18 Beef Brisket with Tomatoes and Onions Baked Brown Rice Pilaf (2) Mashed Butternut Squash Apple Milk, low fat, 1%	19 Baked Salmon Kashmir Rice Whole Wheat Bread Sautéed Spinach Orange Milk, low fat, 1%

XML file with report data
 CSV (comma delimited)
 PDF
 MHTML (web archive)
 Excel
 TIFF file
 Word



- Click the  button and select either “Excel” or “Word” – both programs allow you to edit the menu.

17	18 Beef Brisket with Tomatoes and Onions Baked Brown Rice Pilaf (2) Mashed Butternut Squash Apple Milk, low fat, 1%	19 Baked Salmon Kashmir Rice Whole Wheat Bread Sautéed Spinach Orange Milk, low fat, 1%
24	Do you want to open or save Menu_by_Calendar_ML.doc from a069-ra1.nyc.gov? Open Save Cancel	

- Select “Open” or “Save.” The menu will download as either an Excel or Word document, and will be editable.