

MonarqRC

RDS Frequently Asked Questions

◆ Last Updated November 2016

Delivering peace of mind,
one meal at a time.



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Welcome to the Resident Dining Solution (RDS) Frequently Asked Questions Guide. This documentation was designed to provide straightforward solutions allowing you to easily resolve commonly asked questions within the RDS system. As a valued RDS customer, we truly appreciate your business, and will strive to continue to provide excellent customer support.

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Administration Section

FAQ'S

WHAT IS THE DIFFERENCE BETWEEN AN AREA AND DINING AREA?

An Area refers to the building, wing, hall, etc. that identifies the major location of residents' rooms. The area is assigned as part of a resident's room location (area + room number) in the Resident Details section.

A Dining Area is the area or room where residents dine and eat during meal periods. The dining area is assigned to residents in the Resident Dining Areas section. In addition, an optional seating location is a list of table numbers and/or seat numbers in a defined dining area. The seating location is assigned by meal period and day of the week to residents in the Resident Dining Areas section. The seating location can contain either a table number and/or seat number if the facility manages assigned seating.

The Tray Card, Tray Ticket, and Meal Selection reports show the information as:

Marcy Allen South Terrace - 244A	Main Dining Room Table 1 Seat 2
--	---

HOW DO I ADD A NEW USER TO THE RDS SYSTEM?

In the Administration Section click User. Click Add User button and enter in the user's Email, a temporary password, first & last name. Check the Active box, enter the user's Role (optional) and click Save. Check 'Is Admin' if you would like the user to have administrator rights, unrestricted access, and the functionality to create additional users as well as resetting user passwords.

The screenshot shows the 'Edit User' interface in the RDS system. The top navigation bar includes 'Residents', 'Production', 'Conflicts' (with a count of 17), 'Menus', 'Nourishments', 'Recipes', 'Reports', and 'Administration' (which is highlighted). A user profile for 'Stephanie Mason' is visible in the top right. The left sidebar lists various administrative functions. The main form area contains the following fields and controls:

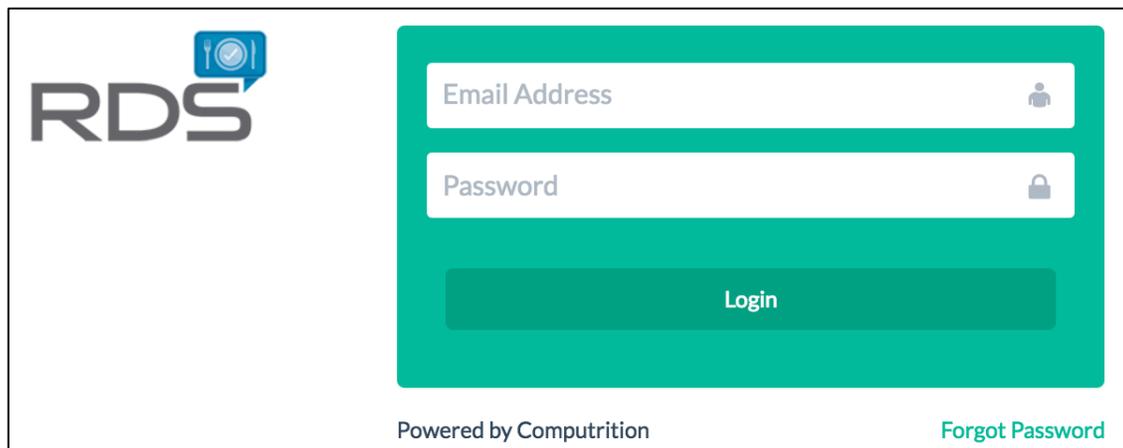
- Email:** megansmith@gmail.com
- First Name:** Megan
- Last Name:** Smith
- Active:**
- Roles:** Registered Dietitian (with a close icon)
- Is Admin:**

At the bottom of the form, there are three buttons: a red 'Delete' button, a grey 'Cancel' button, and a green 'Save' button.

MY COMPUTER CRASHED. HOW CAN I ACCESS RDS?

RDS does not require any installation. You can access the program with your URL or site address and login credentials. The RDS URL closely resembles the following hyperlink- <https://abc.rdsapp.com>. It is specific to the facility and would've been provided during implementation. If you cannot locate your site address, contact a support specialist at 855-203-7034.

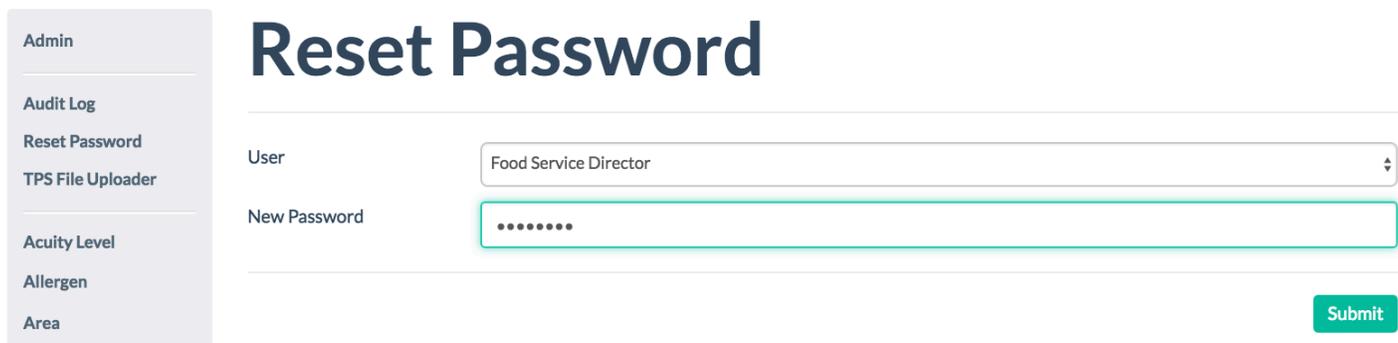
If you will be accessing RDS from a new computer, it's always a good idea to review the RDS system requirements to ensure your new computer has a compatible browser. We always recommend Google Chrome for the best user experience. To reference the system requirements, contact a support specialist or find the information in our Help Manual located by clicking on the question mark within RDS.



HOW CAN I RESET MY PASSWORD?

If you need to rest a password, a user with Admin access can reset it for you in the Administration section or contact a support specialist for assistance.

To reset a password for another user, click on the Reset Password button in the Administration Section. Select the user, type in a temporary password, and click submit. The user will be prompted to change the password, once they login.



Recipe Section

FAQ'S

CAN I ASSIGN ALLERGENS TO RECIPES?

Yes. If you are using Tray Tickets, the Recipes should have assigned Allergens, & Likes/Dislikes. If you are only using Tray Cards, this functionality will not be available.

Under a Recipe's General Information, you will find the Allergens and Likes/Dislikes sections. Search for the Allergen select it, and click add. The list of items to select are populated from their corresponding tables in the Administration Section.

Allergens are important to set up accurately to ensure resident safety. For example, the Au Gratin Potatoes have an ingredient that contains Wheat. If anyone has an allergen or intolerance to Wheat, this Recipe should be avoided.

For any resident with the same allergen of Wheat listed within the Diet Order/Allergen section of their record, the Au Gratin Potatoes will be removed.

If the resident has the Assigned to House Menu button toggled yes and the Au Gratin Potatoes is designated a house menu selection (green H) on the assigned menu, the Recipe will still be removed, but in addition- a Conflict will be generated. (See the Conflicts section for more information)

The screenshot displays the recipe management interface for 'Au Gratin Potatoes'. It is divided into three main sections: General Information, Allergens, and Likes/Dislikes. The Allergens section is highlighted with a blue oval.

General Information		Edit
Name	Au Gratin Potatoes	
Recipe State		
Active		
Recipe Type		
Vegetables		
Production Area		
Hot Production		
Serving Utensil		
None		
Portion Size		
1/2 cup		
Recipe Yield		
1 x 1/2 cup		
Nourishment?		
No		
Fluid Consistency:		
No		

Allergens	
add allergens	Add
Milk	x
Wheat	x

Likes / Dislikes	
add preference	Add
Cheese	x
Onions	x
Potatoes	x

IS THERE A FASTER WAY TO ASSIGN ALLERGENS TO MULTIPLE RECIPES?

The screenshot shows the 'Edit Allergen' interface. The allergen name is 'Wheat'. A large box labeled 'Recipes' contains a list of recipe names, each with a green 'x' icon to its right, indicating they are assigned to the allergen. The recipes listed are: Apple Bread Dressing, Bread Basket, Garlic Bread, LFLC Garlic Bread, Italian Bread, LFLC Italian Bread, LS Bread Stuffing, Pasta Medley, Pur Black Forest Cake, Pur Angel Hair Pasta, LS Angel Hair Pasta, All Bran, Pasta, All Bran or Oatmeal, Au Gratin Potatoes, Angel Food Cake, Apple Crisp, Pureed Bread, Pureed Dinner Roll/Brd, Pur Chicken Salad Sandwich, Pur Fruit Basket Crumble, Assorted Cookies, LS Pasta Salad, French Bread, Spiral Pasta Salad, LF Pasta Salad, Pureed Pasta Salad, LSLF Pasta Salad, Bread Sticks, Tri-Color Pasta, Pur Tri-Color Pasta, LS Tri-Color Pasta, LF Pasta Medley, Pur Pasta Medley, LS Pasta Medley, LSLF Pasta Medley, Pasta Primavera, LF Pasta Primavera, LS Pasta Primavera, LSLF Pasta Primavera, Pur Pasta Primavera, Apple Cobbler, Grd Hamburger on Bun, Pur Angel Food Cake, Bread, White Bread, Apple Cranberry Crisp, Dinner Roll, Apple Normandy, Sugar Free Cookie, and Toast. Below the recipe list, the 'Created' and 'Updated' dates are both 02-20-2014 03:50 PM. At the bottom, there are 'Delete', 'Cancel', and 'Save' buttons.

When working with multiple Recipes with the same Allergen, the Administration section can speed up the assignment process. This same process can be used when assigning other recipe information including Production Areas, Recipe Types, and Likes/Dislikes.

In the Administration Section, click on the Allergen table. Search and select the specific Allergen, for example Wheat.

The recipes listed under the Allergen Name have been assigned with the specific Allergen. To assign multiple recipes or additional recipes at once, click in the Recipes box and search for the Recipe. Select the recipes and see the items add to the list in Green.

Tip: To freeze the drop down bar and pick multiple recipes, Hold down the Control Key. This will allow you to click on multiple cake recipes without having to re-search each time.

The screenshot shows a dropdown menu for selecting recipes. The menu is open, showing a list of recipe names. The top part of the menu shows a list of recipes that are already assigned to the allergen, each with a green 'x' icon to its right. These include: LS Pasta Medley, LSLF Pasta Medley, Pasta Primavera, LF Pasta Primavera, LS Pasta Primavera, LSLF Pasta Primavera, Pur Pasta Primavera, Apple Cobbler, Grd Hamburger on Bun, Pur Angel Food Cake, Bread, White Bread, Apple Cranberry Crisp, Dinner Roll, Apple Normandy, Sugar Free Cookie, and Toast. Below this list, the text 'cake|' is visible. The dropdown menu is currently showing a search for 'cake', with a list of results including: LS Seafood Cake, Pur Black Forest Cake, Black Forest Cake, Spice Cake, Pur Cake, Pur Pineapple Upside Down Cake, Angel Food Cake, Pudding Cake, Don's Cake, and Nikki chocolate cake.

This same process can be used when assigning other recipe information including Production Areas, Recipe Types, and Likes/Dislikes.

WHERE DO LIKES AND DISLIKES APPEAR ON TRAY TICKETS?

(L) and (D) icons generate on tray tickets and/or meal selection forms if you have assigned entries from the Likes/Dislikes administration table as a Resident like or dislike. Entries from the likes/dislikes administration table must also be assigned to the recipe as a preference under the Recipe record.

To assign Likes/Dislikes to a recipe, follow the same steps from the previous 2 questions but with the Likes/Dislikes information instead of the Allergen information.

The image shows two screenshots of a recipe administration interface. The left screenshot shows the 'General Information' and 'Likes / Dislikes' sections. The 'Likes / Dislikes' section has a table with the following items:

add preference	Add
Cheese	x
Onions	x
Potatoes	x

The right screenshot shows the 'Dislikes' section with a table of items categorized by meal type:

Breakfast	
o Eggs	x
o Gravy	x
o Ham	x
o Hot Cereal	x
o Liver	x
o Pork	x
o Spinach	x

The 'Lunch' section has the following items:

o Cheese	x
o Fish	x
o Gravy	x
o Liver	x
o Pork	x
o Creamed Spinach recipe	x
o LSLF Brussel Sprouts Mdly recipe	x

The 'Dinner' section has the following items:

o Cheese	x
o Fish	x
o Gravy	x
o Liver	x
o Pork	x
o Creamed Spinach recipe	x
o LSLF Brussel Sprouts Mdly recipe	x

Blue circles highlight the 'Likes / Dislikes' table in the left screenshot and the 'Lunch' and 'Dinner' sections in the right screenshot.

The screenshot shows the 'Menu Selections - Regular' interface for Monday, September 19. The menu is organized into categories:

- Breads:** Dinner Roll
- Desserts:** Sherbet
- Vegetables:** Cauliflower, Au Gratin Potatoes (D), Creamed Spinach (D)
- Entrees:** Chicken Livers (D), Roast Beef
- Beverages:** Beverage of Choice
- Condiments:** Margarine

Specific recipes can also be assigned to a resident as a Like/Dislike. When the item appears on their menu, the (L) or (D) icon will appear.

The (L) and (D) icons carryover to the Meal Selections Forms and the Tray Ticket.

Lunch		Monday 09/19/16	
BEVERAGES Beverage of Choice - 1 cup	DIET Menu: Regular Diet Order: Regular CALORIE COUNT	COLD PRODUCTION Dinner Roll - 1 each Margarine - 1 pat Sherbet - 1 each	FEEDING ASSISTANCE DEVICES Built-Up Plate
HOT PRODUCTION (D) Au Gratin Potatoes - 1/2 cup Cauliflower - 1/2 cup (D) Creamed Spinach - 1 #10 scoop Roast Beef - 3 ounce			

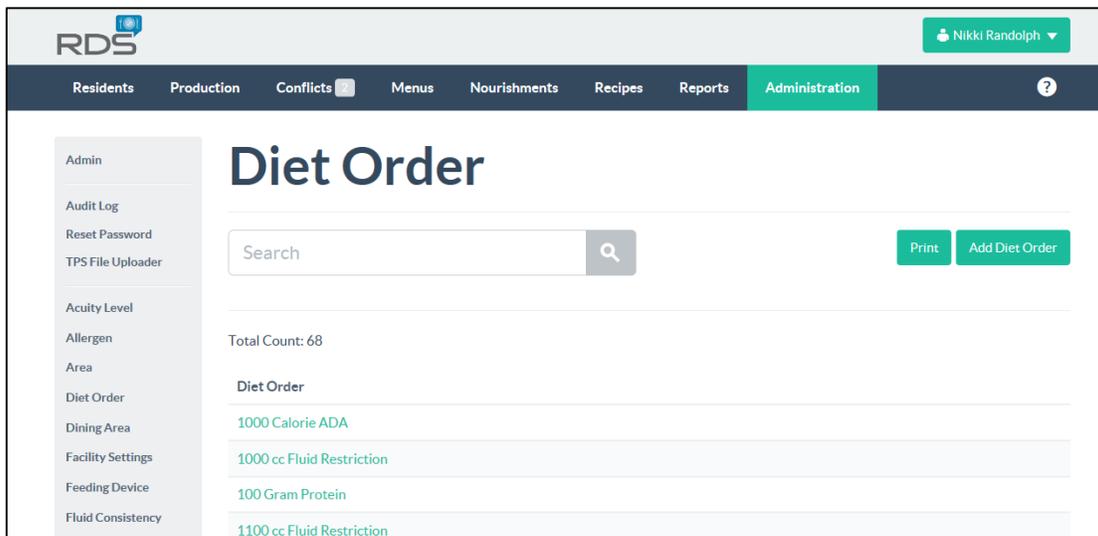
Breakfast		Lunch		Dinner		Monday 09/19/16	
BEVERAGES Coffee - 1 cup Orange Juice - 3/4 cup	DIET Menu: Regular Diet Order: Regular Portions: Small CALORIE COUNT	BEVERAGES Beverage of Choice - 1 cup	DIET Menu: Regular Diet Order: Regular CALORIE COUNT	BEVERAGES Beverage of Choice - 1 cup	DIET Menu: Regular Diet Order: Regular CALORIE COUNT	BREADS Toast - 1 each	FEEDING ASSISTANCE DEVICES Built-Up Plate
BREAKFAST ENTREES (D) Egg - 1 each	FEEDING ASSISTANCE DEVICES Built-Up Plate	BREADS Dinner Roll - 1 each	CONDIMENTS Margarine - 1 pat	BREADS Dinner Roll - 1 each	CONDIMENTS Margarine - 1 pat	BREAKFAST ENTREES (D) Hot Cereal - 4 ounce	FEEDING ASSISTANCE DEVICES Built-Up Plate
CEREALS (D) Hot Cereal - 4 ounce	NOTES Glass of ice water with breakfast	CONDIMENTS Margarine - 1 pat	DESSERTS Sherbet - 1 each	CONDIMENTS Margarine - 1 pat	ENTREES (D) Cheddar Baked Fish - 2 ounce Diet Aloha Chicken - 3 ounce	CONDIMENTS Jelly - 1 each Margarine - 1 pat	FEEDING ASSISTANCE DEVICES Built-Up Plate
CONDIMENTS Jelly - 1 each Margarine - 1 pat		DESSERTS Sherbet - 1 each	ENTREES (D) Chicken Livers - 1 serving Roast Beef - 3 ounce	ENTREES (D) Cheddar Baked Fish - 2 ounce Diet Aloha Chicken - 3 ounce	FRUITS Blushing Pears - 2 each	VEGETABLES (L) Baked Tomatoes - 4 ounce	
		VEGETABLES (D) Au Gratin Potatoes - 1/2 cup Cauliflower - 1/2 cup (D) Creamed Spinach - 1 #10 scoop					

Residents Section

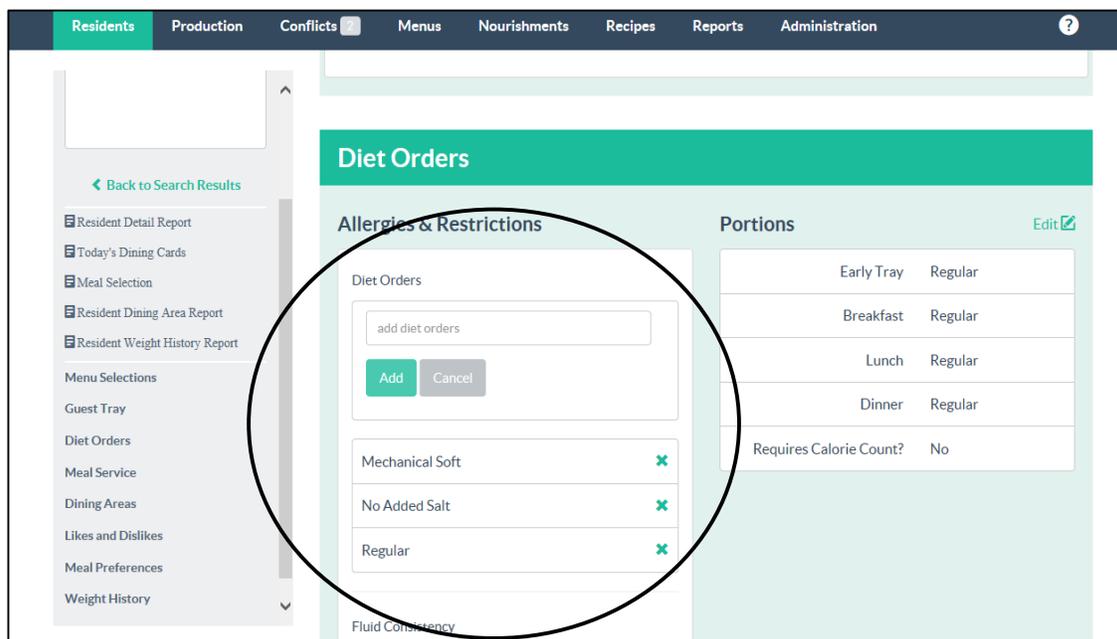
FAQ'S

WHY AM I UNABLE TO ASSIGN A DIET ORDER TO A RESIDENT? HOW DO I ASSIGN A DIET ORDER TO A RESIDENT?

Verify the diet order you want to assign has been included in the Administration section. Under Administration click on the Diet Order table. Type the item in the search navigation bar to verify it wasn't previously added. If it is not included, click on the Add Diet Order button to add the new item.

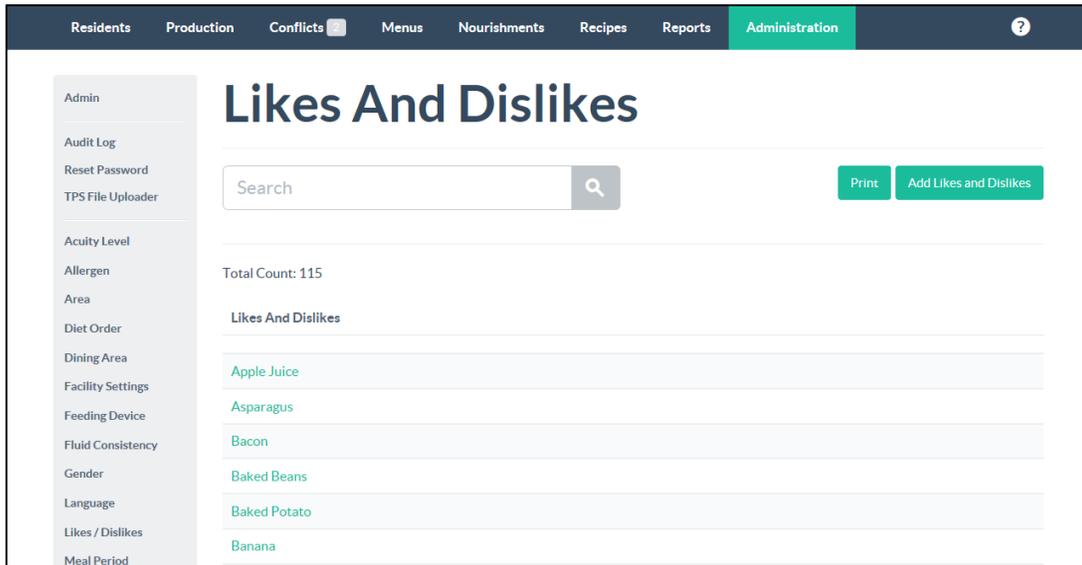


Once you have created & saved the diet order. Go back to the Resident's Diet Order section. Search for the diet order, select it & click Add. Multiple diet orders may be assigned to one resident.

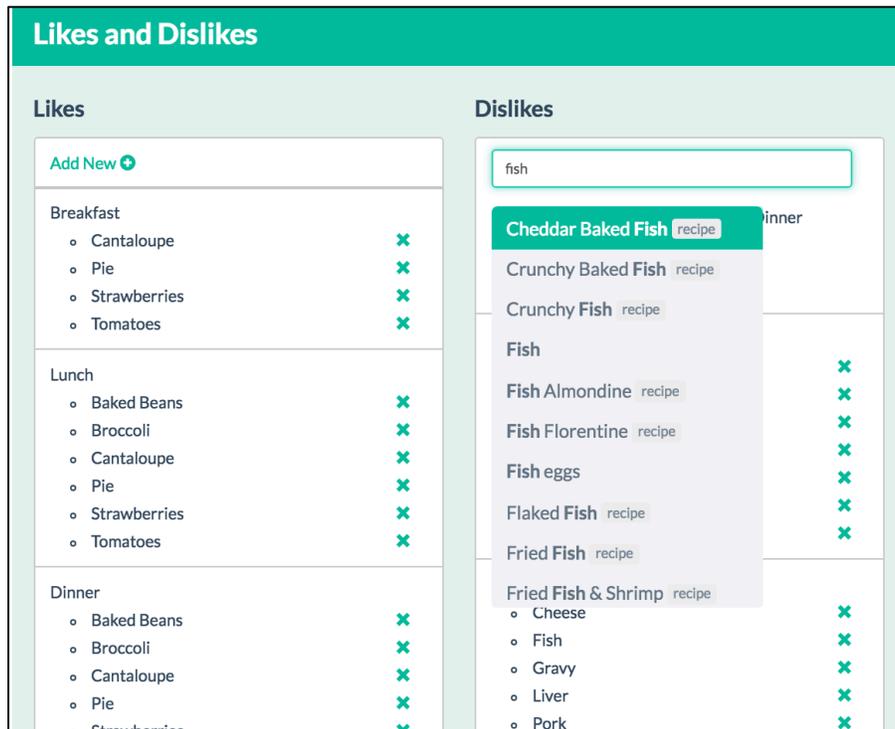


HOW DO I ASSIGN MULTIPLE LIKE/DISLIKES TO A RESIDENT?

Verify the selection you want to assign has been included in the Administration Section or as a Recipe. Under Administration click on the Likes/Dislikes table. Type the item in the search navigation bar to verify it wasn't previously added. If it has not been included, click on the Add Likes/Dislikes button to add the new item.



To assign the item to a resident, under the Resident's Likes and Dislikes section, search for a Like/Dislike or Recipe. Select the corresponding meal periods and click Add. Multiple items can be added.



WHAT IS THE DIFFERENCE BETWEEN A MENU TYPE AND DIET ORDER?

A **Menu Type** refers to the base menu template that foodservice staff or tray line should follow in order to serve the correct menu items to the resident. The menu type, in some circumstances, may be identical to the resident’s diet order. In other circumstances, foodservice staff and tray line may need to further individualize the menu based on the resident’s needs.

Diet Orders are individual assigned restrictions (e.g. Pureed, NCS). There is no limit to the number of diet order restrictions that can be assigned to a resident.

Both **Diet Orders** and **Menu Types** will print on Tray Cards and Tray Tickets.

Diet Orders

Allergies & Restrictions

Diet Orders

Add New +

Pureed	✘
No Concentrated Sweets	✘

Fluid Consistency

Nectar Thickened

Menu Type

Pureed

Nourishment Menu Type

Pureed

Lunch	Thursday 09/08/16
<p>BEVERAGES Nectar Thickened Beverage of Choice - 1 cup</p> <p>COLD PRODUCTION Margarine - 1 pat Pureed Bananas - 1 #10 scoop Pureed Dinner Roll/Brd - 1 #20 scoop</p> <p>HOT PRODUCTION Mashed Potatoes - 1 #8 scoop Pureed Carrot Coins - 1 #10 scoop Pureed Pot Roast - 1 #10 scoop</p>	<p>DIET Menu: Pureed Diet Order: Pureed, No Concentrated Sweets Fluid: Nectar Thickened</p> <p>ALLERGENS Egg Milk Shellfish</p> <p>FEEDING ASSISTANCE DEVICES Built-Up Plate Weighted Cup</p>
Jerry C Abbott South Terrace - 246B	Dining Room 2 Table 1 Seat 2

Lunch	Thursday 09/08/16
<p>ALLERGIES Egg Milk Shellfish</p> <p>LIKES Chicken Legs Cranberry Juice Orange Juice</p> <p>DISLIKES Cinnamon Fish Pur Fried Chicken (recipe)</p>	<p>DIET Menu: Pureed Diet Order: Pureed, No Concentrated Sweets Fluid: Nectar Thickened</p> <p>FEEDING ASSISTANCE DEVICES Built-Up Plate Weighted Cup</p>
Jerry C Abbott South Terrace - 246B	Dining Room 2 Table 1 Seat 2

WHY IS THE WRONG DINING AREA SHOWING ON MY RESIDENT TRAY CARDS OR TICKETS?

Check the Resident Dining Area Report to verify which day/dining area is incorrect.

Here you will notice for **Sunday Lunch** is wrong!

by Shannon Ivorsa on Tuesday, September 08, 2010 12:51 PM

Veronica Adkins

Dining Areas and Seating Locations

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	In Room						
Lunch	Dining Room 4	Dining Room 2 Table 1 Seat 1 <i>default</i>					
Dinner	Main Dining Room Table 2 Seat 1 <i>default</i>						

Check the Default & Specific dining areas:

Go to Dining Areas, Select Sunday under the Specific Dining Areas tab. Click on the Lunch drop down pick list & select the correct Dining Area for that meal period.

INCORRECT:

VERONICA ADKINS

No photo to display

- Resident Detail Report
- Today's Tray Cards
- Meal Selection
- Resident Dining Area Report
- Resident Weight History Report

Menu Selections

- Guest Tray
- Diet Orders
- Meal Service
- Meal Schedule

Default Dining Areas

Breakfast	In Room	In Room
Lunch	Dining Room 2	Table 1 Seat 1
Dinner	Main Dining Room	Table 2 Seat 1

Specific Dining Areas

▼ Sunday

Breakfast	Use default (In Room)	Use Default ()
Lunch	Dining Room 4	Use Default (Choose one)
Dinner	Use default (Main Dining Room)	Use Default (Table 2 Seat 1)

▶ Monday

CORRECT:

VERONICA ADKINS

No photo to display

- Resident Detail Report
- Today's Tray Cards
- Meal Selection
- Resident Dining Area Report
- Resident Weight History Report

Menu Selections

- Guest Tray
- Diet Orders
- Meal Service
- Meal Schedule

Default Dining Areas

Breakfast	In Room	
Lunch	Dining Room 2	Table 1 Seat 1
Dinner	Main Dining Room	Table 2 Seat 1

Specific Dining Areas

▼ Sunday

Breakfast	Use default (In Room)	Use Default ()
Lunch	Use default (Dining Room 2)	Use Default (Table 1 Seat 1)
Dinner	Use default (Main Dining Room)	Use Default (Table 2 Seat 1)

► Tuesday

To confirm the updating Dining Area is correct, generate another Resident Dining Area Report. The corrected Dining Area will now print on your Tray Cards, Tray Tickets, and other various reports.

Veronica Adkins
Dining Areas and Seating Locations

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	In Room						
Lunch	Dining Room 2 Table 1 Seat 1 <i>default</i>						
Dinner	Main Dining Room Table 2 Seat 1 <i>default</i>						

WHERE CAN I ADD BEVERAGES TO MY RESIDENTS' TRAY CARDS OR TRAY TICKETS?

For **Tray Card** users, Beverages can be added as Meal Preferences.

For **Tray Ticket** users, Beverages can be added as Meal Preferences, under a Resident's Menu Selections, or built in as part of the assigned Menu.

Under a Resident's Meal Preferences section search for the name of the Recipe, select the Meal Periods & Days and click Save.

The screenshot shows the 'Meal Preferences' section of a software application. At the top, there is a navigation bar with tabs: Residents, Production, Conflicts, Menus, Nourishments, Recipes, Reports, and Administration. The main content area is titled 'Meal Preferences' and contains an 'Add Meal Preference' section. A search bar contains the text 'Cranberry Juice (3/4 cup)'. Below the search bar is a grid of days (Su, Mo, Tu, We, Th, Fr, Sa) and meal periods (All Early Tray, All Breakfast, All Lunch, All Dinner). The 'All Dinner' row is selected with a checkmark. A 'Save' button is highlighted with a green arrow.

Copy of Tray Card Report

Breakfast	Friday 07/08/16	Lunch	Friday 07/08/16	Dinner	Friday 07/08/16
<p>ALLERGIES Mushrooms White rice</p> <p>LIKES Banana Pudding (recipe) Orange Juice scrambled eggs White toast</p> <p>DISLIKES Bacon Pancakes</p> <p>MEAL PREFERENCES BEV- Apple Juice - 3/4 cup BEV- Milk - 1 cup Cranberry Juice - 3/4 cup LF Straw Shortcake - 1 2x3</p> <p>NOURISHMENTS Strawberry Yogurt - 1/2 cup</p>	<p>DIET Menu: Regular Ground/Mech Soft Diet Order: Mechanical Soft, No Added Salt, Regular Fluid: Honey Thick</p> <p>NOTES Scrambled eggs, White toast, Jelly, Orange Juice</p>	<p>ALLERGIES Mushrooms White rice</p> <p>LIKES Banana Pudding (recipe) Beans Cranberries Cucumbers</p> <p>DISLIKES Beans Chili Cabbage Chicken rice (recipe) Kentil soup Salty food or snacks</p> <p>MEAL PREFERENCES BEV- Apple Juice - 3/4 cup BEV- Milk - 1 cup Cranberry Juice - 3/4 cup Honey Thick Strawberries & Bananas - 1 serving</p>	<p>DIET Menu: Regular Ground/Mech Soft Diet Order: Mechanical Soft, No Added Salt, Regular Fluid: Honey Thick</p> <p>NOTES Mashed potatoes, Carrots</p>	<p>ALLERGIES Mushrooms White rice</p> <p>LIKES Banana Pudding (recipe) Green Beans Mashed Potatoes Meatloaf</p> <p>DISLIKES Brussels Sprouts Chicken rice (recipe) Coleslaw Iceberg lettuce Peas Sauerkraut</p> <p>MEAL PREFERENCES BEV- Apple Juice - 3/4 cup BEV- Milk - 1 cup Cranberry Juice - 3/4 cup Honey Thick Strawberries & Bananas - 1 serving</p>	<p>DIET Menu: Regular Ground/Mech Soft Diet Order: Mechanical Soft, No Added Salt, Regular Fluid: Honey Thick</p> <p>NOTES Mashed potatoes</p>
Nikki Sample East - 21A	Main Dining Room Table 1 Seat 2	Nikki Sample East - 21A	Main Dining Room Table 1 Seat 2	Nikki Sample East - 21A	Main Dining Room Table 1 Seat 2

HOW DO I LOCATE A DISCHARGED OR EXPIRED RESIDENT? CAN I READMIT THEM?

After a Resident has been discharged or expired, the record is saved and filed in an Archived folder. You are able to retrieve the record and reactivate it if needed.

First Name	Last Name	Gender	Room	Allergies	Diet Order	Menu Type
Jerry	Abbott	Male	South Terrace - 246B	Egg Milk Shellfish	Pureed, No Concentrated Sweets, Nectar Thickened	Pureed
Veronica	Adkins	Female	North - 101A		Pureed	Pureed
Marcy	Allen	Female	South Terrace - 244A		Regular	Regular

In the Residents section, Click on Show Filters. Notice the filter labeled Resident State. It should display Active. It defaults to Active so whenever you login, you only see your Active residents.

Flip the filter from Active to Archived. Your Resident list will refresh and only display inactive or Discharged/Expired Residents.

First Name	Last Name	Gender	Room	Allergies	Diet Order
Irine	Ash	Female	Unknown - Unknown		Mechanical Soft, H
Irene	Goodfield	Female	Unknown - Unknown		Regular
Betty	Jones	Female	Unknown - Unknown		Regular
Jim	Kelley	Male	Unknown - Unknown		Pureed, No Conce
Heather	Klassman	Female	Unknown - Unknown		Regular
Robert	Marcus	Female	Unknown - Unknown		Chopped Meat

To readmit the Resident, Click on the resident's record. In the Resident Details, update the record with a room location and move the discharged or expired toggle to No. Click Save. The Resident is now active and part of your current resident list.

Discharged? YES

Expired? NO

Include in Tray Tickets? YES

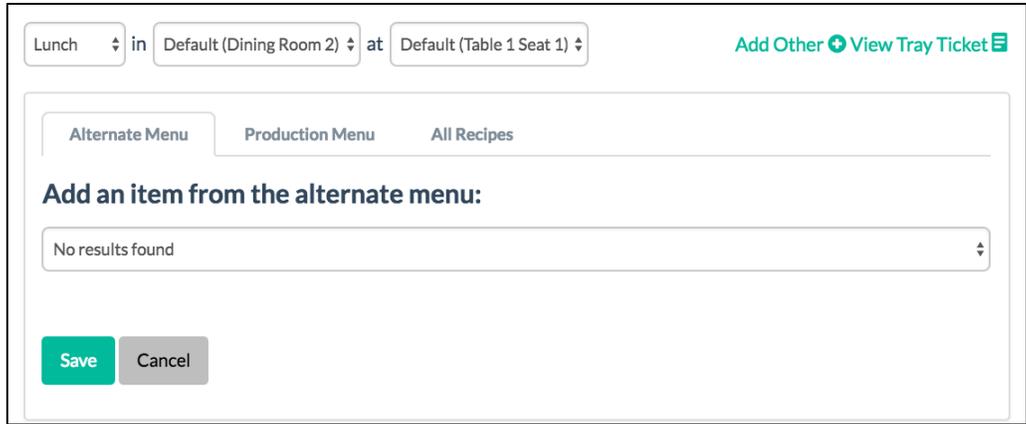
Include in Meal Selections YES

Automatically Assigned to Nourishment Template? NO

MY ALTERNATE MENU IS DISPLAYING ‘NO RESULTS FOUND’ IN THE MENU SELECTIONS SECTION. WHY?

An Alternate Menu (or sometimes referred to the Always Available Menu) can be created in the Menu section and is available to select from under a Resident’s Menu Selections. The purpose of the menu is to give the staff member taking selections a shortcut to a list of readily available items your production staff can quickly prepare for a resident. Possible examples of such items can include Hot Dog, Deli Sandwich, or Oatmeal.

Under a Resident’s Menu Selections, click Add Other. Three sections appear including Alternate Menu, Production Menu, and All Recipes. If the Alternate Menu drop down displays ‘No Results Found’ it may be because of two things.



Menu Name

Alternate Menu

Number of days in the cycle: 7

Menu type: Alternate

Meal Periods: Breakfast, Lunch, Dinner

Save Cancel

First- Verify you have an alternate menu created with the alternate menu type assigned. The alternate menu is created in the Menu section. When adding the menu, make sure to assign Alternate as the menu type. Any other menu type will not work.

In Production		Available Menus		Archived Menus	
Name	Type	Start Date	End Date		
Alternate Menu	Alternate	05/26/2016	12/31/2016		
Spring / Summer Menu- Renal	Liberal Renal	05/26/2016	12/31/2016		
Spring/Summer Menu - NCS	No Concentrated Sweets	05/26/2016	12/31/2016		
Spring/Summer Menu - Pureed	Pureed	05/26/2016	12/31/2016		

Second- Verify the menu is in Production. The alternate menu needs to be activated for it to appear in the Menu Selections area. For steps on how to activate a menu, please see the Menus section of this document.

Nourishments

FAQ'S

HOW DO I ASSIGN A NOURISHMENT TO A RESIDENT?

Resident specific nourishment information is found within a Resident's record. The Nourishment Info section encompasses information from the assigned nourishment menu template as well as specific resident write-ins. To add a specific nourishment to a Resident as a write-in, go to the Nourishment Information area in a Resident Record. Search for the Recipe, mark the scheduled days and meal period, and click Save.

	Su	Mo	Tu	We	Th	Fr	Sa
<input type="checkbox"/> All Breakfast	<input type="checkbox"/>						
<input type="checkbox"/> All AM Snack	<input type="checkbox"/>						
<input type="checkbox"/> All Lunch	<input type="checkbox"/>						
<input type="checkbox"/> All PM Snack	<input type="checkbox"/>						
<input type="checkbox"/> All Dinner	<input type="checkbox"/>						
<input checked="" type="checkbox"/> All HS Snack	<input checked="" type="checkbox"/>						
<input type="checkbox"/> All Brunch	<input type="checkbox"/>						

Sunday

HS Snack Cinn Baked Apples 1 1/2 slice >

Monday

HS Snack Cinn Baked Apples 1 1/2 slice >

Tuesday

HS Snack Cinn Baked Apples 1 1/2 slice >

Wednesday

General Information

Name
Cinn Baked Apples

Recipe State
Active

Recipe Type
Fruits

Production Area
Hot Production

Serving Utensil
None

Portion Size
1 each

Recipe Yield
1 x 1 each

Nourishment?
Yes

Fluid Consistency:
No

If the Recipe doesn't appear in the search results when trying to add the write-in, verify the recipe has been added to your recipe list and the nourishment toggle has been marked Yes.

HOW DO I CREATE AND ASSIGN A NOURISHMENT OR SNACK MENU?

Creating nourishment menu templates streamlines the process of assigning nourishments to residents, preventing the user from entering the same nourishment menu for multiple residents. Nourishment menu templates are assigned to appropriate menu types allowing the system to pre-populate resident nourishments based on their assigned nourishment menu type.

To create a Nourishment Menu, under the Nourishments section click Add New Nourishment Menu Template. Fill in the appropriate fields. Enter nourishment name, select associated menu type(s), select meal period(s) and click Save.

The screenshot shows the RDS interface with the 'Nourishments' tab selected. A table lists two menu templates:

Name	Types	Meals	Actions
Nourishment Menu 1	<ul style="list-style-type: none"> Low Concentrated Sweets Regular 	<ul style="list-style-type: none"> HS Snack 	Edit Copy
Nourishment Menu 2	<ul style="list-style-type: none"> Cardiac Fat & Cholesterol Restricted Heart Healthy Limited Fat Low Fiber 	<ul style="list-style-type: none"> 10:00 Snack 2:00 Snack HS Snack 	Edit Copy

**A standard Nourishment Menu has 7 days. If you would like to extend the length of your menu, this can be adjusted under Facility Settings in the Administration Section.

Nourishment Options

Weeks In Cycle

Current Nourishment Week

Include Menu Type on Labels

The screenshot shows the 'Nourishment Menu 1 - Week 1' view. A table displays the menu items for each day of the week. The Sunday column is highlighted with a blue box.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
HS Snack Blueberries Frozen Yogurt Water	HS Snack Carrot Cake Cinnamon Apples Water	HS Snack Grapes Peanut Butter Crackers Water	HS Snack Pineapple Tidbits Strawberry Smoothie Water	HS Snack Cottage Cheese Peaches Water	HS Snack Deli Sandwich Water	HS Snack Granola Peaches Water

Next start adding recipes to the schedule. Click on the day of the week.

Click Add New+

Search for a Recipe, Select, and Click Add.



After the menu is created, it can be assigned to multiple residents. The recipes will populate the nourishment section in a resident's record. Under the Resident Details click Edit and Toggle yes to Automatically Assigned to Nourishment Template. Click Save. To determine which template will be assigned, select a menu type from the Nourishment Menu Type dropdown.

Nourishment section of a Resident Section

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No photo to display

[← Decker](#) [Graits](#) [▶](#)

[← Back to Search Results](#)

- Resident Detail Report
- Today's Tray Cards
- Meal Selection
- Resident Dining Area Report
- Resident Weight History Report

Menu Selections

- Guest Tray
- Diet Orders
- Meal Service
- Meal Schedule
- Dining Areas

Add New Nourishment

Search

Sunday

HS Snack	Blueberries 1/2 cup	<input checked="" type="checkbox"/> YES
	Frozen Yogurt 1 cup	<input checked="" type="checkbox"/> YES
	Water 1 cup	<input checked="" type="checkbox"/> YES

Monday

HS Snack	Carrot Cake 1 slice	<input checked="" type="checkbox"/> YES
	Cinnamon Apples 2/3 cup	<input checked="" type="checkbox"/> YES
	Water 1 cup	<input checked="" type="checkbox"/> YES

Tuesday

HS Snack	Grapes 1/2 cup	<input checked="" type="checkbox"/> YES
	Peanut Butter Crackers 1 package	<input checked="" type="checkbox"/> YES
	Water 1 cup	<input checked="" type="checkbox"/> YES

Items can be removed by switching the toggle to No next to the recipe.
Write-ins can also be added and have an > instead of a Yes/No toggle.

Add New Nourishment

Search

Sunday

HS Snack	Blueberries 1/2 cup	<input checked="" type="checkbox"/> YES
	Ensure- Vanilla 1 serving	>
	Frozen Yogurt 1 cup	<input type="checkbox"/> NO
	Water 1 cup	<input checked="" type="checkbox"/> YES

Menus

HOW DO I ACTIVATE MY MENU?

Menus need to be activated or put into production before you can generate Tray Tickets, Meal Selections Forms, or Menu Calendars.

Under the Menu Section click on Available Menus. For the selected menu, click the Activate button under the Actions field. Enter the Start & End dates. The start date will be today or a day in the future. You cannot pre-date a start date. The end date should be a time in the far future. Your menu will repeat itself during this production dates. Typically, a cycle menu lasts around 6 months. Click Activate. Go to the In Production tab & you will see the menu that was just activated.

The screenshot shows the RDS interface with the 'Menu' tab selected. The 'Available Menus' tab is highlighted with a red circle. Below the tabs is a table with the following data:

Name	Type	Actions
Alternate Menu	Alternate	Activate ✓ Archive Edit Copy
Spring / Summer Menu- Renal	Liberal Renal	Activate ✓ Archive Edit Copy

The screenshot shows the 'Activate' dialog box for the 'Alternate Menu'. The dialog includes the following fields and buttons:

- Start Date: 06/28/2016
- End Date: 05/31/2017
- Number of Days: 338
- Buttons: Activate, Cancel

HOW DO I CREATE A TEMPORARY OR HOLIDAY MENU FOR 1 DAY?

Menu overrides allow for temporary menu replacement for a single date or date range as well as for specific meal period(s). The menu override functionality is most frequently utilized for the implementation of theme meals/days or holiday menus.

Create the special event menu in the Menus section, under Available Menus. Make sure the special menu's menu type, matches the menu you will override.

Click Menus>Click In Production> Under actions, click Override on desired menu> Select override template (menus may only be overridden with menus that are assigned to the same menu type)> Select the start date, end date or the number of days to run. If the override is to be restricted to a specific meal period(s), select accordingly and lastly click Activate.

Example:

It's Thanksgiving and our residents will be served our special Thanksgiving menu.

First is to create the Thanksgiving menu. Enter the Menu name, Number of days in the cycle, Menu Type & Meal Periods and Click Save.

Add a new menu template

Menu Name

Number of days in the cycle

Menu type

Meal Periods

[Save](#) [Cancel](#)

Thanksgiving Regular Menu: Regular

Show house menu only?

NO

Day 1 [➤](#)

Recipes

Lunch [Add New +](#)

Recipes	Type	Portion Size	%	Servings	House Menu
Roast Turkey	Entrees	3 ounce	0	0	<input checked="" type="checkbox"/> x
Cranberry Glazed Ham	Entrees	3 ounce	0	0	<input type="checkbox"/> x
LS Bread Stuffing	Starches	1 #16 scoop	0	0	<input checked="" type="checkbox"/> x
Mashed Potatoes	Vegetables	1 #8 scoop	0	0	<input checked="" type="checkbox"/> x
Green Beans	Vegetables	1/2 cup	0	0	<input checked="" type="checkbox"/> x
Glazed Baby Carrots	Vegetables	1/2 cup	0	0	<input type="checkbox"/> x
Cranberry Apple Salad	Fruits	1/2 cup	0	0	<input checked="" type="checkbox"/> x
Pumpkin Pie Square	Desserts	12x3	0	0	<input checked="" type="checkbox"/> x
Dinner Roll	Breads	1 each	0	0	<input checked="" type="checkbox"/> x

In Production Available Menus Archived Menus

Name	Type	Start Date	End Date	Actions
Spring / Summer Menu- Renal	Liberal Renal	05/26/2016	12/31/2016	Edit Override
Spring/Summer Menu - NCS	No Concentrated Sweets	05/26/2016	12/31/2016	Edit Override
Spring/Summer Menu - Pureed	Pureed	05/26/2016	12/31/2016	Edit Override
Spring / Summer Menu- Regular	Regular	05/26/2016	12/31/2016	Edit

Override Template

Thanksgiving Regular Menu

Start Date: 11/24/2016 End Date: 11/24/2016

Number of Days: 1

Restrict override to meal period(s): Lunch

Activate Cancel

Next, override the Spring/Summer Menu-Regular menu type with the special Thanksgiving Day Menu-Regular menu type.

To ensure the menu is scheduled, check Menus in Production. It will display the State and End dates of the Master Menu and the special menu will be listed directly below.

RDS

Residents Production Conflicts 22 **Menus** Nourishments Recipes Reports Administration

Global Meal Forecast

In Production Available Menus Archived Menus

Name	Type	Start Date	End Date	Actions
Spring / Summer Menu- Renal	Liberal Renal	05/26/2016	12/31/2016	Edit Override
Spring/Summer Menu - NCS	No Concentrated Sweets	05/26/2016	12/31/2016	Edit Override
Spring/Summer Menu - Pureed	Pureed	05/26/2016	12/31/2016	Edit Override
Spring / Summer Menu- Regular	Regular	05/26/2016	12/31/2016	Edit Override
	Thanksgiving Regular Menu	11/24/2016	11/24/2016	Remove
Spring/Summer Menu - Regular Grd/Mech Soft	Regular Ground/Mechanical Soft	05/26/2016	12/31/2016	Edit Override

WHAT IS FORECASTING?

The % servings column automatically calculates the number of servings needed by multiplying the forecasting percent by the number of on-site residents assigned to the menu type. Forecasting is typically utilized in facilities that offer multiple selections and do not obtain resident selections in advance.

Double click on the number under the percentage column, enter a quantity, and click save. RDS will calculate the number of servings based on how many residents are on that specific menu.

Dinner						Add New +	
Recipes	Type	Portion Size	%	Servings	House Menu		
Beverage of Choice	Beverages	1 cup	100	42	H	X	
Fruit Basket Crmble	Fruits	1 #10 scoop	100	42	H	X	
Biscuit	Breads	1 each	100	42	H	X	
Margarine	Condiments	1 pat	100	42	H	X	
Green Beans	Vegetables	1/2 cup	100	42	H	X	
Beef Pot Pie	Entrees	4 ounce	60	26	H	X	
Braised Pork Tips	Entrees	4 ounce/lb	40	17	H	X	

The global meal forecast option allows you to globally set forecasting percentages for selected menus, recipe types, house or non-house recipes. This functionality streamlines the process for updating forecasting percentages and eliminates the need to update each recipe's forecasting percentage individually.

Global Meal Forecast

Menu

Spring/Summer Menu- Regular X

Recipe Types

Desserts X

%

100

All house All non-house

Save Cancel

Residents Production Conflicts <input type="checkbox"/> Menu Nourishments Recipes Reports Administration ?						
In Production Available Menus Archived Menus			Global Menu Change Global Meal Forecast + Add New Menu			
Name	Type	Start Date	End Date	Actions		
Spring / Summer Menu- Renal	Liberal Renal	05/26/2016	12/31/2016	Edit	Override	
Spring/Summer Menu - NCS	No Concentrated Sweets	05/26/2016	12/31/2016	Edit	Override	
Spring/Summer Menu - Pureed	Pureed	05/26/2016	12/31/2016	Edit	Override	
Spring / Summer Menu- Regular	Regular	05/26/2016	12/31/2016	Edit	Override	
	Thanksgiving Regular Menu	11/24/2016	11/24/2016	Remove		
Spring/Summer Menu - Regular Grd/Mech Soft	Regular Ground/Mechanical Soft	05/26/2016	12/31/2016	Edit	Override	

Click on Global Meal Forecast, enter in the Menu, Recipe Type, and the House or Non-House options. Click Save.

After the percentages have been entered, the forecasted serving amounts can be found on the Production guide. Under Production reports in the Reports section, click on Production guide. Confirm the date(s) and select the correct menu type. Under the Base Report On section, select Forecasting.

Production Guide Options

Start Date:

End Date:

Meal & Nourishment Periods:

Menu Type:

Dining Areas:

Include:

Nourishments only

Base report on:

Actual Counts

Forecasting

Actual counts and forecasting

Open the report as a PDF and you will see a tallied number of items needed for preparation, based on the forecasted amounts and grouped together by production area.

Dinner				
Beverages	Portion	Needed		
		Menu	Nourishment	Total
Beverage of Choice	1 cup	42	0	42
Cold Production		Needed		
	Portion	Menu	Nourishment	Total
Biscuit	1 each	42	0	42
Fruit Basket Crmble	1 #10 scoop	42	0	42
Margarine	1 pat	42	0	42
Hot Production		Needed		
	Portion	Menu	Nourishment	Total
Beef Pot Pie	4 ounce	26	0	26
Braised Pork Tips	4 ounce/lb	17	0	17
Green Beans	1/2 cup	42	0	42

Conflicts Section

WHAT IS A CONFLICT? CAN A CONFLICT BE RESOLVED?

A Conflict is a notification of allergen conflicts prompting you to resolve the conflict by serving an appropriate alternative or replacement. The primary purpose of the conflict section is to increase safety and avoid circumstances where residents are served items that have been identified as a resident allergy.

Residents	Production	Conflicts 24	Menus	Nourishments	Recipes	Reports	Administration
Active Conflicts		Resolved Conflicts					
Reason	Conflicted Item	Resident	Diet Order	Allergies	Resolution		
Menu Allergy - Egg	Cornbread	Valerie Bradners	Regular	Egg	Add resolution +		
Menu Allergy - Egg	Cornbread Dressing	Valerie Bradners	Regular	Egg	Add resolution +		
Menu Allergy - Egg	Black Forest Cake	Valerie Bradners	Regular	Egg	Add resolution +		
Menu Allergy - Egg	Assorted Cookies	Valerie Bradners	Regular	Egg	Add resolution +		

Resolving conflicts is the process of selecting an appropriate replacement for the item generating the conflict.

For example, the resident Valerie has an allergy to Eggs. The menu she is assigned to includes Cornbread which contains eggs. When the Conflict occurs, Cornbread is removed from her menu and a resolution can be substituting in.

Click Add Resolution+ and search for an item, select it, and click Save. Cornbread will be replaced with Dinner Roll for Valerie’s menu.

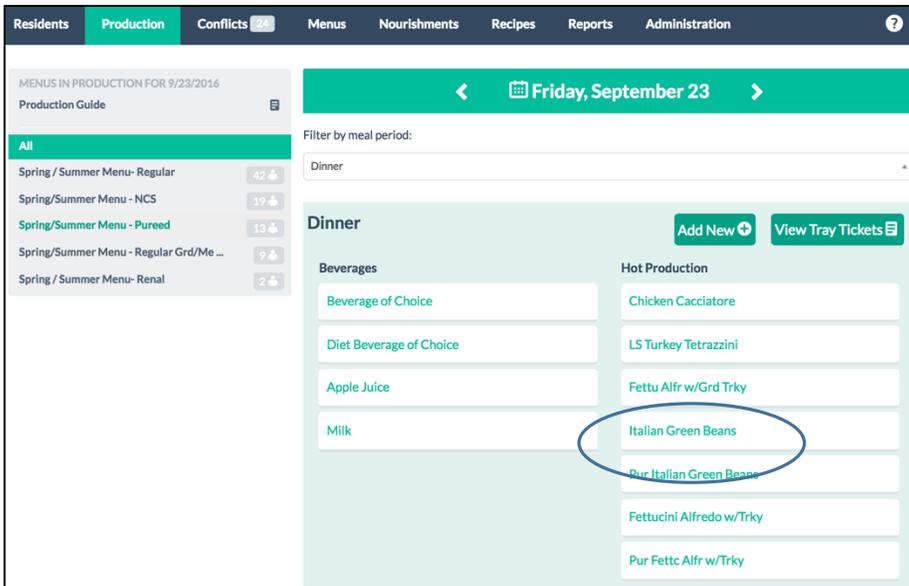
Active Conflicts		Resolved Conflicts					
Reason	Conflicted Item	Resident	Diet Order	Allergies	Resolution		
Menu Allergy - Egg	Cornbread	Valerie Bradners	Regular	Egg	<div style="border: 1px solid #ccc; padding: 5px;"> Select a menu item... <input type="text" value="dinn"/> <div style="margin-top: 5px;"> Breads <div style="background-color: #008000; color: white; padding: 2px;">Dinner Roll</div> Pureed Dinner Roll/Brd </div> </div>		
Menu Allergy - Egg	Cornbread Dressing	Valerie Bradners	Regular	Egg			

Production Section

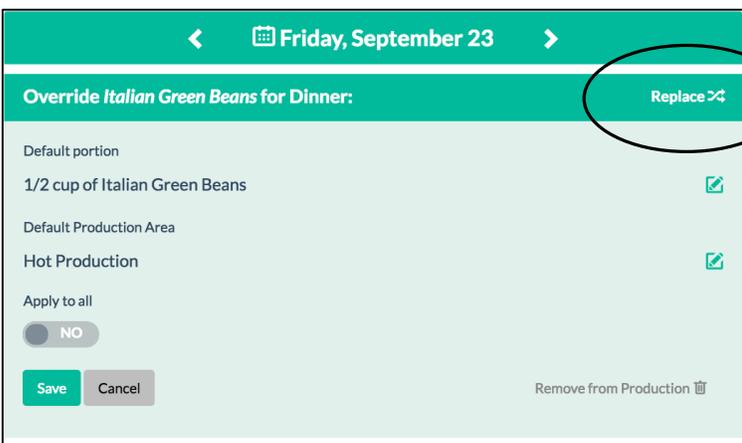
FAQ'S

HOW CAN I REPLACE AN ITEM ON THE MENU JUST FOR ONE DAY OR MEAL?

The Production section allows you to alter the daily offerings without editing the master menu in the Menus section. Recipes can be added, removed, or replaced.



For example, the dinner menu is displaying Italian Green Beans. The vegetable needs to be replaced with Carrots due to a mistake in the grocery order. To create an override and replace Italian Green Beans, click on the recipe.



By creating an override, the recipe can be replaced- just for the calendar date stated. This override will not change the master menu in the Menus section.

Override Italian Green Beans for Dinner:

Default portion
1/2 cup of Italian Green Beans

Default Production Area
Hot Production

Apply to
 NO

Menu
All

Type
All Recipes

Search for All Recipes
(Type a minimum of 3 characters)
Carrots

Default portion
1 #10 scoop of Carrots

Default Production Area
Hot Production

Apply to
 NO

Save **Cancel**

Search for the updated recipe, select, and click Save. The Portion Size and Production Area can be changed, otherwise it will be left with the defaulted amounts.

Following the example, the Italian Green Beans will be replaced with Carrots.

The updated item will be displayed with a lock next the recipe signifying it was an override.

< **Friday, September 23** >
Day 9

View 1 Overrides

Filter by meal period:
Dinner

Dinner **Add New** **View Tray Tickets**

Beverages **Hot Production**

Beverage of Choice

Fettucini Alfredo w/Trky

Chicken Cacciatore

Carrots

To see the override, click on the View Override bar. It will display the Override information and present a delete button if the override needs to be removed.

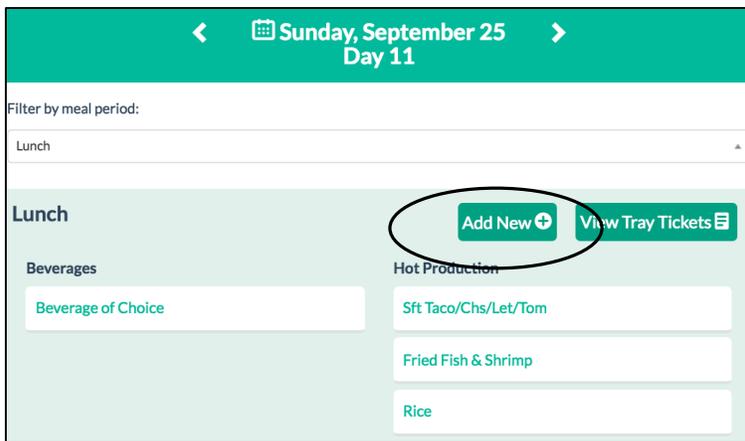
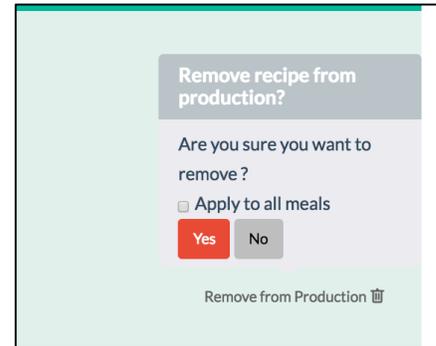
Hide Overrides

Removed	Added	Menu	Meal Period	Actions
Italian Green Beans	Carrots	Spring / Summer Menu- Regular	Dinner	Info Delete

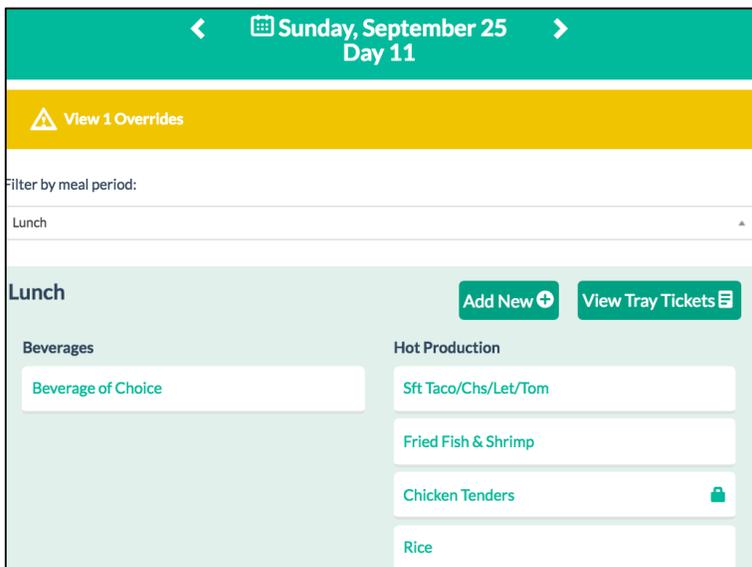
HOW CAN I REMOVE OR ADD AN ITEM ON THE MENU JUST FOR ONE DAY OR MEAL?

The Production section allows you to alter the daily offerings without editing the master menu in the Menus section. Recipes can be added, removed, or replaced.

For example, the lunch menu is displaying Broccoli Au Gratin. The item needs to be **removed**. To create an override and remove it, click on the recipe. By creating an override, the recipe will be removed from production- just for the calendar date stated. This override will not change the master menu in the Menus section. Click Yes to confirm the recipe should be removed.



Recipes can also be **added** to a day's menu. Under the correct calendar date and meal, click Add New+.



Search for the recipe, select, and click Save. The Portion Size and Production Area can be changed, otherwise it will be left with the defaulted amounts.

The updated item will be displayed with a lock next the recipe- signifying it was an override.

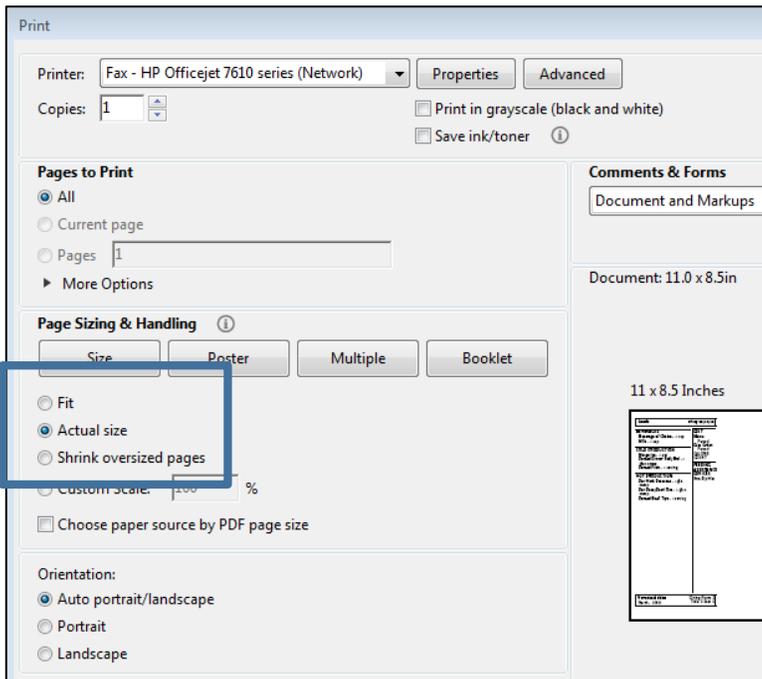
Reports

FAQ'S

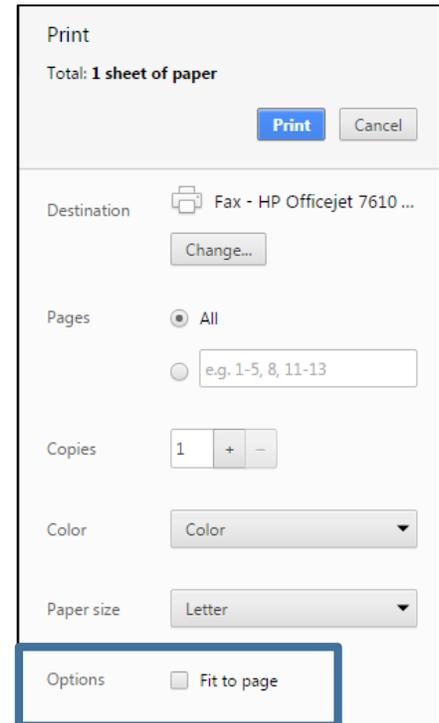
WHY IS INFORMATION CUTTING OFF ON MY TRAY CARD AND TRAY TICKET REPORTS?

The margin issue may be related to your printer settings. For Google Chrome check the 'fit to page' option in the print settings. It should **not** be selected. In Internet Explorer 'actual size' needs to be marked. This should correct the words from cutting off.

Internet Explorer Print Settings



Google Chrome Print Settings



WHY CAN'T I PRINT TRAY TICKETS?

When I generate my tray ticket report RDS states “No Tray tickets for selected time frame.”

There may be multiple solutions to this problem.

The screenshot shows the 'Diet Orders' form for resident MARCY ALLEN. The form is divided into several sections:

- Allergies & Restrictions:** Includes a 'Diet Orders' section with an 'Add New' button and a dropdown menu currently set to 'Regular'.
- Fluid Consistency:** A dropdown menu labeled 'Select a fluid consistency...'.
- Menu Type:** A dropdown menu currently set to 'Regular'. A blue arrow points to this dropdown.
- Nourishment Menu Type:** A dropdown menu currently set to 'Regular'.
- Assign to house menu?:** A toggle switch currently set to 'YES'. A blue arrow points to this toggle.
- Allergies:** Includes an 'Add New' button.
- Portions:** A table with columns for meal type and portion size:

Breakfast	Small
Lunch	Regular
Dinner	Regular
Requires Calorie Count?	Yes

1. Verify the correct Menu Type is listed. Under the Resident’s Diet Orders section, check to see if a Menu Type is selected. This menu type needs to match a menu in Production.

2. In order for menu selections to appear on the report, selections must be made. Check on the House menu toggle. By toggling ‘Assign to house menu’ to ‘yes’, the application will auto-select the items that are considered main/house items for the resident.

3. Whether the Assign to House Menu toggle is marked Yes or No, selections can be entered for a resident under the Menu Selections area. The items highlighted in navy blue will be displayed on the Tray Ticket.

The screenshot shows the 'Menu Selections - Regular' form for resident MARCY ALLEN. The form is for Monday, September 12, at Lunch in the Default (Dining Room 2) at Default (). The form displays a grid of menu items categorized by Breads, Condiments, Entrees, Vegetables, Starches, Desserts, and Beverages. Items like Dinner Roll, Margarine, Chicken A la King, and Green Peas are highlighted in navy blue.

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No photo to display

< Decker Graites >

< Back to Search Results

- Resident Detail Report
- Today's Tray Cards
- Meal Selection
- Resident Dining Area Report
- Resident Weight History Report
- Menu Selections
 - Guest Tray
 - Diet Orders
 - Meal Service
 - Meal Schedule
 - Dining Areas
 - Likes and Dislikes

Location: East Wing - 104

Religion: N/A

Next Visit: Next Visit Date

Admit Date: 4/20/2016

Discharge Date: 4/20/2016

Discharged? NO

Expired? NO

Include in Tray Tickets? YES

Include in Meal Selections YES

Automatically Assigned to Nourishment Template? NO

Save Cancel

4. In the resident's record under resident details, verify the Include in Tray Tickets or Tray Cards is toggled to Yes.

5. Verify you have a menu in Production. See Menus section for details on how to activate a menu

RDS

Residents Production Conflicts 22 **Menus** Nourishments Recipes Reports Administration

Global Meal Forecast

In Production Available Menu Archived Menu

Name	Type	Start Date	End Date	Actions
Spring / Summer Menu - Renal	Liberal Renal	05/26/2016	12/31/2016	Edit Override
Spring/Summer Menu - NCS	No Concentrated Sweets	05/26/2016	12/31/2016	Edit Override
Spring/Summer Menu - Pureed	Pureed	05/26/2016	12/31/2016	Edit Override
Spring / Summer Menu - Regular	Regular	05/26/2016	12/31/2016	Edit Override
	Thanksgiving Regular Menu	11/24/2016	11/24/2016	Remove
Spring/Summer Menu - Regular Grd/Mech Soft	Regular Ground/Mechanical Soft	05/26/2016	12/31/2016	Edit Override

WHY ARE MY TRAY CARDS, TRAY TICKETS, AND/OR MEAL SELECTION FORMS PRINTING ON 2 PAGES?

When generating certain reports such as a Tray Card/Ticket or a Meal Selection Form, RDS will carryover any information onto a second card if the information will not fit on one card.

For example, Betty Johnson's meal selection form carries over to a second card for dinner. Notice at the top of the form, it says 1/2 and 2/2.

Dinner 1/2 Monday 10/03/16	Dinner 2/2 Monday 10/03/16
Please select one item from each category	Please select one item from each category
BEVERAGES Iced Tea - 8 ounces Juice- Grape - 6 ounces Milk- 2% - 1 cup	VEGETABLES Caesar Salad - 1 serving Corn - 1/2 cup Spinach- Sauteed - 1/3 cup
BREAD Dinner Roll - 1 serving	DIET Menu: Regular Diet Order: Regular, 1500 cc Fluid Restriction, 70 Gram Protein Portions: Small
CONDIMENTS Margarine - 1 each Salt/Pepper - 1 each	ADAPTIVE EQUIPMENT Weighted Cup
DESSERTS Chocolate Cake - 1 slice	ADAPTIVE EQUIPMENT Weighted Cup
ENTREES (D) Beef & Noodles - 1 serving Tuna Noodle Casserole - 1 serving	
FRUITS Fresh Fruit Medley - 1/2 cup Peaches - 1 cup	
STARCHES Noodles, Buttered - 1/3 cup	
Betty Johnson East Wing - 202B	Bistro Table 4
Betty Johnson East Wing - 202B	Bistro Table 4

If you prefer the data to be only on one card, review the information and see if there's any way to edit or consultate.

*For the Tray Card Report, confirm all the likes/dislikes are assigned to the appropriate meals. For example, buttered noodles are not served at breakfast and should not be listed on the breakfast tray card as a like/dislike.

*For the Meal Selection Form, review the recipe types. Consolidating similar recipe types can reduce the amount of space on a tray card, which will prevent it from spilling over to a second card.

*For the Tray Ticket Report, consider switching the layout from Recipe Types to Production Areas (or vice versa depending on your data).

**For all three reports, the notes section can always be used to record various points of information. Meal Preferences and special offerings can be included here to better use the space offered.