

US.
FOODS | **SELECTIVE DINING**

REFERENCE MANUAL

**BLUEPRINT MENU
MANAGEMENT SYSTEM®**

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Selective Dining Set Up Checklist

Background: Much of the set up required to use the Selective Dining application has already been completed to set up the Tray Ticket program. This checklist must be completed before you can utilize the Selective Dining application.



Checklist:

- Make sure Units are assigned to a Service Unit.
- Define the number of tables in each Dining Room.
- Set up Meal Times.
 - Settings → Under Service Settings → Meals
 - Click Directly on the Meal (do not need to add times to nourishments)
 - Meal times must be listed in military time and much include a colon.
- Review Selective Dining settings.
 - See Selective Dining Settings quick guide.

Selective Dining Settings

Background: Customize selective dining settings to appear as the default upon logging in to the Selective Dining Application. Settings Editor and Dining Mapping are mandatory. Selective Dining Reasons and Selective Dining Item List are optional to set up.

Steps:

1. From the home page, navigate to **Data Setup** and click on  **Settings**.
2. Navigate to **Selective Dining Settings** and select  **Settings Editor**.
3. Review **General Settings**
 - a. **Default Mode:** the type of service the tablet will default to upon login.
 - i. **Time of Service** = Tableside or Bedside (The current meal at during that time period)
 - ii. **Order Ahead** = Order multiple meals in advance
 - b. **Menu Item Sort:** the order that the menu items appear on the tablet
 - i. **Visible Menu Sort** – the order in which your menu items appear on the Edit Menu screen
 - ii. **Spread Line** – by spread line number
 - iii. **Remove Dislike and Allergy Items** – Click the check box for allergy and dislike menu items to be removed in the Selective Dining application.
4. Review **Order Ahead Settings**
 - a. **Default Nursing Station:** This sets the default Unit that will appear upon login, if you want all Units to display, keep them all highlighted
 - b. **Number of days:** Set the default number of days that your servers will be obtaining orders for.
 - c. **Order ahead starting date:** Set the start date for order ahead. Example- if you are taking orders on Friday for Saturday you order ahead start day would be 1.
 - d. **Order ahead starting meal:** Set the default meal that your servers will begin with to obtain

5. Review **Time of Service Settings**

- a. **Dining Rooms:** This sets the default Dining Room that will appear upon login. If you want all Dining Rooms to display, keep them all highlighted.
- b. **Kitchen Ticket Item Sort:** The order that the menu items sort on the service receipt ticket.

6. Click **Done**.

7. Navigate to **Selective Dining Settings**, Click on **Dining Mapping**

- a. Assign Units to the appropriate Dining Room. Use the Dining Room dropdown to navigate between dining rooms.

8. Click **Done**.

9. (Optional) Navigate to **Selective Dining Settings**, Click on **Selective Dining Reasons**

10. Click **Add** to create categories for unserved meals.

- a. Ie: Name: Feeling ill – Reason Type: Dining in Room

11. Click **Save** and **Done**.

12. (Optional) Navigate to **Selective Dining Settings**, Click on **Selective Dining Item List**

13. Click on the menu cycle that is currently scheduled.

14. Click **Go**.

15. A list of all menu items will appear organized by Menu Planning Group. Click the checkbox next to items that you want excluded from displaying on the tablet.









16. Click **Save**.

Selective Dining – Order in Advance

Background: Ordering in advance makes it easy to take resident orders for more than one meal at a time.

Note: Use the **Print Tray Tickets Quick Guide** to help run accurate Tray Tickets in the BluePrint Menu Management System® with exact menu items that were selected in advance.

Steps:















1. Select  Dining Room(s) and Click Done. All residents scheduled to be served in the dining room(s) specified will be listed.
2. Select a  Resident.
Note: Refer to the **Resident Selection Navigation Quick Guide** to learn more about the...
3. You will be taken to the  **Menu Selections Tab**.
 - Make resident selections by tapping on each choice, the selection will grey out to indicate it was chosen. Tap the menu item again to deselect.
 - Make notes to items and adjust item quantity by tapping on the  icon.
 - You are able to view the item ingredients, allergens, and nutritional information by tapping on the  icon.
4. Navigate to  **Beverages Tab** to order beverages.
 - Use the **Selective Dining Preferences List Set-Up Quick Guide** to set up a standard beverage list.
5. Navigate to  **Available Tab** to view Always Available menu and make selections
Note: Any Always Available must be scheduled for items to appear in this tab.
6. Navigate to  **Order Tab** to review order.
7. Click **Next** to be taken to the Menu Selections Tab for the next meal.
8. Click **Done**. This will take you back to the Resident List.
9. Repeat Steps 2-6 for each resident.

Selective Dining – Real Time Ordering

Background: Real time ordering makes it easy to take real time resident orders at table or bed side. Once the order is submitted, the ticket will automatically print to the kitchen for immediate production.

Note: As an alternative, use the **Print Tray Tickets Quick Guide** to help run accurate Tray Tickets in the BluePrint Menu Management System® with exact menu items that were selected.





Steps:

1. Select a  Dining Room.
2. Select a  Table - All residents sitting at this table will be listed.
3. Select a  Resident.
Note: Refer to the **Resident Selection Navigation Quick Guide** to learn more about the...
4. You will be taken to the  **Menu Selections Tab**.
 - Make resident selections by tapping on each choice, the selection will grey out to indicate it was chosen. Tap the menu item again to deselect.
 - Make notes to items and adjust item quantity by tapping on the  icon.
 - You are able to view the item ingredients, allergens, and nutritional information by tapping on the  icon.
5. Navigate to  **Beverages Tab** to order beverages
 - Use the **Selective Dining Preferences List Set-Up Quick Guide** to set up a standard beverage list.
6. Navigate to  **Available Tab** to view Always Available menu and make selections
Note: Any Always Available must be scheduled for items to appear in this tab.
7. Navigate to  **Order Tab** to submit order by tapping Print.
8. Once the order is submitted the icon next to the resident will change from  Not Ordered to  Ordered
9. Navigate to the next  Table by tapping on Table at the top right of the screen and choose the table ready to order.
10. Navigate to sequential Dining Rooms by tapping the  Settings Icon and click the Settings button.
11. Choose the next  Dining Room and repeat steps 1-9.

Selective Dining Printer Set-Up

Background: A printer must be set up to auto-print order tickets. Printer specifications include Thermal Receipt Printer or an Impact Receipt Printer. Order tickets will print automatically after clicking 'Submit Order' for a resident in the Selective Dining Application.

Steps:




1. From the home page, navigate to **Data Setup** and click on  Settings.
2. Navigate to **General Settings** and select  Printers.
3. Click **Add**, found in the upper left-hand corner.
4. Enter **ID** of Printer – this is the API Key number associated with the printer.
5. Enter a **Name** for the printer in the Name field text box.
6. Click **Save** and then **Done**.
7. Ensure that your printer is plugged in and turned on.
8. Navigate to **Data Setup** and click on  Settings.
9. Under **Service Settings** click on  Service Units.
10. Click directly on the name of your facility and choose the Choose Printers subtab.
11. Select the radio button next to printer name, Click **Done**.

Note: Please contact your IT team for any printer related support.


Print Production Tally Report

Background: Used when Ordering in Advance. Kitchen tickets via the receipt printer do not print automatically when ordering in advance therefore, the Production Tally is used.

Steps:

1. From the home page, navigate to **Reports** and click on  **Resident Reports**.
2. Navigate to **Tray Ticket Reports** and select  **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 to generate production tally for.
Hint: The production report may be run for a specific patient care unit. To specify, use the dropdown menu under *Unit*.
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 the resident(s) name and then clicking **Remove Checked**.
6. The Production Tally report will pop up once generated.





Note: An alternative way to run production reports is as follows:

1. From the home page, navigate to **Reports** and click on  **Production Reports**.
2. Select the type of report you would like to run, Click **Next**.
3. Put in a date range that you would like the report to run for. If it is just one day, select the same date for the Start Day and End Day.
4. Click **Go**.

Selective Dining Preferences List Set-Up

Background: Customize a selective dining standard beverage list to automatically appear as additional beverage options to order in the Selective Dining Application.

Steps:

1. From the home page, navigate to **Data Setup** and click on  **Settings**.
2. Navigate to **Clinical Settings** and select  **Meal Service Settings**.
3. Select  **Preference Lists** and click on  **Beverages**.
4. Click **Add** to create a customized list of standard beverages.
 - a. Type the Name of the Beverage in the **Name** field.
 - b. Select 'Recipe' from **Item Type** drop down.
 - c. Click **Go**.
 - d. Click on the **check box** next to the beverage items.
 - e. Click **Add Check Items**.
 - f. Click **Done**.

Note: To delete items on this list. Click on the check box next to the beverage and click **Delete Checked**.

5. Click **Done** to save your customized list of beverages.

Note: This list of beverages will now automatically appear in the **Beverages Tab** of the **Selective Dining Application**.

Selective Dining – Frequently Asked Questions

Background: Refer to this list to find answers to some of the frequently asked questions regarding our selective dining application.

Questions	Answers
Can I still print Tray Cards and Tray Tickets?	Yes, go to your BluePrint Home Page and all Resident Reports are still available to you
Why are my Selective Dining Tickets not printing?	Check that your receipt printer has been set correctly and turned on Refer to Selective Dining Printer Set-Up Quick Guide
Do my real time selections reflect accurately on the production tally report?	Yes
Do my order in advance selections reflect accurately on the production tally report?	Yes – refer to Print Production Tally Quick Guide
When would I want to run a Tray Ticket over a Selective Dining Ticket?	If you do not have a receipt printer. Note: this will not allow for auto-print. Tray Tickets can act as a production ticket as all selections made by the resident are reflected.
What order do the menu items print out on the tickets?	Prep Area by default. Can modify to print by Service Course
Why aren't there any Beverages listed in my Beverages Tab	Can set this up in Settings Refer to Selective Dining Preferences List Set-Up Quick Guide
Can I use this application on my computer?	