Menu Planner for Dining Manager – Health Technologies, Inc.

Welcome to the **NEW Menu Planner** for Dining Manager from Health Technologies. The **Menu Planner** function of Dining Manager features an interactive, drag-and-drop function along with a comprehensive database of recipes in order to fully customize your menu. We hope you will find ease of use and function with the updated **Menu Planner**.


Callout labels (annotations):
- Select Menu Week
- Swap Lunch and Dinner for a select day
- Swap Lunch and Dinner for the entire week
- Search Recipes by Name or Category
- View and edit Breakfast, Lunch, and Dinner for the entire week
- Select "Options" to view additional meal edit options
- Drag and drop individual menu items within the week

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Using **Menu Planner** features:

1. Select Menu Week for Editing

2. Show Recipe Descriptions

3. Swap Lunch and Dinner for a single day "⬚"

4. Select "Options" to view meal options for editing

5. Swap Lunch and Dinner for the entire week

6. Save menu changes

7. Return to Dining Manager Home Page
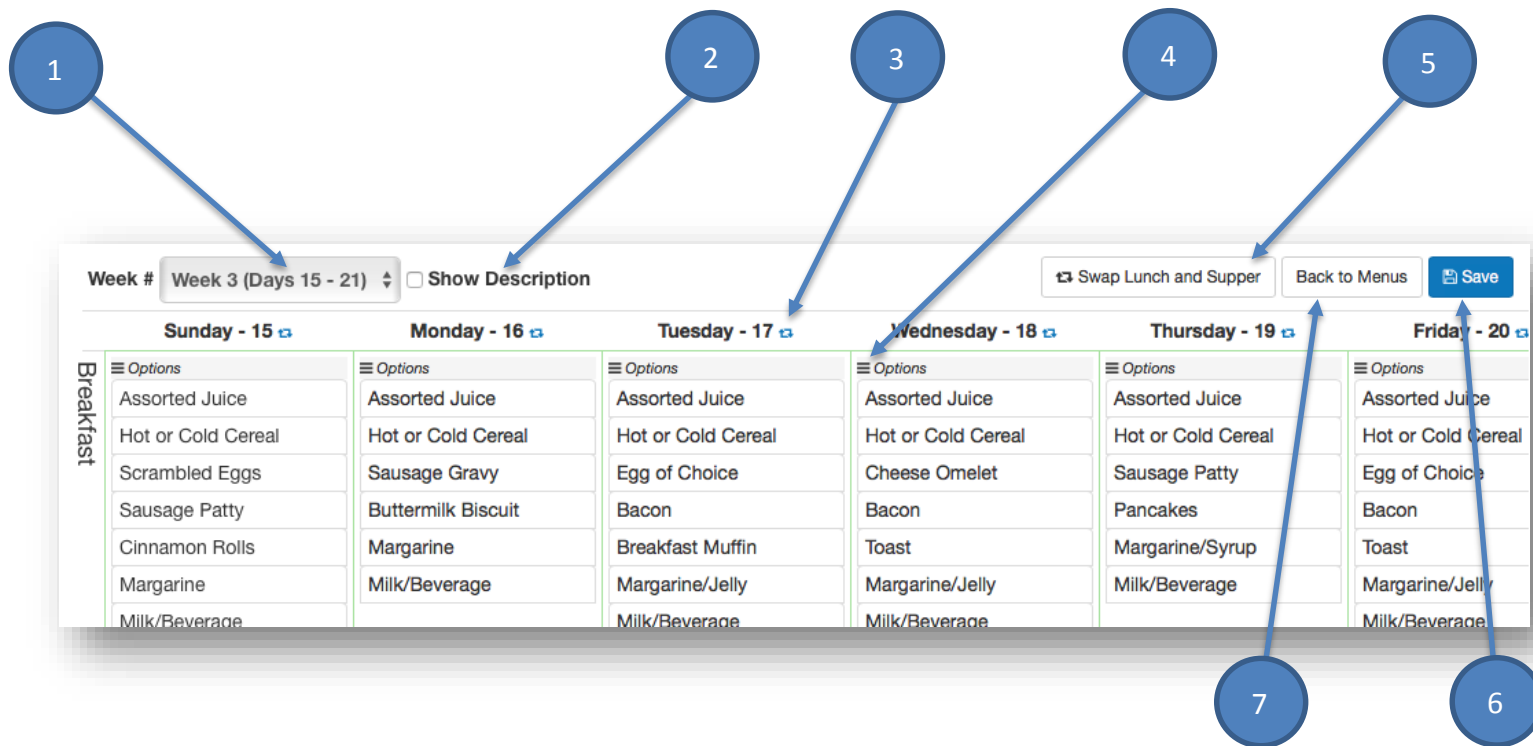
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Using **Menu Planner** recipe search by Category:

☐ Recipe Name ● Category

Desarrollar... Desserts ▼

- Lemon Glazed Pound Cake
- Lemon Ice Box Pie
  - easy; no bake
- Lemon Ice Box Pie
  - Recipe for 50 makes 5 pies.
- Lemon Jell-O Cake
  - 1 pan for 24
- Lemon Layer Dessert
  - Use one 12 x 20 x 2 steam table pan for 40 servings.
- Lemon Meringue Pie
  - Prepared, RTS
- Lemon Meringue Pie
  - From scratch
- Lemon Mist Cake
  - RTU

Select "Category" Search

Select from Category drop down menu

Select desired recipe from recipe database
Note: Review recipe descriptions for additional information about the recipe

"RTS" or "Prepared" description refers to recipes made utilizing pre-made or prepared

"Scratch" description refers to recipes needing preparation from scratch ingredients

Using **Menu Planner** recipe search by Recipe Name:

● Recipe Name ☐ Category

Chocolate ✕

- From Mix
- Chocolate Cake
- Chocolate Cake w/Mocha Icing
- Chocolate Cake w/Peanut Butter Frosting
- Chocolate Cake with Pecan/Coconut Icing
  - 1 pan for 30
- Chocolate Chip Brownies
  - Use one 12 x 20 x 2 Steam Table pan for 32 servings.
- Chocolate Chip Cake
 - Easy Recipe
- Chocolate Chip Cheesecake

Select "Recipe Name" Search

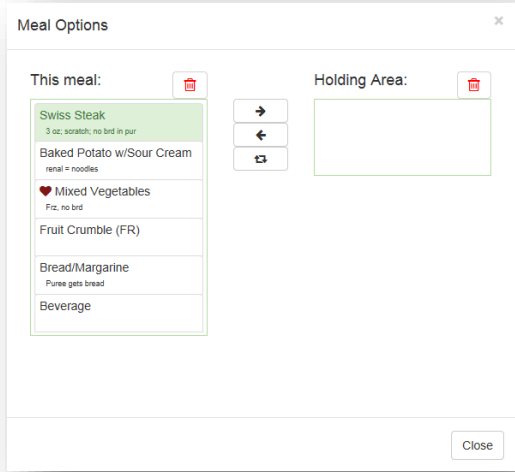**In the search bar, begin typing the recipe name**

Select desired recipe from recipe database
Note: Review recipe descriptions for additional information about the recipe

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Move planned meals between days using the "Options" feature of **Menu Planner**.
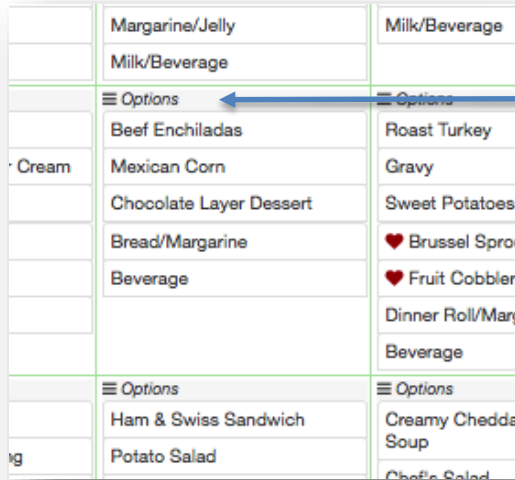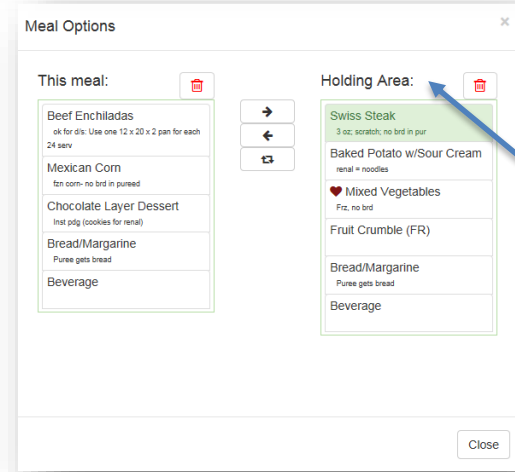
Select "≡ *Options*"

Meal Options Screen
- View current meal
- Move individual recipes to the Holding Area using the ←/→ buttons
- Move the entire meal to the Holding Area using the ⊡ button
- Delete individual recipes from the menu using the 🗑 button

The Holding Area may be used to store recipes for later use in **Menu Planner**

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View recipe detail within **Menu Planner**.

Select a Recipe within **Menu Planner**. Double click to view recipe detail. Click on the recipe name to view the recipe detail in Dining Manager.

Health Technologies, Inc.
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