

## Lesson 12 – Kitchen Menus

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# 'bob' the Child Care Centre Manager

## Overview

The Kitchen Menu functionality was developed to address a basic need for dietary planning in the kitchen. Through entry, copy, and print functions we have tried to make this as easy as possible.

The following pages will help familiarize you with the functionality inherent in the Kitchen Menus.

The *Kitchen Menu* can be executed at any time from the *Family Manager*->*Onscreen Toolbar*->*Manage Kitchen Menus* icon.



## Kitchen Menu – Main Screen

When the Kitchen dialog screen is first displayed, the current day's menu is displayed in the grid area.

If you wish to view other menus, change the date range. As the date changes, the grid is populated.

The screenshot shows the 'Kitchen' dialog box with the title 'bob' the Child Care Centre Manager. The main heading is 'Kitchen Menu Management'. On the right side, there are buttons for 'Close', 'New', 'Copy', 'Copy Range', 'Print', 'Singleline', and 'Multiline'. On the left, there is a 'Date Range' section with a 'Select Range' dropdown (set to '<Select>'), 'Enter Range' fields (01/01/2007 to 01/05/2007), and 'Highest Menu Date' (1/5/2007). Below this is a grid with columns: Date, Schedule, Menu, Line2, and Li. The grid contains menu items for dates from 1/1/2007 to 1/5/2007.

Date	Schedule	Menu	Line2	Li
1/1/2007	Breaky	Corn Flakes -or- Bran	Juice	Mi
1/1/2007	Morning Snack	Cookies	Milk	
1/1/2007	Lunch	Soup & Sandwich	Milk	
1/1/2007	Afternoon Snack	Muffins	Milk	
1/2/2007	Breaky	Corn Flakes -or- Bran	Juice	Mi
1/2/2007	Morning Snack	Cookies	Milk	
1/2/2007	Lunch	Corn Flakes	Bran Flakes	Ju
1/2/2007	Afternoon Snack 2	Corn Flakes	Bran Flakes	Ju
1/3/2007	Breaky	Corn Flakes -or- Bran	Juice	Mi
1/3/2007	Morning Snack	Cookies	Milk	
1/3/2007	Lunch	Corn Flakes	Bran Flakes	Ju
1/3/2007	Afternoon Snack 2	Corn Flakes	Bran Flakes	Ju
1/4/2007	Breaky	Corn Flakes -or- Bran	Juice	Mi
1/4/2007	Morning Snack	Cookies	Milk	
1/4/2007	Lunch	Corn Flakes	Bran Flakes	Ju
1/4/2007	Afternoon Snack 2	Corn Flakes	Bran Flakes	Ju
1/5/2007	Breaky	Corn Flakes -or- Bran	Juice	Mi
1/5/2007	Morning Snack	Cookies	Milk	

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## Display Options

### Singleline

The initial view of the grid is *Singleline* in that each *Date/Schedule* is displayed on each line.

Click *Multiline* to change the view.

### Multiline

This view hides all of the *line* columns and expands the *menu* column. It then places all of the *line* items under the *menu* column.

Click *Singleline* to change the view.

Example of *Multiline* display option.

The screenshot shows a window titled "Kitchen" with a sub-title "'bob' the Child Care Centre Manager" and "Kitchen Menu Management". The window contains a "Date Range" section with a "Select Range" dropdown set to "<Select>", "Enter Range" fields for "01/01/2007" to "01/05/2007", and "Highest Menu Date: 1/5/2007". Below this is a grid with columns "Date", "Schedule", and "Menu". The first row is highlighted in yellow. To the right of the grid is a vertical toolbar with buttons: "Close", "New", "Copy", "Copy Range", "Print", "Singleline", and "Multiline".

Date	Schedule	Menu
1/1/2007	Breaky	Corn Flakes -or- Bran Flakes Juice Milk
1/1/2007	Morning Snack	Cookies Milk
1/1/2007	Lunch	Soup & Sandwich Milk
1/1/2007	Afternoon Snack	Muffins Milk
1/2/2007	Breaky	Corn Flakes -or- Bran Flakes Juice Milk

### Date Range

Change the date range to focus on a day, week, month, or even a year. We designed this functionality to view by week so that the *Print* function would give you a weekly report. See the *Print* discussion.

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## Entry Options

### New

Click *New* on the main Kitchen dialog to open the *Menu* entry screen.



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## Copy

Click *Copy* on the main Kitchen dialog to copy the selected record in the menu grid.



Each menu has a unique identification of *Date* and *Menu Type*. So when copying a menu record, you must change one or both of these values before saving. Otherwise, an error will be displayed. Continue changing the *Date* and/or *Menu Type* then *Save*.

To verify your copy, close the *Menu-Copy* dialog and select the date or date range on the *Kitchen* dialog screen.

## Edit

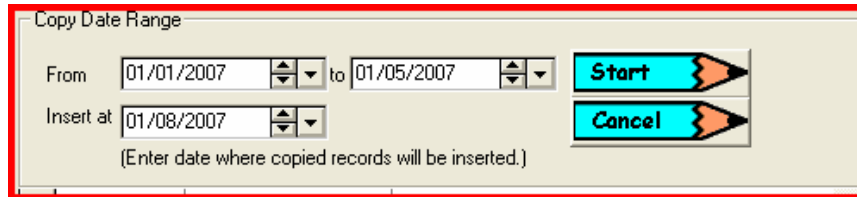
Once displayed on the *Kitchen* screen, the menu record can be edited by selecting and double-clicking on the grid display.



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## Copy Range

Before pressing the *Copy Range* button, select the menu date range you wish to copy from.



The image shows a dialog box titled "Copy Date Range". It contains two rows of date pickers. The first row is labeled "From" and has a date of "01/01/2007" selected, followed by a "to" label and another date picker with "01/05/2007" selected. To the right of these are two buttons: "Start" and "Cancel", each with a pencil icon. The second row is labeled "Insert at" and has a date of "01/08/2007" selected. Below the "Insert at" date picker is the text "(Enter date where copied records will be inserted.)".

The *Copy Date Range* dialog is displayed.

The From and To dates are the same as what was selected on the main screen. The *Insert at* date defaults to the date following the date range to be copied from. Change the *Insert at* date as required.

Click *Start* to copy the range of menus as specified.

Verify the copy by displaying the date range on the grid.

Note: If any menus are encountered in the *Insert at* range, an override dialog will be displayed. Answer *Yes* to continue with the copy.



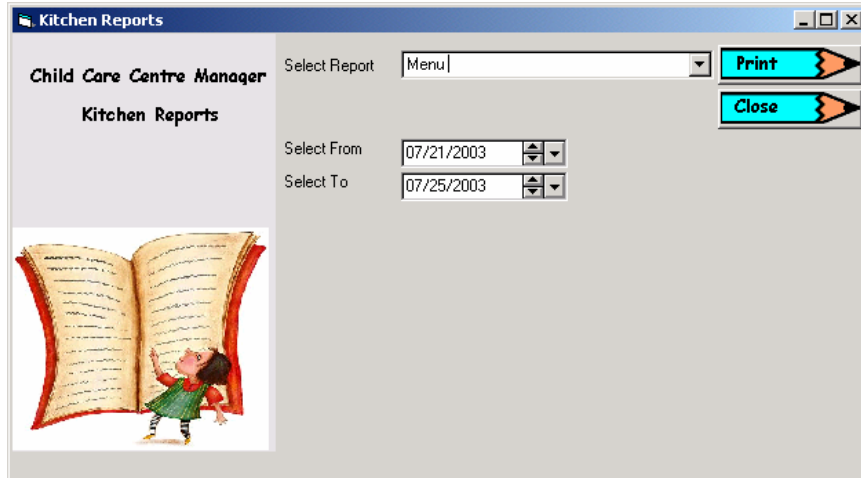
The image shows a dialog box titled "'bob' the Child Care Centre Manager". It contains the text "24 menu records already exist in the date range entered." followed by the question "Do you wish to overwrite?". At the bottom are two buttons: "Yes" and "No".

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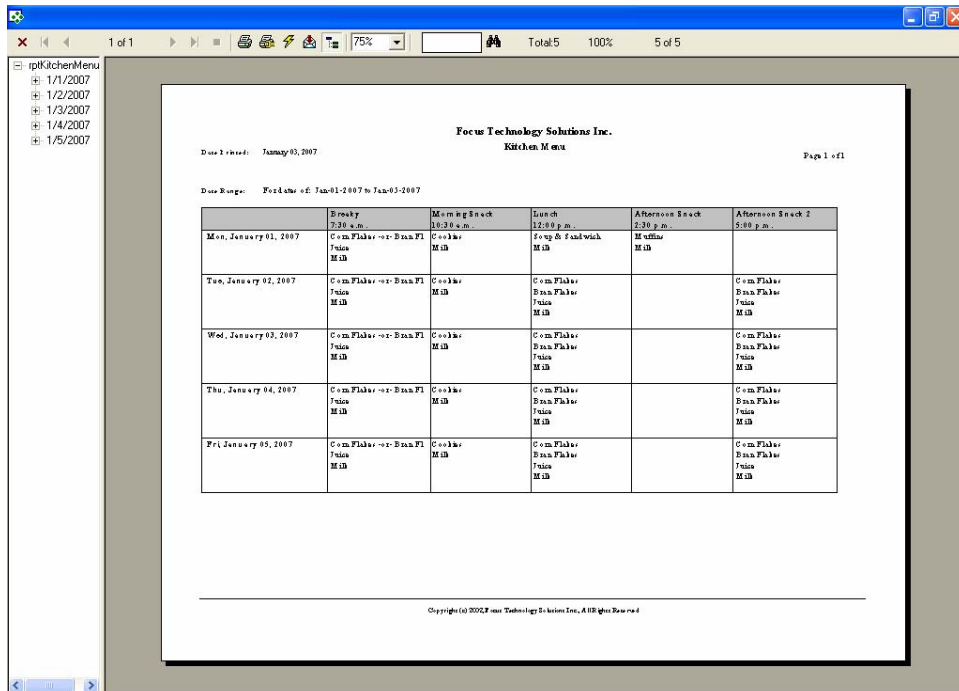
## Print

To print a menu range, click the *Print* button. The *Kitchen Reports* dialog is displayed.

At this time only the *Menus* report is available. As new reports are designed they will be added to the dropdown.



The *Select From* and *Select To* date range defaults to the current selection on the *Kitchen* screen. Change this range as desired.



The report was designed to print a week at a time. (Monday – Friday) If the range being printed is greater than 5 days the report format is unpredictable.