

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.

1	Production Reports
	Service & Delivery Production Sheet
	Kitchen Production Sheet
	Recipes at Scale Report
	Therapeutic Spreadsheet

1 Meal type 1	2 Date 2
	Tue, January 18 →
Breakfast Lunch Dinner	3 Menu Service Location 3
	Default ~
	(4) Additional Options
Snack AM Snack PM Snack HS	Include Portion Size Description
	CREATE REPORT 5

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.



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