CHEAT SHEET: MENU ITEMS

CREATING MENU ITEMS

Entering Basic Information

1. Click on "Menu Planning" tab. Click on "Ingredients" folder. Click on "Recipes" subfolder. Enter search criteria. Click on recipe link for menu item you want to create.
2. For non- "Local" database recipes, create a copy of the recipe in the "Local" database by clicking on the "Copy" button.
3. Click on "Menu Item" tab of recipe.
4. Enter "Menu Item" name, "Full Name," and "Marketing Name."
5. Optional: Enter menu item "Marketing Description."
6. Select "Menu Item Category."
7. Optional: Check "Preparation Site Item" box if item prepared at different site.
8. Check "Show in Summary" to show item on "Menu Calendar Report."
9. Select "Leftover Category." If "Carryover" specified as "Leftover Category," select "Maximum Carryover Days."
10. Optional: Click on "Upload Picture" button and follow prompts to upload a menu item photograph to display on SchoolCafé.
11. Click on "Save" button.

Entering New Serving Size Information (Optional)

12. Scroll down to view "Available Menu Item Serving Sizes" section.
13. Click on "Add New Serving Size" plus sign to add new serving size.
14. Enter new serving size and unit. Optional: Enter "Portioning Tool" for new serving size. Click on "Is Default" box to make new serving size default serving size for menu item. Click on "Insert" link.

Programming Default Serving Size Exceptions (Optional)

15. Scroll down to view "Default Serving Size Exceptions" section.
16. Click on "Add New Serving Size Exception For Serving Group."
17. Select correct meal pattern, "Serving Group," and "Serving Size."
18. Click on "Insert" link.

Entering Food Component Contribution Information

19. In the "Available Menu Item Serving Sizes" section, click on "Serving Size" to add food component contribution information to.
20. For fluid milk menu items: In the "Contributions" section select one milk option from "Milk Type" drop down box.
21. For fruit or vegetable juice and grain-based desserts: Select any applicable check boxes: "Fruit Juice," "Vegetable Juice," or "Grain Based Dessert."
22. Select menu item "Contribution" amount for menu item "Food Component(s)."
23. Click on "Save" button.

SEARCHING FOR MENU ITEMS

1. Click on "Menu Planning" tab. Click on "Ingredients" folder. Click on "Menu Items" subfolder. Enter or select "Menu Items" search criteria. Click on "Apply" button.

QUICK GUIDE: MENU ITEM SEARCH CRITERIA

Menu Item: Enter the name of the menu item. Users may enter part or the entire menu item name.

Category: Select a menu item "Category" to filter the search by menu item categories.

Ingredient Code: Enter the "Ingredient Code" to find a menu item associated with an ingredient with a specific code.

Recipe Code: Enter the "Recipe Code" to find a menu item associated with a recipe with a specific code.

Smart Search: Select "Smart Search" to find menu items that contain any part of the letter, sequence, or word(s).

Include Discontinued Menu Items: Select the "Include Discontinued Menu Items" box to include discontinued menu items in your search if necessary.

Tags: Enter "Tags" (keywords users add to recipes [or ingredients, menus, etc.]) to quickly find menu items tagged for a specific purpose.

Apply: Select "Apply" to search for a menu item based on the information you have entered and/or selected within the menu item search criteria.

Reset: Select "Reset" to clear all selections and information entered into the search criteria fields.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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