Simple Servings Help Page

**Table of Contents:**

1. Getting Started
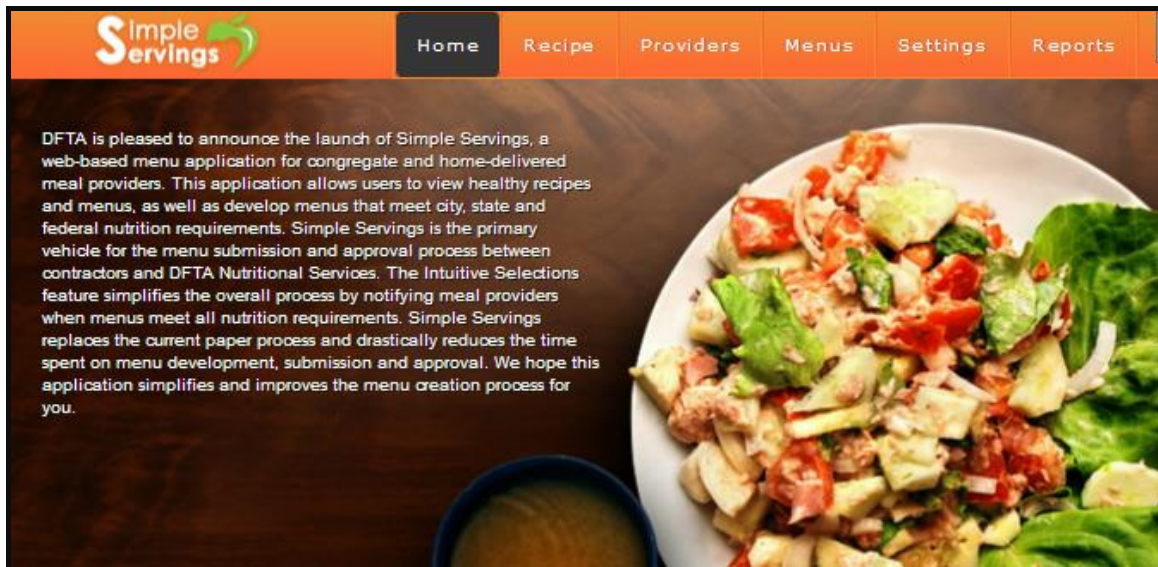
This is the Simple Servings Homepage. You can get to this page at any time by selecting the "Home" button.

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

Click on "Recipe" at the top of the page to get to the Recipe Homepage.
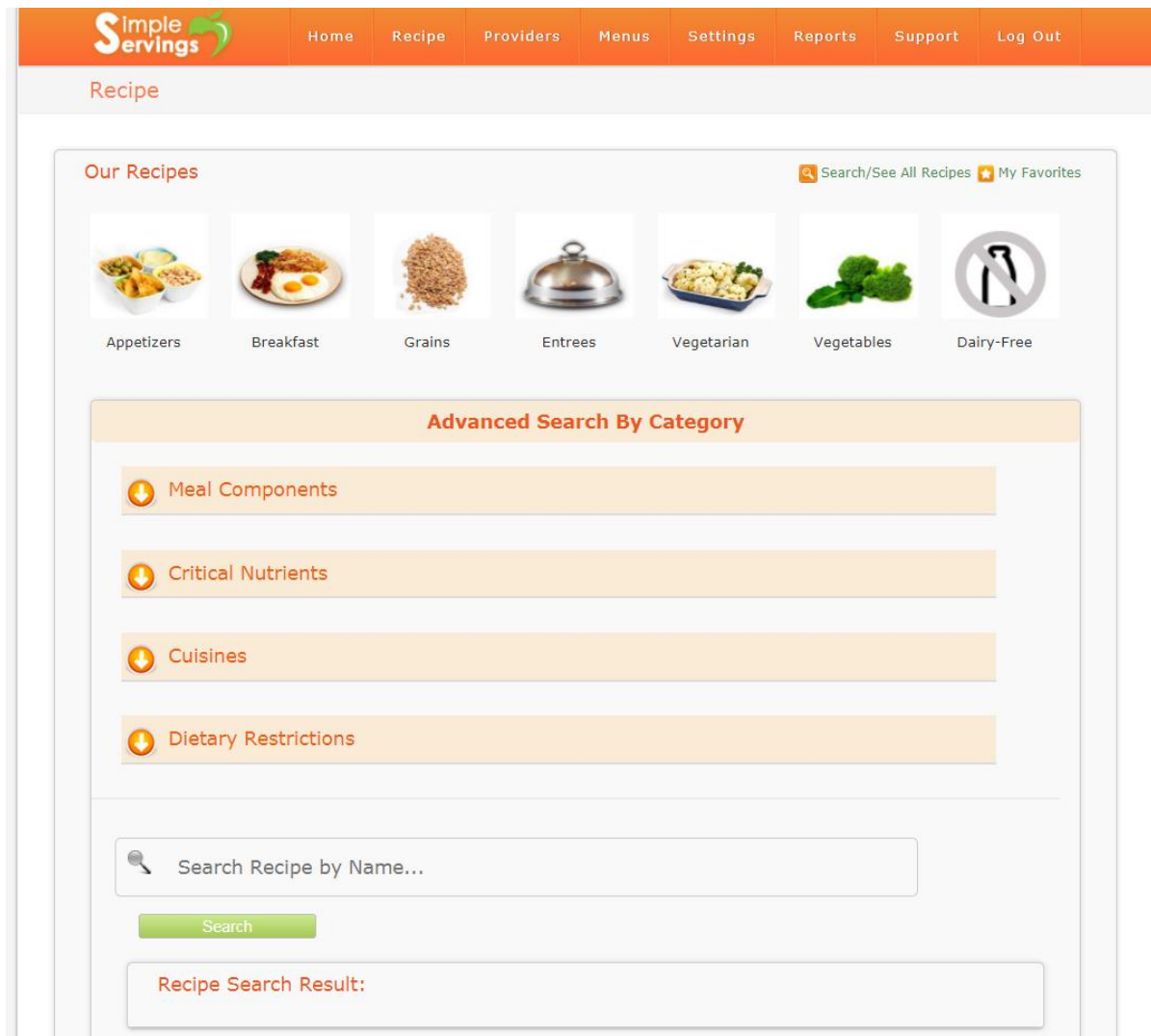
- Click on any image to see related recipes.
- Use "Advanced Search By Category" to find recipes that meet specific criteria.
- To view your favorite recipes, click on "My Favorites" next to the images or hover over the "Recipe" button at the top of the page for a drop-down menu and click on "My Favorites".

To see the entire database of recipes, select "Search/See All Recipes" at top of the Recipe Hompage next to the images or hover over the "Recipe" button at the top of the page for a drop-down menu and select "Recipe List". 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.

- 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.

- 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. You can print your scaled recipe from this page.

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

3. Creating a Menu

Hover your mouse over "Menus" button and over "Add New" to select "Blank Menu" or "Sample Menu".

- Select "**Blank Menu**" to create a menu from scratch.

- Select "**Sample Menu**" to use a menu that has already been created as a base.

Following the selection of "**Blank Menu**", the following screen will appear:

- Create a name for your menu.
- Select **Program Type** and **Meal Type**.
- Select **Diet Type**. Only "Regular" will be available, unless your facility has received permission to serve other Diet Types.
- **Select Contract(s).** Select all contracts that will use this menu as a base. This will create a separate menu for each contract allowing you to create several identical menus or several similar menus with any changes/differences required.
- Select **Cycle.** Three month cycles can be selected (Summer, Fall, Winter, Spring) or six month cycles (Spring/Summer or Fall/Winter). 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.

If you would like to create a menu based on one of the Sample Menus that are already loaded in Simple Servings, select "Sample Menu".

Following the selction of "**Sample Menu**", the following screen will appear:

- Create a name for your menu.
- Select **Program Type** and **Meal Type**.
- Select **Diet Type.** Only "Regular" will be available, unless your facility has received permission to serve other Diet Types.
- Select **Contract(s).** Select all contracts that will use this menu as a base. This will create a separate menu for each contract allowing you to create several identical menus or several similar menus with any changes/differences required.
- Select **Sample Menu**. This is where you can select the sample or pre-created menu.
- Select **Cycle.** Three month cycles can be selected (Summer, Fall, Winter, Spring) or six month cycles (Spring/Summer or Fall/Winter). 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**.

4. Menu Builder

If you started from a **Blank Menu**, it will be blank (pictured above). If you started from a **Sample Menu** or by **Replicating a Menu**, there will be recipes already in the menu builder (pictured below from a **Sample Menu**).

TIP: *Recipes in the menu builder will appear in white boxes unless they came from a Sample Menu or are designated as an Alternate. Sample Menu recipes will be in red, and Alternate recipes will be in blue.*

Once you are in the **Menu Builder**, you can make changes to your menu.

- To add items to your menu, drag a selected item from the left scroll bar into a menu box.
- 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 or simply drag the right side of the pop-up further to the right until the Nutrition Facts label is revealed, as pictured below.*
  - *TIP: Remember to print out the recipes that are on your menu. Keep them somewhere accessible for your kitchen staff.*

- On the "View Recipe" window, you can add a recipe to your favorite list by clicking "Add to my favorite." You can also remove a recipe from your favorite list by clicking "Remove from my favorite".
- On the main page of Menu Builder, click on "My Favorites" to view the recipes you have added to your favorite list.

To Include Alternates or Remove Items:

- Once you have added a recipe to the menu, each recipe will have a "Remove" and "Alternate" button.
- 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:

- 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. Be sure to fill out the whole week before clicking "How Is My Menu?" rather than going day by day.*
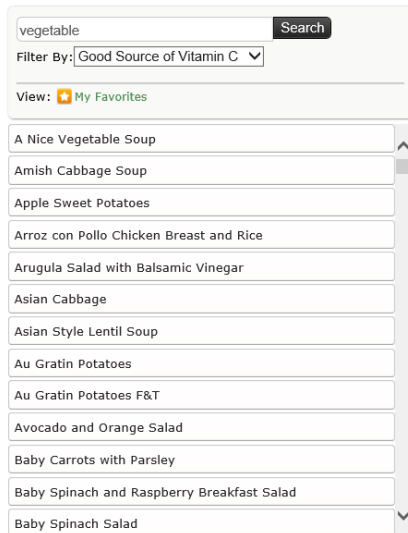
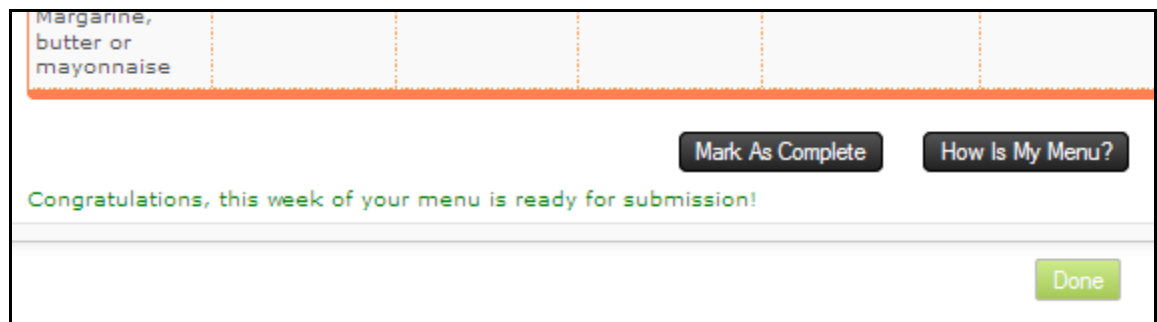If your menu does not meet the nutrition requirements, the following will be displayed:

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.
TIP: *If your menu needs more of a certain nutrient, try using the drop-down to filter recipes*
for that nutrient. For example, if you need more Vitamin C on Monday, use the drop-down to
select "Good Source of Vitamin C" and select a recipe. Try changing the vegetable or fruit on
Monday to one that is a good source of Vitamin C.

TIP: *Combine the drop-down menu filter with a search*
term. Pictured here is a search for vegetable dishes that
are considered a "Good Source of Vitamin C." To narrow
this down further, you could pick a specific ingredient to
search for, such as spinach.

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

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.*

- 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.

5. 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:

- 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 form.*
- 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.*

6. Submitting a Menu

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

For caterers or programs 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.

  TIP: Your DFTA Nutritionist is not automatically notified when you submit your menu. While they can check for your menu in Simple Servings, it can be helpful to email them directly to let them know that you have submitted your menu.

7. Viewing and Printing a Menu

Place your mouse over the "Menus" tab and click on "My Menus."
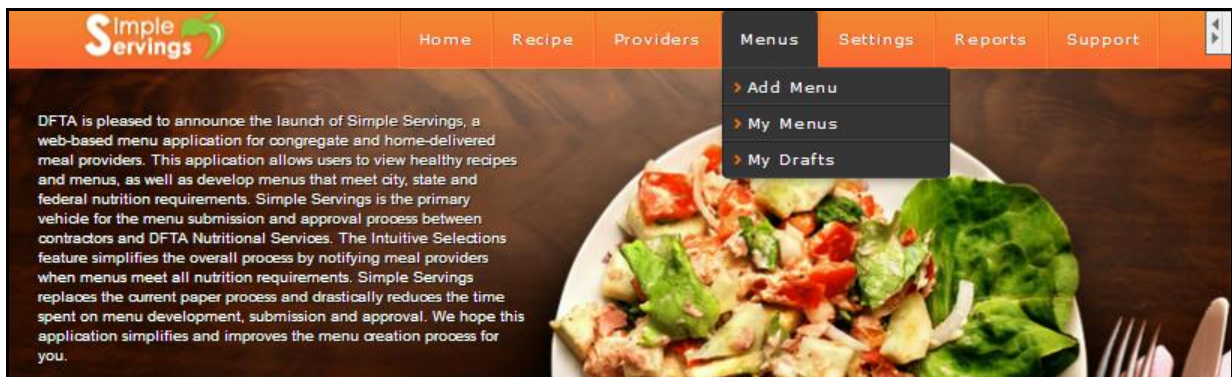
You will be brought to a page that lists all of your menus. Pay attention to the "Status" column. This will tell you the status of your menus.

- **"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.

- 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.

    TIP: This is the approved menu that you should have posted in the kitchen.

8. 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.

> *TIP:* This is one of the easiest ways to make a menu without having to start from scratch.

- 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.
  > *TIP:* Refer to your most recent meal surveys and menu committee meeting minutes to make changes based on your seniors' feedback.

9. Reports – Printing Menus and Nutrition Fact Labels

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

Menu Reports

Printing a Daily Menu

- Use the report titled "Menu – Daily Menu" to print a daily version of your menu, which will look like this:

- Hover over "Reports" at the top of the page and select "Reports." 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 under the "Menus" tab. Hover over "Menus" at the top of the page and select "My Menus". The first column labeled "Menu ID" has the menu ID.
- Select a date in the "Print Menu for (mm/dd/yyyy)" field.

- Click "View Report."

- Click the ![save icon] button and select "PDF."
- Select "Open" or "Save." The menu will download as a PDF file.

Do you want to open or save **Menu_Today_ML.pdf** from **a069-ra1.nyc.gov**?   Open   Save ▼   Cancel   ✕

Printing a Monthly Menu

You can use this section to print a monthly calendar version of your menu, which will look like this:

- Hover over "Reports" at the top of the page and select "Reports." 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.

Click "View Report."
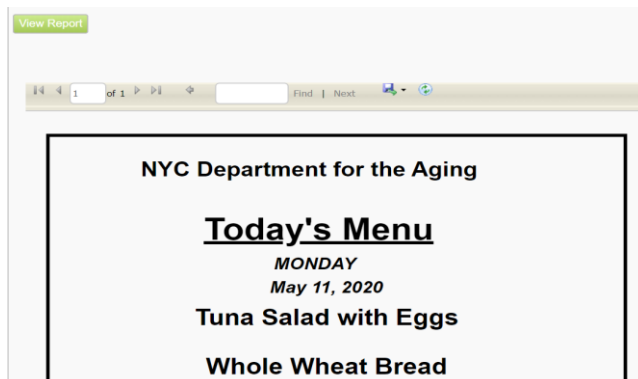
Click the [icon] button and select "PDF."

- 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, which will look like this:

- Hover over "Reports" at the top of the page and select "Reports." Select "Menu-Cycle with Dates."
- Type in the menu ID.

- Click "View Report."

- Click the button and select "PDF."

- Select "Open" or "Save." The menu will download as a PDF file.
    - *TIP:* *This is the same menu format that you can access by clicking on "View/Print Entire Menu" when selecting your menu from Menu > My Menus.*

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, which will look like this:

- Hover over "Reports" at the top of the page and select "Reports." Select "Nutrition Fact Labels-Daily."

Nutrition Fact Labels - Daily

This report displays and prints labels of the Nutrition Facts panel by individual day. The label type used to print the Nutrition Facts Panel is Avery® TEMPLATE 5163™,or its equivalent label STAPLES # 260273. This report prints 10 labels per page of the same day.

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

Nutrition Fact Labels - Daily

Menu ID :
15240

Year Month (MM-DD-YYYY)
5/4/2020

View Report

- Click "View Report."

- Click the 🖫▾ button and select "PDF."

Nutrition Fact Labels - Daily

Menu ID :
15240

Year Month (MM-DD-YYYY)
5/4/2020

View Report

⏮ ◀ 1 of 1 ▶ ⏭ ⬥ [   ] Find | Next 🖫▾ ↻

| XML file with report data |
| CSV (comma delimited) |
| PDF |
| MHTML (web archive) |
| Excel 2003 |
| Excel |
| TIFF file |
| Word |

Week 6 Monday   (5/4/2020)

Sliced Deli Turkey, Basic Pasta
Salad,Whole Wheat Bread, Apple and
Beet Salad, Banana,Orange Juice,
Milk, low fat, 1%

Nutrition Facts

Serving Size 1

Amount Per Serving

Calories 374   Calories from Fat 46

% Daily Value *

Total Fat 5g   9%

Week 6 Monda
Sliced Deli Tu
Salad,Whole V
Beet Salad, B
Milk, low fat,

Nutrition Facts

Serving Size 1

Amount Per Serving

Calories 374   Calories from Fat 46

% Daily Value *

Total Fat 5g   9%

Week 6 Monday   (5/4/2

Sliced Deli Turkey, Basic F
Salad,Whole Wheat Bread
Beet Salad, Banana,Orang
Milk, low fat, 1%

Nutrition Fa

Serving Size 1

Amount Per Serving

Calories 374   Calor

Total Fat 5g

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

Week 3 Wednesday   (4/22/2015)
Vegetable Lasagna, Whole Wheat
Bread, Tossed Salad with Dressing
Pear, Milk, low fat, 1%

Week 3 W
Vegetabl
Bread, T

Do you want to open or save **Menu_label_by_Inputdate_ML.pdf** from **a069-ra1.nyc.gov**?   [Open] [Save] ▾ [Cancel] ✕

Printing Nutrition Fact Labels for an Entire Week

You can use this report to print Nutrition Fact Labels for each day of an entire week of a selected menu, which looks like this:

- Hover over "Reports" at the top of the page and select "Reports." Select "Nutrition Fact Labels - Weekly."

Nutrition Fact Labels - Weekly

This report displays and prints daily Nutrition Facts panel information for a selected weekly menu. Each page includes Nutrition Facts panels for each day of the week. The report can also be selected directly from the menu page by clicking on the link "View Nutritional Values."

- 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.

- Click "View Report."

- Click the [icon] button and select "PDF."

Nutrition Fact Labels - Weekly

Contract ID
NYC Department for the Aging ▼

Menu ID
15240-Congregate Home Meals Sample Menu ▼

Year Month (MM-DD-YYYY)
5/4/2020

[View Report]

◄◄ ◄ 1 of 1 ► ►► ⇦ [_____] Find | Next [icon▼] ⟳

| XML file with report data |
| CSV (comma delimited) |
| PDF |
| MHTML (web archive) |
| Excel 2003 |
| Excel |
| TIFF file |
| Word |

NYC Department for t...   First Date of W

Week 6 Monday   (5/4/2020 12:00:00 AM)

Sliced Deli Turkey, Basic Pasta Salad,Whole Wheat Bread, Apple and Beet Salad, Banana,Orange Juice, Milk, low fat, 1%

Nutrition Facts

Serving Size 1

Amount Per Serving

Week 6 Tuesda... 12:00:00 AM)

Chicken Salad Green Bean S... with Mustard Vinaigrette, Applesauce,Pineapple Juice, Milk, low fat, 1%

Nutrition Facts

Serving Size 1

Amount Per Serving

Week 6 Wednesday   (5/6/ 12:00:00 AM)

Tuna Salad with Eggs, Whol Bread, Baby Spinach Salad, Tomato Salad, Apple Juice,C Milk, low fat, 1%

Nutrition Fac

Serving Size 1

Amount Per Serving

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

Do you want to open or save **Menu_by_Week_ML.pdf** from **a069-ra1.nyc.gov**?   [Open] [Save ▼] [Cancel] ×
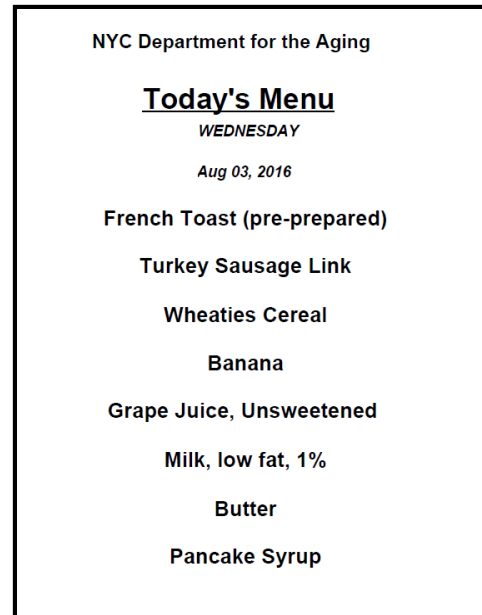
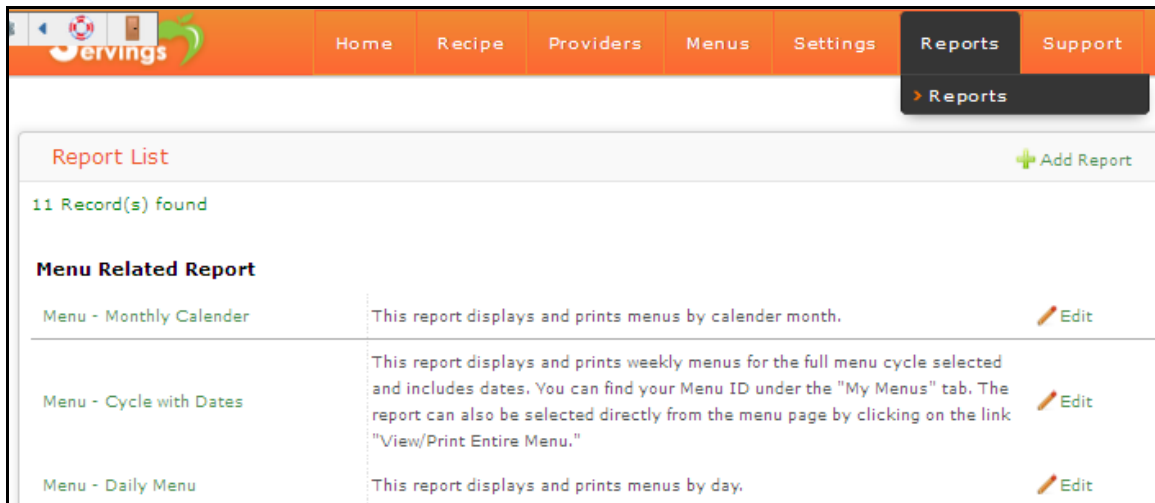## 10. Reports – Creating Editable Daily and Monthly Menus

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. It looks just like the daily menu but will be saved as a document that you can edit.

NYC Department for the Aging

Today's Menu
WEDNESDAY

Aug 03, 2016

French Toast (pre-prepared)

Turkey Sausage Link

Wheaties Cereal

Banana

Grape Juice, Unsweetened

Milk, low fat, 1%

Butter

Pancake Syrup

Hover over "Reports" at the top of the page and select "Reports." Select "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.

- 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. It looks just like the monthly calendar menu, but will be saved as a document that you can edit.

- Hover over "Reports" at the top of the page and select "Reports." 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.

- Click "View Report."

- Click the ![button] 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.