

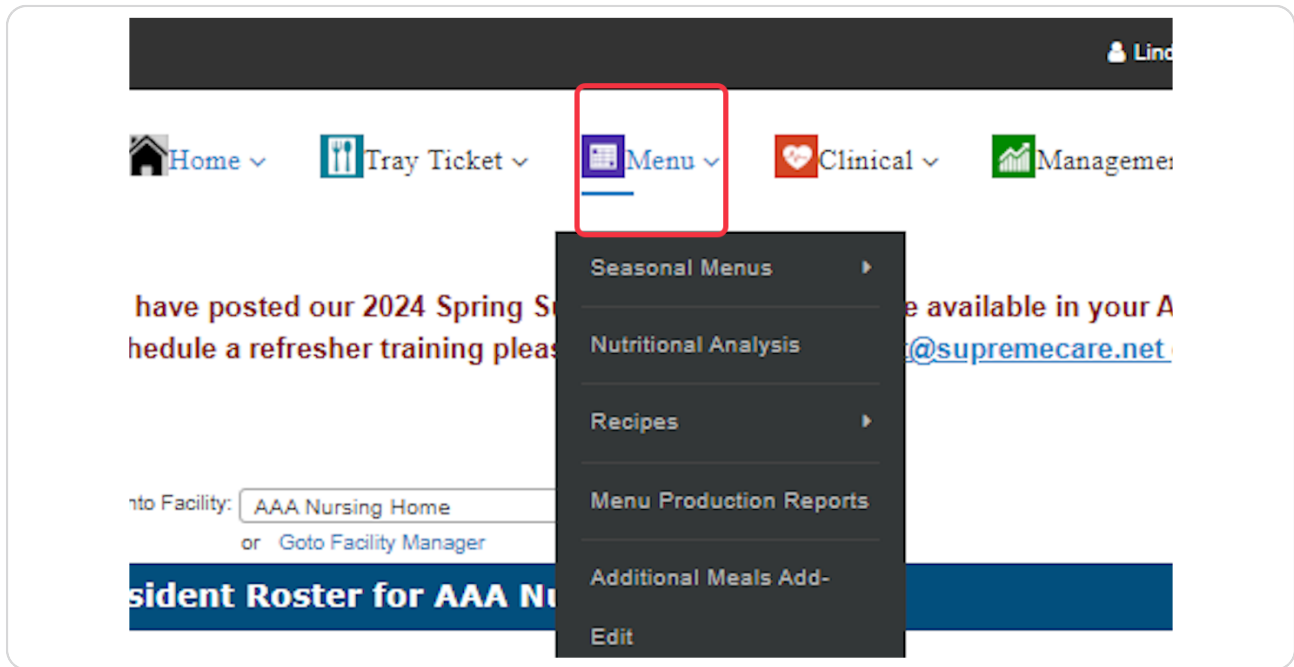
# Navigating the New Adv Menu Maker

19 Steps [View most recent version](#) 

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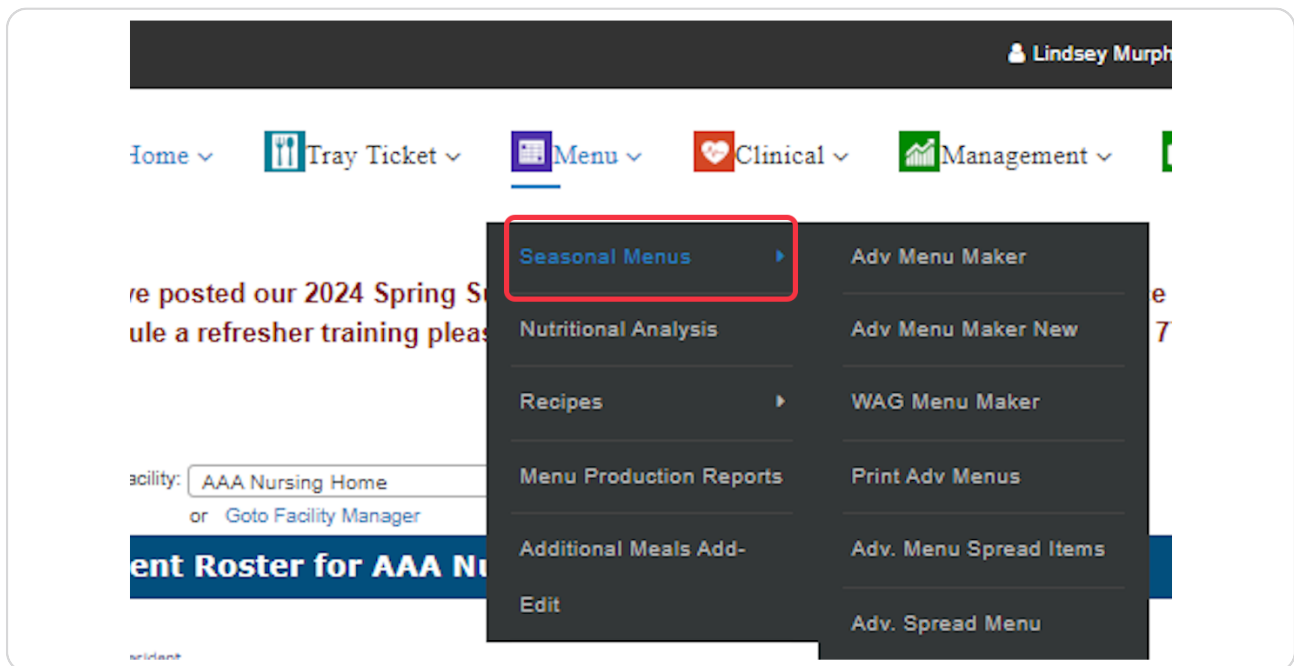
## STEP 1

### Click on Menu



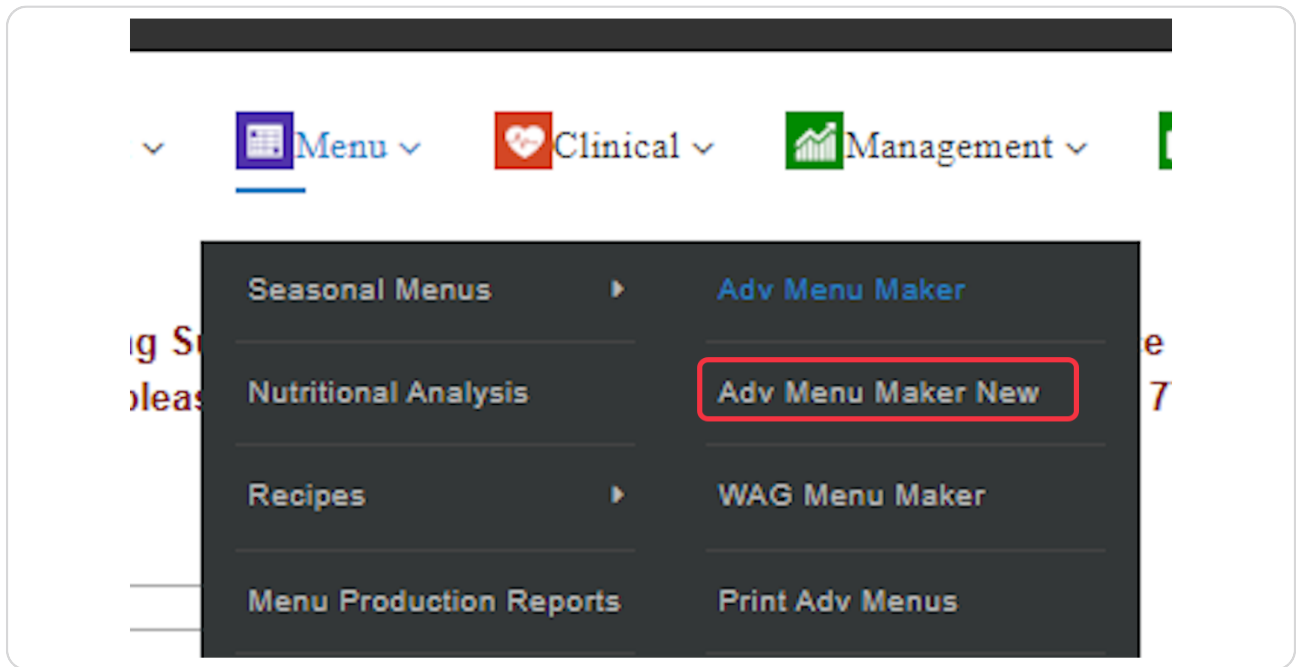
## STEP 2

### Click on Seasonal Menus



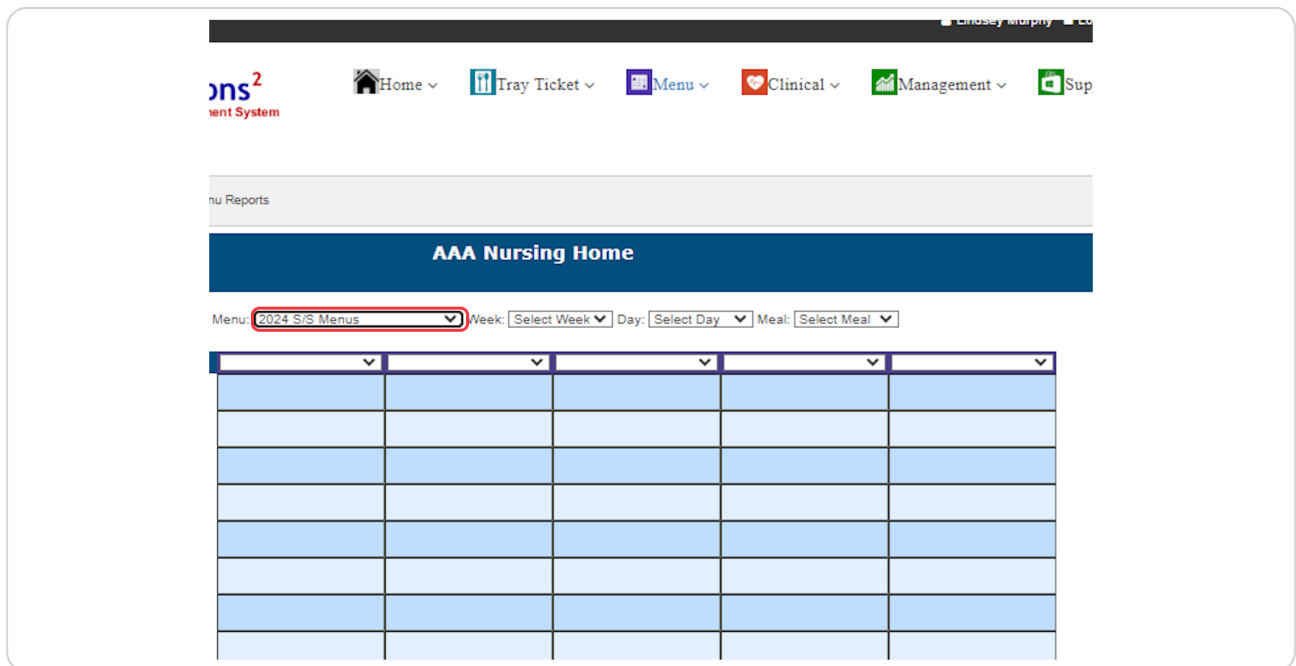
### STEP 3

Click on Adv Menu Maker New



### STEP 4

Select Menu



STEP 5

Select Week

AAA Nursing Home

024 S/S Menus Week: **Week 1** Day: Select Day Meal: Select M



STEP 6

Select Day

AAA Nursing Home

Week: Week 1 Day: **Monday** Meal: Select Meal

## STEP 7

### Select Meal

Something has to be selected in each drop down bow before clicking go.

The screenshot shows the 'Home' page of a dietary management system. At the top, there is a dark blue header with the word 'Home' in white. Below the header, there are three dropdown menus. The first is labeled 'Day' and is set to 'Monday'. The second is labeled 'Meal' and is set to 'Lunch', with a red box around it. The third dropdown menu is empty. Below these menus is a table with three columns and three rows, all cells are light blue.

## STEP 8

### Edit menu items from the left column.

The screenshot shows the 'Menu Maker' interface. At the top, there are three tabs: 'Menu Maker', 'Week at a Glance', and 'Menu Reports'. Below the tabs is a dark blue header with the text '2024 S/S M'. Below the header, there are two dropdown menus: 'Facility' set to 'AAA Nursing Home' and 'Menu' set to '2024 S/S Menus'. Below these menus is a table with three columns: 'Regular', 'Mechanical Soft', and 'MS Fir'. The 'Regular' column has a red box around the 'Beef Braised Brisket' item. The 'Mechanical Soft' column has a dropdown menu set to 'Mechanical Soft'. The 'MS Fir' column is empty. The table has six rows of menu items.

Regular	Mechanical Soft	MS Fir
Beef Braised Brisket	Gr Braised Beef Brisket	Gr Brai
Fluffy Steamed Rice	Fluffy Steamed Rice	Potato
[Empty]		
[Empty]		
Dinner Roll	Dinner Roll	Dinner
Mandarin Oranges	Mandarin Oranges	Mandar

### STEP 9

To change menu items, click within the drop down box and use the search bar to type in menu items or use the drop down and select item.

The screenshot shows a menu editor interface. On the left, a dropdown menu is open, displaying a list of menu items. The item 'Beef Brisket Smoked' is highlighted with a red box. The list includes: Beef Braised Brisket, == Entree ==, Beef BBQ Sandwich, Beef Braised Brisket, Beef Brisket Blackjack, Beef Brisket Smoked, Beef Burger California Style, Beef Burgundy, Beef Burgundy w/ Noodles, Beef Burrito, and Beef Chili w/ Beans. On the right, a table displays menu items with columns for item name and quantity. The table has a header row with 'Mechanical Soft' and 'MS'. The items listed in the table are: Gr Braised Beef Brisket, Fluffy Steamed Rice, Dinner Roll, Mandarin Oranges, and Beverage of Choice.

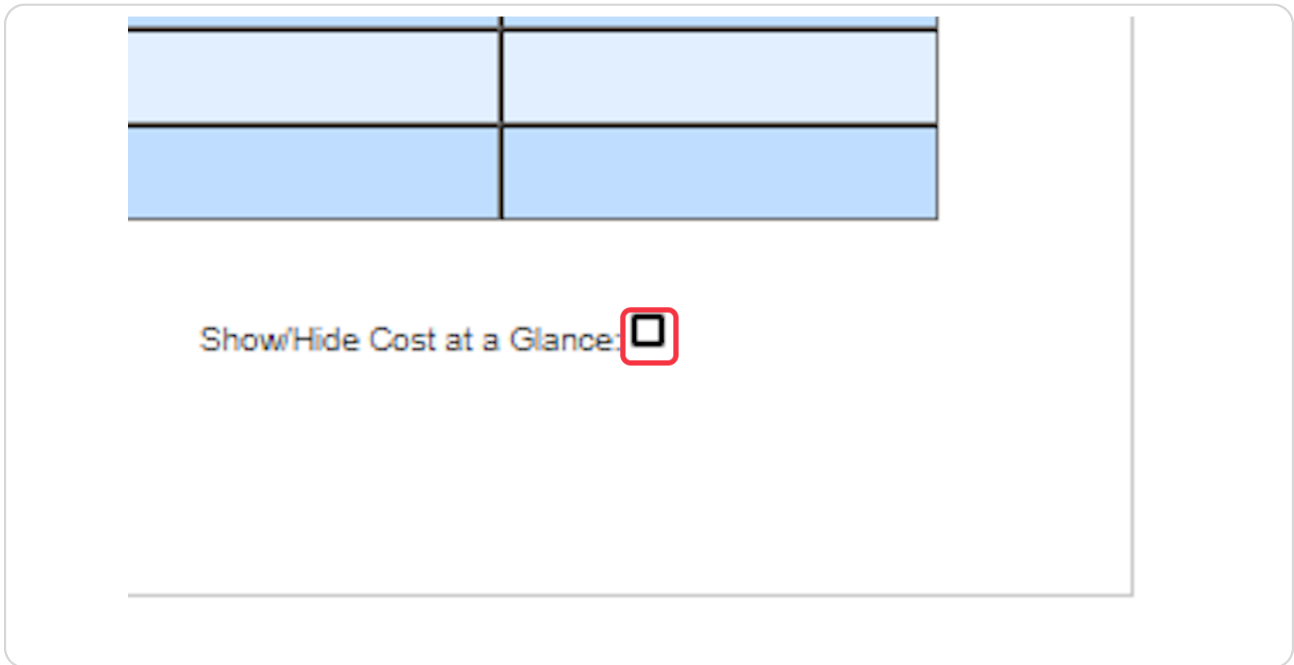
### STEP 10

Click on Save

The screenshot shows a menu editor interface. At the top, there is a table with four columns and four rows, all cells are light blue. Below the table, there is a 'Save' button highlighted with a red box. To the left of the 'Save' button, there is a button labeled 'Reset Current Day'. Below these buttons, there is a horizontal line.

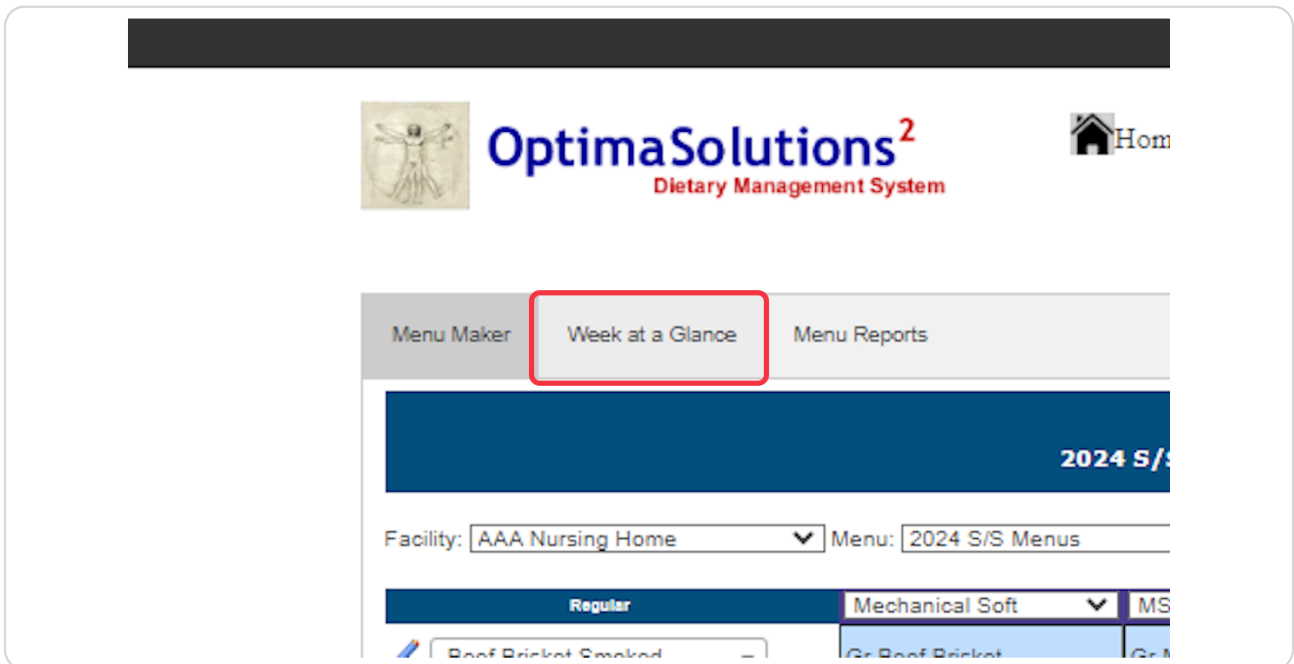
STEP 11

To view cost of menu click "Show/Hide Cost at a Glance"



STEP 12

Click on Week at a Glance to View Menu items for the Week



STEP 13

This will now give you the ability to edit individual days/meals while looking at the entire week's lunch or supper. To edit a menu item, click on the drop down box on the left hand side. Your change will be reflected in the day you are editing.

OptimaSolutions  
Dietary Management System

Menu Maker | Week at a Glance | Menu Reports

**AAA Nursing Home**  
2024 S/S Menus -> Week 1 -> Monday -> Lunch

Facility: AAA Nursing Home | Menu: 2024 S/S Menus | Week: Week 1 | Day: Monday | Meal: Lunch | View Supper

Editing Monday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beef Brisket Smoked	Chicken Patty Sandwich	Beef Brisket Smoked	Spaghetti Sauce w/Meat	Chicken BBQ	Meatloaf Homestyle	Fish Crunchy Fried	Lasagna Italian
Fluffy Steamed Rice	Mashed Potatoes w/ Gravy	Fluffy Steamed Rice	Spaghetti Noodles	Potato Salad	Mashed Potatoes	Macaroni & Cheese	
	Mixed Vegetables		Italian Green Beans	Coleslaw	Seasoned Green Peas	Vegetable Medley	Zucchini
							Tossed Salad w/
Dinner Roll	Dinner Roll	Dinner Roll	Bread Sticks	Dinner Roll	Dinner Roll	Dinner Roll	Garlic Bread
Mandarin Oranges	Fruit of the Day	Mandarin Oranges	Boston Cream Pie	Peaches	Cake/Icing	Pear Slices	Coconut Cream
Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice



STEP 14

Edit Menu items by the same process listed above, use the search bar or drop down to change items.

Editing Monday		Sunday	Monday
Beef Brisket Smoked		Chicken Patty Sandwich	Beef Brisket Smoked
[Search Bar]		Mashed Potatoes w/ Gravy	Fluffy Steamed Rice
== Entree ==		Mixed Vegetables	
Beef Brisket Blackjack		Dinner Roll	Dinner Roll
Beef Brisket Smoked		Fruit of the Day	Mandarin Oranges
Beef Burger California Style		Beverage of Choice	Beverage of Choice
Beef Burgundy			
Beef Burgundy w/ Noodles			
Beef Burrito			
Beef Chili w/ Beans			
Beef Chipped & Creamed			
Beef Chopped Steak			

STEP 15

Check View Supper to view supper items listed for the week. This will give you the ability to see your items for both lunch and supper for the week.

	Friday	Saturday
style	Fish Crunchy Fried	Lasagna Italian Style
atoes	Macaroni & Cheese	
n Peas	Vegetable Medley	Zucchini
		Tossed Salad w/ Dressing
ll	Dinner Roll	Garlic Bread

STEP 16

To edit Supper items use the meal drop down and select supper.

AAA Nursing Home  
2024 S/S Menus -> Week 1 -> Monday -> Lunch

Facility: AAA Nursing Home | Menu: 2024 S/S Menus | Week: Week 1 | Day: Monday | Meal: Lunch | View Supper

Editing Monday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beef Burgundy	Chicken Patty Sandwich	Beef Burgundy	Spaghetti Sauce w/Meat	Chicken BBQ	Meatloaf Homestyle	Fish Crunchy Fried	Lasagna Italian Style
Fluffy Steamed Rice	Mashed Potatoes w/ Gravy	Fluffy Steamed Rice	Spaghetti Noodles	Potato Salad	Mashed Potatoes	Macaroni & Cheese	
	Mixed Vegetables		Italian Green Beans	Coleslaw	Seasoned Green Peas	Vegetable Medley	Zucchini
							Tossed Salad w/ Dressing
Dinner Roll	Dinner Roll	Dinner Roll	Bread Sticks	Dinner Roll	Dinner Roll	Dinner Roll	Garlic Bread
Mandarin Oranges	Fruit of the Day	Mandarin Oranges	Boston Cream Pie	Peaches	Cake/Pfing	Pear Slices	Coconut Creme Pie
Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice

Supper Comparison							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Cheeseburger	Pizza	Rubben Sandwich	Fish Taco	Ham & Cheese Sandwich	Proper Steak	Tuna Salad Sandwich	
French Fries		Potato Wedges	Refried Beans	Broccoli Cheese Soup	Fluffy Steamed Rice	Potato Chips	
Pasta Salad	Tossed Salad w/ Dressing	Three Bean Salad	Pico De Gallo	Fruit Salad	Sauteed Peppers & Onions	Strawberries	
Lettuce/Tomato/Onion/Pickle						Tossed Salad w/ Dressing	
	Garlic Bread	Banana Split Dessert	Assorted Cookies	Crackers			
Cookies, No Bake	Brownie	Banana Split Dessert	Assorted Cookies	Chocolate Pudding	Apple Slices	Banana Split Dessert	
Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	Beverage of Choice	
Milk of Choice, Boz	Milk of Choice, Boz	Milk of Choice, Boz	Milk of Choice, Boz	Milk of Choice, Boz	Milk of Choice, Boz	Milk of Choice, Boz	
Mayo/Mustard/Ketchup			Sour Cream				

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STEP 17

Click on Menu Reports to pull reports once you have finished editing menus.

OptimaSolutions<sup>2</sup>  
Dietary Management System

Home | Tray

Menu Maker | Week at a Glance | **Menu Reports**

AAA Nursing Home  
2024 S/S Menus -> Week 1

Facility: AAA Nursing Home | Menu: 2024 S/S Menus | Week: Week 1

Editing Monday	Sunday	Monday	Tuesday
Beef Burgundy	Chicken Patty Sandwich	Beef Burgundy	Spaghetti Sauce w/Meat

STEP 18

**Select Report**

OptimaSolutions<sup>2</sup>  
Dietary Management System

Home ▾

Report: **Week at a Glance** ▾

Menu: 2024 S/S M

Week: Week 1 ▾

Day: All

◀ ▶ |◀ ◀ 0 of -- ▶ ▶| Export to the selected format ▾ Exp

The source of

STEP 19

**Click on View Report**

Clinical ▾ Management ▾ Supply

**View Report**

Download Recipes

# OptimaSolutions<sup>3</sup>

Dietary Management System