

Chapter 12

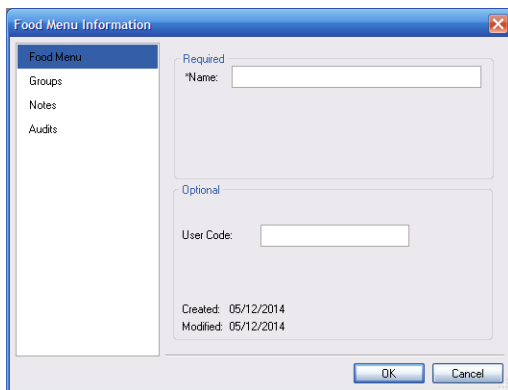
Restaurant. Menus. and. Reports.....

This chapter discusses the restaurant-specific features of Genesis - the Food Menu and the Food Menu Report.

CREATING A FOOD MENU

Before you create your menu, you will have to create the Recipes or Ingredients you will use in the menu. If you're not familiar with Recipes, please see Chapter 5.

1. Go to File > New > Food Menu.



2. Name the menu and enter a user code, should you wish to use one.
3. Click OK and a blank item entry screen will appear.

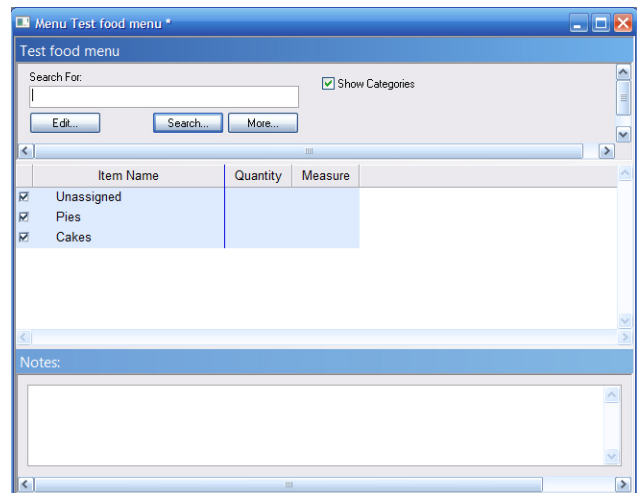
From here, you will conduct a search for the Recipes or Ingredients you wish to use on your menu and enter them into categories

Categories

When the entry screen first opens, you will notice a folder title "Unassigned." Any items you don't assign to a category will automatically fall under this designation. However, you may want to group similar items into named categories (example: Pies, Cakes, etc.).

1. Check the Show Categories box

2. Right-click on the window and select Add Category. Category1 will appear the first time you use this.
3. Double-click on "Category1" to rename it.
4. Type in the name (example: Pies).
5. Click OK.
6. Create other categories as necessary. When you're satisfied, move onto the item entry step. You can come back and add or modify the categories at any time.



To delete a category

- Right-click on the category and select Delete.

To display the items in the category folder on your report

- Make sure the box is checked. Your report will show the category header and all the items listed under it.

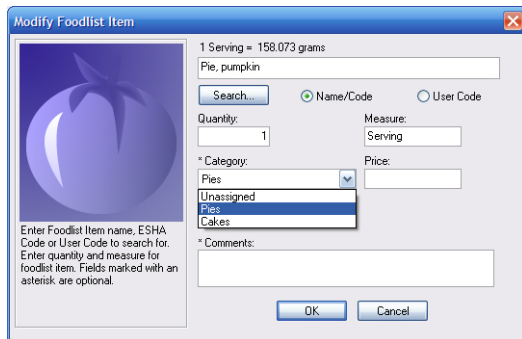
A note about the "Unassigned" category: The report will not display a header for items listed here.

Item entry

SEARCH FOR AND ENTER RECIPES OR INGREDIENTS

1. Type in a search term (example: Pie) and click Search. (For more information on searches, please see Chapter 8 in your manual.)

2. Select your Recipe or Ingredient. Hint: You can select more than one item at a time by holding down the Ctrl key. The item will be entered into your food menu as one serving, as per the restaurant labeling requirements. You can change the serving size by double-clicking on the item to open the Modify Foodlist Item window. Change the serving size here.



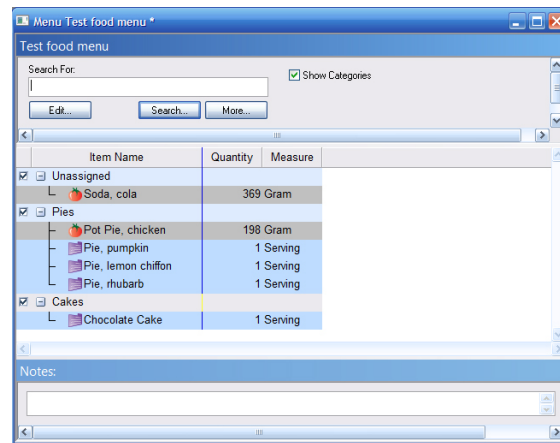
HELPFUL HINT: NAMING

Occasionally, the “official” Recipe name may not be that which you want to display. In that case, you can add what we call a Common Name to the Recipe and use that instead.

To create a Common Name

1. Open the Recipe
2. Click Edit Recipe.
3. Type a name into the Common Name field.
4. Click OK.
5. To display by Common Name
6. Go to View > Preferences.
7. Under Display, check Show Common Name.

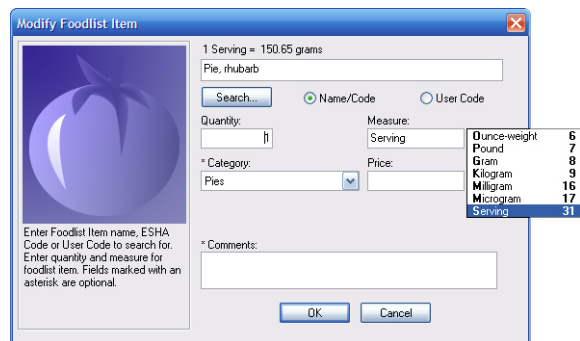
3. At this point, you can also select the category for your item by choosing from the drop-down menu.
4. Continue entering your remaining items in the same manner. Your list will look similar to this:



PRICE

You may wish to display a price with your item on the report.

1. Double-click the item in the list. This opens the Modify Foodlist Item window



2. Type a price in the field provided (example: \$5 a slice).
3. Click OK.

COMMENTS

You may wish to display comments with your item on the report.

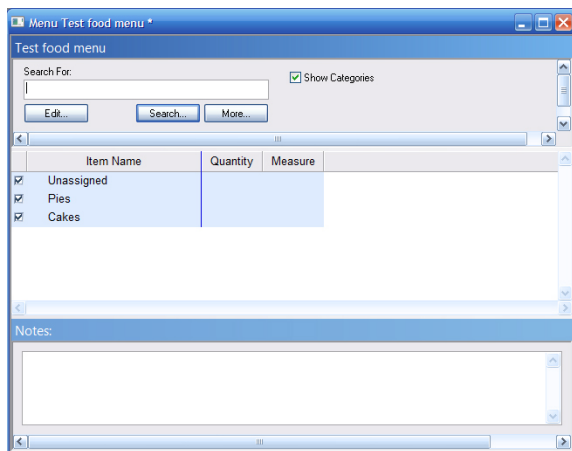
1. Double-click the item in the list. This opens the Modify Foodlist Item window.

2. Type comments in the field provided.
3. Click OK.

CHARACTERISTICS

You may want to add Characteristics (gluten-free, kosher, etc.) to your entire menu rather or to each item in your menu. You can later display these on your report. If a menu item is from the included database, it will be pre-populated with Characteristics.

1. Click Edit
2. Select Groups



3. Expand the Characteristics folder
4. Check the appropriate boxes.
5. Click OK.

To add or modify Characteristics for a Recipe

1. Right-click on the recipe in your food list and select Open Item.
2. With the item open, select Edit Recipe.
3. Select Groups.
4. Expand the Characteristics folder.
5. Check the appropriate boxes.
6. Click OK.

To add or modify Characteristics for an Ingredients

1. Right-click on the recipe in your food list and select Open Item.
2. With the item open, select Groups.
3. Expand the Characteristics folder,
4. Check the appropriate boxes.
5. Click OK.

For more information on Characteristics, including how to add new ones, see Chapter 10.

REPORT

Once you have created your Food Menu, click the Food Menu Report in the task bar on the left side of your screen.

Your menu report will look similar to this:

Item Name	Quantity	Measure	Price	Cals (kcal)	Fat (g)	TransFat (g)	Chol (mg)	Sod (mg)	Carb (g)	Fib (g)	Sugar (g)	Prot (g)
Pies												
Pie, rhubarb	1	Serving	\$5 a slice	404.04	16.56	0.04	3.82	246.55	61.27	2.91	34.25	3.93
Pie, lemon chiffon	1	Serving		329.43	12.59	0.07	114.07	196.10	50.27	0.48	38.39	5.56
Pie, pumpkin	1	Serving		269.74	11.15	0.03	0	85.15	37.64	4.25	21.89	6.08
Cakes												
Chocolate Cake	1	Serving		292.90	12.23	0.24	91.30	278.04	43.34	1.14	25.90	4.77

When you first open the Food Menu Report, it defaults to the required restaurant nutrient display and only three column options are checked: Restaurant Nutrients, Price, Values. At this point, you have many display options, including what nutrients you want to show.

RESTAURANT NUTRIENTS

The report will default to display only the required restaurant nutrients. And, as long as the box is checked, this will override any other nutrient display selections.

PRICE

Check this to display the price you entered.

VALUES

Checking this box ensures the numeric values (or amounts) are shown.

Report Display Options

CHANGE WHAT NUTRIENTS ARE DISPLAYED

1. Uncheck Restaurant Nutrients on the Food Menu Report. Reminder: When it is checked, it overrides all other nutrient selections with the required restaurant nutrients only.
2. On the menu bar, go to View > Nutrients to View.
3. Select from the available options.

The nutrients in the group selected will now be those that appear on your report. For more information on creating and editing Nutrients to View, please see Chapter 6.

DISPLAY ALLERGENS

- Check the Allergens box.

Unless you have already edited the Allergens in your Recipes or Ingredients, you will likely see all of the columns checked. To learn about Reporting Allergens, please see Chapter 14.

DISPLAY ALLERGEN STATEMENTS, ADDITIONAL ALLERGEN STATEMENTS

- Check the box.

The report will show, in the Allergen Statement column, the entire Allergen Statement for each item. Example: Contains Eggs, Milk, Wheat. Once again, you will need to have previously edited your allergens.

DISPLAY COMMENTS

- Check the box.

The comment you entered earlier will appear in this column.

DISPLAY INGREDIENT STATEMENTS

- Check the box.

For information on editing your Ingredient Statements, see Chapter 11.

DISPLAY CHARACTERISTICS

- Check the box on the report

Exporting the Report

1. Right-click on the report
2. Select Export as File or Export to Clipboard.

ADDITIONAL OPTIONS

Groups

These act similarly to Characteristics but are intended more for searching and organizing than display. For more on Groups, please see Chapters 4, 5 and 7.

ADD A GROUP TO THE ENTIRE MENU

1. Click Edit
2. Select Groups
3. Expand the Ingredient/Recipe Groups folder
4. Check the appropriate boxes.
5. Click OK.

Notes

Notes can be entered here or on the Food Menu screen.

Audit

This shows who has edited this Food Menu and when.