# CHEAT SHEET: GETTING STARTED IN MENU MODULE

QUICK GUIDE: GETTING TO THE MENU SOFTWARE

1. Log in to MENU Module through TX-UNPS.
   Go to https://txunps1.texasagriculture.gov/txunps/Splash.aspx
2. Click "Applications" in the upper left hand corner.
3. Click "MENU Module" from the list.

QUICK GUIDE: GETTING STARTED IN MENU MODULE

1. **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 systems 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.
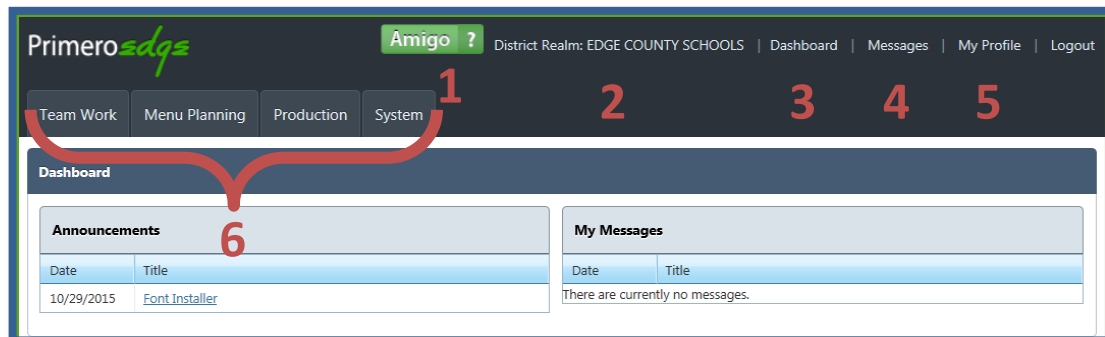

QUICK GUIDE: AMIGO

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.
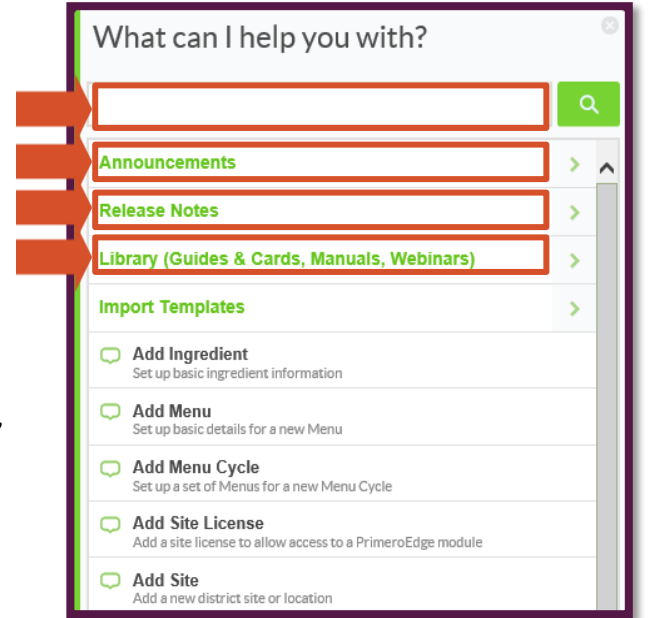
QUICK GUIDE: PRIMARY TABS

1. **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, to reports, and menu-related 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 perform management activities.
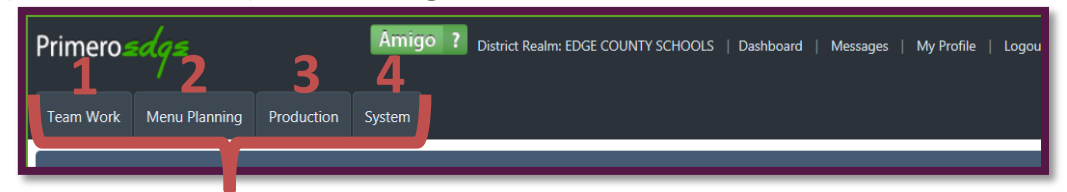
TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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