MENU PLANNER

hpsmenu.com

HPS®

MEMBER-OWNED **Group Purchasing Organization**

Driven by input from our Members, our proprietary *Menu Planner* is designed to deliver to those in the educational field a single, easy-to-use tool that will help them meet all that is required of them, from the district level all the way to the USDA.

- Create cycle menus
- Share recipes and daily menus
- Calculate meal costs
- Track nutritional values
- Access recipes from vendors and the USDA
- Monitor available allergen information
- Maintain production records
- Track 6 Cent Certification compliance
- Generate required government reports
- Publish menus for students and parents online or on app

hpsmenu.com

KEY FEATURES OUR MEMBERS ♥ MOST

Calculating Price and Nutritional Values

All information can be found in one spot—no need to chase information. Both functions give back time to the Member.

Sharing Recipes and Daily Menus

The sharing tool offers exposure to a variety of recipes/menus along with other recipe data sources. It provides work share options inside the district and neighboring districts, allowing people to work together entering recipes.

Integrating Technology Platforms

Helps you run your business, school and operation while maximizing the savings opportunities from HPS.

App

Parents and students can access their

school's menu through a free app for either the

Apple iOS or Android operating systems.

Search for **Menus for Schools** and

look for this apple .

MENU PLANNER TRAINING

At first glance, the new HPS Menu Planner may look complicated—but it's really not! The tool was designed to be as user-friendly and intuitive as possible. Of course, some training to get you started is always a good idea, especially to make sure you are getting everything you can out of the tool. Here are some options for you:

VIDEOS On our website (hpsgpo.com), go to the Menu Planner page in the Value-Added Services section.

hpsgpo.com ›
Value-Added Services ›
Menu Planner

There you will find tutorial videos and other help for using the site.

WEBINARS We encourage you to participate in our live webinars that we host twice a week. They usually last about an hour, and are a great place for you to see the site in action and ask questions.

*Email **menuplanner@hpsgpo.com** for more information and to register.*
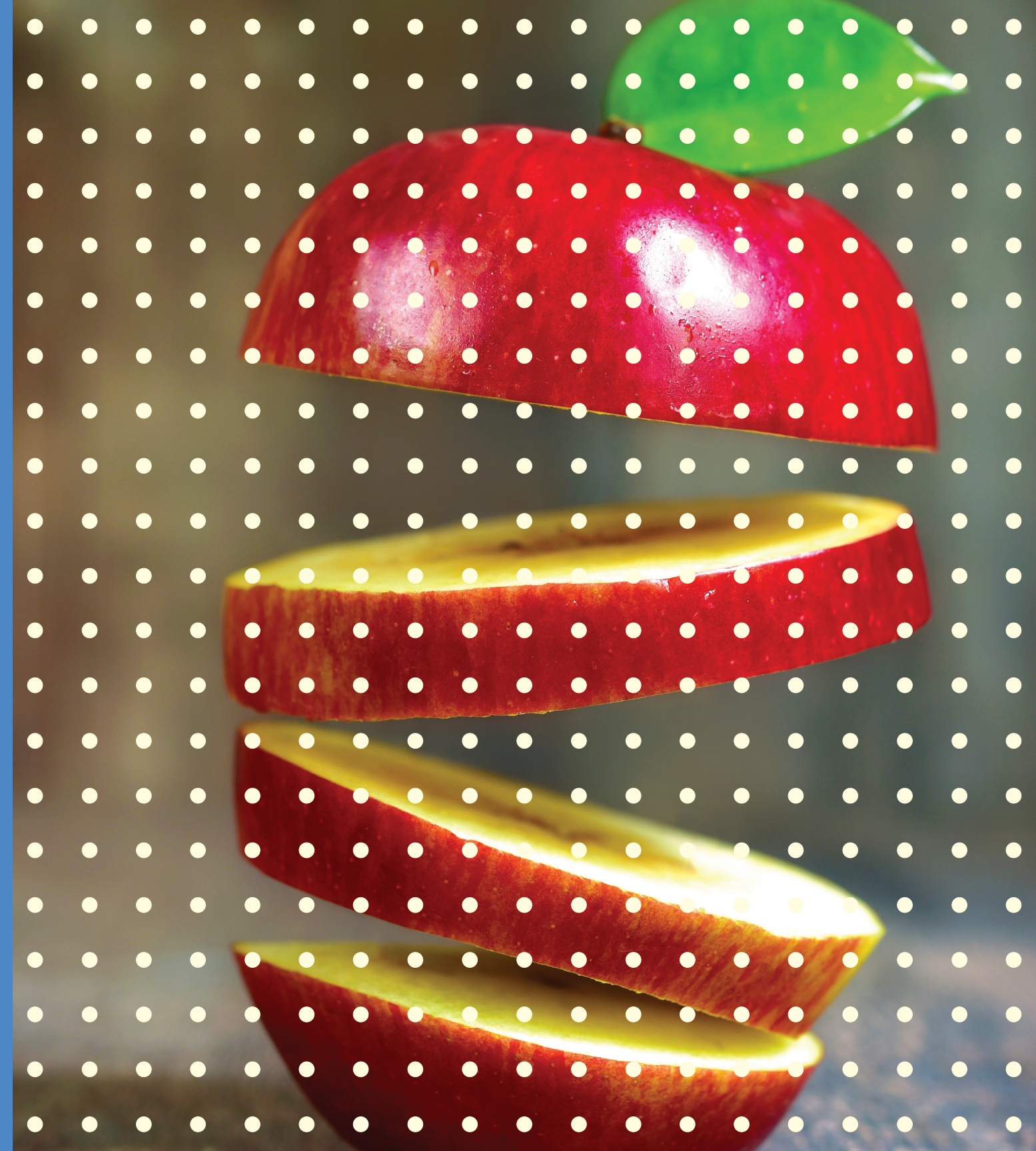
Step 1: Ingredients

Ingredients purchased over the past 12 months from Gordon Food Service are displayed in the ingredients list. By preloading items you are already buying, we simplify the process of finding items you need to add to menus.

You may find an item by sorting any of the columns in the table view of ingredients, or just by typing whatever you are looking for in the search field, such as GFS item number, manufacturer name or item number, or part of an item's description.

Information about an ingredient, including details about its nutritional values, images that can be uploaded by the user, or preparation instructions may be viewed by clicking on the blue "Detail" button to the right of the ingredient.

The site also allows you to input items that you may buy from other vendors, such as milk and bread.

The website is broken down into a logical flow. Essentially, you just need to start with the top button on the navigation bar and work your way down. For further instructions, see the Quick Start Guide at the bottom of the screen as it takes you through six main steps. Also outlined on these proceeding pages.

1 2 3 4 5 6

Step 2: Recipes

Once you have all of the ingredients you will need for your menus, you may proceed to building recipes. Recipes may be imported from our stored USDA and GFS Recipes by clicking on the "Recipe Importer" button. Search for recipes by description, and follow the importer wizard to make the recipe your own.

You can share recipes with other schools and districts. You can import another district's shared recipes by clicking on the "Show Shared Recipes" button, and then reviewing, editing and saving the recipes to your own list.

You can create your own recipe with a click of the "Create New Recipe" button. Simply search for ingredients to add to the recipe, and update the quantities and preparation instructions. Once a recipe is complete, it will automatically be added to your recipe library.

My Recipe Estimate Pricing
Calculate the total cost of your recipe with the total serving size included.

Step 3: Daily Menus

Daily menus are simple to build once you have entered your recipes. In the "Menu Daily Detail" section, you may search for recipes or toggle to search for food items you would like to add to the menu.

Once you select the recipe or item you would like to add, simply drag it into the appropriate menu meal tab. For your convenience, we have also added tabs specifically for veggie/fruit bar and milk.

Serving an item that does not require a recipe? No problem. The site allows you to add an item like pre-made pizza to your menu by simply searching for that item and adding it to the appropriate category.

To help track which menus you are using, you may name the menu and customize a color for it. These two elements will make building cycles and schedules much easier.

An everyday menu allows you to always start with the items you serve every day. Simply copy your everyday menu as a starting point for your new daily menu.

Step 4: Menu Cycles

Cycles are very flexible and easy to build with existing daily menus.

You have the option of building a menu for one week to multiple weeks. On the left side of the screen you will find all of the daily menus you have built. As you drop the menus onto the cycle, the "Weekly Requirements" compliance grid will update to inform you of your status regarding nutritional compliance.

If you need a reminder for what is on the menu for a particular day, simply hover your cursor over the "i" (information) on the menu to display the items/recipes on that day. If a Menu Cycle is used within a schedule, the table view of Menu Cycles will display a small tag on the left side.

Cycle menus help control food costs and save time for menu planners.

Step 5: Menu Schedule

Schedules are a compilation of menu days or menu cycles. The process to schedule menu days/cycles is a simple drag and drop.

If you want to repeat a cycle, simply click on the "cycle" icon displayed on the first day's menu for that cycle; you will be asked how many times you would like to repeat the cycle (up to and including the last week of school).

You can override a cycle with a special daily menu by dragging the menu on top of the day you would like to override. The application will ask you to confirm you are overriding the day. (The same is true if overriding a holiday.)

Utilizing menu cycles provides a built-in framework that can really help with transitioning your team to working with new food and new standardized recipes.

Step 6: Production Records

Click on the applicable day and meal for which you would like to input production data. The daily menu items will be displayed in the production grid with defaulted values for school lunch equivalency (SLE) items. You may update any necessary information, then save the production record.

You can save the production report as a PDF or export it to Excel. USDA 6 Cent worksheets may also be exported to confirm the production record's nutritional compliance.

Menu Planner comes with a variety of reports.

Week's Production:
Export production records for the specified week

Week's Cook Book:
Cook Book for all recipes needed for the week

6 Cent Worksheet Export:
That week's USDA Worksheet export

Entree Only Report:
Get just the entrees from Menu Schedule for a school

My Items List:
Export Items that you have purchased in the last year

Item Detail Report:
All details regarding a specific item

We will help our Members realize their goals and financial objectives by ensuring that all HPS offerings are relevant and provide value.