

BluePrint Menu Management System Menu Printing and Shipping Order Form

Customer Requirements:

- Submission of a completed Menu Printing and Shipping Order Form ("Order")
- Customer must be a licensed user of the BluePrint Menu Management System (BPMMS)
User ID (email address): _____
Customer Name (facility): _____
- Customer shall generate Menu Reports from BPMMS and submit via .zip file to MenuSolutions@usfoods.com
- Customer shall provide accurate ship-to information
- Customer shall review all files for accuracy and formatting before submitting via .zip file
- Customer acknowledgment of 7-10 business day turnaround time for shipping of Menu Reports after submission of this Order and receipt of .zip file from Customer account.

Report Options – Choose ONE

☐ **Option 1** - Complete Menu Box

\$150.00 ea

Quantity: ____

Complete Menu Box – includes the following Menu Reports:

Week-At-A-Glance (11 x 17 – laminated)

Meal-At-A-Glance (8.5 x 11)

Multiple Portion Recipes (8.5x11)

Diet Spread Report (8.5x14)

Detailed Nutrition Analysis

Average Nutrition Analysis

(See Attachment A for instructions on generating Menu Reports)

☐ **Option 2** - Multiple Portion Recipes (Recipe Book) ONLY

\$75.00 ea

Quantity: ____

Billing Options – Choose ONE

☐ **OPTION 1** - Single Shipping Address

Site will be invoiced under BPMMS license/US Foods account number associated with BPMMS User ID (verified above)

☐ **OPTION 2** - Multiple Shipping Addresses

Each Site will receive menu materials and invoices individually (list USF customer numbers, facility names and addresses on Attachment B)

CUSTOMER: _____ (Print Customer Name)

Signature

Printed Name






Title


Generating Menu Reports for Printing

Background: There are many reports available to evaluate your cycle menu and make informed decisions during the menu planning process. Use the chart below to help determine which report(s) you need to print and how to print in the BluePrint System.




- For any of the reports below start by navigating to **Reports** and select  **Menu Reports**.

Hint: Follow the prompts for all reports and be mindful of formatting selections. Be sure to select all weeks within your cycle menu when running your menu reports. Menu Reports generate in a PDF format and can be saved to your computer. Reports with a * should be run during a State Inspection.

I need to...	Report	How to Generate	Notes/Tips
Print my Week at a Glance/Menu Calendar	Week at a Glance*	Navigate to At A Glance/Selective Menu Reports Click on  Week at a Glance Reports Choose your menu from Menu Cycle dropdown	-Recommend 'Legal Size, Landscape' format -Ability to remove dates from report by choosing 'No' for Print Dates on Report option -Ability to remove alternates from report by selecting meals and choosing 'Omit alternates from these Meals'
Print my Diet Extensions	Diet Spread Report*	Click on  Diet Spread Reports : Run report for your desired diet restrictions (up to 14 per report). Choose your menu from Menu Cycle dropdown	-Recommend 'Diet SpreadSheet X-format' -'x' indicates diet is to be served the same recipe and portion as the Regular/NAS diet
Print a Nutrition Analysis of my menu	Average Cycle Nutrition Analysis* Or Detailed Menu Cycle Nutrition Analysis*	Click on  Nutrition Analysis Reports Choose your menu from Menu Cycle dropdown Run report for desired diet restrictions	-Depending on the size of your menu, the system may limit the number of therapeutic diets run at a single time. You may need to generate this report multiple times to capture all therapeutic diets.
Print all recipes on my menu or Quantify my recipes to different portion yields	Recipe Book	Click on  Recipe Book Run report for all days and meals of your cycle menu. The default portion scaling will default be 10, 25, 50, 75, 100. Select sort by 'Menu Planning Group- default portions only'.	-Adjust the portion scaling quantities to fit your needs -Ability to also sort recipes by Cycle Day – default portions only
Print a Cost Analysis of my menu	Average Daily Cost Reports	Click on  Average Daily Cost Reports	-Average Daily Cost Report shows the average cost of each meal on your menu

		Run the Average Daily Cost By Diet and the Average Daily Cost Detail By Diet for the selected diet.	-Average Daily Cost Detail Report separates the cost by menu item as well as meal
I need to...	Report	How to Generate	Notes/Tips
Print Selective Menus (I don't have Tray Card or Tray Ticket)	Selective Menu Report	Navigate to At A Glance/Selective Menu Reports Click on  Selective Menu Report . From Menu Cycle dropdown, choose your menu Choose desired diet restriction and meals (max of 3)	-Allows up to three meals for one diet displayed in a menu-style format -Recommended for "Employee Meal Tickets" if needed

What other Menu Report Options do I have?

Report	How to Generate	Notes/Tips
Meal at a Glance Report	Navigate to At A Glance/Selective Menu Reports Click on  Meal at a Glance Report . From Menu Cycle dropdown, choose your menu Choose desired diet restriction and meals to be displayed	- Daily Meal at a Glance – displays menu items for one day and meal for selected diet restriction, one meal per page - Weekly Meal at a Glance - meals in a calendar format for a week, one meal per page
Day at a Glance Report	Navigate to At A Glance/Selective Menu Reports Click on  Day at a Glance Report . Choose your menu from Menu Cycle dropdown Choose desired diet restriction and meals to be displayed	-Report will display menu items for one day and one diet restriction
Month at a Glance Report	Navigate to At A Glance/Selective Menu Reports Click on  Month at a Glance Report . Choose your menu from Menu Cycle dropdown Choose desired diet restriction and meals to be displayed	Month At A Glance Reports - meals in a calendar format for the month you select

[illegible]

[illegible]