Starting a New Menu: Summary of Steps Involved

Below is summary of the steps involved to start a new menu in the MealSuite system, with links to more information and detailed instructions if needed.

Step	Description	More Information / Instructions
Make a copy of the master menu	Make a copy of the master menu for your account so that you can customize as needed.	Making a Copy of a Master Menu
Add and remove items from menu	Customize the menu as needed for your account by adding and removing items.	Adding Items to a Menu Removing Items from a Menu
Schedule the menu (aka activate the menu)	When scheduling a menu, you will do the following: • Select the start date of the menu. • Assign its menu service location (MSL). • Select the forecasting method.	Scheduling a Menu About Menu Service Locations About Forecasting
Review and configure the forecasting	Review and configure the forecasting based on the forecast method you selected when you above.	Configuring the Percentages Forecast Method Configuring the Total Needed Forecast Method Configuring Forecasting for Individual Meal Periods/Snack Times
Assign menu Items to production areas	A production area is where menu items are assigned to upon ordering. For example, a "hot" production area to prepare cooked items and a "cold" production area to prepare non-cooked items.	Production Areas: Assigning or Unassigning Menu Items
Print the Menu Week-at-a-Glance (WaaG) report	The Week-at-a-Glance (WaaG) report generates a weekly view (i.e., the items for each weekday are listed) of the menu and the week.	Week-at-a-Glance (WaaG) Report (Menus)
Print the Diet Extensions report	The Diet Extensions report prints the therapeutic substitute recipes that are extended for the menu items so that you can proofread and QA your menus.	Diet Extensions Report (Menus)
Print the Kitchen Production Sheet	The Kitchen Production sheet will be used on a daily basis to inform the production staff of the amounts to be produced. It offers flexibility in determining what information is included.	Kitchen Production Sheet (Production)

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Print the recipes	To print the recipes for your menu, the following reports are available: Recipe Cookbook report - The Recipe Cookbook report prints your menu recipes for use in binders and kitchen documentation. You can enter up to four serving sizes that the report will calculate. For example, 10, 25, 50, 100. Recipes at Scale report - The Recipes at Scale report prints your menu recipes scaled to the ingredient amounts needed for the total production servings (i.e., the recipes are scaled to match your production requirements, which in turn uses forecasting calculations).	Recipe Cookbook Report (Menus) Recipes at Scale Report (Production)
Map menu categories to the POS	If your account uses the MealSuite Point of Sale (POS) system, then ensure the menu categories in the menu are added as category tiles on the POS Food and Beverages grid.	Mapping Menu Items from MealSuite Core to the POS, specifically the Creating a Category Tile section.
Update price of menu items in the POS.	If your account uses the MealSuite Point of Sale (POS) system, then update the pricing of the menu items.	Configuring a Price Book