

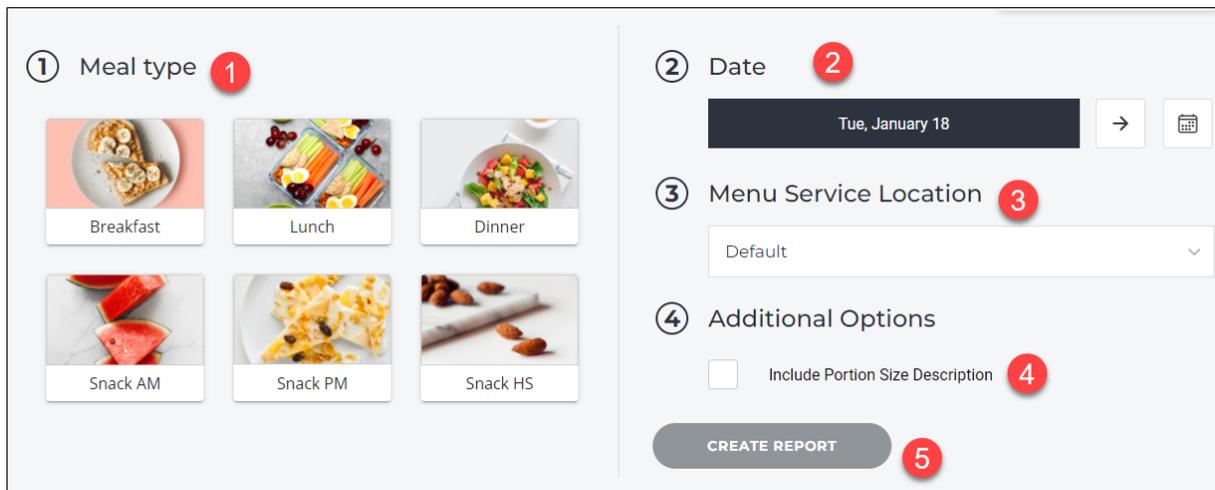
Accessing the Touch Therapeutic Spreadsheet (right)

Under **Production Reports**, tap **Therapeutic Spreadsheet**.



Running the Touch Therapeutic Spreadsheet (below)

1. Select the meal period or snack time.
2. Select the date to run the report (the default is today's date).
3. Select the menu service location(s) to determine the menu and the dining areas to which the residents/patients are assigned.
4. To include the portion size description for the items, select the **Include Portion Size Description** check box.
5. Click the **Create Report** button.



Viewing the Therapeutic Spreadsheet

- From the left column, select the diet type and texture type combinations to display.
- Each selected combination displays an equivalent column to the right, listing the items of that combination.
- An item that appears in blue indicates it is a substitute item for that combination.
- To pin a diet/texture column to the left side, click its **Pin to Side** button. Pinning a column to the side is ideal for the regular/regular column.

