






Generating Menu Reports for Printing

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

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

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

I need to print...	Report Name	How to Generate	Notes/Tips
Week at a Glance (Menu Calendar)	Week at a Glance*	<ul style="list-style-type: none"> ✓ Navigate to At A Glance/Selective Menu Reports. ✓ Click on  Week at a Glance Reports. ✓ Choose your menu from Menu Cycle dropdown. 	<ul style="list-style-type: none"> ▪ Recommend 'Legal Size, Landscape' format. ▪ Ability to remove dates from report by choosing 'No' for Print Dates on Report option.
Diet Extensions	Diet Spread Report*	<ul style="list-style-type: none"> ✓ Click on  Diet Spread Reports: Run report for your desired diet restrictions (up to 14 per report). ✓ Choose your menu from Menu Cycle dropdown. 	<ul style="list-style-type: none"> ▪ Recommend 'Diet Spreadsheet X-format.' ▪ 'x' indicates diet is to be served the same recipe and portion as the Regular/NAS diet.
Nutrition Analysis	Average Cycle Nutrition Analysis* Or Detailed Menu Cycle Nutrition Analysis*	<ul style="list-style-type: none"> ✓ Click on  Nutrition Analysis Reports. ✓ Choose your menu from Menu Cycle dropdown. ✓ Run report for desired diet restrictions. 	<ul style="list-style-type: none"> ▪ The system allows 3-4 therapeutic diets be run at a single time. You may need to generate this report multiple times to capture all therapeutic diets.
All recipes on my menu or Quantify my recipes	Recipe Book	<ul style="list-style-type: none"> ✓ Click on  Recipe Book. ✓ Run report for all days and meals of your cycle menu. ✓ The default portion scaling will default be 10, 25, 50, 75, 100. ✓ Select sort by 'Menu Planning Group- default portions only.' 	<ul style="list-style-type: none"> ▪ Adjust the portion scaling quantities to fit the needs of your community. ▪ Ability to also sort recipes by Cycle Day – default portions only.
Meal at a Glance	Daily Meal at a Glance	<ul style="list-style-type: none"> ✓ Navigate to At A Glance/Selective Menu Reports. ✓ Click on  Meal at a Glance Report. ✓ From Menu Cycle dropdown, choose your menu. ✓ Choose desired diet restriction and meals. 	<ul style="list-style-type: none"> ▪ Displays menu items for one day and meal for selected diet restriction, one meal per page.

Recommended Menu Reports Specifications	
Week at a Glance (WAG)	<ul style="list-style-type: none"> ✓ Print PDF report from BluePrint System - Legal Size, Landscape ✓ Tabloid size (11x17 inch) ✓ 1-sided ✓ Laminated
Meal at a Glance (MAG)	<ul style="list-style-type: none"> ✓ Letter size (8.5 x 11 inch) ✓ 2-sided ✓ Colored ink
Diet Spreadsheets	<ul style="list-style-type: none"> ✓ Legal size (8.5 x 14 inch) ✓ 1-sided ✓ Hole-punched for 4 ring binder
Detailed Nutrition Analysis	<ul style="list-style-type: none"> ✓ Legal size (8.5 x 14 inch) ✓ 2-sided ✓ Hole-punched for 4 ring binder
Average Nutrition Analysis	<ul style="list-style-type: none"> ✓ Legal size (8.5 x 14 inch) ✓ 2-sided ✓ Hole-punched for 4 ring binder
Recipe Book	<ul style="list-style-type: none"> ✓ Letter size (8.5 x 11 inch) ✓ 2-sided ✓ Hole-punched for 3 ring binder

Recommended Menu Binder Specifications	
Recipe Binder	<ul style="list-style-type: none"> ✓ Holds 8.5 x 11 inch paper size ✓ Dimensions: 11.375"L x 11.75"W ✓ 3.5 inch Spine ✓ (3) 2.5 inch Rings
Menu Guide Binder	<ul style="list-style-type: none"> ✓ Holds 8.5 x 14 inch legal size paper ✓ Dimensions: 14.75"L x 10.5"W ✓ 1.625 inch Spine ✓ (4) 1 inch Rings