

MENU ENHANCEMENT NUTRITION MODULE

USER'S GUIDE





TEXAS DEPARTMENT OF AGRICULTURE Commissioner sid miller

WHAT IS MENU MODULE?



FAQS

What is MENU Module?

The MENU (Menu Enhancement and Nutrition) Module is a web-based system for menu planning, meal production, nutrition compliance, and meal cost analysis.

Who can use MENU Module?

MENU Module is the perfect tool for district employees responsible for menu planning, meal costing, food production reporting, and more.

What can MENU Module do?

MENU Module can analyze menus for compliance with federal meal requirements, consolidate menu planning and production, streamline administrative reviews (AR), and make marketing to students and parents more successful.

What is PrimeroEdge?

PrimeroEdge is the software vendor for MENU Module. TDA offers Contracting Entities (CE) in Texas PrimeroEdge's school nutrition software (MENU Module) at no cost. Texas makes MENU Module available to CEs via TX-UNPS.



Best Practice: Dedicate at least one person (in addition to you) to help manage MENU Module. You will need the most help when setting up menu cycles for the first time in the MENU Module.

GETTING ACCESS TO MENU MODULE



FAQS

How do I get to MENU Module?

To gain access to MENU Module, submit a completed form FND-101 (found on squaremeals.org) and check the "MENU CE Support" box. You must submit a form FND-101 for MENU Module access. Allow 10-days for FND-101 processing.

Once TDA activates your TX-UNPS account for MENU Module access, you may log in to TX-UNPS and access MENU Module.

Who can use MENU Module?

Any district employee that requests permission for access by submitting an FND-101 can access MENU Module. Child Nutrition Directors may restrict what each user can "see" or "do" by changing system roles and permissions.



Note: Page one of form FND-101 shown.

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ACCESSING MENU MODULE



1. Log in to MENU Module through TX-UNPS.

Go to <u>https://txunps1.texasagriculture.gov/txunps/Splash.aspx</u>. Enter your "User ID" and "Password" and click on the "Log On" button.

Nutrition Pl	rograms	TX-UNPS
	The Direct Certification module	is working (6-21 1:30 PM)
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User ID: Password: Forgot Your Password?	Click the "Forgot Your P have temporary passwor to you You can expect to receiv password within an hou If you do not receive th box for it, please call us can reset your password When resetting your page	assword?" link on the Log-On screen to ord automatically generated and emailed we the email with your temporary r. e email and have checked your junk mail at 1-877-TEX-MEAL (839-6325) and we d for you.
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2. Click on the "Applications" link in the upper left hand corner.

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			Programs			
		School Nutrition Programs		Child and Adult Care Food Program		
			Maintenance and Configuration			
		Summer Food Service Program	Security	Food Distribution Program		
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3. Click on the "MENU Module" link from the list.

S	chool Nutrition Programs
	TX-UNPS 🛼
Applications Claims Compliance	Reports Security Search 🚆 Programs Year Help Log Out
Applications >	School Year: 2016 - 2017
Itom	Description
Item	SND Contracting Entity's Profile. Site and Held Information
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

After clicking the "MENU Module" link in TX-UNPS, you will arrive to the MENU Module home page.

The roles and permissions set for you, affect what your home page looks like. For example, users might have access to the "Production" tab but not the "Menu Planning" tab.

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QUICK GUIDE: GETTING STARTED IN MENU MODULE

- Amigo: MENU Module comes with a handy help feature called "Amigo." Amigo gives you quick access to Primero Edge's Release Magazines, guides, cards, and manuals (including a system User's Manual), webinars, import templates and more. Type in a help topic and Amigo tells you what to do every step of the way.
- 2. District Realm: The "District Realm" tells you what district you come from.
- **3. Dashboard:** The dashboard serves as a communication tool for announcements and messages. Click on the "Dashboard" from anywhere in the system and it will bring you back to your homepage.
- **4. Messages:** "Messages" takes you to your message board used for communicating with MENU Module users in your district.
- 5. My Profile: "My Profile" contains your user name, contact information, password options and your "theme" selection that you can used to change the MENU Module color scheme.
- **6. Primary tabs:** The primary tabs make up the core functional tabs of MENU Module. You will use these tabs in almost everything that you do in MENU Module.

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WELCOME TO AMIGO

- **1. Click on the green "Amigo" button.** Amigo displays the "What can I help you with?" pop up box.
- 2. To search for a help topic, type a help topic into the search bar and click on the magnifying lens button.
- 3. To access a resource, click on a resource link (in green font).

QUICK GUIDE: AMIGO

The search bar allows you to type in simple help topics such as "add menu."

"Announcements" link you to news from the software vendor, Primero Edge, highlighting newer information.

"Release Notes" link you to a collection of seasonal Primero Edge magazines. Release magazines highlight software changes.

"Library (Guides & Cards, Manuals, Webinars)" links you to many helpful resources including the "Menu Planning User Manual."

"Import Templates" allow you to import ingredients and all ingredient information.





Tip: Keep electronic reference materials open next to MENU Module as you work in the software. This will allow you to reference useful guides when you need help in the software.

EXERCISE: AMIGO

Explore what happens when you type "add menu" into the search bar.

1. Type the word "add" into the search bar.

Amigo displays a list of topics and provides step-by-step instructions on the topic that you select when you click on the topic.



2. Click on the "Add Menu" topic.



Amigo opens a pop up box that tells you what to do and lists the current step number and the total number of steps.

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Explore what happens when you follow Amigo's instructions.



3. Click where indicated, "Menus."

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,	Menu Cycles		Step	3/12
	Assign Menus			Menus
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	Publish Menus			

Amigo automatically tells you the next step. Amigo will continue to walk you through with instructions for all of the steps.

Team Work	Menu Plann	ning Production System
Ingredients	•	Menus
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Reports	-	Data Source Site Group ALL V [USDA]Meal Pattern SY 2017-2022 ALL
Configuration	•	Tags Name Enter the tag names separated by a ;
		Include Discontinued Menus Apply Reset



Tip: Amigo is very helpful but cannot help users with all decisions. Different sites and districts may operate differently. Users should use critical thinking skills to help make important decisions in MENU Module.

PRIMARY TABS

FAQ



What are the primary tabs?

The primary tabs provide access to core functional parts of the MENU Module system. Each tab works to give users access to more specific information. The primary tabs provide access to more specific folders and subfolders. The further users dig, the more specific the information becomes.

QUICK GUIDE: PRIMARY TABS

- Teamwork: The "Teamwork" tab can help you manage employee training and professional standard compliance. This tab is optional and does not affect the core "Menu Planning" and "Production" functions of the system.
- **2.** Menu Planning: You will spend the majority of your time in the "Menu Planning" tab. The tab contains everything from ingredients, to menu cycles, reports, and menurelated software setting options.
- **3. Production:** The "Production" tab allows you to plan and record production. You can generate technician worksheets, production records, recipes, enter daily production information, and forecast for upcoming daily menus.
- **4. System:** The "System" tab allows you to manage software settings such as defining the grade levels at each site, assigning users for MENU Module and selecting user roles and permissions. The "System" tab allows you to do much more, including using import and export functions, and performing management activities.

Team Work Dashboard	2 Menu Planning	B Production	4 System		
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Date	Title			Date	Title

"INGREDIENTS" FOLDER

Explore each folder and the specific information listed under each folder. Start with "Ingredients."



From the "Menu Planning" tab.

1. Click on the "Ingredients" folder.



Within the "Ingredients" folder, you see the "Ingredients," "Recipes," "Stock Items," "Menu Items," "Find and Replace," and "Price Adjustment" subfolders.



FAQS

Why are these items listed under the Ingredients folder?

In MENU Module, ingredients build recipes, recipes become menu items, menu items are grouped together to become menus and menus are grouped together to become menu cycles. These items work together and each item builds upon the next item.

"MENUS" FOLDER

Explore the "Menus" folder.



- From the "Menu Planning" tab. 1. Click on the "Menus" folder



Menu Planning

Production System

Menu Planning

Within the Menus folder, you see the "Menus," "Menu Cycles," "Assign Menus," "Multi-line Analysis," and "Publish Menus" subfolders.

REPORTS FOLDER

Open the "Reports" folder next.



From the "Menu Planning" tab. 1. Click on the "Reports" folder



Team Work

CONFIGURATION FOLDER

Explore the Configuration folder.



From the "Menu Planning" tab.

1. Click on the "Configuration" folder.



To get the results you want, you need to program the MENU Module system before you begin using it. The folders listed under "Configuration" help you set-up your system for site-level production and produce the reports that you need.



Resource: Explore the Configuration Helper Tool (found in "Module 2: Configuration" training materials on the MENU Module webpage of SquareMeals.org) to help you decide what settings you need to configure.

MENU MODULE RESOURCES



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Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.