



TRAY TICKET

REFERENCE MANUAL




BLUEPRINT MENU
MANAGEMENT SYSTEM®

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Step 1**Review Diet Restrictions**

From the homepage navigate to [Data Setup](#), click on  [Settings](#). Navigate to [Clinical Settings](#), then click on  [Diet Settings](#), then click on  [Diet Restrictions](#). Click the checkbox in the *Hide This Diet Restriction* column for all diets you DO NOT use at your facility. Click [Done](#).




Note: Refer to **Meals and Diet Restriction Settings Modifications Quick Guide on Page 6** for additional information.

Step 2**Review Meals and Nourishments**

From the homepage, navigate to [Data Setup](#), click on  [Settings](#). Navigate to [Service Settings](#), then click on  [Meals](#). Click the checkbox in the *Hide This Meal* column for all meals and nourishments you DO NOT use at your facility. Click [Done](#).





Note: Refer to **Meals and Diet Restriction Settings Modifications Quick Guide on Page 6** for additional information.

Step 3**Set Up Facility Units**

From the homepage navigate to [Data Setup](#), click on  [Settings](#). Navigate to [Clinical Settings](#), then click on  [Location Settings](#), then click on  [Units](#). Enter each unit at your facility using the [Add](#) button. Define the [Unit Name](#) and [Short Name](#), then click [Done](#). Continue until all units are entered. Example: Floor 1, Floor 2, etc or West Wing, East Wing, etc.


Note: Refer to the **Enter Facility Units, Rooms, and Dining Rooms Quick Guide on Page 7** for additional steps.

Step 4**Set Up Patient Rooms & Dining Rooms**

From the homepage navigate to [Data Setup](#), click on  [Settings](#). Navigate to [Clinical Settings](#), then click on  [Location Settings](#), then click on  [Patient Rooms](#). Enter each patient room at your facility using the [Add](#) button. Define the [Room Name](#) and [Unit](#). Continue to add all patient rooms at your facility using the [Add Another](#) button. Click [Done](#) when finished. Once all your patient rooms are added, click on  [Dining Rooms](#). Enter each dining room at your facility using the [Add](#) button. Define the [Room Name](#) and [Unit](#).

Note: Refer to the **Enter Facility Units, Rooms, and Dining Rooms Quick Guide on Page 7** for additional steps.



Step 5**Add Residents**

From the homepage navigate to [Resident Management](#), click on  [Manage Residents](#). Click on [Add New Resident](#). Enter a minimum of the residents [Last Name](#), [Gender](#) and [Room](#), click [Next](#). Work through the tabs to enter resident information (DOB, diet order, meal service information, allergies, dislikes, supplements/preferences, etc.). Click [Done](#).

Note: Refer to the **Manage Residents Quick Guide on Page 8** for additional steps on adding and managing residents.



Step 6

Review Primary & Always Available Cycle Menus

From the homepage, go to  [Week at a Glance](#). Review your primary and always available menu cycles for accuracy and completeness. Use the [Switch Cycle](#) button to navigate between menus. Review menu dates; go to  [Manage Menu Cycles](#).

Step 7




Assign Menu

From the homepage, go to  [Settings](#). Navigate to [Clinical Settings](#), Click on  [Menu Schedule](#). Assign a menu by clicking [Schedule a Menu Cycle](#). Select the radio button next to *Menu Schedule* or *Always Available*. Select *Menu Cycle* using the dropdown. Specify meals and date range. Date Range should match your cycle menu dates specified in Manage Menu Cycles. Click [Done](#).

Note: Refer to the [Assign Menu for Tray Tickets Quick Guide](#) on [Page 11](#) for additional steps.

Step 8



Set Up Meal Service Order

From the homepage, go to  [Settings](#). Navigate to [Clinical Settings](#), Click  [Meal Service Settings](#) Click on  [Meal Service Order](#). Assign order of patient units for each meal using the *Meal* dropdown and moving patient care units in the correct order to the right using the [Select>](#) button. Click [Done](#).

Note: Refer to the [Edit Meal Service Order Quick Guide](#) on [Page 13](#) for additional steps.

Step 9


Set Up Preferred Production Report for Tray Ticket Tallies

From the homepage, go to  [Settings](#). Navigate to [Clinical Settings](#) and click on  [Edit Other Settings](#). Click on [Production Worksheet report choice for Tray Ticket Tallies](#). Use the dropdown to select a report to use for the Tray Ticket Production Tally report. Click [Done](#).

Note: Refer to the [Assign & Print Tray Ticket Production Reports Quick Guide](#) on [Page 14](#) for additional details.

Step 10

Run Resident Reports

From the homepage, go to  [Resident Reports](#).

Go to Page 15 for descriptions and examples of all Resident Reports available to you. You have access to all Tray Card and Tray Ticket reports!


Meal and Diet Restriction Settings Modifications

Background: These steps can be utilized to rename, add, or hide Meals and Nourishments in the system. These steps can also be utilized to rename, add, or hide Diet Restrictions in the system.



Steps:

From the homepage, navigate to **Data Setup** and select  **Settings**.

For Meal Type Settings

1. Navigate to **Service Settings** and  **Meals**.
2. **To Rename a Meal**- Click directly on a meal. Fill in the **Name** box and **Short Name** box. Click **Done**.
3. **To Hide a Meal**- Navigate to the right side of the screen under **Hide This Meal**. Click on the **Check Box** to hide that meal type.
4. **To Add a Meal**- Click **Add**. Fill in the **Name** box and **Short Name** box. Click **Done**. Specify the **Meal Type**.
Note: Main Meals are commonly selected from the drop down for Breakfast, Lunch, and Dinner. Nourishments are commonly selected from the drop down for Snacks.
5. **To Delete a Meal**- Click on the **Check Box** to the left of the Meal Name. Click **Delete Checked**.
Note: Meals already set up by US Foods cannot be deleted.




For Diet Restriction Settings

1. Navigate to **Clinical Settings** and click on  **Diet Settings**, then click on  **Diet Restrictions**.
2. **To Change the Name of a Diet Restriction** – Under **'Description'** click directly on the name of a diet restriction. Edit the name as needed. Update the **Short (Abbreviated) Name** in the **'Code'** field. Click **Done**.
3. **To Hide a Diet Restriction** – Navigate to the right side of the screen under **Hide This Diet Restriction**. Click on the **Check Box** to hide that diet restriction.
4. **To Add a Diet Restriction**– Click **Add**. Fill in the **Name** box under the 'Description' Field and **Short Name** under the 'Code' field. Under consistency, choose 'Diet Order'. Click **Done**.
Note: See Quick Guide **Create Custom Therapeutic Diets** in your Menu Planning Reference Manual for additional information.
Hint: It is recommended to change existing diet names instead of adding new diets when possible.
5. **To Delete a Diet Restriction** – Click on the **Delete button** in the column furthest to the right.
Note: Diets already set up by US Foods cannot be deleted.
6. Confirm the **Regular/No Added Salt Diet** is the only diet checked in the **Menu Cycle Diet** column.




Enter Facility Units, Rooms, and Dining Rooms

Background: Residents can not be added before Units, Rooms and Dining Rooms. Units must be added before Rooms and Dining Rooms. Error messages will appear if correct order is not followed. Follow these steps in numerical order to enter your facility units, rooms, and dining rooms successfully.

Step 1: Enter Facility Units




1. Navigate to [Data Setup](#) and click on  [Settings](#)
2. Navigate to [Clinical Settings](#), then click on  [Location Settings](#), then click on  [Units](#).
3. Enter each Unit at your facility using the [Add](#) button. Define the [Unit Name](#), [Short Name](#), [Service Provide](#) (Facility Name), and [Menu Schedule](#) (Default), then click [Done](#). Repeat until all facility units are entered.

Step 2: Enter Patient Rooms

1. From the homepage navigate to [Data Setup](#), click  [Settings](#).
2. Navigate to [Clinical Settings](#), then click on  [Location Settings](#), then click on  [Patient Rooms](#).
3. Enter each patient room at your facility using the [Add](#) button. Define the [Room Name](#) and [Unit](#). Continue to add all patient rooms at your facility using the [Add Another](#) button. Click [Done](#) when finished.
Note: All Rooms must to assigned to a Unit. All others settings are optional.


Step 3: Enter Dining Rooms/Alternate Dining Locations (Optional)

Note: Skip this step if you do not have Dining Rooms or Alternate Dining Locations

1. Navigate to [Data Setup](#), click  [Settings](#).
2. Navigate to [Clinical Settings](#), then click on  [Location Settings](#), then click on  [Dining Rooms](#). Enter each dining room at your facility using the [Add](#) button. Define the [Unit](#) that the Dining Room is located in.
3. Add the number of tables of each dining room in the [Number of Tables](#) text field.
4. Repeat until all Dining Rooms are added. Click [Done](#) when finished.
Note: All Dining Rooms must to assigned to a Unit.

Manage Residents – Tray Ticket

Background: All resident information is located within the  [Manage Residents](#) link on the homepage. Follow this guide to enter or modify resident information.

General Info Tab	
Gender	Use dropdown to specify gender
DOB	Type or use the  calendar button to enter date of birth
Care Level	<i>Optional:</i> Click Edit ; Click the checkbox next to care level(s); click Done
Diet Order Tab	
Enter Diet Order	Click Change ; click on desired diet order; click Select> ; click Done Hint: If you add more than one diet, the Diet Restriction listed first will be used for menu selections on reports
Remove Diet Order	Click Change ; click the <input type="checkbox"/> checkbox next to diet order(s) to be removed; click <Remove ; click Done
Meal Service Tab	
Meal Service Location <i>Specify where the resident dines for meals and nourishments</i>	Click on the table for the meal and day to be edited; use the dropdown to specify in which dining room the meal is served; click Done Hint: Meal location can be changed for all days, main meals and/or nourishments at one time using the <input type="checkbox"/> checkboxes under the dropdown
Meal Service Notes <i>Enter a note to appear on a Tray Card for a specific meal and/or nourishment</i>	Click on [Notes] under each meal/nourishment time; type the note to appear on tray cards in the text box; click Done Hint: Notes can be added for all main meals and/or nourishments at one time using the <input type="checkbox"/> checkboxes under textboxes
Allergies Tab	
Allergies	Click Add ; click the <input type="radio"/> radio button next to <i>Trait</i> ; click Next ; click the <input type="checkbox"/> checkbox next to the correct allergy; click Done . Refer to Create and Assign Allergy Traits on Page 36 .
Dislikes/Substitutions Tab	
Dislike(s) <i>Assign a dislike(s) for a resident</i>	Click Add ; click the <input type="radio"/> radio button next to <i>Trait</i> , click Next; click the <input type="checkbox"/> checkbox next to desired dislike; click Done Refer to Create and Assign Dislike Traits on Page 46.
Menu Item Removal <i>Remove specific recipe for a resident</i>	Click Add ; click the <input type="radio"/> radio button next to <i>Remove/Replace Item</i> ; click View Menu ; click on menu item to be removed; click Done . Click the radio button next to <i>Serve Menu Alternate</i> or <i>Serve Nothing</i>
Menu Item Substitutions <i>Assign a substitute for a specific recipe for a resident</i>	Click Add ; click the <input type="radio"/> radio button next to <i>Remove/Replace Item</i> ; click View Menu ; click on menu item to be substituted; click Done . Click the radio button next to <i>Item</i> . Click View Menu ; click on the menu item to be the substitute. Hint: If desired substitute is not on the menu, click Item List ; then click Expand Search and search for a substitute.

Supplements/Preferences Tab

<p>Supplement <i>Add supplements to specific meal and/or nourishment times</i></p>	<p>Click Add; click the <input type="radio"/> radio button next to <i>Supplement</i>; use the <input type="checkbox"/> checkboxes to specify <i>Meals</i> and <i>Days</i> to serve supplement; click the <input type="radio"/> radio button next to <i>Item</i>; click Next; search for supplement to be served; click the <input type="checkbox"/> checkbox next to supplement; click Done.</p> <p>Hint: If desired supplement is not found, click on the <input type="radio"/> radio button next to <i>Text</i> and type in desired supplement in to <i>description</i> textbox. The items entered in as Text will not pull onto production worksheets.</p> <p>Refer to Supplements and Preferences Quick Guide on Page 50</p>
<p>Preferences <i>Add additional menu items to meal and/or nourishment times</i></p>	<p>Click Add; click the <input type="radio"/> radio button next to <i>Preference</i>; use the <input type="checkbox"/> checkboxes to specify <i>Meals</i> and <i>Days</i> to serve item; click the <input type="radio"/> radio button next to <i>Item</i>; click Next; search for the item to be served; click the <input type="checkbox"/> checkbox next the item; click Done.</p> <p>Hint: If desired preference is not found, click on the <input type="radio"/> radio button next to <i>Text</i> and type in desired preference in to <i>description</i> textbox. The items entered in as Text will not pull onto production worksheets.</p> <p>Refer to Supplements and Preference Quick Guide on Page 50</p>


Beverages/Equipment Tab

<p>Beverages <i>Add specific beverages to meal and/or nourishment times</i></p>	<p>Click Add; click the <input type="radio"/> radio button next to <i>Beverages</i>; use the <input type="checkbox"/> checkboxes to specify <i>Meals</i> a <input type="radio"/> <i>Days</i> to serve beverage; click Next; click Expand Search to search recipe database for desired beverage. Click Done.</p> <p>Refer to Adaptive Equipment and Beverages Quick Guide on Page 53</p> <p>Hint: If beverages are already on your menu, may not be necessary to enter beverages in resident profile.</p>
<p>Adaptive Eating Equipment <i>Assign equipment to be provided at a specific meal and/or nourishment</i></p>	<p>Click Add; click the <input type="radio"/> radio button next to <i>Adaptive Equipment Items</i>; use the checkboxes to specify <i>Meals</i> and <i>Days</i> to use equipment; click Next; click Expand Search; search for equipment; click the checkbox next to equipment; click Done.</p> <p>Refer to Adaptive Equipment and Beverages Quick Guide on Page 53</p>

Prep Notes Tab

<p>Prep Notes</p>	<p>Menu Solutions Team does not recommend using Prep Notes at this time.</p>
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Weights Tab

<p>Weight <i>Track and enter resident's weights</i></p>	<p>Click Add Weight; type the date (or use the  calendar button) weight was taken; enter weight; click Done</p> <p>Refer to Enter and Manage Weights Quick Guide on Page 10</p>
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Enter Resident Weights

Background: Weights can be entered directly from the homepage which is the fastest method to enter weights for an entire patient care unit. Weights can also be entered for individual residents.

Enter Weights for Multiple Residents from Homepage

1. Navigate to **Resident Management** and click on  **Enter Resident Weights**.
2. Search for residents by *Last Name, First Name, MRN, Room* or *Unit*. Click **Go**.
Hint: All residents on a selected unit can be pulled into the system at once to easily enter weights for each resident.
3. Type in the date or use the  calendar button to specify what date weights were taken. Click **Apply**.
4. Enter resident weights in the *Weight* column for each resident. Click **Done**.

Enter Weights from Patient View

1. From the home page, navigate to **Resident Management** and click on  **Manage Residents**.
2. Search for resident by typing in *Last Name, First Name* or *MRN*. Or use the drop down for *Room* or *Unit*. Click **Go**. Click on the last name of the resident to modify.
3. Click on the **Weights** tab.
4. Click on the **Add Weight** button.
5. Review the *Weight Date*; change by typing in date or using the  calendar button.
6. Enter weight. Click **Done**.





Assign Menu for Tray Ticket Reports

Background: A cycle menu must be assigned in order to print the Selective Menu Report, Selective Tray Card Report, Tray Ticket Report, and Selection Sheet Report. These reports will include the menu items associated with the menu cycle that is assigned. The “Menu Schedule” function in the BluePrint system is used to assign menus. A primary menu cycle must be assigned and an optional ‘Always Available’ menu may be assigned.



Note: The Always Available Menu will ONLY show up on the Selection Sheet Report.

IMPORTANT: You will need to update your menu schedule every time you start a new menu.

Steps:

1. From the home page, navigate to **Data Setup** and click on  **Settings**
2. Navigate to **Clinical Settings** and click on  **Menu Schedule**.
3. Click on **Schedule a Menu Cycle**.
To assign a Primary Menu Cycle
4. Click the radio button next to *Menu Schedule*. Choose an *Owning Unit* and *Menu Cycle* using the drop down menus.
Hint: The system will default to rotating the selected menu cycle starting on Day 1. The menu cycle can start on a different cycle day using the dropdown menu next to *Start Cycle Day*.
Hint: The system will default to setting the selected menu cycle for All Meals. The selected menu cycle can be assigned to individual meals by highlighting meal times under *Meals*.
5. Specify the *Start Date* for the menu cycle to be used on Tray Ticket reports using the  calendar buttons. The *End Date* can be left blank. Click **Done**.
Hint: *Start Date* should be the start date of your cycle menu indicated in Manage Menu Cycles.
To assign a Always Available Menu
6. Click the radio button next to *Always Available*. Choose an *Owning Unit* and *Menu Cycle* using the drop-down menus.
Hint: The system will default to rotating the Always Available menu starting on Day 1. If your Always Available menu is longer than 1 day and you wish to start it on a day other than day 1, use the dropdown next to *Start Cycle Day*.
7. Specify the *Start Date* for the Always Available menu using the  calendar buttons. The *End Date* can be left blank. Click **Done**.
Hint: Refer to **Create an Always Available Menu Quick Guide** on **Page 30** if you do not already have and always available menu and wish to use/create one.








Note: You can override the Menu Schedule for holidays or special meals

1. You must have a separate holiday or special meal menu created and spread prior to overriding the primary menu schedule.
2. From the home page, navigate to **Data Setup** and click on  **Settings**.
3. Navigate to **Clinical Settings** and click on  **Menu Schedule**.
4. Click directly on the day and meal that you would like to override
5. A window will appear, click on the **Override Menu Schedule** button
6. Choose appropriate *Owning Unit* (ie. your facility) and *Menu Cycle* (ie. New Years Day Menu) from the dropdowns.
7. Choose the desired *Meal* from the *Menu Cycle Meal* dropdown, click **Done**.

Schedule Multiple Menus for Different Units

Background: A menu must be assigned in order to print various Tray Ticket reports. The Menu Schedule function in the BluePrint system is used to assign menus. If there are multiple menus for different units, creating **Menu Schedule Types** provides the ability to schedule multiple menus to different units.

Steps:

1. Navigate to **Data Setup** and click on  **Settings**.
2. Navigate to **Clinical Settings** and click on  **Menu Schedule Type**.
3. Click **Add**. Provide name of menu in the **Name** field. Click **Done**.
4. Navigate to **Data Setup** and click on  **Settings**.
5. Navigate to **Clinical Settings** and click on  **Location settings**.
6. Click  **Units**.
7. Click directly on **Unit Name**. Using the **Menu Schedule** drop down, assign **Menu Schedule Type** to Unit.
8. To schedule the new menus. From the home page, navigate to **Data Setup** and click on  **Settings**.
9. Navigate to **Clinical Settings** and click on  **Menu Schedule**.
10. On the top left, using the **Schedule Name** drop down, choose the **Menu Schedule Type** you want to schedule a menu for.
11. Click on the **Schedule a Menu Cycle** icon located in the top right corner.

To assign a Primary Menu Cycle


12. Click the radio button next to **Menu Schedule**. Choose an **Owning Unit** and **Menu Cycle** using the dropdown menus. Specify the **Start Date** for the menu cycle to be used on Tray Ticket reports using the calendar buttons. Click **Done**.

Hint: The system will default to rotating the selected menu cycle starting on Day 1. The menu cycle can start on a different cycle day using the dropdown menu next to **Start Cycle Day**.

Hint: The system will default to setting the selected menu cycle for All Meals. The selected menu cycle can be assigned to individual meals by highlighting meal times under **Meals**.

Hint: Start Date should be the start date of your cycle menu indicated in Manage MenuCycles.

To assign an Always Available menu cycle






13. Click the radio button next to **Always Available**. Choose an **Owning Unit** and **Menu Cycle** using the dropdown menus. Specify the **Start Date** for the Always Available menu using the  calendar buttons. Click **Done**.

Hint: The system will default to rotating the Always Available menu starting on Day 1. If your Always Available menu cycle is longer than 1 day and you wish to start it on a day other than day 1, use the dropdown menu next to **Start Cycle Day**.

Edit Meal Service Order

Background: Meal Service Order refers to the order in which you distribute trays to facility units. This order will dictate what order your Tray Tickets print.

Steps:

1. Navigate to **Data Setup** and click  **Settings**.
2. Under **Clinical Settings**, Click on  **Meal Service Settings** and click on  **Meal Service Order**.
3. Meal service order can be different for each meal. Use the *Meal* dropdown to specify which meal to define service order.
4. Highlight each facility unit and use the **Select>** button to move it to the right in desired order. The **and**   buttons can also be used to move facility units.
5. Use the drop down to identify *Secondary Sort Order* (Room or Last Name) to specify what order to print cards/tickets within each facility unit.
6. Repeat steps 3 to 5 for each meal (using the dropdown).



Note: *If printing reports for ALL residents, the reports print three to a page, in special "stackable order." To get the correct order specified in the Meal Service Order follow these steps:*

- When printing stops, take the complete stack of paper for a single meal to a paper cutter.
- Cut the stack twice horizontally so that you have three "sub-stacks" of individual tray cards.
- Carefully stack the cut paper so that the first sub-stack (which consists of the first card from each printed page) remains on top, the second sub-stack (made from the second card on each page) comes next, and the third sub-stack is on the bottom.

Assign & Print Tray Ticket Production Reports




Background: A production report that includes accurate production of menu items as well as additional snacks, supplements and beverages assigned to specific residents can be generated. A production sheet format must be assigned before running this report.


Assign Production Report Format:

1. Navigate to **Data Setup** and click on  **Settings**.
2. Navigate to **Clinical Settings** and click on  **Edit Other Settings**.
3. Click on **Production Worksheet report choice for Tray Ticket Tallies**.
4. Use the dropdown next to *Parm Setting* to choose a production sheet format. Click **Done**.

Production Worksheet Report Options for Tray Ticket Production Tally	
Production and Service Worksheet with Temperatures	Lists what the kitchen needs to produce for each meal on each service date providing the Recipe Name, Portion Size, and Forecast Amount based on Tally. It provides an area where the staff can write in how many portions of each item are prepared and/or left over when the meal is served, the cooking and holding temperatures of each food item, and any corrective action for temperatures out of range.
Production Distribution and Leftovers Worksheet	Lists what the kitchen needs to produce for each meal on each service date. Provides the Recipe Name, Number of Portions Needed, and Portion Size. It is also a worksheet that provides columns where the staff can write in by hand how many portions are served and/or how many leftover when the meal is served.
Production Summary Worksheet with Temperatures	Lists what the kitchen needs to produce for each meal on each service date. Provides the Recipe Name, Portion Size, Recipe Yield, and Forecast Amount based on Tally. It provides an area where the staff can write in how many portions of each item are prepared and/or left over when the meal is served, the cooking and holding temperatures of each food item, and any corrective action for temperatures out of range
Production Distribution Worksheet by Prep Area	This report shows the production staff what to prepare at each prep area for each meal on each service date the report covers. Provides Recipe Name, Total Amount needed, Portion Size, Serving Pan, Quantity Needed by service unit.

Print Tray Ticket Production Tally:

1. Navigate to **Reports** and click on  **Resident Reports**.
2. Navigate to **Tray Ticket Reports** and click on  **Tray Ticket Production Tally**.
3. Assign the **Start Date** for the production report using the  calendar button. Type in **Number of Days** you would like the report.
4. Highlight meals to include on report under **Available Meals**. Use the **Select>** button to move meals under **Selected Meals**. Click **Next**.
5. Click **Tally**.
Hint: Individual residents can be excluded from this report by clicking the checkbox next to resident(s) name and the clicking **Remove Checked**.

Hint: If the Production Tally report does not generate, check the  **1 Reports Folder** located next to the Home button.



TRAY CARD

REPORTS



**Note: With license to the Tray Ticket module, you also get access to all Tray Card reports.
The following pages explain Tray Card Report options.**

Tray Cards

Explanation

A Tray Card provides information about a resident for a specific meal. Tray Cards **do not** include specific menu items for each meal time. Tray Cards will show notes and list the diet order, allergies, dislikes, beverages, adaptive eating equipment and preferences.

What is on a Tray Card?

	104	F-1	Mustard, Colonel J	10/25/2018	Thursday	Breakfast
Note	Serve 2 creamers with coffee					
Diet Order	Regular/NAS Supplement					
Allergies	Allergies/Dislikes ⓐ Fish ⓐ Shellfish Bacon Jello Pork		Beverages/Equipment Beverages → *Coffee Decaf(8 FL OZ) *Juice Orange (4 oz)(4 FL OZ) Equipment → Equipment Sippy Cup(Each)		Preferences + Supplement Ensure Chocolate(8 OZ) *Muffin English(1/2 muffin)	
Dislikes	Preferences <div style="text-align: right;">   </div>					



Optional: Edit Tray Card Format

As a default, Tray Cards will print 3 to a page. You can change the format so that it prints 2 Tray Cards per page instead.

1. Navigate to **Data Setup** and click on **Settings**.
2. Under **Clinical Settings**, Click on **Edit Other Settings**
3. Click on **Tray Card Report Option**
4. Choose from the *Parm Setting* dropdown to change the format of the Tray Card report.

Print Tray Cards

Cards for All Residents



1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Card and Label Reports** and click on  [Cards for All Residents](#).
3. Select the *Start Date* you want to start printing cards and the *Number of Days* you wish to print cards.
4. You may print cards for all patient care units or a selected unit. Use the dropdown under *Unit* to specify one unit if desired.
5. Select meal(s) to print cards and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
6. Click [Print](#) to print tray cards for all residents listed.

Note: If desired, click the checkbox next to residents to exclude them from the report.


Note: Cards will be grouped by meal and will sort by unit order indicated in **Meal Service Order** settings.

Cards for Selected Residents

Hint: Choose this option if you want to print Breakfast, Lunch, and Dinner on one page for each resident

1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Card and Label Reports** and click on  [Cards for Selected Residents only](#).
3. Select the *Start Date* you want to start printing cards and the *Number of Days* you wish to print cards.
4. Select meal(s) to print cards and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
5. Search for the resident for whom you want to print a Tray Card by *Last Name, First Name, Room* or *Unit*. Click [Go](#).
6. Click the checkbox next to the resident(s) to print Tray Cards for. Click [Add Checked Items](#), then click [Next](#).
7. Click [Print](#).

Cards for Individual Resident

1. Navigate to **Resident Management** and click on  [Manage Residents](#).
2. Search for the resident to print a Tray Card(s) for by *Last Name, First Name, MRN, Room* or *Unit*. Click [Go](#).
3. Click on the Last Name of the resident to print Tray Card(s) for.
4. Click on the [Tray Card](#) button in top right corner of the screen.
5. Select the *Start Date* you want to start printing cards and the *Number of Days* you wish to print cards.
6. Select meal(s) to print cards and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Print](#).

Selective Tray Card

Explanation

The Selective Tray Card report will print all menu items available for each menu planning group (entrée, vegetable, starch, etc.). Keep in mind the BluePrint Tray Ticket system will remove menu items associated with a resident’s dislikes or allergies whether you are running Tray Card reports or Tray Ticket reports.

Allergies, dislikes, equipment, beverages, supplements, preferences, service notes, dining location and diet order specifics will all be listed on the Selective Tray Card.

What is on a Selective Tray Card?



Ronald Weasley		Lunch
Room 204	Thursday, December 27, 2018	
Diet Order	<input checked="" type="checkbox"/>	Regular/No Added Salt
		 pudding Thick Liquids
Allergies	<input checked="" type="checkbox"/>	Allergies: A Peanuts
Dislikes	<input checked="" type="checkbox"/>	Dislikes: Broccoli
Equipment	<input checked="" type="checkbox"/>	Equipment: Equipment Bib
Beverages & Supplements	<input checked="" type="checkbox"/>	Beverages: *Tea Iced Unswind PC 16 OZ Supplement Boost Breeze Wildberry
Preferences	<input checked="" type="checkbox"/>	Preferences: *Cottage Cheese
All Menu Items Available	<input type="checkbox"/>	Meal Options
	<input type="checkbox"/>	Beef Tenderloin
	<input type="checkbox"/>	Hawaiian Ham
	<input type="checkbox"/>	Baked Potato
	<input type="checkbox"/>	Steamed Rice
	<input type="checkbox"/>	Sour Cream
	<input type="checkbox"/>	Creamed Spinach
	<input type="checkbox"/>	Wheat Dinner Roll
	<input type="checkbox"/>	Margarine
	<input type="checkbox"/>	Berry Crisp
	<input type="checkbox"/>	Pineapple Fluff
	<input type="checkbox"/>	2% Milk
	<input type="checkbox"/>	Coffee
	<input type="checkbox"/>	Hot Tea
		Dining Location Table Seat #
		↓ ↓
Service Notes	<input type="checkbox"/>	Dining Hall A 2 Resident prefers to be called Ron

Note: You can indicate Table Numbers and Table Seat Numbers in the Meal Service Tab of the Resident Profile. The Table SEAT Number will show up on the Selective Tray Card report. The Table Number will not. If you need both indicated on the Tray Card it is recommended to type in the Table Number and Table Seat Number in the Table Seat text box (ie. 7-1 for Table 7, Seat 1).

Print Selective Tray Cards

Steps:

Selective Tray Cards for All Residents



1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Card and Label Reports** and click on  [Selective Tray Cards for All Residents](#).
3. Select the *Start Date* you want to start printing cards and the *Number of Days* you wish to print cards.
4. You may print cards for all patient care units or a selected unit. Use the dropdown under *Unit* to specify one unit if desired.
5. Select meal(s) to print cards and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
6. Click [Print](#) to print tray cards for all residents listed.

Note: If desired, click the checkbox next to residents to exclude them from the report.

Note: Cards will be grouped by meal and will sort by unit order indicated in **Meal Service Order** settings.

Selective Tray Cards for Selected Residents

Hint: Choose this option if you want to print **Breakfast, Lunch, and Dinner** on one page for each resident

1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Card and Label Reports** and click on  [Selective Tray Cards for Selected Residents only](#).
3. Select the *Start Date* you want to start printing cards and the *Number of Days* you wish to print cards.
4. Select meal(s) to print cards and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
Note: Choose the radio button next to **Print Selective Tray Cards By Resident** so that Breakfast Lunch and Dinner are on one page for each resident
5. Search for the resident for whom you want to print a Tray Card by *Last Name, First Name, Room* or *Unit*. Click [Go](#).
6. Click the checkbox next to the resident(s) to print Tray Cards for. Click [Add Checked Items](#), then click [Next](#).
7. Click [Print](#).

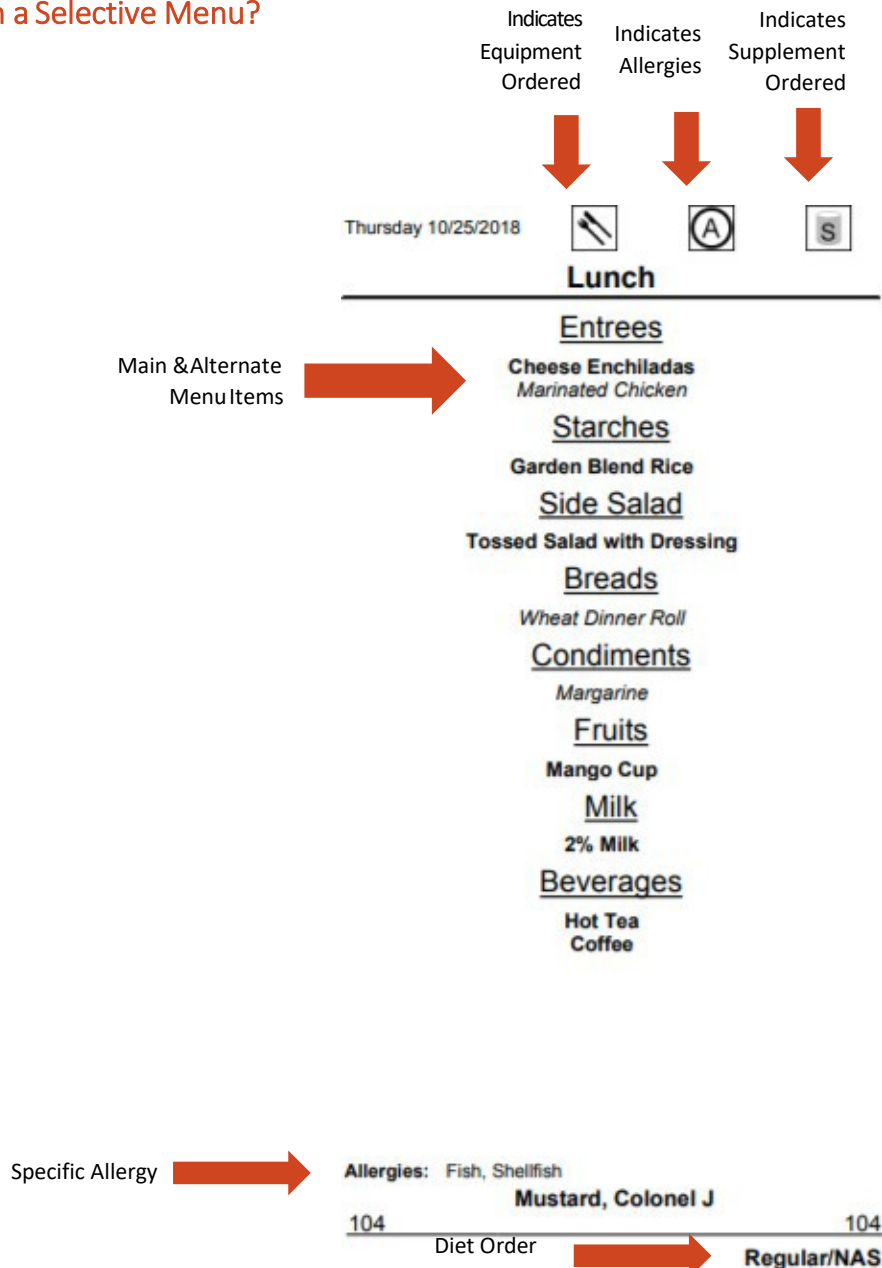
Selective Menu

Explanation

A Selective Menu report will show all menu items available for each menu planning group (entrée, vegetable, starch, etc.) for a resident to select. Keep in mind the BluePrint Tray Ticket system will remove menu items associated with a resident's dislikes or allergies.

Diet order and allergies are listed on the Selective Menu report. Equipment and supplements are only indicated as an icon (see below); the specific equipment and/or supplement ordered **are not** listed. Beverages, dislikes, preferences, dining location and notes will not be shown on the Selective Menu in any way.

What is on a Selective Menu?



Print Selective Menu Reports

Background: Selective Menu Reports print all menu options available for each meal. Meal, date, resident name, dining location, room number and diet order will appear on this report. Icons indicating the resident has allergies and/or a supplement or adaptive equipment order for this meal will also appear.


Steps:

1. First, a menu must be assigned before generating the Selective Menu report. Refer to **Assign Menu for Tray Card Reports Quick Guide** on **Page 11**.


2. Navigate to **Data Setup** and click on  **Settings**.

3. Navigate to **Clinical Settings** and click on  **Meal Service Settings** and then click  **Selective Menu Setup**.

4. Click on which meals/nourishments to include on the report and use the **Select>** button to move them to the right. To change the printing order of the report, click on the radio button next to *By Room* or *By Dining Room*. Click **Done**.

5. To print the Selective Menu report, navigate to **Reports** and click on  **Resident Reports**.

Next, navigate to **Resident Selective Menu Report** and click on  **Menus for All Residents**.


Hint: The Selective Menu report can be printed just for selected residents by clicking on  **Menus for Selected Residents Only**. Work through the prompts and search for desired residents

6. Indicate the *Start Date* and *Number of Days*. Click **Next**.

7. To print all residents, click **Print**.

Hint: To exclude selected residents from the report, click the checkbox next to each resident to be excluded.

How to Customize Format for Selective Menu Report:

8. To change format settings, navigate to **Data Setup** and click on  **Settings**.

9. Navigate to **Clinical Settings** and click on  **Meal Service Settings** and then click  **Selective Menu Format Options**.

10. Menu settings can be adjusted for the Selective Menu report:

Course Name Override – To change the name of a course, type the name in this column

Hide Course and Items – Click the checkbox to remove a course from the report

Sort By – Adjust the numbers to change the order of courses; courses will appear in numerical order

Display Course Name – Uncheck the checkbox in this column to remove course headings

Columns – Recipes for each course can print in 1 or 2 columns; use the dropdowns to adjust

Menu Item Font Size – The font size for recipes in an individual course can be changed; use the dropdown to adjust

Display Portion – Click the checkbox in this column to print portion sizes for recipes

Menu Item Name – Use the dropdowns in this column to choose which name is used

US. | **TRAY TICKET** **FOODS**

REPORTS

Tray Tickets


Explanation

A Tray Ticket will show one menu item for each menu planning group (entrée, vegetable, starch, etc.). The Tray Ticket will always serve the main menu item unless a patient has a dislike or allergy trait associated with the main menu item; in this case the alternate menu item will be served.

Beverages, equipment, supplements, preferences, tray ticket notes and diet order will also be listed on the Tray Ticket.

By default, Tray Tickets will sort in order of Prep Area. The order in which items show up on Tray Tickets can be customized. **Refer to [Customize Tray Ticket Order Quick Guide on Page 25 for instructions](#).**

What is on a Tray Ticket?

	001 Floor 1	Granger, Hermione
	10/1/2016 Saturday Breakfast	
Note	→	Serve Splenda with coffee
Diet Order	→	■ Regular/NAS
Allergies	→	Allergies:  Milk
Equipment	→	Equipment Swivel Spoon(Each)*
		Juice of Choice
		Egg
		Sausage Gravy
		Coffee or Hot Tea
Beverage	→	Coffee Decaf(8 FL OZ)*
		Fresh Fruit
Supplement	→	+ Supplement Ensure Chocolate(8 OZ)*
Preference	→	Juice Orange (4 oz)(4 FL OZ)*




Optional: Edit Tray Ticket Format

As a default, Tray Tickets will print 3 to a page. You can change the format so that it prints 2 Tray Tickets per page instead.

5. From the home page, navigate to **Data Setup** and click on **Settings**.
6. Under **Clinical Settings**, Click on **Edit Other Settings**
7. Click on **Tray Ticket Report Format**
8. Choose from the **Parm Setting** dropdown to change the format of the Tray Ticket report format.

Print Tray Tickets




Tickets for All Residents

1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Ticket Reports** and click on  [Tray Tickets for AllResidents](#).
3. Use the  calendar button to select the *Start Date* you want to start printing tickets. Type the *Number of Days* you wish to print tickets.
4. You may print tickets for all patient care units or a selected unit. Use the dropdown under *Unit* to specify one unit if desired.
5. Select meal(s) to print tickets and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
6. Click [Print](#) to print Tray Tickets for all residents listed.

Note: If desired, click the checkbox next to residents to exclude them from the report.

Tickets for Selected Residents



Note: Choose this option if you want to print Breakfast, Lunch, and Dinner on one page for each resident.

1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Ticket Reports** and click on  [Tray Tickets for Selected Residents only](#).
3. Use the  calendar button to select the *Start Date* you want to start printing tickets and the *Number of Days* you wish to print tickets.
4. Select meal(s) to print tickets and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
Note: Choose the radio button next to **Print Tray Tickets By Resident** so that Breakfast Lunch and Dinner are on one page for each resident
5. Search for the resident to print a Tray Ticket for by *Last Name, First Name, Room* or *Unit*. Click [Go](#).
6. Click the checkbox next to the resident(s) to print Tray Tickets for. Click [Add Checked Items](#), then click [Next](#).
7. Click [Print](#).



Customize Tray Ticket Order

Background: Menu items on the Tray Ticket report are in order of Prep Area as a default. The BluePrint System allows users to set up Tray Stations to customize the order in which the menu items appear on a Tray Ticket.



Step #1: Set Up Tray Stations

1. Navigate to **Data Setup** and click on  **Settings**.
2. Under **Clinical Settings** click on  **Tray Stations**.
3. Click **Add**. Fill out the **Name** Field. Click **Done**.
4. Continue to add **Tray Stations** until the list is complete.
5. Assign a value to the *Sort By* column to each **Tray Station** added.
Note: Items will appear on the Tray Ticket in an order from low to high. If you assign a sort by value of 1 to Entrees and 2 to Sides, Entrees will appear before Sides on the Tray Ticket.

Step #2: Assign Tray Stations to Menu Planning Groups

6. Navigate to **Data Setup** and click on  **Settings**.
7. Under **Service Settings** click on  **Menu Planning Groups**.
8. Use the dropdown in the *Tray Station* column to assign a **Tray Station** to each **Menu Planning Group**. Once completed click **Done**.
Note: You can select the same Tray Station for multiple Menu Planning Groups.

Step #3: Set Up the Default Sort for Tray Tickets

9. Navigate to **Data Setup** and click on  **Settings**.
10. Under **Clinical Settings** click on  **Edit Other Settings**.
11. Click on **Sort Tray Ticket Items by Tray Station** option.
12. Make sure the **Parm Setting** check box is checked.
13. Choose **Done**.

Selection Sheets

Explanation

A Selection Sheet will show all menu items available for each menu planning group (entrée, vegetable, starch, etc.). Menu items associated with dislike or allergy traits assigned to a resident will be removed from the selection sheet. If both the main and alternate menu items for a menu planning group are associated with a resident's **dislike traits**, the main menu item will be listed on the selection sheet. If both the main and alternate menu items for a menu planning group are associated with a resident's **allergen traits**, NO menu items will be listed on the selection sheet.

Beverages, equipment, supplements, preferences, tray ticket notes, diet order and the always available menu will be listed on the Selection Sheet.

What is on a Selection Sheet?

The diagram shows a Selection Sheet for a resident named **Weasley, Ronald**. The sheet is divided into several sections:

- Header:** Dining Location (Dining Hall A), Date (12/27/2018), Day (Thursday), and Meal (Lunch). A table seat number '2' is indicated in the top right corner.
- Service Note:** Resident prefers to be called Ron. Icons for Equipment (A), Allergies (S), and Supplement(s) are shown.
- Diet Order:** Regular/NAS.
- Allergies:** Peanuts.
- Main & Alternate Menu Items:** Beef Tenderloin (3 ounces), Hawaiian Ham (3 ounces), Baked Potato (Each), Steamed Rice (1/2 cup), Sour Cream (2 tablespoons), Creamed Spinach (1/2 cup), Wheat Dinner Roll (Roll), Margarine (Packet), Berry Crisp (1/2 cup), Pineapple Fluff (1/2 cup), 2% Milk (8 FL OZ), Coffee (8 FL OZ), Hot Tea (8 FL OZ).
- Supplement:** + Supplement Boost Breeze Wildberry(8 OZ)*
- Preference:** *Cottage Cheese(1/2 cup)*
- Beverage Preference:** 2 *Tea Iced Unswtnd PC 16 OZ(16 OZ)*
- Equipment:** Equipment Bib(Each)*
- Always Available Menu:** Chicken Noodle Soup, Garden Vegetable Soup, Cottage Cheese & Fruit Plate, Cheese Pizza, Hamburger on a Bun, Veggie Cheeseburger, Grilled Cheese Sandwich, Deli Sandwich, Tuna Salad Sandwich, Mashed Potatoes, Ice Cream, Cookie, Pudding, Fresh Fruit.

Arrows from the left point to the Dining Location, Service Note, Diet Order, Allergies, Main & Alternate Menu Items, Supplement, Preference, Beverage Preference, Equipment, and Always Available Menu sections. Arrows from the right point to the Table Seat # and the icons for Equipment, Allergies, and Supplement(s).




Optional: Edit Selection Sheet Format

As a default, the Selection Sheets will print 3 to a page with the Always Available Menu listed at the bottom. You can change the format so that it prints 2 selection sheets per page with the Always Available listed on the side.

- From the home page, navigate to **Data Setup** and click on **Settings**.
- Under **Clinical Settings**, Click on **Edit Other Settings**
- Click on **Resident Selection Sheet Format**
- Choose from the *Parm Setting* dropdown to change the format of the Selection Sheet report

Print Selection Sheets




Selection Sheets for All Residents

1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Ticket Reports** and click on  [Selection Sheet for All Residents](#).
3. Use the  calendar button to select the *Start Date* you want to start printing tickets. Type the *Number of Days* you wish to print tickets.
4. You may print tickets for all patient care units or a selected unit. Use the dropdown under *Unit* to specify one unit if desired.
5. Select meal(s) to print tickets and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
6. Click [Print](#) to print Selection Sheets for all residents listed.

Note: If desired, click the checkbox next to residents to exclude them from the report.

Selection Sheets for Selected Residents




Note: Choose this option if you want to print Breakfast, Lunch, and Dinner on one page for each resident.

1. Navigate to **Reports** and click on  [Resident Reports](#).
2. Navigate to **Tray Ticket Reports** and click on  [Selection Sheet for Selected Residents only](#).
3. Use the  calendar button to select the *Start Date* you want to start printing tickets and the *Number of Days* you wish to print tickets.
4. Select meal(s) to print tickets and use the [Select>](#) button to move them to the right under *Selected Meals*. Click [Next](#).
Note: Choose the radio button next to **Print Selection Sheet By Resident** so that Breakfast Lunch and Dinner are on one page for each resident
5. Search for the resident(s) to print a Tray Ticket for by *Last Name, First Name, Room* or *Unit*. Click [Go](#).
6. Click the checkbox next to the resident(s) to print Selection Sheets for. Click [Add Checked Items](#), then click [Next](#).
7. Click [Print](#).

Thickened Liquids

Explanation

Thickened liquid diet orders can be accounted for in the BluePrint Tray Ticket system. A thickened liquid diet can be specified when entering a diet order for a resident. When thickened liquids are entered, a thickened liquid consistency (nectar, honey or pudding) will appear next to all beverages on Tray Tickets or Selection Sheets (see below).

Weasley, Ronald		
Dining Hall A		2
12/28/2018	Friday	Lunch
Resident prefers to be called Ron		  

■ Regular/NAS, PuddingThick

Allergies:  Peanuts

Savory Pork Roast (3 ounces)

Salisbury Steak (3 ounces)

Pinto Beans with Onions (1/2 cup)

Noodles (1/2 cup)

Seasoned Greens (1/2 cup)

Wheat Dinner Roll (Roll)

Margarine (Packet)

Cheesecake with Cherry Topping (1/12 pie)

Fruit Fling (1/2 cup)



Puddin 2% Milk (8 FL OZ)

Puddin Coffee (8 FL OZ)

Puddin Hot Tea (8 FL OZ)

Puddin + Supplement Boost Breeze Wildberry(8 OZ)*

Cottage Cheese(1/2 cup)

Puddin 2 *Tea Iced Unswtnd PC 16 OZ(16 OZ)*

Equipment Bib(Each)*

Always Available Menu

Explanation


An always available menu can be assigned in the BluePrint Tray Ticket system. The always available menu is assigned from the Menu Schedule in the same way the primary menu is assigned. Refer to **Assign Menu for Tray Ticket Reports Quick Guide** on **Page 11** for step-by-step instructions on how to schedule your Always Available menu so that it shows up on Selection Sheet reports.

The always available menu will appear in a box as a separate menu on Selection Sheets (see below). This menu can be different for each meal time. Refer to **Print Selection Sheets Quick Guide** on **Page 27** to edit the format of how the Always Available menu is displayed on the Selection Sheet Report.

Note: The Menu Solutions Team has an Always Available menu template. This template can be published to your site. Contact the Menu Solutions Team if you would like this menu.

Mustard, Colonel J		
F-1		104
10/29/2018	Monday	Dinner
Serve 2 creamers with coffee		
■ Regular/NAS		
Allergies: Fish, Shellfish		
<p>Turkey Burger on Wheat Bun (Sandwich) <i>Veal Marsala (3 ounces)</i></p> <p>Cranberry Mayonnaise (Tablespoon)</p> <p>Sweet Potato Waffle Fries (1/2 cup) <i>Risotto (1/2 cup)</i></p> <p>Oven Roasted Vegetables (1/2 cup) <i>Italian Green Beans (1/2 cup)</i> <i>Wheat Dinner Roll (Roll)</i> <i>Margarine (Packet)</i></p> <p>Congo Bar (2x3 square) <i>Pineapple Crisp (1/2 cup)</i></p> <p>2% Milk (8 FL OZ)</p> <p>Coffee (8 FL OZ)</p> <p>Hot Tea (8 FL OZ)</p> <p>+ Supplement Ensure Chocolate(8 OZ)* <i>Equipment Sippy Cup(Each)*</i></p>		










Always Available


 Chicken Noodle Soup ---- Vegetable Soup ---- Cottage Cheese & Fruit Plate
 ---- Cheese Pizza ---- Hamburger on a Bun ---- Veggie Burger ---- Grilled
 Cheese Sandwich ---- Deli Sandwich ---- Peanut Butter and Jelly Sandwich
 ---- Mashed Potatoes ---- Ice Cream ---- Cookie ---- Pudding ---- Fresh Fruit

Create Always Available Menu

Background: An Always Available menu can be assigned to your menu calendar. A list of menu items on the Always Available menu will appear on Selection Sheets.

Steps:

1. Navigate to **Cycle Menu Planning** and click on  [Manage Menu Cycles](#).
2. Click on [Add a Menu Cycle](#).
3. Under  name the new cycle menu (e.g. "Always Available").
4. Under  click on the **Regular/No Added Salt** and use the [Select>](#) button to move the diet to the right.
5. Under  specify a *Cycle Length* of 1 day.
6. Under , use the  calendar buttons to specify the *Start Date* and *End Date* for the menu.
7. Click on [Create](#). Your menu will now be available to edit under the **Menu Cycles** heading.
8. From the home page, navigate to **Cycle Menu Planning** and click on  [Week at a Glance](#).
9. To add menu items to the menu, click on [Add](#). Click on 1 under *Cycle Day* and click on desired meal. Click [Next](#).
10. Type the name of desired recipe to add. Click [Go](#).
Hint: It is important to add recipes to your menu instead of ingredients. Recipes are indicated by a  cookpot and ingredients are indicated by a  carrot. To narrow search results to only recipes, select *Recipe* using the drop down menu under *Item Type*.
11. Click the checkbox next to recipe to use. Click on [Add Checked Items](#).
12. Click [Done](#).
Hint: Multiple recipes can be added at one time. After clicking on Add Checked Items, continue to search for recipes and adding them before clicking Done.
13. Continue steps #9-12 for each meal and/or snack time.
Hint: The Always Available menu CAN be different for each meal/snack time.

Explanation of Other Reports

Explanation

The BluePrint Tray Card system includes many different report options. All reports are located under Resident Reports. See below for an explanation of each report.



List of Additional Reports and Description	
Report Type	Description
Resident Weight & Count Reports*	Multiple reports including: <ul style="list-style-type: none"> • A list of Recent weights • A list of Residents with significant weight changes • Weight worksheet with an area to record new resident weights • A list of diet orders with the number of residents on each diet order. Refer to Print Weight Reports Quick Guide on Page 32 for additional instructions.
Resident Census and Preference Reports*	Census Reports include: <ul style="list-style-type: none"> • A list of all residents and care level • A list of all residents and diet order. Preference reports include: <ul style="list-style-type: none"> • A list of all residents with beverages, allergies, equipment, dislikes or allergies ordered
Resident Service Location Report	A list of all residents by dining location. Includes patient care unit, room number, area to record percent of meal consumed and tray notes.
Resident Detail Reports	Multiple Reports including: <ul style="list-style-type: none"> • Resident Weight History report will show all weight records with date and change. • Resident Detail report will show all information about resident including general demographics, care level, admit date, weights and weight trends, tray notes, resident location as well as all allergies, preferences, beverages and equipment ordered for that resident.
Nourishment Check List Report	List of all residents with snack(s) ordered for a specific nourishment time. Includes name of nourishment ordered and area to record percent of nourishment consumed.
Dining Details	List of residents by dining location listing diet order, allergies, dislikes, beverages, equipment, supplements, preferences and notes. Run for each meal separately.
Resident Nourishment Labels <i>These can be used with a standard 2-5/8" x 1" sticker label.</i>	Print labels for each snack ordered. Label includes resident name, nourishment ordered, date, nourishment time and diet order. Run report by each nourishment time. "Resident Nourishment 3 Labels" report includes 3 columns of labels. Note: <i>Uncheck the Display Adaptive Equipment checkbox if you do not want Equipment to show up on label</i>
Birthday Report	List of residents listing birthday date, name, diet order, patient care unit and room number. Can be filtered by patient care unit.
Pre-Service Tally Report	List of items to produce and how many of each item will be needed for each meal and/or nourishment time. Run report for supplements, beverages, adaptive eating equipment, and preferences.

*Report can be filtered by care level



Last Updated: January 2019

Print Weight Reports

Print Significant Weight Loss Report:

1. Navigate to **Reports** and click on  **Resident Reports.**
2. Navigate to **Resident List Reports.** Click on  **Resident Weight and Count Reports.**
3. Click the checkbox next to *Residents with Significant Weight Changes*. Click **Next.**
4. The report can be created for a specific patient care unit, status or care level, if desired. Click **Go.**

Print Recent Weight Report:

1. Navigate to **Reports** and click on  **Resident Reports.**
2. Navigate to **Resident List Reports.** Click on  **Resident Weight and Count Reports.**
3. Click the checkbox next to *Resident Recent Weight Report*. Click **Next.**
4. The report can be created for a specific patient care unit, status or care level, if desired. Click **Go.**

Optional: Create and Assign Care Levels

Explanation

Care levels can be created and assigned to residents in the BluePrint Tray Ticket system. Care levels can be used to filter some report types and easily pull a list of all residents assigned a care level.

Creating and Assigning Care Levels



New care levels can be created in the BluePrint Tray Ticket system. See below for a list of care levels already created in the system. Care levels are assigned to residents from the General Info tab of each resident. See the **Create and Assign Care Levels Quick Guide** on **Page 34** for more information.

Care Levels Available in the BluePrint Tray Ticket System
Calorie Count
Daily Weights
Fluid Restriction
Tube Feeding
Weekly Weights
Wound Care


Create & Assign Care Levels

Background: Care levels can be created and assigned to residents. Care levels can then be used to filter patients for many reports. Example of care levels include Weight Loss, Wound Care, Weekly Weights, etc.

Create Care Levels

1. Navigate to **Data Setup** and click on  **Settings**.
2. Navigate to **Clinical Settings** and click on  **Care Level**.
3. Add a new care level by clicking the **Add** button. Type the name of the new care level, then click **Done**.

Assign Care Levels

1. Navigate to **Resident Management** and click on  **Manage Residents**.
2. Search for resident by typing in *Last Name*, *First Name* or *MRN*. Or use the drop down for *Room* or *Unit*. Click **Go**. Click on the last name of the resident to modify.
3. Click on the **General Info** tab.
4. Click on the **Edit** button next to *Care Level*.
5. Click on the checkbox next to the care level to be assigned. Then click **Done**.

Optional: Create and Assign Allergies

Explanation

The Menu Solutions Team recommends reviewing the allergen traits available in the system to identify if additional allergen traits should be added. For example, if you frequently have residents allergic to strawberries, a strawberry allergen trait can be created. Keep in mind that ingredients assigned allergen traits will automatically be removed from resident-specific reports. See below for a complete list of allergen traits already set up in the Tray Ticket system. New allergen traits can be added to the system.

Assigning Allergy Traits

Allergen traits are assigned to ingredients (**NOT** recipes) in the BluePrint Tray Ticket system. If allergen traits are assigned to ingredients in the BluePrint Tray Ticket system, the allergy will be listed on the recipe. If you wish to assign allergen traits, the Menu Solutions Team recommends creating a shopping list from cycle menu and assigning allergens to each ingredient.



Note: Refer to **Create and Assign Allergies Quick Guide** on **Page 36** for step by step instructions on how to add and assign facility specific allergy and dislike traits to your BluePrint Tray Ticket System.

Allergen Traits Available in the BluePrint Tray Ticket System
Eggs
Fish
Milk
Peanuts
Shellfish
Soy
Tree Nuts
Wheat






Create and Assign Allergy Traits

Background: Allergies are set up as Traits in the BluePrint system. Allergies should be assigned to ingredients for automatic removal to function properly. The Menu Solutions Team recommends reviewing available list of allergies before creating and assigning facility specific allergy traits in the BluePrint system.

Review Traits:

1. Navigate to **Data Setup** and click on  **Settings**. Navigate to **General Settings** and click on  **Traits**.
2. Review list of available Allergen traits. Identify any allergens traits you would like to add to the system.
3. To add an Allergen, click **Add**. Type the name of new trait under *Name* and specify **Allergen** using the dropdown menu next to *Trait Type*. Click **Done**.

Assign Allergens to all Ingredients:

1. From the homepage, navigate to **Cycle Menu Planning** and click on  **Create Shopping List from Menu**.
2. Under  and , run the shopping list for all days of your primary menu cycle. Under  leave all meals selected. Click **Go**.
Hint: Click on **Switch Cycle** if the correct cycle menu is not listed under *Current Menu Cycle*.
3. Click on the name of the first ingredient listed on your shopping list.
Hint: Notice that all ingredients on the shopping list are now available using the dropdown or the forward/backward arrows at the top of the screen.
4. Click on the **Traits** tab.
5. Identify allergen trait(s) to be assigned. Click on the checkbox next to allergen. Click **Add Selected Traits>**. Then click **Save**.
Hint: To remove an assigned trait, click on the checkbox next to allergen, then click **<Remove Selected Traits**
6. Continue to the next ingredient by clicking the  arrow at the top of the screen. Continue assigning allergens to ALL ingredients on list.
7. If applicable, repeat steps #1 – 6 for the Always Available menu

Optional: Create and Assign Dislike Traits

Explanation

The Menu Solutions Team recommends reviewing the dislike traits available in the system to identify if additional dislike traits should be added. For example, if many of your residents do not like soup, a soup dislike trait can be created to be assigned to residents. Dislikes assigned to residents will be listed on their tray card. Keep in mind that recipes assigned dislike traits will automatically be removed from resident-specific reports. See below for a complete list of dislike traits already set up in the Tray Ticket system. New dislike traits can be added to the system.

NOTE: Refer to **Create and Assign Dislikes Quick Guide** on **page 46** for step by step instructions on how to add and assign facility specific allergy and dislike traits to your BluePrint Tray Ticket System.

Dislike Traits Available in the BluePrint Tray Ticket System			
Asparagus	Egg Soft Cooked	Hot Dog	Pork
Avocado	Egg Scrambled	Ice Cream	Potato
Bacon	Fish	Jello	Poultry
BBQ	Flavor Cherry	Juice Apple	Pudding
Beans Starchy	Flavor Grape	Juice Orange	Rice
Beef	Flavor Lemon	Juice Prune	Salmon
Beets	Flavor Lime	Lamb	Salt
Biscuit	Flavor Orange	Lasagna	Sauce Marinara
Bologna	Flavor Raspberry	Lettuce	Sauerkraut
Bread Wheat	Flavor Strawberry	Lima Beans	Sausage
Bread White	Fried Foods	Liver	Seafood
Broccoli	Fruit Apple	Marshmallow	Seeds
Brussels Sprouts	Fruit Apricot	Mayonnaise	Spicy Food
Cabbage Cooked	Fruit Banana	Milk	Spinach Cooked
Cabbage Raw	Fruit Blueberries	Milk 1%	Spinach Raw
Cake	Fruit Canned	Milk 2%	Squash Butternut
Caramel	Fruit Cantaloupe	Milk Lactose Free	Squash Yellow
Carrot	Fruit Cherry	Milk Skim	Squash Zucchini
Cauliflower	Fruit Fresh	Milk Soy	Sweet Potatoes
Celery Raw	Fruit Grapefruit	Milk Whole	Tea Hot
Cereal Cold	Fruit Grapes	Mushrooms	Tea Iced
Cereal Hot	Fruit Honeydew	Mustard	Toast
Cheese	Fruit Orange	Nuts	Tofu
Cheesecake	Fruit Mandarin Orange	Oatmeal	Tomato Raw
Chicken	Fruit Peach	Okra	Tomato Sauce
Chocolate	Fruit Pear	Olives	Tuna
Coconut	Fruit Pineapple	Onion Cooked	Turkey
Coffee Decaf	Fruit Plum	Onion Raw	Vanilla
Coffee Regular	Fruit Prune	Pancakes	Veal
Cookies	Fruit Raisin	Pasta	Vegetable Canned
Corn	Fruit Strawberries	Peanut Butter	Vegetable Cooked
Cottage Cheese	Fruit Watermelon	Peas Green	Vegetable Raw
Creamy Foods	Gravy	Pepper Bell	Waffle
Cucumber	Green Beans	Pie Cream	Yogurt
Egg	Greens Cooked	Pie Custard	
Egg Hard Boiled	Ham	Pie Fruit	

Dislike Traits

Explanation

Dislike traits are assigned to recipes in the BluePrint Menu Management System. Dislikes are assigned at the recipe, **not** the ingredient level. A dislike trait assigned to a recipe will signal to remove that recipe from Selection Sheets and Tray Tickets if the same dislike is assigned to the resident. Dislike traits will also be listed on resident Tray Cards.

The Menu Solutions Team recommends reviewing the dislike traits available in the system to identify if additional dislike traits should be added. For example, if many of your residents do not like soup, a soup dislike trait can be created and then assigned to soup recipes on your menu. See below for a complete list of dislike traits already set up in the Tray Ticket system. New dislike traits can be added to the system follow the steps on page

Note: on Tray Tickets: If a resident's dislike traits match both the main and alternate recipes, the main recipe will appear on the resident's Selection Sheet and Tray Ticket.

Assigning Dislike Traits

Dislike traits have been assigned to all US Foods recipes. See below for guidelines detailing to which recipes each dislike trait is assigned. Dislike traits will not automatically be assigned to custom recipes you create. Be sure to assign dislike traits to custom recipes.

Dislike traits are assigned to recipes from the "Traits" tab in the recipe. To assign or review dislike traits to recipes on your menu, BluePrint recommends creating a Menu Cycle Item List (a list of all recipes on your menu) and assigning dislike traits to recipes from the list. Refer to the **Assign Allergies and Dislikes Quick Guide** on **Page 36**.

The Menu Solutions Team recommends reviewing which dislike traits are assigned to all recipes on your menu. Dislike traits were assigned using the below guidelines. However, dislike traits can be added or removed from recipes based on facility preference. For example, the pork dislike trait was not assigned to recipes with bacon. If you would like bacon recipes to be removed from Selection Sheets and Tray Tickets for residents assigned the 'Pork' dislike trait, the 'Pork' dislike trait must be assigned to all recipes containing bacon.

BluePrint Dislike Trait Guidelines

General Guidelines

- *Ingredients in Recipe Name* – all ingredients in recipe name are assigned a dislike trait
- *Vegetable Blends* – no dislike trait is assigned
- *Convenience Products* – assign appropriate trait for main ingredient. For example, convenience macaroni salad is only assigned the "Pasta" dislike as other ingredients will vary
- *Combination Recipes* – combination recipes are recipes which include many recipes within the recipe (i.e Juice of Choice). Each recipe/ingredient in combination recipes is not assigned a dislike trait. For example, the Fresh Fruit recipe contains apples, oranges and bananas; only the "Fresh Fruit" dislike trait is assigned, each individual fruit is not assigned.

Soup Guidelines

- All soup recipes are assigned a "Soup" dislike trait
- Only ingredients in recipe name are assigned
- *Broth Recipes* - simple broth recipes are not assigned meat or vegetable (i.e. "Broth Beef" is not assigned the "Beef" dislike trait)
- *Rice Soups* - the "Rice" dislike trait is assigned
- *Vegetable Soups* – each vegetable in Vegetable Soup recipes is not assigned
- *Stews* – the primary vegetable is assigned; recipes containing stew vegetable blend is assigned the "Potato" and "Carrot" dislike traits
- *Split Pea Soups* – the "Pea" dislike trait is assigned
- *Tortellini Soups* - the "Cheese" and "Pasta" dislike traits are assigned
- *Gumbo* – the "Okra" dislike trait is assigned to gumbo recipes containing okra

Sandwich Guidelines

- *Bread* - is not assigned as a dislike
- "Cheese" & "Bacon" dislike traits – always assigned
- *Grilled sandwiches* - all toppings are assigned
- *Condiments* – condiments are not assigned
- Toppings that are easily removed from the sandwich (i.e. lettuce or tomato on a hamburger) are not assigned as a dislike
- Ingredients that are diced in a wrap or on a sandwich are assigned

Entrée Salad & Side Salad Guidelines

- The primary vegetable(s) are assigned
- Protein (meat and cheese) is always assigned
- All ingredients in the name of the recipe are assigned
- Ingredients easily removed from the salad are not assigned (i.e. tomato wedge, hardboiled egg wedges)
- *Relish plates* – no dislike traits assigned
- "Bacon", "Olives" & "Nuts" dislike traits – are always assigned
- *Salads with Fruit* – the fruit dislike trait is always assigned
- *Coleslaw Recipes* – only "raw cabbage" is assigned
- *Bacon Bits* – recipes containing bacon bits are assigned the "Bacon" dislike trait
- *Parmesan cheese* – "Cheese" trait is not assigned

BluePrint Guidelines for Assigning Dislike Traits by Trait Type

Trait	Notes	Example Recipes Trait IS Assigned	Example Recipes Trait IS NOT Assigned
Asparagus	Any recipe	Asparagus casserole, cream of asparagus soup	-
Avocado	Any recipe	Guacamole, California hamburger	Salads with avocado wedges
Bacon	Primary source of protein in recipe, prominently in recipe	Bacon wrapped steak, vegetables with bacon, salads with bacon, sandwiches with bacon	Canadian bacon, starchy beans with bacon, bacon dressing/dip
BBQ Sauce	Any recipe	BBQ Chicken, BBQ Meatballs	-
Beans Starchy	Primary ingredient	Bean burritos, bean chili, lima beans	Mexican casserole, frito pie
Beef	Any recipe	Meatloaf, Hamburger, Corned beef dinner, beef BBQ platter	Bologna, sausage, hot dogs, pepperoni, salami, pastrami
Beets	Any recipe	Roasted beets, borscht, hot spiced beets	-
Biscuit	Primary ingredient	Buttermilk biscuit, breakfast sandwich with biscuit, cheese biscuit	Pot pies made with biscuits
Bologna	Any recipe	Bologna sandwich, bologna ring	-
Bread Wheat	Basic wheat bread recipes	Wheat buns, rolls	Sandwiches made with wheat bread
Bread White	Basic white bread recipes	Buns, rolls, toast, French toast	Sandwiches, pancakes, bread pudding
Broccoli	Any recipe	Beef broccoli, broccoli rice casserole, egg dishes with broccoli	-
Brussels Sprouts	Any recipe	Garlic roasted brussels sprouts, brussels sprouts medley	-
Cabbage Cooked	Primary ingredient	Corned beef dinner, beef and cabbage casserole, cabbage and carrots	-
Cabbage Raw	Primary ingredient	Coleslaw recipes	-
Cake	All cake recipes	Banana cake, black forest cake, chocolate cake	-
Caramel	Any recipe	Caramel brownie, caramel sauce	-
Carrot	Primary ingredient	Corned beef dinner, pot roast, stews	Carrot cake, chicken and dumplings, sweet and sour chicken, shepherds pie, vegetarian lasagna
Cauliflower	Any recipe	Cauliflower polonaise, parslid cauliflower	-
Celery Raw	Primary Ingredient	Carrot & celery sticks, vegetable sticks	Small amounts in recipes
Cereal Cold	All cold cereal recipes	Cornflakes, Raisin bran	-
Cereal Hot	All hot cereal recipes	Oatmeal, cream of rice	Grits
Cheese	Primary ingredient	Cheese quiche, quesadillas, cheddar fish, cheesy potatoes, cheese breadstick, cheeseburger, salads with cheese, sandwiches with cheese	Au gratin recipes, king ranch casserole, cottage cheese

Cheesecake	All cheesecake recipes	Cherry cheesecake, cheesecake bar	Cheesecake brownie
Chicken	Any recipe	Chicken & broccoli casserole, chicken alfredo, cornish hens	Chicken corn dog, duck, chicken liver
Chocolate	Any dessert recipe	Chocolate chip cookie, chocolate pudding, chocolate cake	Mole sauce
Coconut	Any recipe	Hello dolly bar, ambrosia, coconut cream pie	-
Coffee Decaf	Coffee beverage recipes	Decaf coffee, nectar thick decaf coffee	Coffee ice cream
Coffee Regular	Coffee beverage recipes	Regular coffee, nectar thick coffee	Coffee ice cream
Cookies	All cookie recipes	Chocolate chip cookie, shortbread cookie, fig newton	Graham crackers, cookies & cream flavors
Corn	Any recipe	Buttered corn, cornbread with whole corn, corn cobbler, corn fritters	Cornbread without whole corn
Cottage Cheese	Primary ingredient	Cottage cheese stuffed tomato	Lasagnas made with cottage cheese
Creamy Foods	NOT ASSIGNED		
Cucumber	Any recipe	Cucumber pea salad, Greek chicken salad	-
Egg	Primary ingredient	Egg salad, quiche, hard boiled eggs, scrambled eggs, egg substitute	Breaded entrees using egg, custards,
Egg Hard Boiled	Any recipe	Potato salad, deviled eggs	-
Egg Scrambled	Any recipe	Scrambled eggs with onions	-
Fish	Any recipe	Lemon rice stuffed cod, fish and chips, tuna, tilapia, catfish, imitation crabmeat	Shrimp, scallops
Flavor Cherry	Any recipe with imitation cherry	Cherry gelatin, cherry italian ice	Assorted red gelatin
Flavor Grape	Any recipe with imitation grape	Grape jelly, grape juice	Peanut butter & jelly sandwich
Flavor Lemon	Any recipe with imitation lemon	Lemon pudding, lemon gelatin, lemon bars, lemonade	-
Flavor Lime	Any recipe with imitation lime	Key lime pie, lime gelatin	-
Flavor Orange	Any recipe with imitation orange	Orange gelatin, orange sherbet, Orange juice	-
Flavor Raspberry	Any recipe with imitation raspberry	Raspberry gelatin, blushing raspberry peaches	-
Flavor Strawberry	Any recipe with imitation strawberry	Strawberry ice cream, strawberry gelatin	-
Fried Foods	NOT ASSIGNED		
Fruit Apple	Primary ingredient	Apples & prunes, apple pork chop, applesauce	Applesauce bar, applesauce muffin
Fruit Apricot	Any recipe	Pears & apricots, apricot halves	Apricot glazed pork

Fruit Banana	Primary ingredient	Ambrosia, hot cereal with banana, banana pudding w/ real banana, banana cream pie	Banana cake, banana muffins, banana pancakes, banana bread
Fruit Blueberries	Primary ingredient	Blueberry pie, topping/sauce, cereals w/ blueberries, blueberry cheesecake bar	Blueberry cake, blueberry muffins, blueberry pancakes
Fruit Canned	Canned fruit recipes	Peach slices, fruit cocktail	Recipes with canned fruit as ingredient
Fruit Cantaloupe	Any recipe	Cantaloupe cubes, fruit plate	-
Fruit Cherry	Primary ingredient	Cherry pie/crisp/cobbler, fruited gelatins	Dried cherry in desserts, cherry used as garnish
Fruit Fresh	Only fruit recipes	Fresh apple, cottage cheese & fresh fruit plate	Cooked fresh fruits
Fruit Grapefruit	Any recipe	Grapefruit half, orange ambrosia	Grapefruit juice
Fruit Grapes	Any recipe	Fruit salad, Seedless green grapes	Grape juice
Fruit Honeydew	Any recipe	Melon cubes, honeydew melon slice	-
Fruit Orange	Primary ingredient	Citrus fish, salad with orange, orange wedges	Harvest cakes, orange juice
Fruit Mandarin Orange	Any recipe	Ambrosia, fruit parfait, mandarin orange gelatin	-
Fruit Peach	Any recipe	Cake made with peaches, salsa, peach gelatins, peach yogurt, peach cobbler, fruit compote	Fruit muffin/crisp/pie (*any fruit may be used to make these recipes)
Fruit Pear	Any recipe	Cake with pears, pear gelatins	-
Fruit Pineapple	Any recipe	Hawaiian shrimp, beef teriyaki, cakes made with pineapple	-
Fruit Plum	Any recipe	Plum	Prunes
Fruit Prune	Any recipe	Stewed prunes	Prune juice
Fruit Raisin	Any recipe	Rice pudding with raisins, raisin toast	-
Fruit Strawberries	Any recipe	Strawberry applesauce, berry cup, strawberry shortcake	-
Fruit Watermelon	Any recipe	Watermelon slice	-
Gravy	Any recipe	Salisbury steak, pepper steak with gravy, gravy recipes	Sauces
Green Beans	Any recipe	Three bean casserole, pasta primavera, fried green beans	-
Greens Cooked	Any recipe	Southern style greens, braising greens, kale, collards, mustard greens, turnip greens, broccoli greens	Spinach, cabbage

Ham	Any recipe	Chicken cordon bleu, ham & cheese frittata, ham scone, deli ham sandwich , baked ham	Turkey ham, Canadian bacon, ham hocks, prosciutto
Hot Dog	Any recipe	Franks & beans, hot dog macaroni & cheese	-
Ice Cream	Any recipe	Ice cream bar, milkshake	-
Jello	Any gelatin recipe	Red gelatin, strawberry fluff	Pudding w/ gelatin mix, fruit with gelatin mix sprinkled, key lime pie
Juice Apple	Juice recipes	Apple juice, nectar apple juice	Cranberry apple juice
Juice Orange	Juice recipes	Orange juice, nectar orange juice	-
Juice Prune	Juice recipes	Prune juice	-
Lamb	Any recipes	Lamb chop, lamb stew	-
Lasagna	Any recipe	Meatsauce lasagna, seafood lasagna	-
Lettuce	Salad recipes	Caesar salad, beef fajita salad, lettuce in wraps, iceberg lettuce, romaine lettuce, mixed greens	Relish plates, lettuce used as plate liner, lettuce on sandwiches, arugula, spinach
Lima Beans	Any recipe	Southern style lima beans, buttered lima beans	-
Liver	Any recipe	Liver & onions, Beef and chicken liver	-
Marshmallow	Any recipe	Deluxe fruit salad, heavenly pineapple dessert, rice crispie treats	Marshmallow melted to make sauce
Mayonnaise	Condiment recipes	Aioli, flavored mayonnaise	Mayonnaise used in recipes (potato salad, egg salad, sandwiches)
Milk	Beverage recipes	Milk, low fat milk, whole milk, chocolate milk	Lactaid, soy milk
Milk 1%	Beverage recipes	1% milk	-
Milk 2%	Beverage recipes	2% milk	-
Milk Lactose Free	Beverage recipes	Lactose-Free milk	-
Milk Skim	Beverage recipes	Skim milk	-
Milk Soy	Beverage recipes	Soy milk	-
Milk Whole	Beverage recipes	Whole milk	-
Mushrooms	Any recipe	Mushroom gravy, beef burgundy, roasted mushrooms, orzo with mushrooms	Recipes with cream of mushroom soup
Mustard	Condiment recipes	Dijon mustard	Honey mustard chicken
Nuts	Any recipe	Six layer bar, pecan carrots, chicken almandine, almonds, walnuts, pistachios, pine nuts, peanuts, salads	Pistachio flavor, almond paste, creamy peanut butter, butter pecan ice cream, coconut
Oatmeal	Cereal recipes	Baked oatmeal, all bran oatmeal	Oatmeal cookie
Okra	Any recipe	Chicken gumbo, okra & tomatoes	-
Olives	Any recipe	Greek chicken, cheese enchiladas, antipasto salad, Salads with olives	-
Onion Cooked	NOT ASSIGNED		



Onion Raw	Salad recipes as primary ingredient	Dill potato salad, zesty rice salad, cucumber & onion salad	Lettuce/tomato/onion recipe, onion on sandwiches
Pancakes	Any recipe	Pancakes, pancake sausage wraps	Potato pancakes
Pasta	Any recipe with pasta or noodles	Ravioli, lasagna, beef macaroni casserole, orzo, gluten free pasta, spätzle, pasta salads	Pot stickers, couscous, quinoa, pierogis, noodle soups
Peanut Butter	Condiment recipes or primary ingredient	Peanut butter sandwich	Peanut butter frosting, peanut butter cakes, peanut butter pie
Peas Green	Any recipe	Cauliflower & peas, split pea soup, pot pies	Snow peas, black eyed peas, snap peas
Pepper Bell	Primary ingredient	All egg dishes with peppers, fajitas, pepper steak, stuffed bell pepper, pizza with peppers	Canned peppers, green chilies
Pie Cream	All cream pie recipes	Banana cream pie, coconut cream pie, peanut butter pie, lemon meringue	-
Pie Custard	All custard pie recipes	Buttermilk pie, chess pie, key lime pie, lemon ice box pie, pumpkin pie	-
Pie Fruit	All fruit pie recipes	Apple pie, blueberry pie, cherry pie	-
Pork	Any recipe	Pork carnitas, breaded pork chop, jeweled pork loin, scrapple	Pepperoni, ham, hot dogs, sausage, bologna, salami, pancetta
Potato	Primary ingredient	Corned beef dinner, beef potato casserole, tater tot casserole, stews, pierogis, potato pancakes, potato salad, omelets, hashes, French fries	Potato crusted entrees, sweet potato, potato bread, potato chips
Poultry	NOT ASSIGNED		
Pudding	Dessert pudding recipes	Pudding parfaits, rice pudding, tapioca pudding	Bread pudding, pudding cake, corn pudding, pudding tart
Rice	Any recipe	Stuffed pepper casserole, chicken with rice, pilafs, rice soups	Hot cereal with rice, rice pudding
Salmon	Any recipe	Lox, salmon burger, salmon patty, salmon loaf	-
Salt	NOT ASSIGNED		
Sauce Marinara	Any recipe	Chicken parmesan, spaghetti & meatballs	Tomato sauce not named as marinara
Sauerkraut	Any recipe	Reuben Sandwich, apple sauerkraut	-
Sausage	Any recipe – both beef and pork sausage	Sausage medallions, sausage with peppers	Turkey sausage
Seafood	Any recipe	Crab cakes, shrimp salad, seafood alfredo, shrimp, lobster, scallops	Fish, Imitation crab (is assigned “Fish” dislike trait)
Seeds	NOT ASSIGNED		
Spicy Food	NOT ASSIGNED		
Spinach Cooked	Any recipe	Chicken Florentine, spinach crepe, egg entrees with spinach	-

Spinach Raw	Salad recipes	Strawberry feta salad, spinach salad	-
Squash Butternut	Any recipe	Winter squash, butternut squash soup	-
Squash Yellow	Any recipe	Roasted vegetable brown rice, summer squash salad, yellow squash casserole	-
Squash Zucchini	Any recipe	Carrots & zucchini, pork skillet, grilled provencal veggies	-
Sweet Potatoes	Any recipe	Sweet potato puffs, baked sweet potato, sweet potato pie, yams	Sweet potato biscuit
Tea Hot	Beverage recipe	Hot Tea	-
Tea Iced	Beverage recipe	Iced Tea	-
Toast	Basic toast recipes	Raisin toast, scrambled eggs with toast, texas toast, white toast	French toast, toasted bagel, toasted sandwiches
Tofu	Any recipe	Tofu casserole, miso soup	-
Tomato Raw	Salad recipes with raw tomato	Pico de gallo, tomato & green pepper salad, Diced tomato, grilled sandwiches or wraps with tomato	Tomato wedges on salads, tomato on sandwiches
Tomato Sauce	NOT ASSIGNED		
Tuna	Any recipe	Tuna patty, tuna noodle casserole, tuna salad	-
Turkey	Any recipe	Turkey chili, honey glazed turkey, deli sandwich, turkey cacciatore	Turkey sausage, turkey bacon
Vanilla Flavor	Any recipe	Vanilla ice cream, vanilla pudding, vanilla cake	Vanilla extract, banana pudding, vanilla pudding with other flavor mixed, rice pudding, white cake
Veal	Any recipe	Veal marsala, veal meatloaf	-
Vegetable Canned	NOT ASSIGNED		
Vegetable Cooked	NOT ASSIGNED		
Vegetable Raw	NOT ASSIGNED		
Waffle	Any recipe	Waffle sticks, Belgian waffle	Waffle cone
Yogurt	Yogurt recipes	Fruit & yogurt parfait	Recipes made with yogurt, frozen yogurt






Create and Assign Dislike Traits

Background: Dislikes are set up as Traits in the BluePrint system. Dislikes should be assigned to recipes for automatic removal to function properly. The Menu Solutions Team recommends reviewing available list of dislikes before creating and assigning facility specific dislike traits in the BluePrint System.

Review Traits:

1. From the homepage, navigate to **Data Setup** and click on  **Settings**. Navigate to **General Settings** and click on  **Traits**.
2. Review list of available Dislike traits. Identify any dislike traits you would like to add to the system.
3. To add a Dislike trait, click **Add**. Type the name of new trait under *Name* and specify it as a Dislike using the dropdown menu next to *Trait Type*. Click **Done**.

Assign Dislikes to all Recipes:

1. From the homepage, navigate to **Cycle Menu Planning** and click on  **Create Menu Cycle Item List**. This will create a list of all recipes on your menu.
2. Under  and , run the list for all days of your primary menu cycle. Under  leave all meals selected. Click **Go**.
Hint: Click on **Switch Cycle** if the correct cycle menu is not listed under *Current Menu Cycle*.
3. Click on the name of the first recipe listed on your list.
Hint: Notice that all recipes on the shopping list are now available using the dropdown or the forward/backward arrows at the top of the screen.
4. Click on the **Traits** tab.
5. Identify dislike trait(s) to be assigned. Click on the checkbox next to dislike. Click **Add Selected Traits**.
Hint: To remove an assigned trait, click on the checkbox next to allergen, then click **<Remove Selected Traits**
6. Continue to the next recipe by clicking the  arrow at the top of the screen. Continue assigning dislikes to ALL recipes on list.
7. If applicable, repeat steps #1 – 6 for the Always Available menu.

Supplements

Explanation

Supplements can be assigned to residents in the Manage Residents section of the BluePrint Tray Ticket system. Supplements will appear on many of the Tray Card and Tray Ticket Reports.

Many supplements have been added to the BluePrint Tray Ticket system already. See below for a complete list of available supplements. If you would like an additional supplement added, please complete and return the **Add Supplement or Equipment** form located at the end of this reference manual to the Menu Solutions Team.

Note: Refer to **Assign Supplements and Preferences Quick Guide** on **Page 50** for additional information.

List of Supplements Available in the BluePrint Tray Ticket System		
<i>Supplement</i>	<i>Recipe Key ID</i>	<i>Ingredient Key ID</i>
Boost		
Supplement Boost Vanilla	0051489	0049213
Supplement Boost Chocolate	0051493	0051491
Supplement Boost Strawberry	0051495	0051494
Supplement Boost Butter Pecan	0051497	0051496
Supplement Boost Plus Chocolate	0051486	0046952
Supplement Boost Plus Strawberry	0051488	0046954
Supplement Boost Plus Vanilla	0051485	0046953
Supplement Boost Glucose Control Vanilla	0051507	0049607
Supplement Boost Glucose Control Strawberry	0051961	0051960
Supplement Boost Glucose Control Chocolate	0051963	0051962
Supplement Boost Breeze Orange	0051944	0051943
Supplement Boost Breeze Wildberry	0051946	0051945
Supplement Boost Breeze Peach	0051948	0051947
Supplement Boost Pudding Vanilla	0051499	0001187
Supplement Boost Pudding Chocolate	0051501	0051500
Ensure		
Supplement Ensure Vanilla	0033142	0049721
Supplement Ensure Vanilla High Protein	0057736	0057729
Supplement Ensure Chocolate	0051523	0049222
Supplement Ensure Chocolate High Protein	0057733	0057722
Supplement Ensure Strawberry	0051521	0049722
Supplement Ensure Variety High Protein	0060750	Several
Supplement Ensure Butter Pecan	0051950	0051949
Supplement Ensure Plus Vanilla	0051520	1731
Supplement Ensure Plus Chocolate	0051518	0049594
Supplement Ensure Plus Strawberry	0051519	0049595
Supplement Ensure Clear Apple	0051514	0049593
Supplement Ensure Clear Mixed Berry	0051517	0051516
Supplement Ensure Enlive Vanilla	0055664	0055661
Supplement Ensure Enlive Chocolate	0055663	0055654
Supplement Ensure Enlive Strawberry	0055665	0055662
Supplement Ensure Enlive Variety	0060749	Several
Supplement Ensure Pudding Vanilla	0057744	0057741
Supplement Ensure Pudding Chocolate	0057743	0057738


Glucerna		
Supplement Glucerna Chocolate	0051503	0046950
Supplement Glucerna Vanilla	0051505	0046959
Supplement Glucerna Strawberry	0051965	0051964
Supplement Glucerna Variety	0060751	Several
Kid Essentials		
Supplement Kid Essentials Chocolate	0057248	0057242
Supplement Kid Essentials Chocolate 1.5	0057251	0057246
Supplement Kid Essentials Strawberry	0057250	0057244
Supplement Kid Essentials Strawberry 1.5	0057252	0057247
Supplement Kid Essentials Vanilla	0057249	0057243
Supplement Kid Essentials Vanilla 1.5	0057253	0057245
Nepro		
Supplement Nepro Vanilla	0051533	0051531
Supplement Nepro Butter Pecan	0051535	0051534
Supplement Nepro Mixed Berry	0051537	0051536
Suplena		
Supplement Suplena Vanilla	0051967	0051966
Med Pass		
Supplement Med Pass 2.0 Vanilla	0033143	2023
Supplement Med Pass 2.0 Wildberry	0051940	0051939
Supplement Med Pass 2.0 Butter Pecan	0051942	0051941
Mighty Shake		
Supplement Mighty Shake Vanilla	0033144	2798
Supplement Mighty Shake Chocolate	0051508	0047820
Supplement Mighty Shake Strawberry	0051511	0047826
Supplement Mighty Shake Vanilla SF	0033146	2797
Supplement Mighty Shake Chocolate SF	0051509	0047824
Supplement Mighty Shake Strawberry SF	0051513	0051512
Supplement Mighty Shake Strawberry Bana SF	0051510	0047825
Supplement Mighty Shake Orange Cream	0061757	0061755
Magic Cup		
Supplement Magic Cup Chocolate	0051524	0047753
Supplement Magic Cup Orange Cream	0051526	0047754
Supplement Magic Cup Wildberry	0051528	0047756
Supplement Magic Cup Butter Pecan	0051530	0051529
Healthy Shot		
Supplement Healthy Shot Peach	0051932	0051931
Supplement Healthy Shot Tropical	0051934	0051933
Supplement Healthy Shot Double Protein Grape	0051936	0051935
Supplement Healthy Shot Double Protein Peach	0051938	0051937

Resource		
Supplement Resource 2.0	0064979	0064978
Supplement Resource Breeze	0064976	1954
Juven		
Supplement Juven Orange	0051954	0051953
Supplement Juven Fruit Punch	0051956	0051955
Supplement Juven Unflavored	0051959	0051958
ProMod		
Supplement ProMod Fruit Punch	0051952	0051951
Thickener		
Supplement Thickener	0051479	2828
Miscellaneous		
Supplement Cookie Chocolate Chip	0061759	0061758
Supplement Novosource Renal	0061835	0061834
Supplement Pro Pass	0056216	0056214
Supplement ProStat Grape	0056219	0056217

Assign Supplements & Preferences

Background: Supplements and preferences can be assigned to serve at specified meal and nourishment times.

Steps:

1. Navigate to [Resident Management](#) and click on  [Manage Residents](#).
2. Search for resident by typing in *Last Name*, *First Name* or *MRN*. Or use the drop down for *Room* or *Unit*. Click [Go](#). Click on the last name of the resident to modify.
3. Click on the [Supplements/Preferences](#) tab. Click the [Add](#) button.

- To add **Supplements**, click the radio button next to *Supplements*. Click the checkbox next to meals and days supplements are to be served. Click the radio button next to *Item*; click [Next](#). Type the name of the supplement to be served next to *Name* (specify *Recipe* next to *Item Type*). Click [Go](#). Click the checkbox next to the supplement to be added. Click [Done](#).

Hint: If desired supplement is not found, click on the radio button next to *Text* and type in desired supplement into the *description* text box. The items entered in as Text will **not** pull onto production worksheets.

- To add a **Preference**, click the radio button next to *Preference*. Click the checkbox next to meals and days a preference is requested. Click the radio button next to *Item*; click [Next](#). Type the name of the preference requested next to *Name* (specify *Recipe* next to *Item Type*). Click [Go](#). Click the checkbox next to the preference to be added. Click [Done](#).

Hint: If desired preference is not found, click on the radio button next to *Text* and type in desired preference into the *description* text box. The items entered in as Text will **not** pull onto production worksheets.

Adaptive Eating Equipment

Explanation

Adaptive eating equipment can be assigned to residents in the Manage Residents section of the BluePrint Tray Ticket system. Adaptive eating equipment will be listed on Resident Reports.

Adaptive eating equipment has been added to the BluePrint Tray Ticket system. See below for a complete list of available equipment. If you would like additional equipment added, please complete and return the **Add Supplement or Equipment** form located at the end of the reference manual to the Menu Solutions Team.

Note: Refer to **Assign Adaptive Eating Equipment and Beverages Quick Guide** on **Page 53** for additional information.


List of Adaptive Eating Equipment Available in the BluePrint Tray Ticket System	
Name	Key ID
Equipment Bib	0051582
Equipment Black Handle Fork	0065673
Equipment Black Handle Knife	0065675
Equipment Black Handle Spoon	0065674
Equipment Built-Up Fork	0062985
Equipment Built-Up Knife	0062986
Equipment Built-Up Spoon	0062984
Equipment Built-Up Utensils	0065903
Equipment Comfort Grip Bend Fork	0063134
Equipment Comfort Grip Fork	0051556
Equipment Comfort Grip Weight Bend Fork	0063135
Equipment Comfort Grip Spoon	0051554
Equipment Comfort Grip Bend Spoon	0063133
Equipment Comfort Grip Weight Bend Spoon	0063136
Equipment Comfort Grip Knife	0051555
Equipment Cup Holder	0051569
Equipment Divided Plate	0051562
Equipment Dual Handle Cup	0051571
Equipment Edged Plate	0051583
Equipment Foam Utensil Holder	0051570
Equipment Flow Cup	0065676
Equipment Good Grips Bend Spoon	0062992
Equipment Lip Plate	0062990
Equipment Meal Picture Mat	0065672
Equipment Mini Color Spoon	0065671
Equipment Mug Lidded Cup	0062989
Equipment Non-Skid Base	0051564
Equipment Nosey Cup	0051565
Equipment Offset Fork	0051574
Equipment Offset Knife	0051575
Equipment Offset Spoon	0051573
Equipment Plastic Coated Fork	0051581
Equipment Plastic Coated Spoon	0051580
Equipment Plastic Handled Cup	0051566

Equipment Plate Guard	0051579
Equipment Rocker Knife	0051561
Equipment Scoop Bowl	0051572
Equipment Scoop Plate	0051563
Equipment Sippy Cup	0053056
Equipment Sip Lidded Cup	0062987
Equipment Super Grip Bend Rocker Knife	0062988
Equipment Sure Grip Bend Fork	0062991
Equipment Swivel Fork	0051577
Equipment Swivel Knife	0051578
Equipment Swivel Spoon	0051576
Equipment Utensil Hand Clip	0051560
Equipment Weighted Bowl	0051568
Equipment Weighted Fork	0051558
Equipment Weighted Knife	0051559
Equipment Weighted Mug	0051567
Equipment Weighted Spoon	0051557

Assign Adaptive Eating Equipment & Beverages

Background: Adaptive Equipment and beverages can be assigned to use/serve at specified meal and nourishment times.

Steps:

1. Navigate to [Resident Management](#) and click on  [Manage Residents](#).
2. Search for resident by typing in *Last Name*, *First Name* or *MRN*. Or use the drop down for *Room* or *Unit*. Click [Go](#). Click on the last name of the resident to modify.
3. Click on the [Beverages/Equipment](#) tab. Click the [Add](#) button.
 - To add **Beverages**, click the radio button next to *Beverages*. Click the checkbox next to meals and days beverages are to be served. Click [Next](#). Then, click the checkbox next to the beverage to be added.

Hint: If the beverage does not appear, click the [Expand Search](#) button. Type the name of the beverage to be served (specify *Recipe* next to *Item Type*) and click [Go](#). Click the checkbox next to the beverage, then click [Add Checked Items](#). Then click [Done](#).
 - To add **Equipment**, click the radio button next to *Adaptive Equipment Items*. Click the checkbox next to meals and days equipment is to be used. Click [Next](#). Then, click the checkbox next to the equipment to be added.

Hint: If the equipment does not appear, click the [Expand Search](#) button. Type the name of the equipment (specify *Recipe* next to *Item Type*) and click [Go](#). Click the checkbox next to the equipment, then click [Add Checked Items](#). Then click [Done](#).

Hint: After clicking [Expand Search](#), the [More Search Criteria](#) button can also be used to search just for equipment in the system. Click on *Menu Planning Groups* on the left and then *Adaptive Eating Equipment* on the right. Click [Add](#), then [Done](#). All available equipment in the system will be listed. If the equipment desired cannot be found this way, contact your BluePrint point-person to add equipment to the system.

Add Supplement or Equipment Request Form

Complete the following section to request the addition of a supplement or adaptive eating equipment to the BluePrint Menu Management System. Supplements will only be added if a US Foods product is available.

Date Requested: _____

Facility Name: _____

Facility BPMMS Log-In: _____

Contact Name: _____

Contact Phone Number or Email: _____

Supplement or Equipment Name: _____

US Foods Product Number (supplements only): _____

Pack Size (supplements only): _____

Return form to MenuSolutions@usfoods.com. Please allow up to 7 business days for the addition. You will be contacted once the supplement or equipment has been added. Thank you!

1. I started a new menu but my selective tray cards/tray tickets are still printing the old menu items. How do I change that?
Refer to Page 11 – Assign Menu for Tray Ticket Reports
2. How do I schedule multiple menus to use with different units?
Refer to Page 12 – Assign Multiple Menus for Different Units
3. How do I specify what order I want the tickets or cards to print out by?
Refer to Page 13 – Edit Meal Service Order
4. My resident has 2 diets assigned to them, but menu items are only showing up for 1 of the diets.
Refer to Page 8 – Enter and Manage Residents → Diet Order Tab → See Note
5. How can I print a list of residents with allergies?
Refer to Page 31 – Explanation of Other Reports → Resident Census and Preference Reports
6. How do I remove equipment from my nourishment labels?
Refer to Page 31 – Explanation of Other Reports → Resident Nourishment Labels
7. Where do I add supplements and snacks in the resident profile, so I can print nourishment labels?
Refer to Page 8 – Enter and Manage Residents → Supplements/Preferences Tab
8. How do I assign a dining location for each resident?
Refer to Page 8 – Enter and Manage Residents → Meal Service Tab: Meal Service Location
9. The table number assigned to my residents dining location is not printing on Selective Tray Card or Selective Sheet reports?
Refer to Page 18 – What is on a Selective Tray Card? → See Note
10. How do I get a diet tally report?
Refer to Page 31 – Explanation of Other Reports → Resident Weight & Count Reports
11. How can I print Resident Tray Card Reports with Breakfast, Lunch, and Dinner on one page?
Refer to the NOTE on Page 17 if you are running Basic Tray Cards and the NOTE on Page 19 if you are running Selective Tray Cards
12. How can I Print Resident Tray Ticket Reports with Breakfast, Lunch, and Dinner on one page?
Refer to the NOTE on Page 24 if you are running Tray Tickets and the NOTE on Page 27 if you are running Selection Sheets
13. How do I add adaptive equipment or supplement not listed in the system?
Refer to Page 54 – Fill out Request Form and Return to Menu Solutions Team
14. Why are my tray cards not printing in the order I want?
Refer to Page 13 – Edit Meal Service Order
15. No food items are showing up on any of the selective menu reports
Refer to Page 11 – Assign Menu for Tray Ticket Reports.
16. How do I change my Tray Cards/Tray Tickets to a different menu for one meal on one particular day?
Refer to Page 11 - Assign Menu for Tray Ticket Reports → See Note
17. Is there a way to adjust the format of Tray Cards so that they can print two cards per page or three cards per page?
Refer to Page 16 – Explanation of Tray Card Reports
18. Is there a way to adjust the format for Tray Tickets so that they can print two tickets per page instead of three per page?
Refer to Page 23 – Explanation of Tray Ticket Reports
19. Can I change the way menu items show up on my resident reports?
Refer to page 25 – Customize Tray Ticket Order; Only available to customize item order for Tray Ticket report.
20. Why are items associated with an allergy trait, not coming off tray tickets or selection sheet?
Refer to page 35 – Explanation of Allergy Traits
21. Why are items associated with a dislike trait, not coming off tray tickets or selection sheets?
Refer to page 37 – Explanation of Dislike Traits

21. The always available menu is not showing up on selection sheets.

Refer to Page 11 – Assign Menu for Tray Ticket Reports → Assign an Always Available Menu Refer to Page 26 – What is on a Selection Sheet → Edit Selection Sheet Format

22. I don't have an Always Available menu created, how do I create one?

Refer to Page 29 – Always Available Menu Explanation

Refer to Page 30 – Create Always Available Menu