



# TRAY CARD

REFERENCE MANUAL




BLUEPRINT MENU  
MANAGEMENT SYSTEM®

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### Step 1



#### Review Diet Restrictions

From the homepage, navigate to [Data Setup](#), click  [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:** Reference the **Meals and Diet Restriction Settings Modifications Quick Guide** on **Page 5** 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:** Reference the **Meals and Diet Restriction Settings Modifications Quick Guide** on **Page 5** 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 patient care unit at your facility using the [Add](#) button. Define the [Unit Name](#) and [Short Name](#), then click [Done](#). Continue until all patient care units are entered. Example: Floor 1, Floor 2, etc or West Wing, East Wing, etc.

**Note:** Reference the **Enter Facility Units, Rooms, and Dining Rooms Quick Guide** on **Page 6** 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:** Reference the **Enter Facility Units, Rooms, and Dining Rooms Quick Guide** on **Page 6** 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:** Reference the **Manage Residents Quick Guide** on **Page 7** for additional steps on adding and managing residents.

## Step 6

### Review Cycle Menu

From the homepage, go to  [Week at a Glance](#). Review your menu cycle for accuracy and completeness.  
Review or adjust menu dates in  [Manage Menu Cycles](#).

## Step 7




### Schedule 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*. Select *Menu Cycle* using the dropdown. Specify meals and date range. Click [Done](#).

**Note:** Reference the **Assign Menu for Tray Card Quick Guide** on **Page 10** for additional steps.

## Step 8


### Set Up Meal Service Order

From the homepage, go to  [Settings](#). Navigate to **Clinical Settings**, Click on  [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:** Reference the **Edit Meal Service Order Quick Guide** on **Page 12** for additional steps.

## Step 9

### Run Resident Reports

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

**Go to pages 13-20 of this reference manual for descriptions and examples of all Resident Reports available**


## 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 **Code** field to be an abbreviated diet name. 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 **Description** field and **Code** field with diet name. 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 cannot be added before Units, Rooms, & Dining Rooms. Units must be added before Rooms & 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. From the home page, 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 Provider](#) (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 other 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. From the homepage 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.
- Optional:** Add the number of tables of each dining room in the [Number of Tables](#) text field.
3. Repeat until all Dining Rooms are added. Click [Done](#) when finished.

**Note:** All Dining Rooms must to assigned to a Unit.

## Manage Residents – Tray Card

Background: All resident information is located from 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 <a href="#">Edit</a> ; Click the checkbox next to care level(s); click <a href="#">Done</a>
Diet Order Tab	
Enter Diet Order	Click <a href="#">Change</a> ; click on desired diet order; click <a href="#">Select&gt;</a> ; click <a href="#">Done</a> <b>Hint:</b> If you add more than one diet, the Diet Restriction listed first will be used for menu selections on reports
Remove Diet Order	Click <a href="#">Change</a> ; click the <input type="checkbox"/> checkbox next to diet order(s) to be removed; click <a href="#">&lt;Remove</a> ; click <a href="#">Done</a>
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 <a href="#">Done</a> <b>Hint:</b> 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 <a href="#">[Notes]</a> under each meal/nourishment time; type the note to appear on tray cards in the text box; click <a href="#">Done</a> <b>Hint:</b> 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 <a href="#">Add</a> ; click the <input type="radio"/> radio button next to <i>Trait</i> ; click <a href="#">Next</a> ; click the <input type="checkbox"/> checkbox next to the correct allergy; click <a href="#">Done</a> . <b>Refer to <a href="#">Create Allergy and Dislike Traits Quick Guide on Page 26</a></b>
Dislikes/Substitutions Tab	
Dislike(s) <i>Assign a dislike(s) for a resident</i>	Click <a href="#">Add</a> ; 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 <a href="#">Done</a> <b>Refer to <a href="#">Create Allergy and Dislike Traits Quick Guide on Page 26</a>.</b>
Menu Item Removal <i>Remove specific recipe for a resident</i>	Click <a href="#">Add</a> ; click the <input type="radio"/> radio button next to <i>Remove/Replace Item</i> ; click <a href="#">View Menu</a> ; click on menu item to be removed; click <a href="#">Done</a> . 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 <a href="#">Add</a> ; click the <input type="radio"/> radio button next to <i>Remove/Replace Item</i> ; click <a href="#">View Menu</a> ; click on menu item to be substituted; click <a href="#">Done</a> . Click the radio button next to <i>Item</i> . Click <a href="#">View Menu</a> ; click on the menu item to be the substitute. <b>Hint:</b> If desired substitute is not on the menu, click Item List; then click Expand Search and search for a substitute.

### Supplements/Preferences Tab

<p style="text-align: center;"><b>Supplement</b></p> <p><i>Add supplements to specific meal and/or nourishment times</i></p>	<p>Click <b>Add</b>; 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 <b>Next</b>; search for supplement to be served; click the <input type="checkbox"/> checkbox next to supplement; click <b>Done</b>.</p> <p><b>Hint:</b> 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 <b>not</b> pull onto production worksheets.</p> <p><b>Refer to Supplements and Preferences Quick Guide on Page 30</b></p>
<p style="text-align: center;"><b>Preferences</b></p> <p><i>Add additional menu items to meal and/or nourishment times</i></p>	<p>Click <b>Add</b>; 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 <b>Next</b>; search for the item to be served; click the <input type="checkbox"/> checkbox next the item; click <b>Done</b>.</p> <p><b>Hint:</b> 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 <b>not</b> pull onto production worksheets.</p> <p><b>Refer to Supplements and Preferences Quick Guide on Page 30</b></p>


### Beverages/Equipment Tab

<p style="text-align: center;"><b>Beverages</b></p> <p><i>Add specific beverages to meal and/or nourishment times</i></p>	<p>Click <b>Add</b>; 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 <b>Next</b>; click <b>Expand Search</b> to search recipe database for desired beverage. Click <b>Done</b>.</p> <p><b>Hint:</b> If beverages are already on your menu it may not be necessary to enter beverages in resident profile.</p> <p><b>Refer to Adaptive Equipment and Beverages Quick Guide on Page 33</b></p>
<p style="text-align: center;"><b>Adaptive Eating Equipment</b></p> <p><i>Assign equipment to be provided at a specific meal and/or nourishment</i></p>	<p>Click <b>Add</b>; click the radio button next to <i>Adaptive Equipment Items</i>; use the <input type="checkbox"/> checkboxes to specify <i>Meals</i> and <i>Days</i> to use equipment; click <b>Next</b>; click <b>Expand Search</b>; search for equipment; click the <input type="checkbox"/> checkbox next to equipment; click <b>Done</b>.</p> <p><b>Refer to Adaptive Equipment and Beverages Quick Guide on Page 33</b></p>

### Prep Notes Tab

<p style="text-align: center;"><b>Prep Notes</b></p>	<p>Menu Solutions Team does not recommend using Prep Notes at this time.</p>
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### Weights Tab

<p style="text-align: center;"><b>Weight</b></p> <p><i>Track and enter resident's weights</i></p>	<p>Click <b>Add Weight</b>; type the date (or use the  calendar button) weight was taken; enter weight; click <b>Done</b></p> <p><b>Refer to Enter and Manage Weights Quick Guide on Page 9</b></p>
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## Enter Resident Weights

Background: Weights can be entered for each resident. Weights can be entered directly from the homepage; this method is also 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. From the home page, 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](#).  
Tip: All residents on a selected unit can be pulled 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*. Alternatively 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 Card Reports


Background: A menu must be assigned in order to print the Selective Menu Report and Selective Tray Card. The “Menu Schedule” function in the BluePrint system is used to assign menus.

**IMPORTANT:** You will need to update your menu schedule every time you start a new menu. Your menu must be spread to therapeutic diets.

### 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**.
4. To assign a menu cycle, 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 Card 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.

### **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 Card 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.

**Note:** If you do not have different menus for different units, you can skip this step.

### 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.
12. To assign a menu cycle, click the  radio button next to *Menu Schedule*. Choose an *Owning Unit* and *Menu Cycle* using the dropdown 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*.
13. Specify the *Start Date* for the menu cycle to be used on Tray Card reports using the  calendar buttons.
 

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

## Edit Meal Service Order

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

### Steps:

1. From the home page, 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 patient care 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 within each facility unit.
6. Repeat steps 3 to 5 for each meal (using the drop down).

**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.

# TRAY CARD

## REPORTS

# 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 reflect 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					
	Supplement					
Diet Order	<b>Regular/NAS</b>					
	<b>Allergies/Dislikes</b>		<b>Beverages/Equipment</b>		<b>Preferences</b>	
Allergies	<ul style="list-style-type: none"> <li><span style="color: red;">A</span> Fish</li> <li><span style="color: red;">A</span> Shellfish</li> </ul>		<ul style="list-style-type: none"> <li>*Coffee Decaf(8 FL OZ)</li> <li>*Juice Orange (4 oz)(4 FL OZ)</li> </ul>		<ul style="list-style-type: none"> <li>+ Supplement Ensure Chocolate(8 OZ)</li> <li>*Muffin English(1/2 muffin)</li> </ul>	
Dislikes	<ul style="list-style-type: none"> <li>Bacon</li> <li>Jello</li> <li>Pork</li> </ul>		<ul style="list-style-type: none"> <li><b>Equipment Sippy Cup(Each)</b></li> </ul>			
	Preferences					
	<div style="display: flex; justify-content: flex-end; align-items: center;"> <span style="margin-right: 10px;">⌵</span> <span>+</span> </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. From the home page, 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. From the home page, 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. From the home page, 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*. Under Select a Report, choose 'Print Tray Cards by Resident'. 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. From the home page, 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 the 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 Card system **does not** remove menu items associated with allergies.

Allergies, dislikes, equipment, beverages, supplements, preferences, tray card 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"/>	<b>Regular/No Added Salt</b>
		<b> pudding Thick Liquids</b>
Allergies	<input checked="" type="checkbox"/>	<b>Allergies:</b> <span style="color: red;">A</span> Peanuts
Dislikes	<input checked="" type="checkbox"/>	<b>Dislikes:</b> Broccoli
Equipment	<input checked="" type="checkbox"/>	<b>Equipment:</b> Equipment Bib
Beverages & Supplements	<input checked="" type="checkbox"/>	<b>Beverages:</b> *Tea Iced Unswind PC 16 OZ Supplement Boost Breeze Wildberry
Preferences	<input checked="" type="checkbox"/>	<b>Preferences:</b> *Cottage Cheese
All Menu Items Available	<input type="checkbox"/>	<b>Meal Options</b>
	<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"/>	<b>Dining Hall A 2</b> 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).

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## Print Selective Tray Cards

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### 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 10**
2. To print the Selective Tray Card report, navigate to **Reports** and click on  **Resident Reports**. Next, navigate to **Tray Card and Label Reports** and click on  **Selective Tray Cards for All Residents** or  **Selective Tray Cards for Selected Residents**.

**Hint:** By choosing **Selective Tray Cards for Selected Residents** option you have the choice to have Breakfast, Lunch and Dinner tickets print on one page per resident. Choose the radio button next to **Print selective Tray Cards by Resident**.

3. Indicate the **Start Date** for the report and **Number of Days** you want to report to run. Choose all meals. Click **Next**.
4. To print all residents, click **Print**.

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

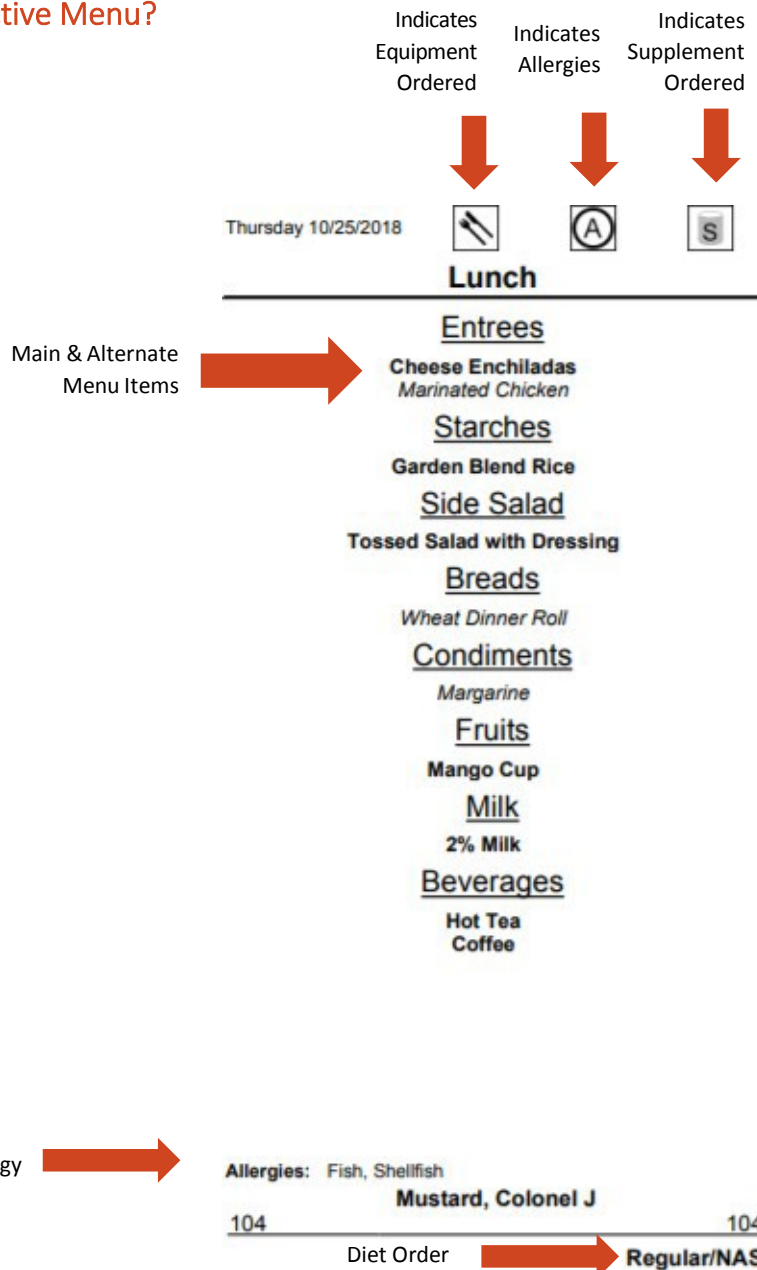
## Selective Menu

### 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 Card system **does not** remove menu items associated with 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, and dining location 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 10.**
  2. Navigate to **Data Setup** from the home page 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

## 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 Tray Card Reports and Description	
Report Type	Description
Resident Weight & Count Reports*	Multiple reports including: <ul style="list-style-type: none"> <li>• A list of Recent weights</li> <li>• A list of Residents with significant weight changes</li> <li>• Weight worksheet with an area to record new resident weights</li> <li>• A list of diet orders with the number of residents on each diet order.</li> </ul> <b>Refer to <a href="#">Print Weight Reports Quick Guide on Page 21</a> for additional instructions.</b>
Resident Census and Preference Reports*	Census Reports include: <ul style="list-style-type: none"> <li>• A list of all residents and care level</li> <li>• A list of all residents and diet order.</li> </ul> Preference reports include: <ul style="list-style-type: none"> <li>• A list of all residents with beverages, allergies, equipment, dislikes or allergies ordered</li> </ul>
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"> <li>• Resident Weight History report will show all weight records with date and change.</li> <li>• 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.</li> </ul>
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. <b>Note:</b> <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*

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## Print Weight Reports

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### Print Significant Weight Loss Report:

- 1 From the home page, 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 From the home page, 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 Card system. Care levels can be used to filter some report types and easily pull a list of all residents assigned a care level.

### Creating Care Levels

New care levels can be created in the BluePrint Tray Card system. From the homepage, click on **Settings** → **Clinical Settings** → **Care Level** to manage care level options in the system. See below for a list of care levels already created in the system.

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

*Last Updated: January 2019*



### Assigning Care Levels

Care levels are assigned to residents from the General Info tab of each resident. **Refer to Create and Assign Care Levels Quick Guide on Page 23** for more information.


## Create & Assign Care Levels

Background: Care levels can be created and assigned to residents. 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. From the home page, navigate to **Resident Management** and click on  **ManageResidents**.
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**.

**Note:** More than one care level can be assigned.

## Allergy Traits

### *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 **not** automatically be removed from resident-specific reports. See below for a complete list of allergen traits already set up in the Tray Card system. New allergen traits can be added to the system from the homepage by clicking on **Settings → General Settings → Traits**.

**Refer to [Create Allergy and Dislike Traits Quick Guide on Page 26](#)** for more information.

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

*Last Updated: January 2019*

## Optional: Create Facility Specific Dislike Traits

### Explanation

The BluePrint department 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. See below for a complete list of dislike traits already set up in the Tray Card system. New dislike traits can be added to the system from the homepage by clicking on **Settings → General Settings → Traits**.

Refer to **Create Allergy and Dislike Traits Quick Guide on Page 26** for more information.

List of Dislike Traits Available in the BluePrint Tray Card 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	



*Last Updated: January 2019*

## Create Allergy & Dislike Traits

Background: Allergies & Dislikes are both set up as Traits in the BluePrint system. The Menu Solutions Team recommends reviewing available list of allergies and dislikes before creating traits from scratch.

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### Review and Create 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 Allergen and Dislike traits. Identify any allergens and/or dislike traits you would like to add to the system.
3. To add an Allergen or Dislike, click **Add**. Type the name of new trait under *Name* and specify if it is an Allergen or Dislike using the dropdown menu next to *Trait Type*. Click **Done**.

## Supplements

### *Explanation*

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

Many supplements have been added to the BluePrint Tray Card system. Supplements have been added as both as ingredients and recipes. 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 to the Menu Solutions Team.

<b>List of Supplements Available in the BluePrint Tray Card System</b>		
<b><i>Supplement</i></b>	<b><i>Recipe Key ID</i></b>	<b><i>Ingredient Key ID</i></b>
<b>Boost</b>		
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
<b>Ensure</b>		
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


<b>Glucerna</b>		
Supplement Glucerna Chocolate	0051503	0046950
Supplement Glucerna Vanilla	0051505	0046959
Supplement Glucerna Strawberry	0051965	0051964
Supplement Glucerna Variety	0060751	Several
<b>Kid Essentials</b>		
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
<b>Nepro</b>		
Supplement Nepro Vanilla	0051533	0051531
Supplement Nepro Butter Pecan	0051535	0051534
Supplement Nepro Mixed Berry	0051537	0051536
<b>Suplena</b>		
Supplement Suplena Vanilla	0051967	0051966
<b>Med Pass</b>		
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
<b>Mighty Shake</b>		
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
<b>Magic Cup</b>		
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
<b>Healthy Shot</b>		
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

<b>Resource</b>		
Supplement Resource 2.0	0064979	0064978
Supplement Resource Breeze	0064976	1954
<b>Juven</b>		
Supplement Juven Orange	0051954	0051953
Supplement Juven Fruit Punch	0051956	0051955
Supplement Juven Unflavored	0051959	0051958
<b>ProMod</b>		
Supplement ProMod Fruit Punch	0051952	0051951
<b>Thickener</b>		
Supplement Thickener	0051479	2828
<b>Miscellaneous</b>		
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 Card system. Adaptive eating equipment will be listed on Tray Cards. **Refer to Assign Adaptive Eating Equipment and Beverage Quick Guide on Page 33**

Adaptive eating equipment has been added to the BluePrint Tray Card 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 to the Menu Solutions Team.


<i>Name</i>	<i>Key ID</i>
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](#).

**Hint:** If beverages are already on your menu it may not be necessary to enter Beverages to resident profile.
  - 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](mailto: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!

I started a new menu but my selective tray cards are still printing the old menu items. How do I change that?

*Refer to Page 10 – Assign Menu for Tray Card Reports.*

How do I schedule multiple menus to use with different units?

*Refer to Page 11 – Assign Multiple Menus for Different Units*

How do I specify what order I want the tickets or cards to print out by?

*Refer to Page 12 – Edit Meal Service Order*

My resident has 2 diets assigned to them, but menu items are only showing up for 1 of the diets.

*Refer to Page 7 – Enter and Manage Residents → Diet Order Tab*

How can I print a list of residents with allergies?

*Refer to Page 20 – Explanation of Other Reports → Resident Census and Preference Reports*

How do I remove equipment from my nourishment labels?

*Refer to Page 20 – Explanation of Other Reports → Resident Nourishment Labels*

Where do I add supplements and snacks in the resident profile, so I can print nourishment labels?

*Refer to Page 7 – Enter and Manage Residents → Supplements/Preferences Tab*

How do I assign a dining location for each resident?

*Refer to Page 7 – Enter and Manage Residents → Meal Service Tab: Meal Service Location*

The table number assigned to my residents dining location is not printing on reports?

*Refer to Page 16 – What is on a Selective Tray Card*

How do I get a diet tally report?

*Refer to Page 20 – Explanation of Other Reports → Resident Weight & Count Reports*

How can I print a resident reports with Breakfast, Lunch, and Dinner on one page?

*Refer to the NOTE on Page 15 if you are printing Basic Tray Cards and the NOTE on Page 17 if you are printing Selective Tray Cards*

How do I add adaptive equipment or supplement not listed in the system?

*Refer to Page 34 – Fill out Request Form and Return to Menu Solutions Team*

Why are my tray cards not printing in the order I want?

*Refer to Page 12 – Edit Meal Service Order*

No food items are showing up on any of the selective tray card reports

*Refer to Page 10 – Assign Menu for Tray Card Reports.*

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 14 – Explanation of Tray Card Reports*

How do I change my Tray Cards to a different menu for one meal on one particular day?

*Refer to Page 10 - Assign Menu for Tray Card Reports → O V*