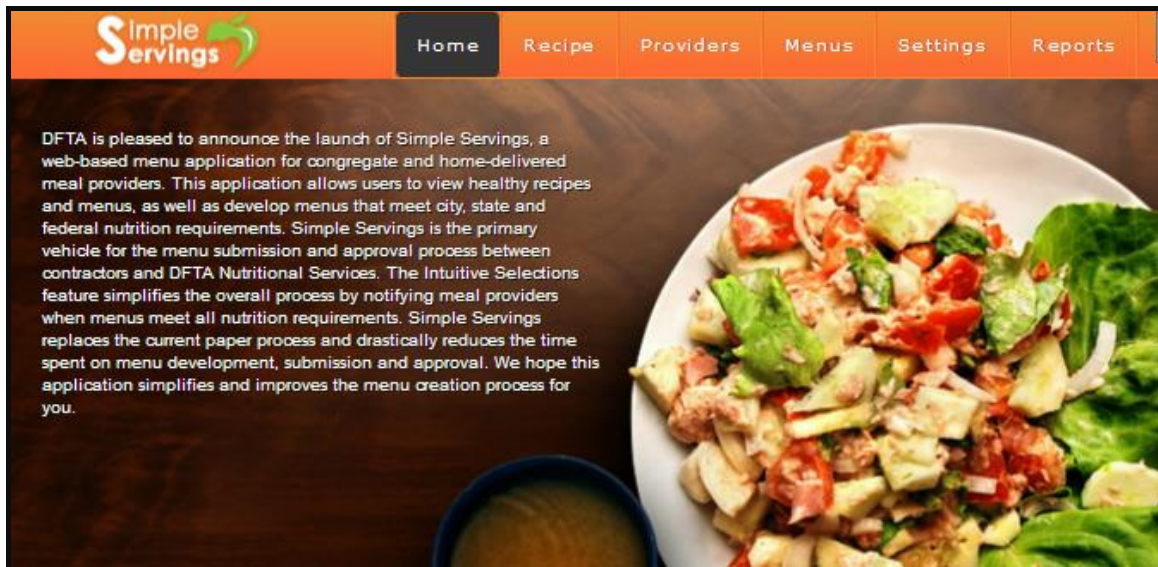


## Simple Servings Help Page

### Table of Contents:

- [1. Getting Started](#)
- [2. Browsing for Recipes](#)
- [3. Creating a Menu](#)
- [4. Menu Builder](#)
- [5. Editing a Draft Menu](#)
- [6. Submitting a Menu](#)
- [7. Viewing and Printing a Menu](#)
- [8. Replicating a Menu](#)
- [9. Reports – Printing Menus and Nutrition Fact Labels](#)
- [10. Reports – Creating Editable Daily and Monthly Menus](#)

### 1. Getting Started



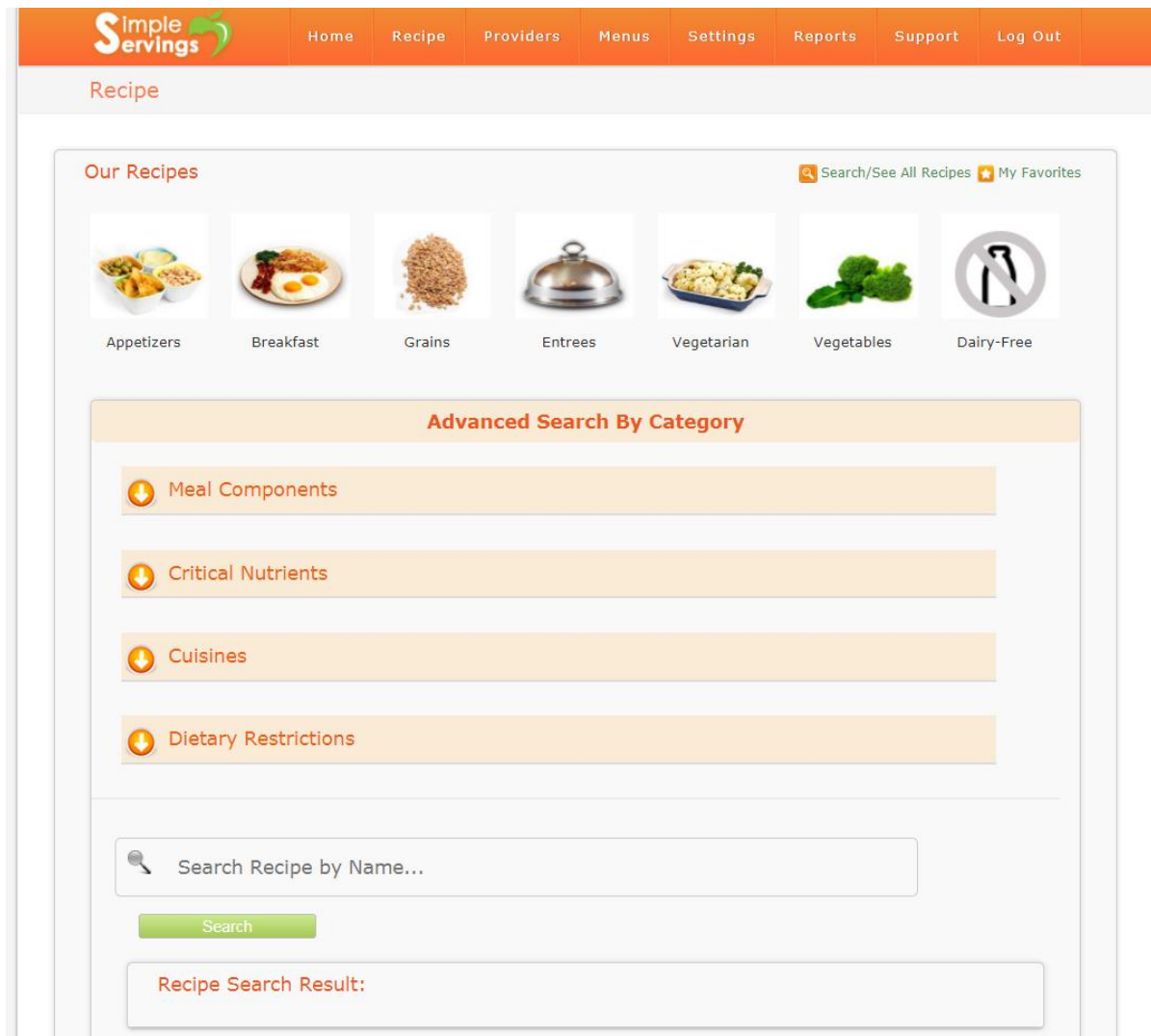
This is the Simple Servings Homepage. You can get to this page at any time by selecting the “Home” button.

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 Homepage 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.

**Simple Servings** Home Recipe Providers Menus Settings Reports Support

## Recipe List

View: ★ My Favorites [+ Add Recipe](#)

Filter By: [All]  [Search](#)

Name	View	Contributed By	Created On		
A Nice Vegetable Soup	<a href="#">Public</a>	ARC FT WASHINGTON SENIOR CENTER	07/29/2013	<a href="#">View</a>	<a href="#">Edit</a>
Activia Dairy Free Smoothie	<a href="#">Contributor</a>	ARC CENTRAL HARLEM SENIOR CENTER	03/04/2014	<a href="#">View</a>	<a href="#">Edit</a>
African Chicken	<a href="#">Contributor</a>	MOSHOLU MONTEFIORE NEIGHBORHOOD SR CTR	02/11/2014	<a href="#">View</a>	<a href="#">Edit</a>
African Fish	<a href="#">Contributor</a>	JEFFERSON HOUSES NEIGHBORHOOD SENIOR CEN	09/18/2013	<a href="#">View</a>	<a href="#">Edit</a>
All Bran Cereal	<a href="#">Public</a>		11/07/2013	<a href="#">View</a>	<a href="#">Edit</a>
Almonds	<a href="#">Public</a>		01/23/2014	<a href="#">View</a>	<a href="#">Edit</a>
American Cereal	<a href="#">Public</a>	DIANA H JONES NEIGHBORHOOD SENIOR CTR	01/27/2014	<a href="#">View</a>	<a href="#">Edit</a>
American Cereal	<a href="#">Contributor</a>	Top Chef	03/13/2014	<a href="#">View</a>	<a href="#">Edit</a>

- 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.

**Simple Servings** Home Recipe Providers Menus Settings Reports Support Log Off

## View Recipe

**A Nice Vegetable Soup** [← Back](#) [★ Add to my favorite](#) [✖ Delete](#) [✎ Edit](#) [🖨 Print Recipe](#)

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  
 Contributed By :

Tags : [> Appetizer](#) [> Vegetable](#) [> Dairy-Free](#) [> Vegetarian](#) [> Good Source of Vitamin A](#) [> Good Source of Vitamin C](#)

### Nutrition Facts

Serving Size 1 (Approximately 6 oz)

Amount Per Serving	
<b>Calories</b> 97	Calories from Fat 63
<b>% Daily Value *</b>	
<b>Total Fat</b> 7 g	10%
Saturated Fat 1 g	4%
Trans Fat 0 g	
<b>Cholesterol</b> 0 mg	0%
<b>Sodium</b> 181 mg	8%
<b>Total Carbohydrate</b> 9 g	3%
Dietary Fiber 2 g	8%
Sugars 3 g	
<b>Protein</b> 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.

Ingredients

Scale to  serving(s)

>> 2 cup(s) green beans

>> 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. 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:

The screenshot shows the 'Add Menu' form within the Simple Servings application. The form is titled 'Add Menu' and includes a 'Back' link. It contains several input fields and dropdown menus for configuring a new menu. The fields are: Menu Name (text input), Program Type (dropdown menu with 'Congregate' selected), Meal Type (dropdown menu with 'Breakfast' selected), Diet Type (dropdown menu with 'Regular' selected), Select Contract(s) (button with a right arrow), Cycle (dropdown menu with '[Select]' selected), Start Date (text input), End Date (text input), and Days of Service (checkboxes for MONDAY through SUNDAY). A 'Save' button is located at the bottom right of the form.

- 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 selection of “**Sample Menu**”, the following screen will appear:

The screenshot shows the 'Add Menu' form in the Simple Servings application. The form is titled 'Add Menu' and has a 'Back' button in the top right corner. The form contains the following fields and options:

- Menu Name :** A text input field.
- Program Type :** A dropdown menu with 'Congregate' selected.
- Meal Type :** A dropdown menu with 'Breakfast' selected.
- Diet Type :** A dropdown menu with 'Regular' selected.
- Select Contract(s) >** A button to select contracts.
- Select Sample Menu >** A button to select a sample menu.
- Cycle :** A dropdown menu with '[Select]' selected.
- Start Date :** A date input field.
- End Date :** A date input field.
- Days of Service**: A list of days with checkboxes:
  - ☐ MONDAY
  - ☐ TUESDAY
  - ☐ WEDNESDAY
  - ☐ THURSDAY
  - ☐ FRIDAY
  - ☐ SATURDAY
  - ☐ SUNDAY
- Save**: A green button at the bottom right.

- 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

The screenshot shows the Menu Builder interface with a header bar and a sidebar. The main area is a grid for building a menu. The header bar includes a title 'Menu Builder' and a 'Done' button. The sidebar contains instructions and a list of menu items. The main grid has columns for days of the week and rows for menu items. The grid is currently blank.

**Menu Builder**

Instructions:  
\* Hold the Ctrl key while drag-dropping menu items within the grid to copy and paste.  
\* Click on Done when you are finished.

Name: test Program Type: Congregate Meal Type: Breakfast Cycle: Spring/Summer Start Date: 04/01/2019 End Date: 09/29/2019 Menu Status: Draft

Filter By: [All] Search

View: My Favorites

Menu Items

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

Week in Cycle: 1

Menu Items	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Entrée Required: 1-2 servings					
Grains or Starches Required: 1-2 servings					
Fruit or Fruit Juice Required: 1-2 servings					
Milk or Yogurt Required: 1 serving					
Condiments Optional: Ex. Oil, trans fat free					

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.

The screenshot shows the Menu Builder interface with a header bar and a sidebar. The main area is a grid for building a menu. The header bar includes a title 'Menu Builder' and a 'Done' button. The sidebar contains instructions and a list of menu items. The main grid has columns for days of the week and rows for menu items. The grid is populated with sample recipes.

**Menu Builder**

Instructions:  
\* Hold the Ctrl key while drag-dropping menu items within the grid to copy and paste.  
\* Click on Done when you are finished.

Name: sample test Program Type: Congregate Meal Type: Lunch Cycle: Spring/Summer Start Date: 04/01/2019 End Date: 09/29/2019 Menu Status: Draft

Filter By: [All] Search

View: My Favorites

Menu Items

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

Week in Cycle: 1

Menu Items	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Appetizer Optional					
Entrée Required: 3 oz (cooked) protein or equivalent	Eggplant Parmesan Remove Alternate	Vegetarian Stuffed Cabbage Remove Alternate	Veggie Burger Patty (pre-prepared) Remove Alternate	Southwest Sweet Potato Chickpea Delight Remove Alternate	Lemon Grass Curry with Broccoli and Tofu Remove Alternate
Grains Required: 1-2 servings	Spaghetti Remove Alternate Whole Wheat Bread Remove Alternate	Whole Wheat Bread Remove Alternate Rice and Beans Remove Alternate	Whole Wheat Bread Remove Alternate	Whole Wheat Bread Remove Alternate Barley, Corn and Black Bean Salad Remove Alternate	Whole Wheat Bread Remove Alternate Quinoa with Kale and Carrots Remove Alternate
Vegetables Required: 1-2 servings	Garden Salad Remove Alternate	Okra with Tomatoes Remove Alternate	Cole Slaw Remove Alternate Baked Sweet Potato Remove Alternate	Normandy Blend Remove Alternate	Baby Spinach Salad Remove Alternate
Fruit or Fruit Juice Required: 1-2 servings	Orange Remove Alternate	Apple Remove Alternate	Grapes Remove Alternate	Kiwi Remove Alternate	Banana Remove Alternate



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.

The screenshot shows the Menu Builder interface with a 'View Recipe' pop-up window. The pop-up window displays the following information:

- Recipe Title:** Okra with Tomatoes
- Yield:** 25
- Serving Size:** 1
- Portion Size:** 1/2 cup
- Recipe View:** Public
- Recipe ID:** 3811
- Status:** Active
- Approval Status:** Approved
- Last Updated By:** Gill, Danielle
- Last Updated On:** 03/28/2018
- Contributed By:** SELFHELP INNOVATIVE SENIOR CENTER
- Categories:** Meal Components, Critical Nutrients, Cuisines, Dietary Restrictions
- Tags:** Vegetable, Good Source of Vitamin C, Good Source of Fiber, Good Source of Potassium, Indian Cuisine, Dairy-Free, Vegetarian
- Rating:** 5 stars
- Ingredients:** 1 tbsp(s) vegetable oil, 1 cup(s) onion, chopped, 1/4 cup(s) garlic, chopped, 2 tsp(s) ginger root, chopped, 3 tomatoes, chopped
- Nutrition Facts:** Serving size 1 (1/2 cup), Calories 52, Total Fat 1 g, Saturated Fat 0 g, Trans Fat 0 g, Cholesterol 0 mg, Sodium 22 mg, Total Carbohydrate 10 g, Dietary Fiber 4 g, Sugars 2 g, Protein 3 g, Vitamin A 20%, Vitamin C 47%, Calcium 10%, Iron 6%

- 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.

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

Mark As CompleteHow Is My Menu?

Done

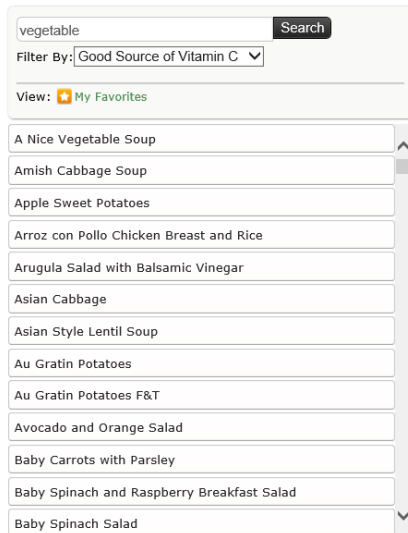
If your menu does not meet the nutrition requirements, the following will be displayed:

**Oops! Some nutrition requirements have not been met.**

Meal Component :	Nutritional Analysis :
<b>MONDAY</b> Grains or Starches missing. Milk or Yogurt missing.	<b>MONDAY</b> ■ 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
<b>TUESDAY</b> Grains or Starches missing. Milk or Yogurt missing.	<b>TUESDAY</b> ■ 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
<b>WEDNESDAY</b> Entrée missing. Grains or Starches missing. Milk or Yogurt missing.	
<b>THURSDAY</b> Entrée missing. Grains or Starches missing. Milk or Yogurt missing.	
<b>FRIDAY</b> Entrée missing. Grains or Starches missing. Milk or Yogurt missing.	

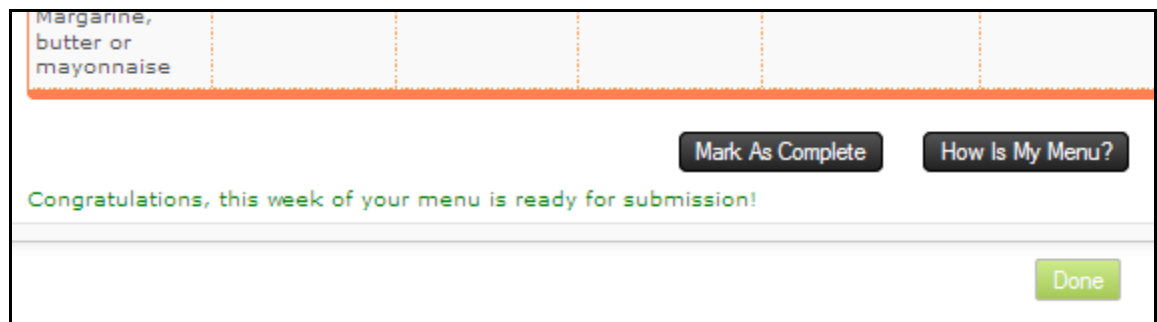
**TIP:** Do not try to correct all issues at once. Change one day and click “How Is My Menu” again. Continue clicking “How Is My Menu” after every change/modification is made.

**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.

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.

## 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:

Menu	
<div> <a href="#">View Menu</a> <a href="#">Edit Header Info</a> <a href="#">Edit Menu</a> <a href="#">Back</a> </div>	
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 :	
<div> <b>Actions Available</b> <ul style="list-style-type: none"> <li>✓ Submit to Contract</li> <li>✓ Submit To DFTA</li> </ul> </div>	

- 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.

The screenshot displays a web interface for menu management. At the top, a red header bar contains the word "Menu". Below this, a light gray bar features the text "View Menu" on the left and three buttons—"Edit Header Info", "Edit Menu", and "Back"—on the right. The main content area is a white box with a light gray border containing the following details: 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, and Contract Name : . To the right of this box is a separate white box with a light gray border titled "Actions Available". It contains two items, each with a green checkmark icon: "Submit to Contract" and "Submit To DFTA".

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.

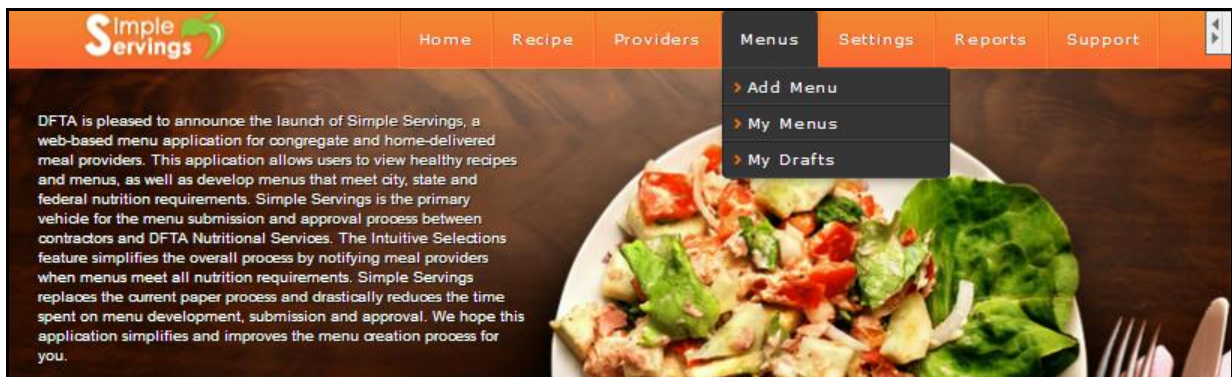
For programs ready to submit a menu to DFTA:

- 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.

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.

**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.*

The screenshot shows the 'Simple Servings' web application interface. 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. This section displays 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, there are three buttons: '+ Replicate Menu', '+ Edit Menu', and 'Back'. To the right of the menu details, there is an 'Actions Available' section with a table that is currently empty.

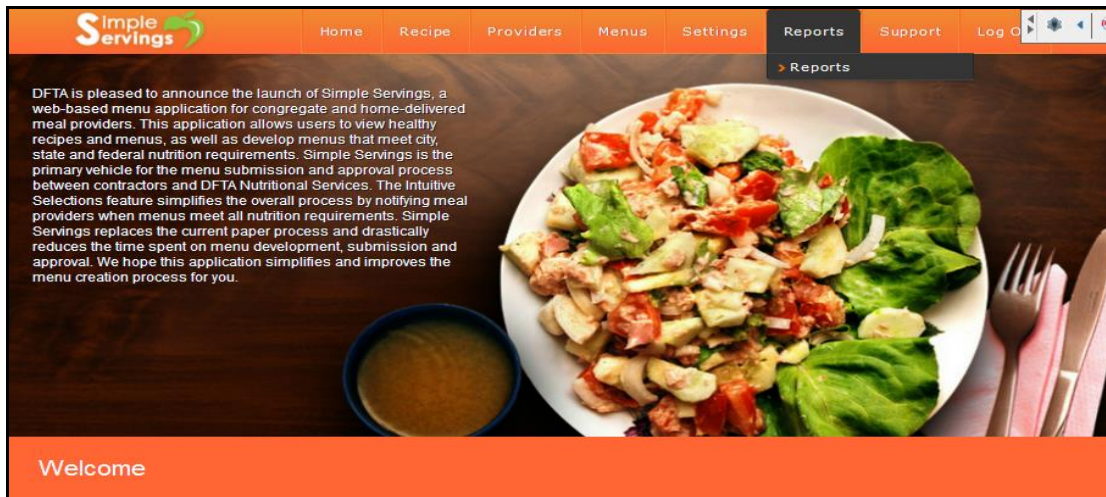
- Click on the “Replicate Menu” button.
- Create a new menu name and select the appropriate cycle.
- Click on the green “Save” button.
- Edit the menu however you wish (see “Editing a Draft Menu”) and submit (see “Submitting a Menu”).

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

**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

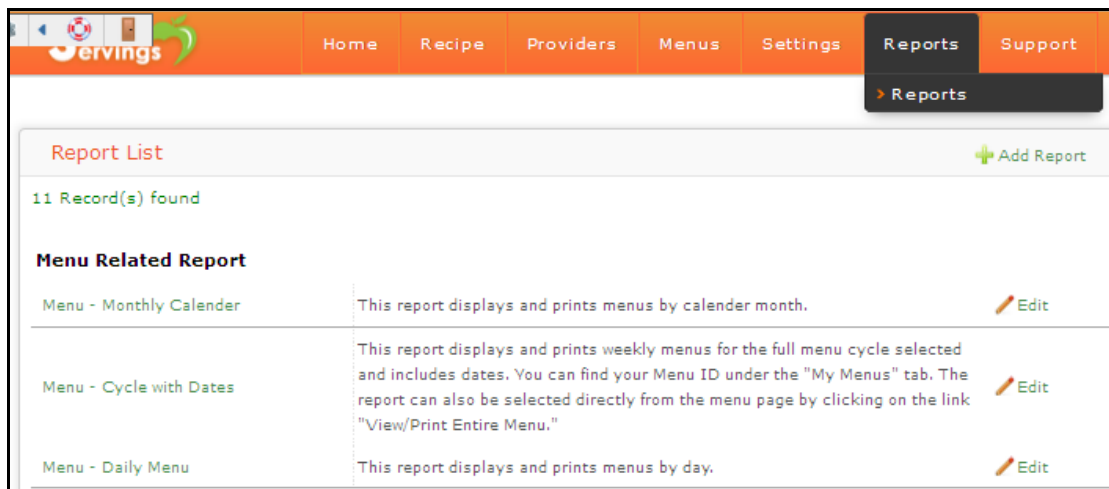
#### Printing a Daily Menu

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

NYC Department for the Aging
<b><u>Today's Menu</u></b>
WEDNESDAY
Aug 03, 2016
French Toast (pre-prepared)
Turkey Sausage Link
Wheaties Cereal
Banana
Grape Juice, Unsweetened
Milk, low fat, 1%
Butter
Pancake Syrup



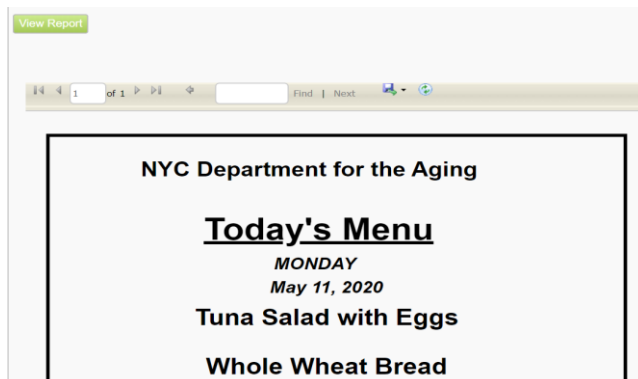
- Hover over “Reports” at the top of the page and select “Reports.” Select “Menu-Daily Menu.”



- Select the Senior Center under the “Contract ID” drop-down list.
- Select the “Menu ID”.
- **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.

The screenshot shows the 'Menu - Daily Menu' form. It includes a 'View Report' button at the top. Below it, there are three dropdown menus: 'Contract ID' (selected: NYC Department for the Aging), 'Menu ID' (selected: 15240-Congregate Home Meals Sample Menu), and 'Year Month (MM-DD-YYYY)' (selected: 5/11/2020). A green 'View Report' button is located at the bottom of the form.

- 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, which will look like this:

**NYC Department for the Aging**  
**MENU August 2016 ()**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Almonds Cheddar Cheese Bran Flakes Cereal English Muffin, Plain Banana Orange Juice Milk, low fat, 1% Apricot Preserves Butter Peanut Butter	1 Omelette with Peppers and Onions Wheatena Whole Wheat Bread Orange Pineapple Juice Milk, low fat, 1% Butter Grape Jelly	2 French Toast (pre-prepared) Turkey Sausage Link Wheaties Cereal Banana Grape Juice, Unsweetened Milk, low fat, 1% Butter Pancake Syrup	3 Mozzarella Cheese Raisins Farina Whole Wheat Mini Bagel Orange Juice Milk, low fat, 1% Butter Strawberry Preserves	4 Sorrento Ricotta Cheese Oatmeal (1/2 cup) Whole Wheat Bread Blueberries Cantaloupe Milk, low fat, 1% Butter Grape Jelly	5 Baked Egg Omelette Creamy Apple-Raisin Turkey Sausage Link Whole Wheat Bread Farina Banana Orange Juice Milk, low fat, 1% Apricot Preserves Butter	6 French Toast (pre-prepared) Honey Nut Cheerios Whole Wheat Bread Apple Juice Cantaloupe Milk, low fat, 1% Butter Grape Jelly
7 Muenster Cheese Cream of Wheat 1/2 cup Whole Wheat Mini Bagel Mango Milk, low fat, 1% Butter Grape Jelly	8 Scrambled Eggs Honey Nut Cheerios Whole Wheat Bread Banana Orange Juice Milk, low fat, 1% Butter Apricot Preserves Butter	9 Sorrento Ricotta Cheese Bran Flakes Cereal Whole Wheat Bread Cantaloupe Orange Juice Milk, low fat, 1% Butter Strawberry Preserves	10 French Toast (pre-prepared) Raisins Turkey Sausage Link Wheaties Cereal Apple Juice Banana Milk, low fat, 1% Butter Pancake Syrup	11 Almonds Muenster Cheese Oatmeal (1/2 cup) Whole Wheat Mini Bagel Cantaloupe Milk, low fat, 1% Apricot Preserves Butter	12 Omelette with Peppers and Onions Cheerios Whole Wheat Bread Orange Pineapple Juice Milk, low fat, 1% Butter Grape Jelly	13 Hard Boiled Egg Raisins Oatmeal (1/2 cup) Whole Wheat Bread Grape Juice, Unsweetened Milk, low fat, 1% Apricot Preserves Butter
14 Egg Whites Bran Flakes Cereal Whole Wheat Bread Orange Juice Milk, low fat, 1% Apricot Preserves Butter	15 Mozzarella Cheese Cream of Wheat 1/2 cup English Muffin, Plain Apple Juice Banana Milk, low fat, 1% Butter Grape Jelly	16 French Toast (pre-prepared) Turkey Sausage Link Wheaties Cereal Banana Orange Juice Milk, low fat, 1% Butter Pancake Syrup	17 Almonds Muenster Cheese Oatmeal (1/2 cup) Whole Wheat Mini Bagel Cantaloupe Milk, low fat, 1% Apricot Preserves Butter	18 Omelette with Peppers and Onions Cheerios Whole Wheat Bread Orange Pineapple Juice Milk, low fat, 1% Butter Grape Jelly	19 French Toast (pre-prepared) Honey Nut Cheerios Whole Wheat Bread Apple Juice Cantaloupe Milk, low fat, 1% Butter Grape Jelly	20 Scrambled Eggs Honey Nut Cheerios Whole Wheat Bread Banana Orange Juice Milk, low fat, 1% Butter Apricot Preserves Butter
21 Egg Whites Bran Flakes Cereal Whole Wheat Bread Orange Juice Milk, low fat, 1% Apricot Preserves Butter	22 Mozzarella Cheese Cream of Wheat 1/2 cup English Muffin, Plain Apple Juice Banana Milk, low fat, 1% Butter Grape Jelly	23 French Toast (pre-prepared) Turkey Sausage Link Wheaties Cereal Banana Orange Juice Milk, low fat, 1% Butter Pancake Syrup	24 Almonds Muenster Cheese Oatmeal (1/2 cup) Whole Wheat Mini Bagel Cantaloupe Milk, low fat, 1% Apricot Preserves Butter	25 Omelette with Peppers and Onions Cheerios Whole Wheat Bread Orange Pineapple Juice Milk, low fat, 1% Butter Grape Jelly	26 French Toast (pre-prepared) Honey Nut Cheerios Whole Wheat Bread Apple Juice Cantaloupe Milk, low fat, 1% Butter Grape Jelly	27 Scrambled Eggs Honey Nut Cheerios Whole Wheat Bread Banana Orange Juice Milk, low fat, 1% Butter Apricot Preserves Butter

- 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.

**Menu - Monthly Calendar**

**Contract ID**  
NYC Department for the Aging

**Year Month (YYYY-MM)**  
2020-05

**Meal Type**  
LUNCH

**Menu ID**

- ☐ 15229--Sample menu ( 03/30/2020 To 06/28/2020)
- ☐ 15234--HDM Sample Menu - 5 day hot or frozen ( 03/30/2020 To 06/28/2020)
- ☐ 15238--Congregate Home Meals Sample Menu - 5 day cold ( 03/30/2020 To 06/28/2020)
- ☐ 15239--Congregate Home Meals Sample Menu - hot or frozen ( 03/30/2020 To 06/28/2020)
- ☒ 15240--Congregate Home Meals Sample Menu - cold ( 03/30/2020 To 06/28/2020)

**View Report**

Click “View Report.”



Click the button and select “PDF.”

499--NYC Department for the Aging

Year: 2015-05

Month: (YYYY, MM)

Meal Type: 59--LUNCH

Menu ID: 1079--Sample Spring/Summer Lunch Menu ( 2015-04-06 To 2015-09-20)

1 of 1 | 100%

**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%

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

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

	Washed Butternut Squash Apple Milk, low fat, 1%	Orange Milk, low fat, 1%
24	Do you want to open or save <b>Menu_by_Calendar_ML.pdf</b> from a069-ra1.nyc.gov?	

Open Save Cancel

## Printing an Entire Cycle Menu

You can use this section to print the entire cycle of your menu, which will look like this:

NYC DEPARTMENT FOR THE AGING

**BREAKFAST MENU**

Senior Center Name: NYC Department for the Aging

Menu Cycle: Summer Cycle Date: 6/27/2016 To 9/18/2016 Week: 1

Menu Name: 6168--Test replication Summer 2016 Menu Status: \* Approved \*

Menu Items	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	06/27/2016 08/08/2016	06/28/2016 08/09/2016	06/29/2016 08/10/2016	06/30/2016 08/11/2016	07/01/2016 08/12/2016
Entrée 1-2 servings	Baked Egg Omelette	French Toast (pre-prepared) Turkey Sausage Link	Egg Whites	Swiss Cheese	Western Omelette
Grains or Starches 1-2 servings	Creamy Apple-Raisin Oatmeal Whole Wheat Bread	Farina	Honey Nut Cheerios Whole Wheat Bread	English Muffin, Plain Oatmeal (1/2 cup)	Shredded Wheat Cereal Whole Wheat Bread
Fruit or Fruit Juice 1-2 servings	Banana Orange Juice	Banana Orange Pineapple Juice	Apple Juice Cantaloupe	Banana Orange Juice	Grape Juice, Unsweetened
Milk or Yogurt 1 serving	Milk, low fat, 1%	Milk, low fat, 1%	Milk, low fat, 1%	Milk, low fat, 1%	Milk, low fat, 1%
Condiments Ex. Oil, trans fat free	Apricot Preserves Butter	Butter Pancake Syrup	Butter Grape Jelly	Butter Strawberry Preserves	Apricot Preserves Butter

Approved by: Hillary Getty Date Approved: 12/9/2019

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

Menu - Cycle with Dates

Menu ID :

15240

View Report

- Click “View Report.”



- Click the button and select “PDF.”

NYC DEPARTMENT

**LUNCH**

Senior Center Name: NYC Department for the Aging

Menu Cycle: Spring/Summer Cycle Date: 4/6/2015 To

Menu Name: 1079--Sample Spring/Summer Lunch Menu

Menu Items	MONDAY	TUESDAY
	04/06/2015	04/07/2015

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

View Report

- 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.

Do you want to open or save Menu\_Item\_by\_MenuID\_ML.pdf from a069-ra1.nyc.gov?

Open Save Cancel

## 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:

Week 6 Wednesday (08-03-2016)	
French Toast (pre-prepared),Turkey Sausage Link, Wheaties Cereal, Banana,Grape Juice, Unsweetened , Milk, low fat, 1%, Butter,Pancake Syrup	
<b>Nutrition Facts</b>	
Serving Size 1	
Amount Per Serving	
Calories 409	Calories from Fat 31
% Daily Value *	
Total Fat 3g	7%
Saturated Fat 2g	10%
Trans Fat 0g	
Cholesterol 25mg	8%
Sodium 427mg	17%
Carbohydrate 82g	27%
Dietary Fiber 6g	23%
Sugar 39g	
Protein 17g	
Vitamin A 20%	Calcium 34%
Vitamin C 27%	Iron 41%
* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.	

- 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 :

Year Month (MM-DD-YYYY)

- 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

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

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

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

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:

NYC Department for the Aging		First Date of Week: 08-03-2016	
<b>Week 6 Monday</b> (8/1/2016 12:00:00 AM) Almonds, Cheddar Cheese, Bran Flakes Cereal, English Muffin, Plain, Banana, Orange Juice, Milk, low fat, 1%, Apricot Preserves, Butter, Peanut Butter <b>Nutrition Facts</b> Serving Size 1 Amount Per Serving Calories 451      Calories from Fat 143 % Daily Value * Total Fat 16g      26% Saturated Fat 11g      52% Trans Fat 0g Cholesterol 52mg      17% Sodium 504mg      20% Carbohydrate 64g      21% Dietary Fiber 8g      33% Sugar 34g Protein 19g Vitamin A 35%      Calcium 54% Vitamin C 17%      Iron 48% <small>* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.</small>	<b>Week 6 Tuesday</b> (8/2/2016 12:00:00 AM) Omelette with Peppers and Onions, Wheatena, Whole Wheat Bread, Orange Pineapple Juice, Milk, low fat, 1%, Butter, Grape Jelly <b>Nutrition Facts</b> Serving Size 1 Amount Per Serving Calories 396      Calories from Fat 143 % Daily Value * Total Fat 16g      26% Saturated Fat 7g      33% Trans Fat 0g Cholesterol 305mg      101% Sodium 376mg      9% Carbohydrate 44g      15% Dietary Fiber 2g      10% Sugar 26g Protein 21g Vitamin A 23%      Calcium 42% Vitamin C 78%      Iron 15% <small>* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.</small>	<b>Week 6 Wednesday</b> (8/3/2016 12:00:00 AM) French Toast (pre-prepared), Turkey Sausage Link, Wheaties Cereal, Banana, Grape Juice, Unsweetened, Milk, low fat, 1%, Butter, Pancake Syrup <b>Nutrition Facts</b> Serving Size 1 Amount Per Serving Calories 409      Calories from Fat 31 % Daily Value * Total Fat 3g      7% Saturated Fat 2g      10% Trans Fat 0g Cholesterol 25mg      8% Sodium 427mg      17% Carbohydrate 82g      27% Dietary Fiber 6g      23% Sugar 39g Protein 17g Vitamin A 20%      Calcium 34% Vitamin C 27%      Iron 41% <small>* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.</small>	<b>Week 6 Thursday</b> (8/4/2016 12:00:00 AM) Mozzarella Cheese, Raisins, Farina, Whole Wheat Mini Bagel, Orange Juice, Milk, low fat, 1%, Butter, Strawberry Preserves <b>Nutrition Facts</b> Serving Size 1 Amount Per Serving Calories 356      Calories from Fat 65 % Daily Value * Total Fat 7g      12% Saturated Fat 4g      20% Trans Fat 0g Cholesterol 22mg      7% Sodium 271mg      11% Carbohydrate 61g      20% Dietary Fiber 4g      16% Sugar 37g Protein 14g Vitamin A 17%      Calcium 37% Vitamin C 104%      Iron 9% <small>* Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.</small>

- 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.

**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



- Click “View Report.”



- Click the 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

**NYC Department for the Aging**

First Date of Week

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 Tuesday (5/5/2020 12:00:00 AM)  
 Chicken Salad, Green Bean Salad, with Mustard Vinaigrette, Applesauce, Pineapple Juice, Milk, low fat, 1%

**Nutrition Facts**  
 Serving Size 1  
 Amount Per Serving

Week 6 Wednesday (5/6/2020 12:00:00 AM)  
 Tuna Salad with Eggs, Whole Wheat Bread, Baby Spinach Salad, Tomato Salad, Apple Juice, Milk, low fat, 1%

**Nutrition Facts**  
 Serving Size 1  
 Amount Per Serving

Download menu as:

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

- 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?

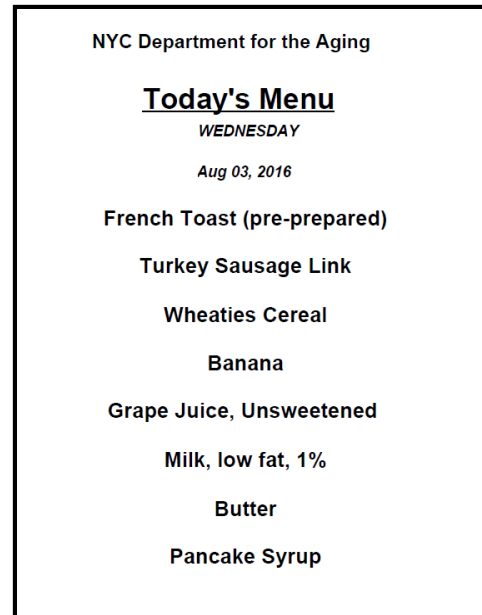
Open Save Cancel

## 10. Reports – Creating Editable Daily and Monthly Menus

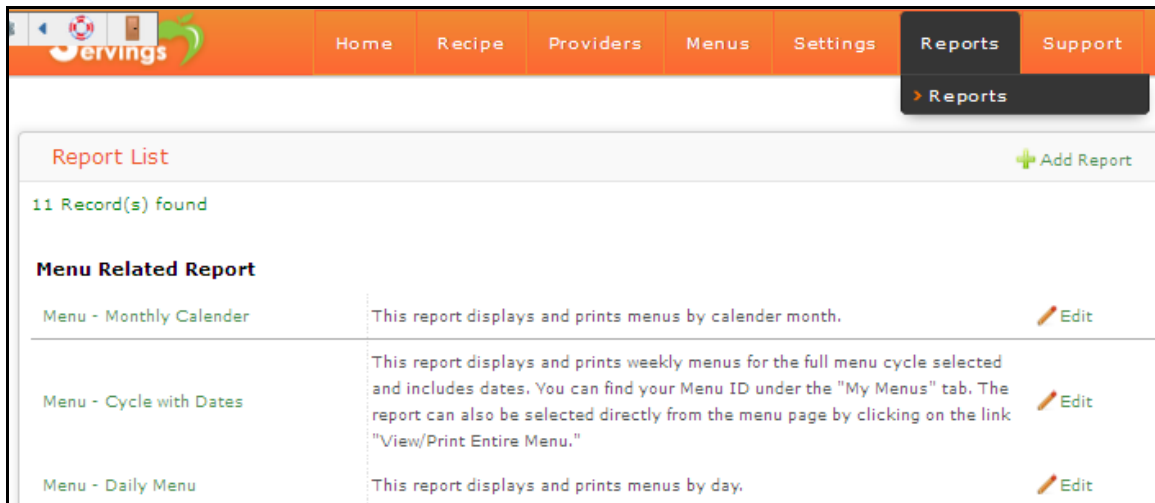
You can use the reports section to create editable daily and monthly menus.

### 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.



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.

**Menu - Daily Menu**

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**

- Click “View Report.”



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

1 of 1 100% Find | Next

**NYC Department for the Aging**

**Today's Menu**

**WEDNESDAY**

**Apr 22,**

**2015**

**Vegetable Lasagna**

**Whole Wheat Bread**

**Tossed Salad with Dressing**

**Pear**

**Milk, low fat, 1%**

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

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

Do you want to open or save Menu\_Today\_ML.doc from a069-ra1.nyc.gov?

**Open** **Save** **Cancel**

## 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.

NYC Department for the Aging  
MENU August 2016 ( )

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 1 Almonds Cheddar Cheese Bran Flakes Cereal English Muffin, Plain Banana Orange Juice Milk, low fat, 1% Apricot Preserves Butter Peanut Butter	2 Omelette with Peppers and Onions Wheatena Whole Wheat Bread Orange Pineapple Juice Milk, low fat, 1% Butter Grape Jelly	3 French Toast (pre-prepared) Turkey Sausage Link Wheatena Cereal Banana Orange Juice Milk, low fat, 1% Unsweetened Butter Pancake Syrup	4 Mozzarella Cheese Raisins Farina Whole Wheat Mini Bagel Orange Juice Milk, low fat, 1% Butter Strawberry Preserves	5 Sorrento Ricotta Cheese Oatmeal (1/2 cup) Whole Wheat Bread Blueberries Cantaloupe Milk, low fat, 1% Butter Grape Jelly	6	
7 8 Baked Egg Omelette Creamy Apple-Raisin Oatmeal Whole Wheat Bread Banana Orange Juice Milk, low fat, 1% Apricot Preserves Butter	9 French Toast (pre-prepared) Turkey Sausage Link Farina Banana Orange Pineapple Juice Milk, low fat, 1% Butter Pancake Syrup	10 Egg Whites Honey Nut Cheerios Whole Wheat Bread Apple Juice Cantaloupe Milk, low fat, 1% Butter Grape Jelly	11 Swiss Cheese English Muffin, Plain Oatmeal (1/2 cup) Banana Orange Juice Milk, low fat, 1% Butter Strawberry Preserves	12 Western Omelette Shredded Wheat Cereal Whole Wheat Bread Grape Juice, Unsweetened Milk, low fat, 1% Apricot Preserves Butter	13	
14 15 Muenster Cheese Cream of Wheat 1/2 cup Whole Wheat Mini Bagel Mango Milk, low fat, 1% Butter Grape Jelly	16 Scrambled Eggs Honey Nut Cheerios Whole Wheat Bread Banana Orange Juice Milk, low fat, 1% Apricot Preserves Butter	17 Sorrento Ricotta Cheese Bran Flakes Cereal Whole Wheat Bread Cantaloupe Orange Juice Milk, low fat, 1% Butter Strawberry Preserves	18 French Toast (pre-prepared) Turkey Sausage Link Wheatena Cereal Apple Juice Banana Milk, low fat, 1% Butter Pancake Syrup	19 Hard Boiled Egg Raisins Oatmeal (1/2 cup) Whole Wheat Bread Grape Juice, Unsweetened Milk, low fat, 1% Apricot Preserves Butter	20	
21 22 Egg Whites Bran Flakes Cereal Whole Wheat Bread Orange Juice Milk, low fat, 1% Apricot Preserves Butter	23 Mozzarella Cheese Cream of Wheat 1/2 cup English Muffin, Plain Apple Juice Banana Milk, low fat, 1% Butter Grape Jelly	24 French Toast (pre-prepared) Turkey Sausage Link Wheatena Cereal Banana Orange Juice Milk, low fat, 1% Butter Pancake Syrup	25 Almonds Muenster Cheese Oatmeal (1/2 cup) Whole Wheat Mini Bagel Cantaloupe Orange Juice Milk, low fat, 1% Apricot Preserves Butter	26 Omelette with Peppers and Onions Cheerios Whole Wheat Bread Orange Pineapple Juice Milk, low fat, 1% Butter Grape Jelly	27	

- Hover over “Reports” at the top of the page and select “Reports.” Select “Menu - Monthly Calendar.”

[Home](#)
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[Reports](#)

**Report List**
[Add Report](#)

11 Record(s) found

**Menu Related Report**

Menu - Monthly Calendar	This report displays and prints menus by calendar month.	<a href="#">Edit</a>
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."	<a href="#">Edit</a>
Menu - Daily Menu	This report displays and prints menus by day.	<a href="#">Edit</a>

- 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.

**Menu - Monthly Calendar**

Contract ID  
NYC Department for the Aging

Year Month (YYYY-MM)  
2020-05

Meal Type  
LUNCH

Menu ID  
☐ 15229--Sample menu ( 03/30/2020 To 06/28/2020)  
☐ 15234--HDM Sample Menu - 5 day hot or frozen ( 03/30/2020 To 06/28/2020)  
☐ 15238--Congregate Home Meals Sample Menu - 5 day cold ( 03/30/2020 To 06/28/2020)  
☐ 15239--Congregate Home Meals Sample Menu - hot or frozen ( 03/30/2020 To 06/28/2020)  
☒ 15240--Congregate Home Meals Sample Menu - cold ( 03/30/2020 To 06/28/2020)

[View Report](#)

- Click “View Report.”



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

1 of 1 100% Find | Next

**LUNCH MENU May 2015 (**

Sunday	Monday	Tuesda
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 F 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 Br Cauliflower with Carrots and Par 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 Br Sauteed Spinac Orange Milk, low fat, 1%

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

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

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 Br Sauteed Spinac 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