

# MRS Database in Nutrikids

May 8, 2014

# Overview

- Step by step process on updating Nutrikids® with MRS 2014 Database
- First session shows how to backup current database, save current data, and export recipes
- Second session covers restoring MRS 2014 Database, importing recipes, and some lists available

# Why?????

- MRS 2014 Database contains updated ingredients and updated recipes
- Only MS State Purchasing items and USDA Foods appear as ingredients
- Recipes contain only MRS 2014 Recipes
- The recipes are locked but can be duplicated for district changes
- Although this update will eliminate district entered recipes and menus, future database updates will only change ingredients and recipes and **will not affect menus**



## Ingredients

Have the ingredients changed in the MRS Database?  
Let's look at the ingredient list.

# The Ingredient File

This is a screen shot of the ingredients in the data base

The ingredients include food products on the MS Statewide Purchasing Program, USDA Commodity Foods, and DOD products

**Ingredient Numbers** are in the **800,000** number range

Ingredients are in alphabetical order

The Order Guide Item Number is the last part of the **Ingredient Description**

In most cases, the **Ingredient Description** is the same as the Order Guide

The screenshot shows the 'NUTRIKIDS Menu Planning' software interface. At the top, there is a search section with fields for 'Ing # or Desc:', 'Manufacturer:', 'Commodity or Rec Cod', 'CN Code', and 'Product #:'. Below this is a 'Source' field containing 'Local 80020 Diversified Foodservice Manufacturing' and a 'Long Description' field. The main part of the screen is a table of ingredients. The table has columns for 'Ing #', 'Ingredients Description', 'Class', 'Source', 'CN Code', and 'Manufacturer'. The first row is highlighted in blue and shows '825077 s Apple Slices DFM #547' with 'FRUIT' class, 'Local' source, and 'Diversified' manufacturer. Other rows include various types of apples, apricots, and bacon. At the bottom of the table, there is a checkbox for 'Include Deactivated Ingredients' which is currently unchecked. The Windows taskbar is visible at the very bottom of the screenshot.

Ing #	Ingredients Description	Class	Source	CN Code	Manufacturer
825077 s	Apple Slices DFM #547	FRUIT	Local		Diversified
825394 s	Apples, Gala, Whole, Fresh, #646	MSFR	Local		
825395 s	Apples, Granny Smith, Whole, Fresh, #646	MSFR	Local		
825408 s	Apples, Raw, Red Delicious, #613	MSFR	Local		
825404 s	Applesauce, Canned, Without Sugar, DC, #232	FRUIT	Local		DC
825431 s	Apricots, Canned, Light Syrup, USDA	FRUIT	Local		
825280 s	Apricots, FRZ, Sliced, 4.5 oz., US Foods	FRUIT	Local		US Foods
825094 s	Bacon, Sliced, Precooked, Jimmy Dean, #121	PORK	Local		Jimmy Dean
825137 s	Bacon Bits, Imitation, Bulk, DC, #199	COND	Local		Distributor's
825250 s	Bacon Bits, Imitation, PC, DC, #197	COND	Local		Distributor's
825293 s	Bagel, Breakfast # 129	MSBB	Local		Tony Roberts
825468 s	Bagel, Whole Wheat, Sliced, 2 grains, #130	BAKE	Local		Tony Roberts

# Recipes

- Remember that all recipes are locked
- Ingredients in recipes have been updated
- Recipes have been reviewed and edited to clarify instructions
- Crediting has been checked and is included in recipe instructions
- Subgroups, such as vegetables, whole grains, etc. have been identified so that menus can be evaluated for weekly requirements



## Are the recipes different?

To look at the recipe list, click on the recipe tab and next click on Modify/Review

## The Recipe File

- All of the recipe numbers are in the 800,000 range
- Only MRS Recipes appear
- The MRS Recipe numbers are the last part of the recipe name
- The recipes are grouped by the contribution to the USDA Meal Pattern
- MRS 2014 is the source for all of the recipes

NUTRQIDS Menu Planning - Version: 14.53 - User manager - [Modify/Review Recipes]

Ingredients Recipes Menus Conversion Charts Tools Help

Close Save Print Duplicate Search Open Conversions Calculator

Recipe # or Search Code

825014	American Sandwich MS700	MSSND	MRS 2014
825015	Apple and Orange Wedges MS1240	MSFRT	MRS 2014
825016	Apple Delicious MS1200	MSFRT	MRS 2014
825017	Apple Slices in Bag MS1202	MSFRT	MRS 2014
825018	Applesauce, MS1204	MSFRT	MRS 2014
825019	Apricots MS1218	MSFRT	MRS 2014
825503	Apricots, FRZ, PC, MS1219	MSFRT	MRS 2014
825020	Arroz Con Queso MS900	MSVEG	MRS 2014
825021	Assorted Gelatin w/ Top MS1450	MSDES	MRS 2014
825023	Assorted Gelatin, No Top MS1454	MSDES	MRS 2014
825022	Assorted Gelatin, PC Cups MS1458	MSDES	MRS 2014
825024	Assorted Pudding Cups MS1462	MSDES	MRS 2014
825025	Assorted Sandwich, Combo MS701	MSSND	MRS 2014
825029	Au Gratin Potatoes MS1072	MRSSV	MRS 2014
825031	Bacon Burger 2.5 oz Patty MS702	MSSND	MRS 2014
825032	Bacon Burger 3 oz Patty MS704	MSSND	MRS 2014
825507	Bacon Cheeseburger 2.5 oz MS706	MSSND	MRS 2014
825034	Bacon, 2 Slices, MS1500	MS2OT	MRS 2014
825035	Bagel & Yogurt Choice, MS1681	MRSBC	MRS 2014
825037	Bagel, 2WGR, Toasted, MS1600	MRSBG	MRS 2014
825036	Bagel, Breakfast, WG, MRS 1695	MRSBC	MRS 2014
825039	Baked Beans MS1000	MSVLB	MRS 2014
825040	Baked Beans MS918	MSVEG	MRS 2014

NUM CAPS 4/14/2014 4:23 PM 4/14/2014



# Changes in Update Process

## Previous

- Update was coordinated through Nutrikids®
- District entered data such as recipes and menus were eliminated
- Data base may have had ingredients and recipes from previous updates
- Updated annually

## Now and Future

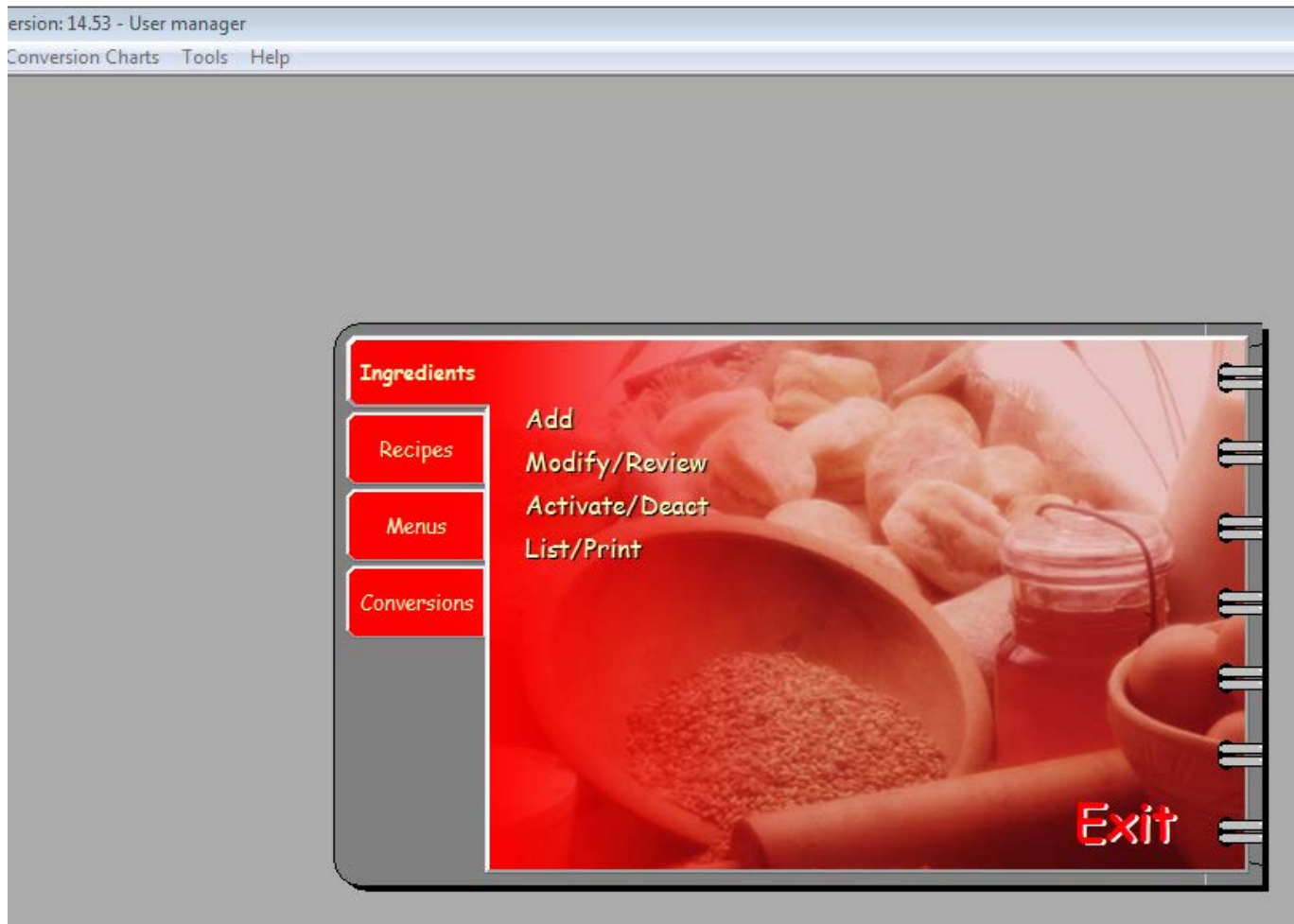
- Update will be coordinated through OCN and Nutrikids®
- Recipes entered at the district level and district menus can be saved and imported into the new data base
- New database will replace current database so district recipes and menus will be lost with this update
- Future updates will only update ingredients, recipes and add new ingredients and recipes
- Updates available on a quarterly basis

# Steps to Prepare for Update

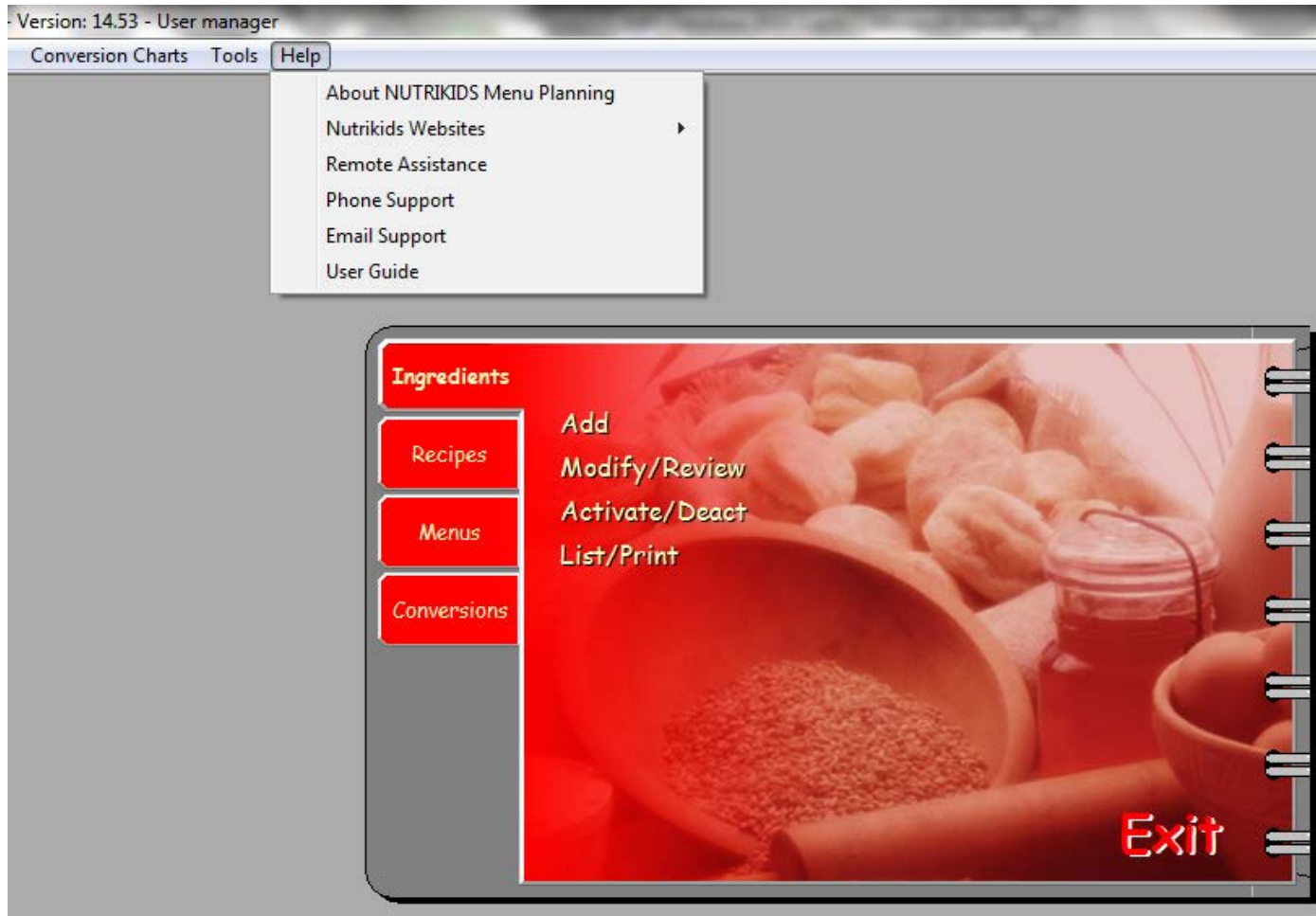
Update when you have finished menus for May and Summer

1. Save current database
2. Print menus
3. Print and save district recipes and any district recipes that have been duplicated, edited or created
4. Export district recipes that are unique

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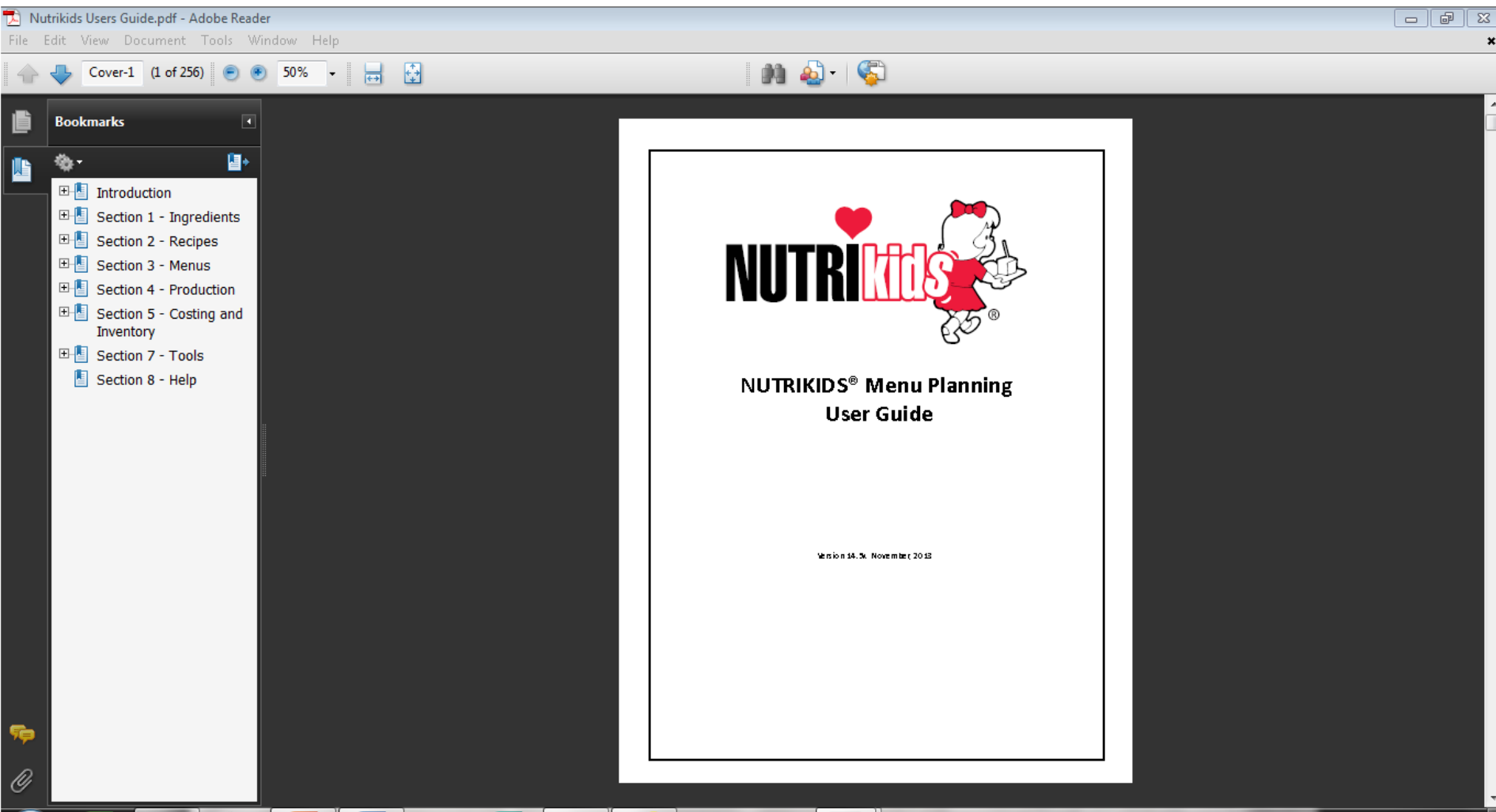


The version of Nutrikids® you must have to open the MRS 2014 NK Database (database) is Version 14.5X released in November, 2013. Look in the top the screen shot for the version number. This version is 14.53.



## User Guide

Nutrikids has an excellent User Guide that will answer many of your questions  
To access the Used Guide PDF, click on **Help** on the top menu bar and then click on **User Guide**



The User Guide can provide additional information about many of the steps that will be covered in this session and in tomorrow's session

On the left is an index to the User Guide. To go to one of the sections, click on the section. If you have questions about the backup or restore process, click on **Section 7 - Tools**

# Why Backup?

- Computer may crash, system may go down, etc.

## How Often to Backup?

- After making any entries, such as in recipes, entering menus

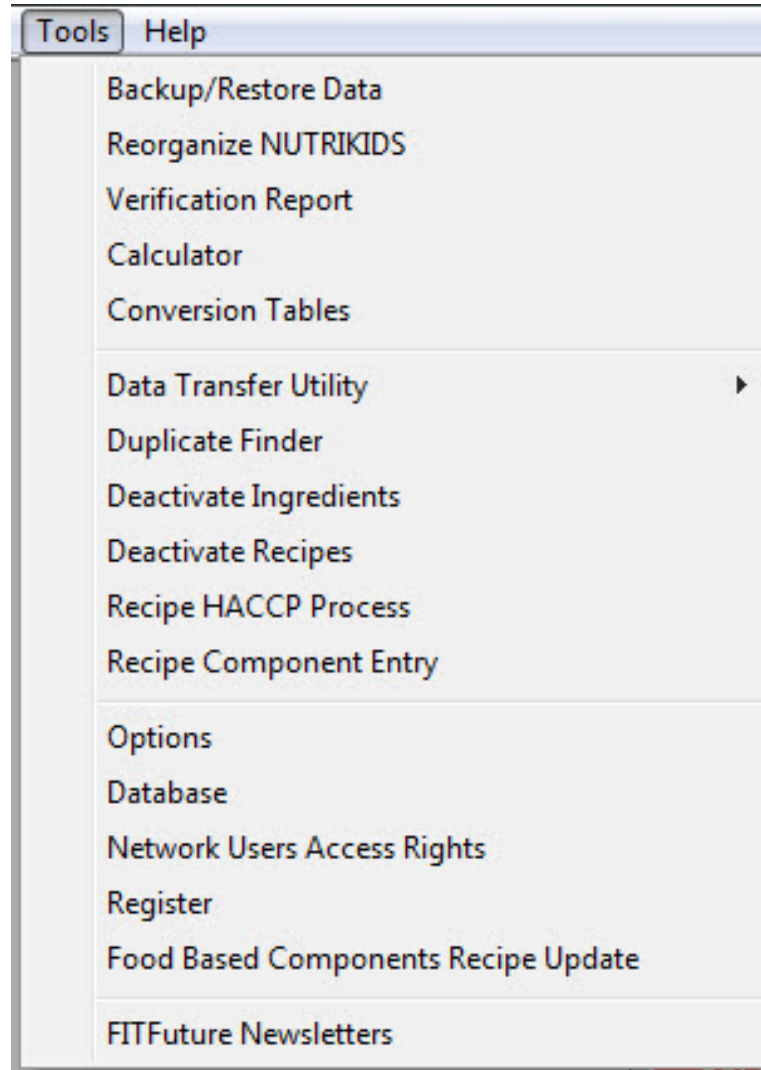
## Where to backup?

- Establish a file on computer
- Also save a copy to district server, jump drive, or attach to e-mail and send to your self

# 1. Save Current District Data Base

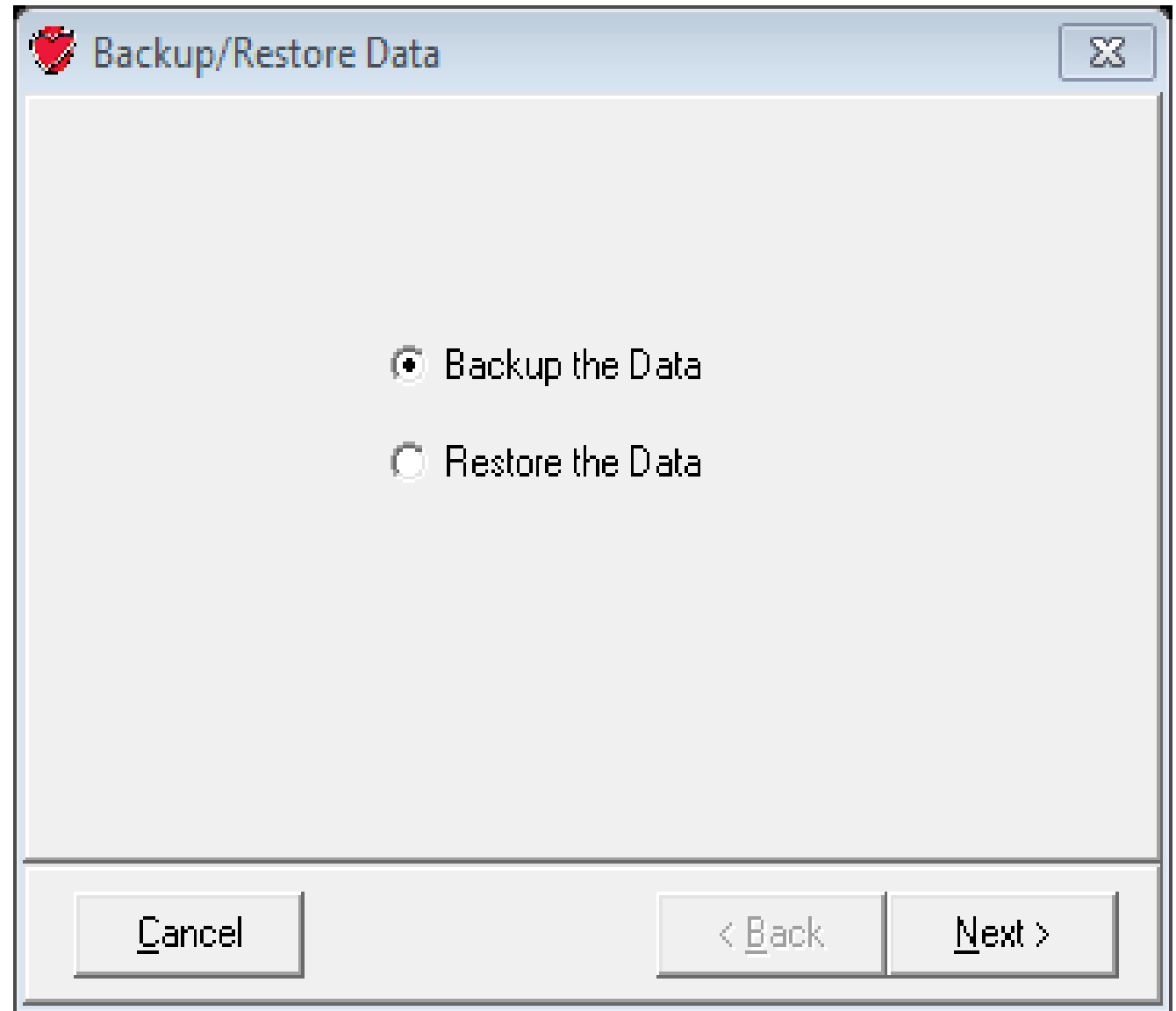
The process to save district data is called **Backup** in Nutrikids

- Click on **Tools** on the Menu Bar
- In the drop down box that appears, click on **Backup/Restore Data**



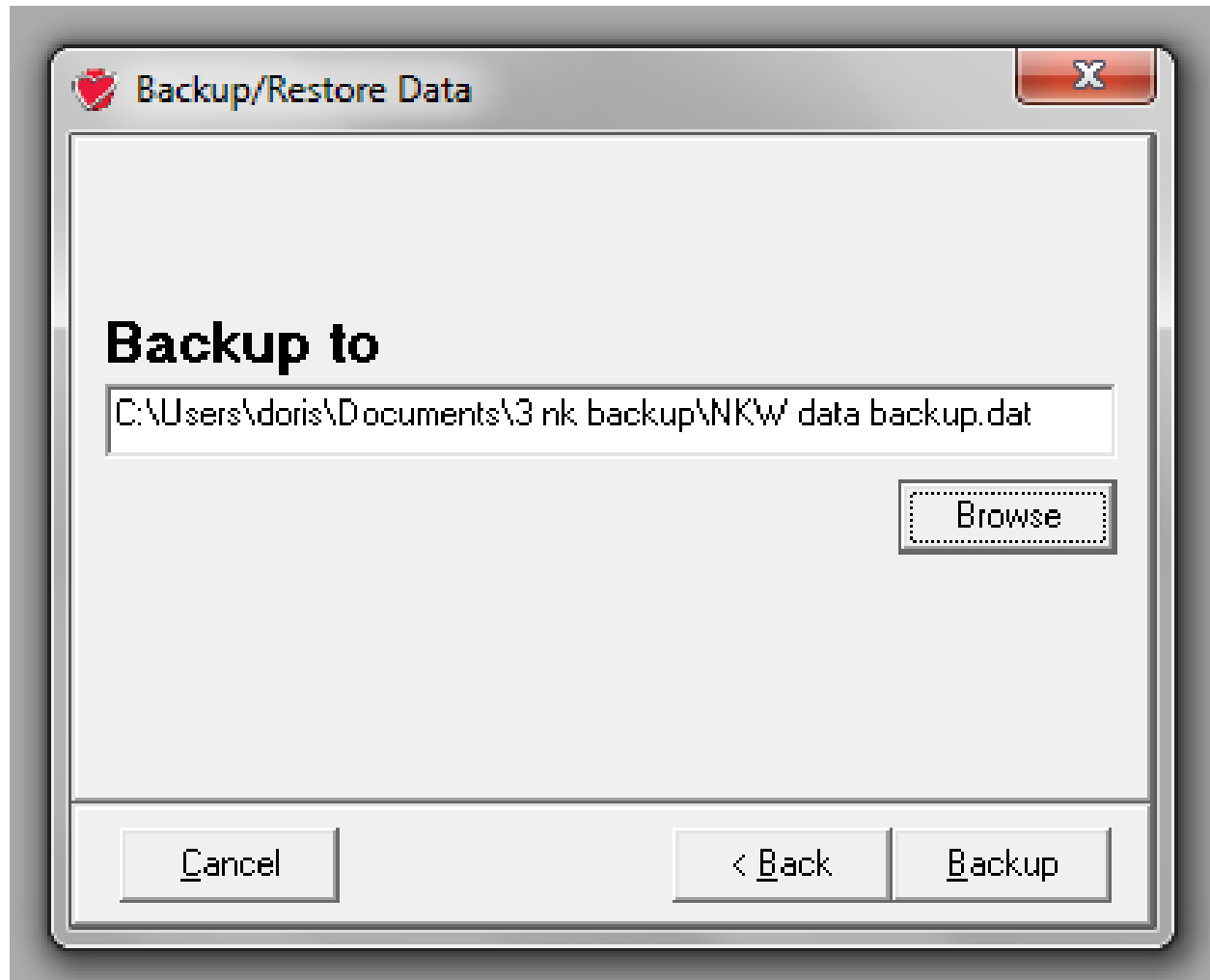
## 1. Save Current District Database

- When this screen appears, click **Backup the Data**
- And then Click **Next**





# 1. Save Current District Database



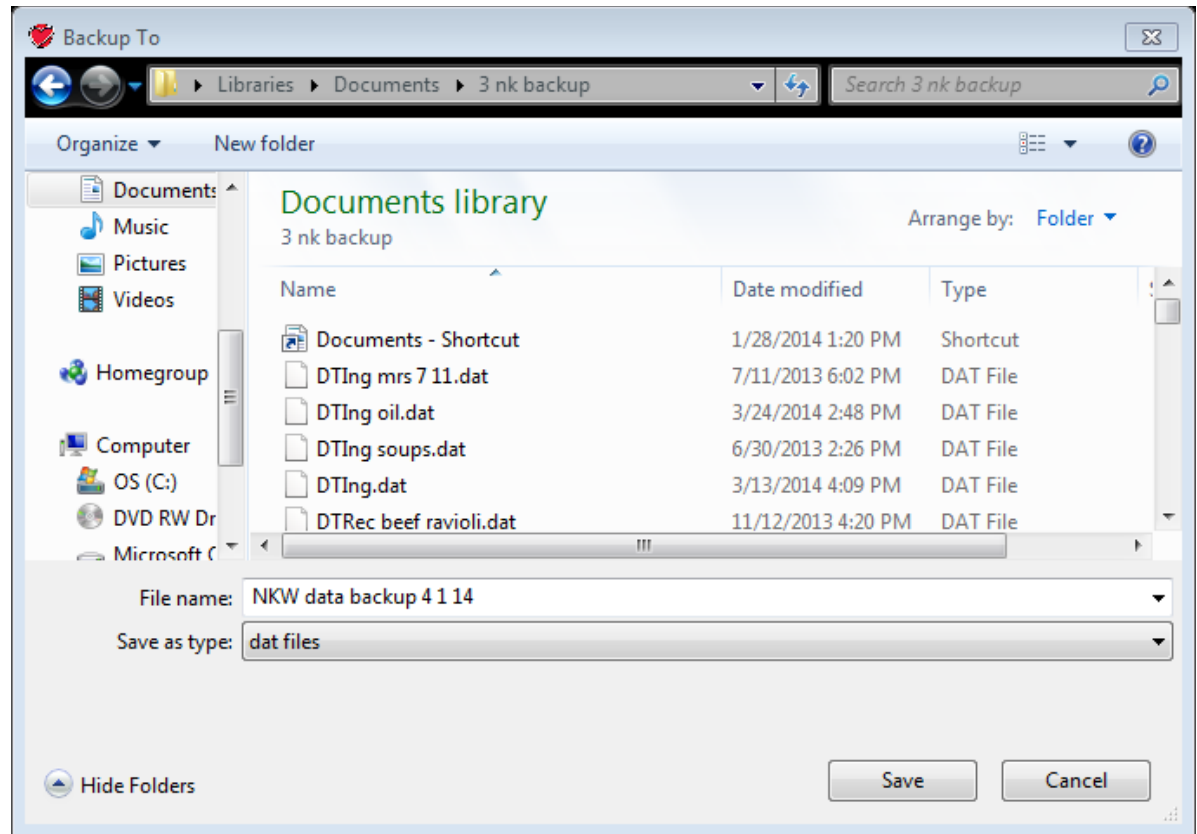
This screen will appear

- The folder or device that appears in the **Backup to** box is where the last backup file was saved
- Click **Browse** to Document files

# 1. Save Current District Database

This screen will appear

- Select the location where you want to save the data such as a folder in documents, a flash drive, or other device
- You can create a folder, such as 3 NKW backup, on this computer



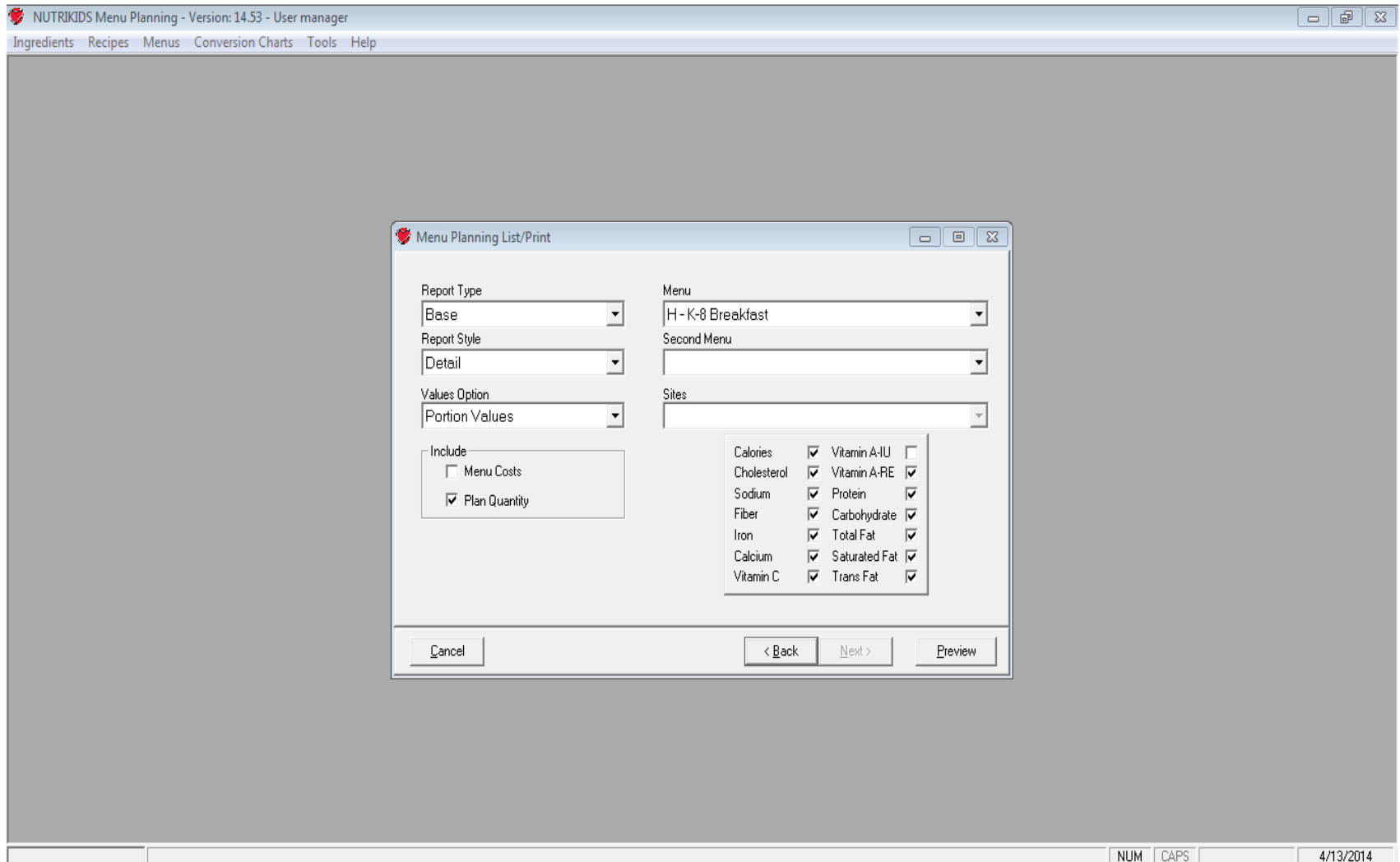
- Name the backup file (suggest using date as part of name) in **File name box**
- Once selected, click **Save**
- After saving, the file can be copied or transferred to another device



## 2. Print Menus

Print a hard copy of menus by going to Menu List/Print on the Menus tab

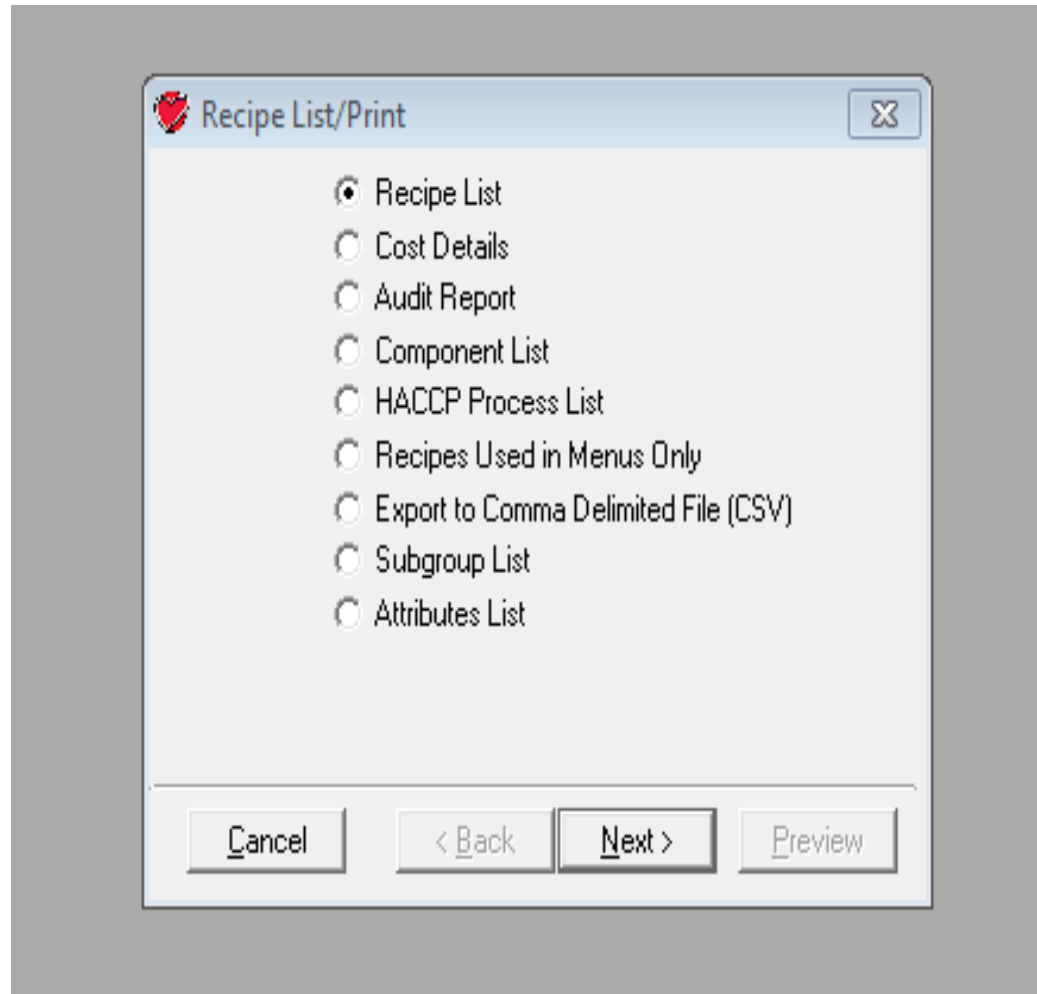
## 2. Print Menus



- Print menus as all data will be replaced with Restore
- Include detail to save weighting of menus

### 3. Print Recipes

- Print recipes that were developed in district and those that were duplicated to have a record of changes
- Recipes can be printed from individual files or from list print by number sequence or a local source (if changed from MRS 2013 or MRS 2012)



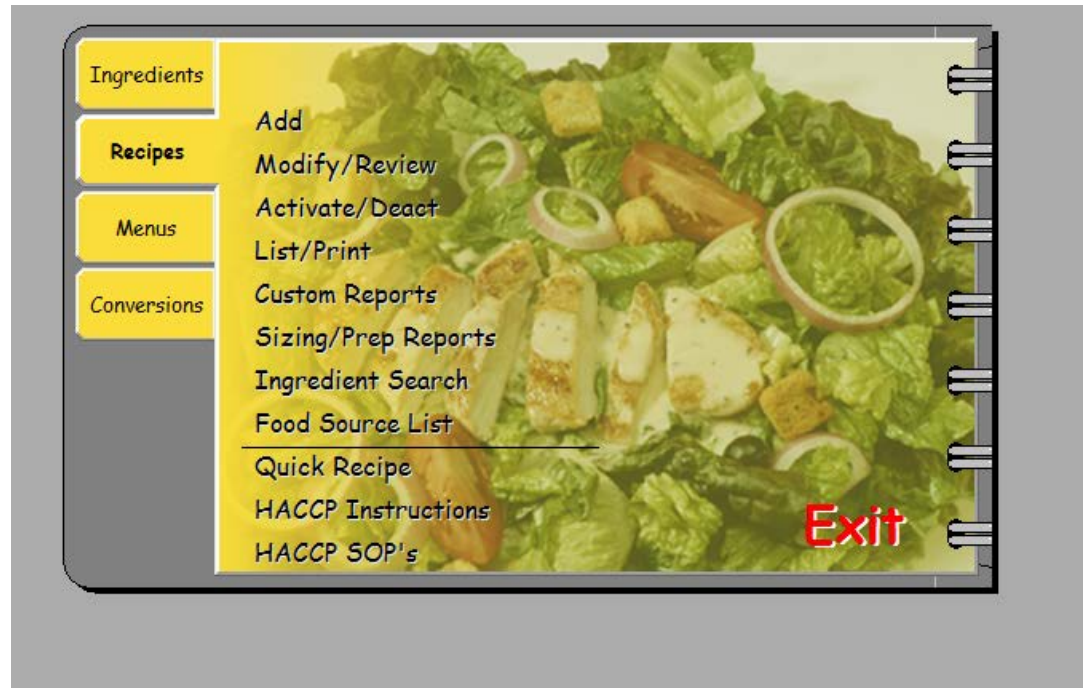
Hint - Any recipes that were added or duplicated in district are numbered in a sequence starting with 000001

# 3. Print Recipes

- Recipes that had simple changes such as increasing the amount of seasoning mix or a change in directions can be duplicated and changed after the new data base is restored
- Export district recipes added or developed as a data file
- When exported recipes are imported into the database, ingredients are duplicated and the imported ingredients may differ from the updated database ingredients
- The next steps are for a process that has some different steps from what is in the USER GUIDE

## 4. Exporting Data Files of Recipes

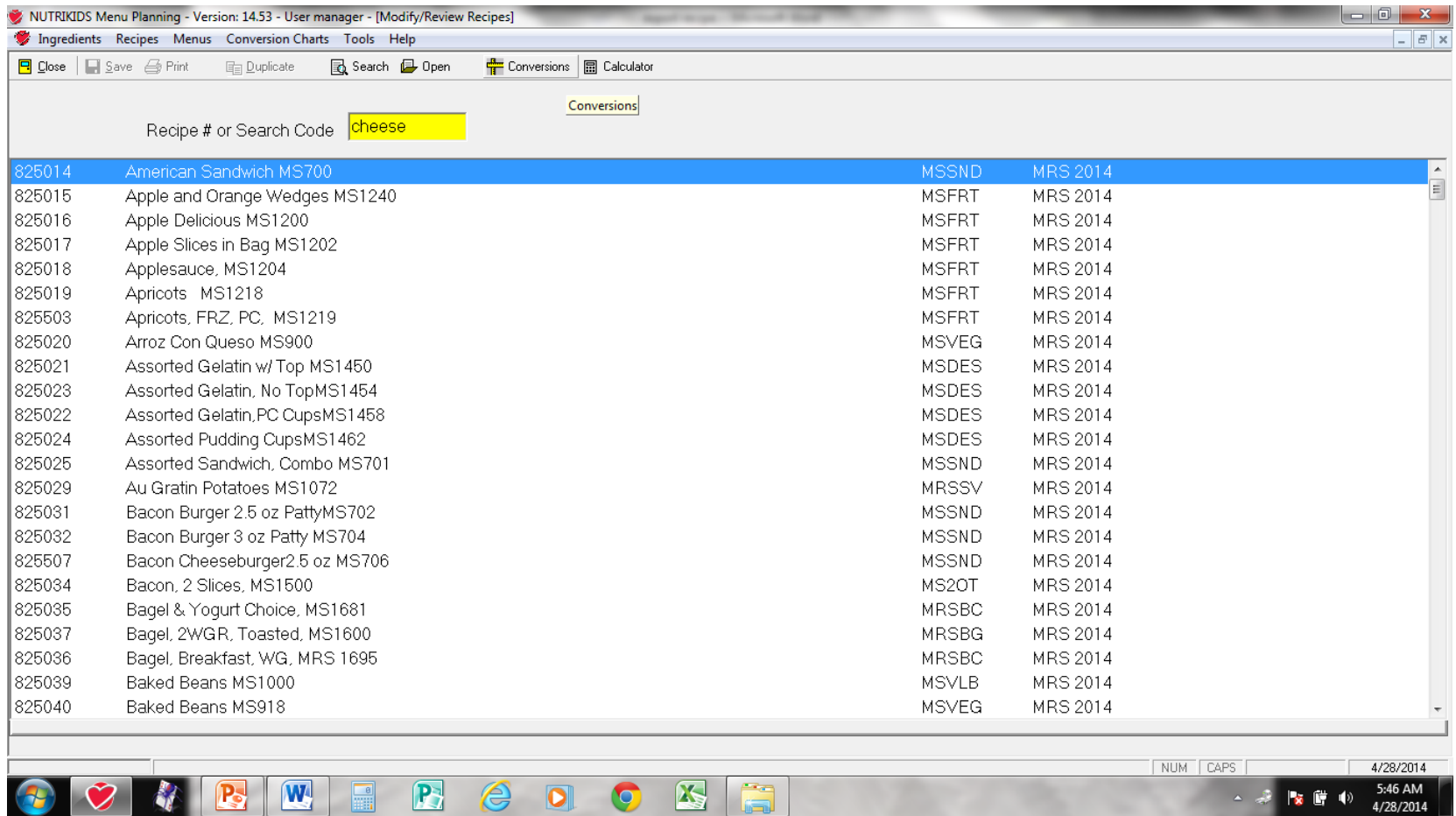
- To maintain the integrity of the database, the following steps are suggested for exporting recipe data
  1. Open the recipe file
  2. Print a hard copy of the recipe
  3. Delete the ingredients in the recipe
  4. Save the recipe and close the recipe
  5. Export the recipe



Starting with Step 1

1. Open the recipe file

Click on the **Recipes** tab and then click on **Modify/Review**

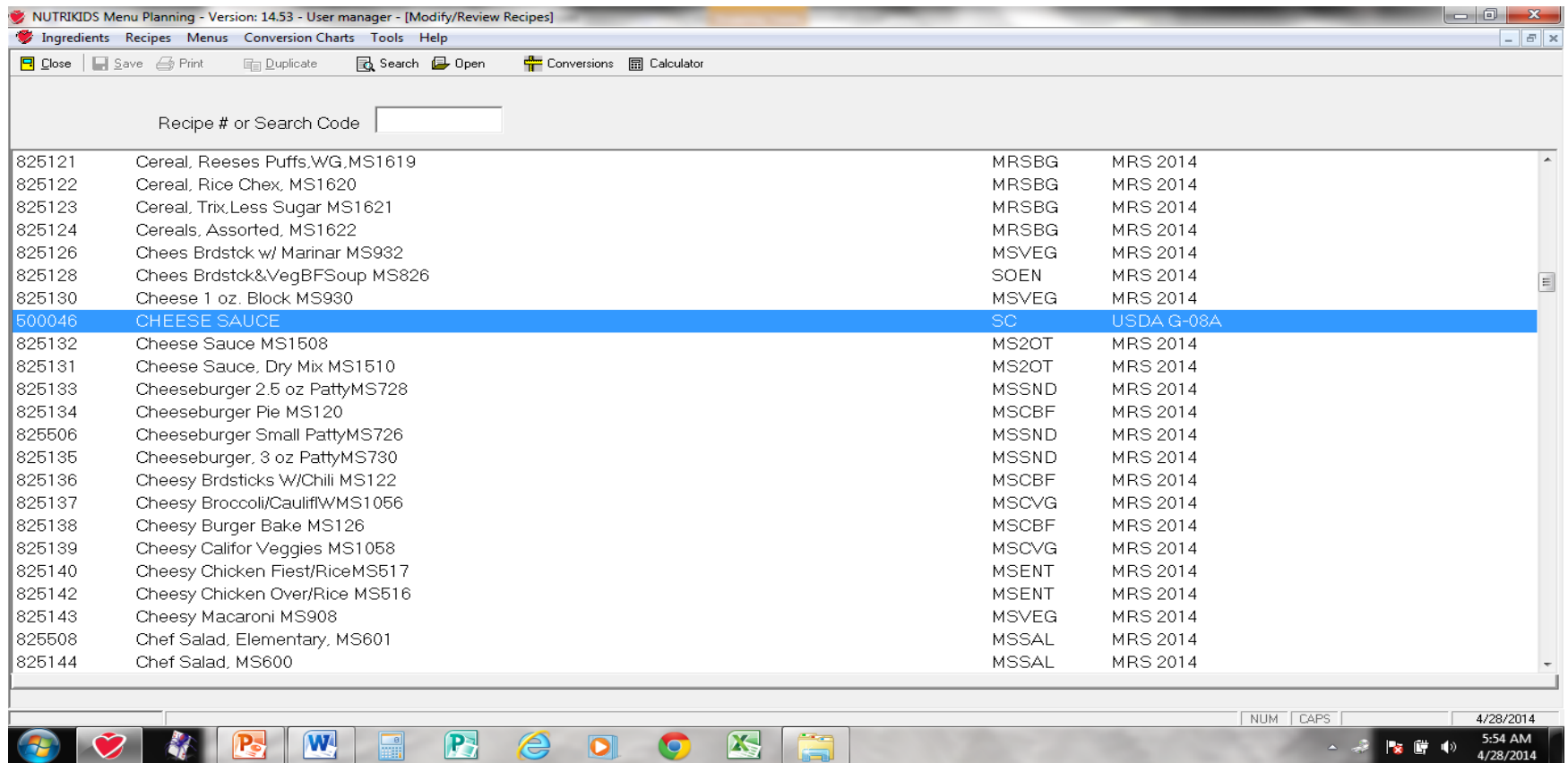


## 4. Exporting Data Files of Recipes

1. Open the recipe file
  - When this screen appears, enter the first word of the recipe, Cheese Sauce, in the **Recipe # or Search Code** box
  - Click on **Search** on the top menu bar

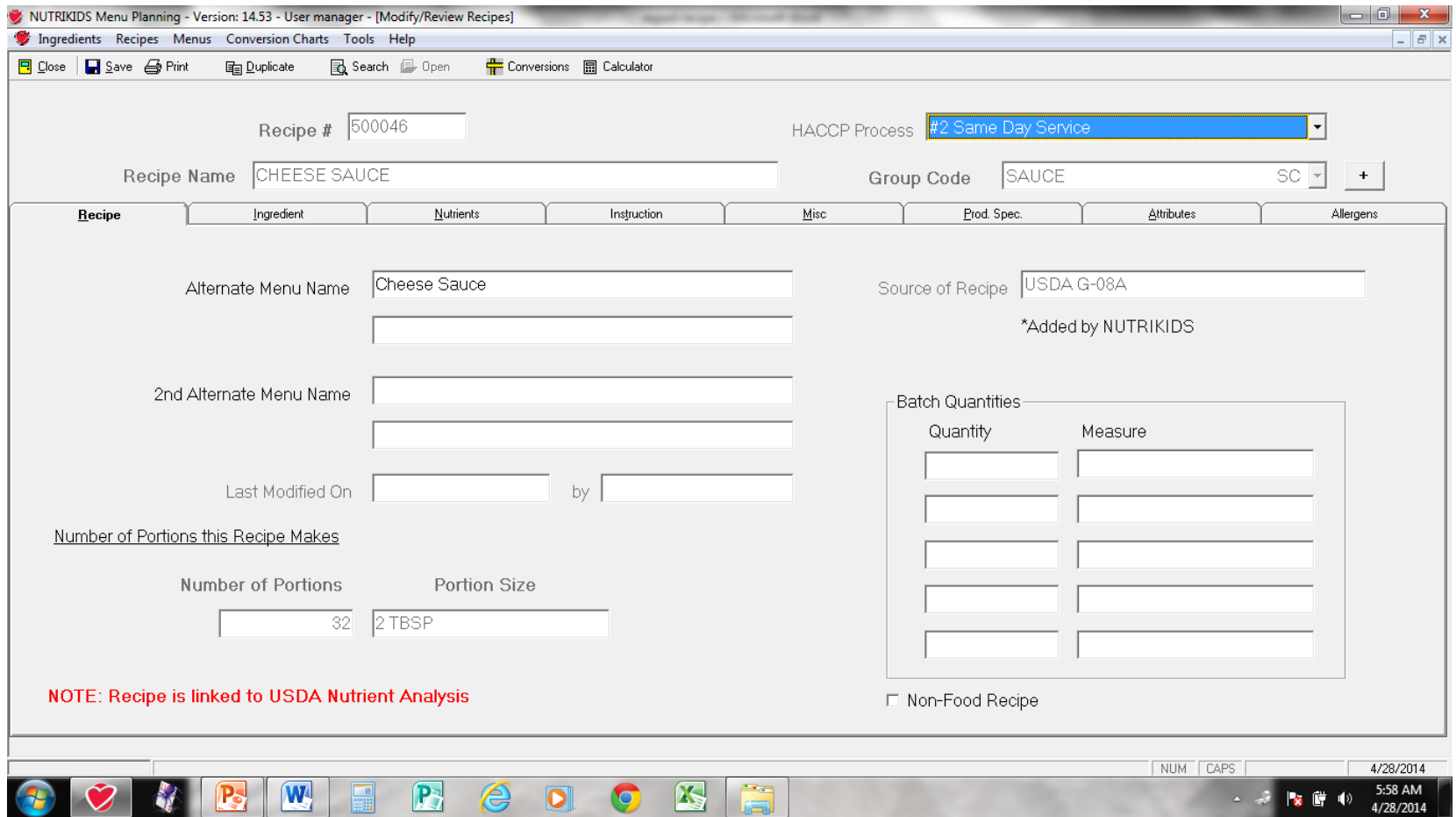


## 4. Exporting Data Files of Recipes



### 1. Open the recipe file

- This screen will appear
- Move the cursor to highlight CHEESE SAUCE, recipe to export
- When the recipe name is highlighted, click on open on the top menu bar



## 4. Exporting Data Files of Recipes

### 2. Print the recipe

When this screen appears, the recipe is open

Click on Print on the top menu bar and follow the steps to print a hard copy of the recipe

For Step 3, click on the ingredient tab

## 4. Exporting Data Files of Recipes

3. Delete the ingredients in the recipe
  - Clicking on the ingredient tab takes you to this screen
  - This screen shows the ingredients in the recipe and their measure
  - Highlight the first ingredient and click on **Delete**
  - When asked if you want to delete the ingredient, indicate **Yes**
  - The ingredient will be removed
  - Using the same process, delete all of the ingredients

NUTRIKIDS Menu Planning - Version: 14.53 - User manager - [Modify/Review Recipes]

Ingredients Recipes Menus Conversion Charts Tools Help

Close Save Print Duplicate Search Open Conversions Calculator

Recipe # 000001 Duplicated Recipe HACCP Process #2 Same

Recipe Name CHEESE SAUCE Group Code SA

Recipe Ingredient Nutrients Instruction Misc Prod. Spec.

Search Insert Clear Delete Sub Recipe Up Down

	I/R	Ing #	CN #	Ingredient or Sub-Recipe	Measure
1		825187		Margarine, PC, ZGT, DC, #120	2 OZ
2		825089		Flour, All Purpose	CUP
3		825080		Salt, Table, Dis	TBSP
4		825248		Milk, Lowfat, Un	CUP
5		825010		Cheese, 5 Blend	Z
6					
7					
8					

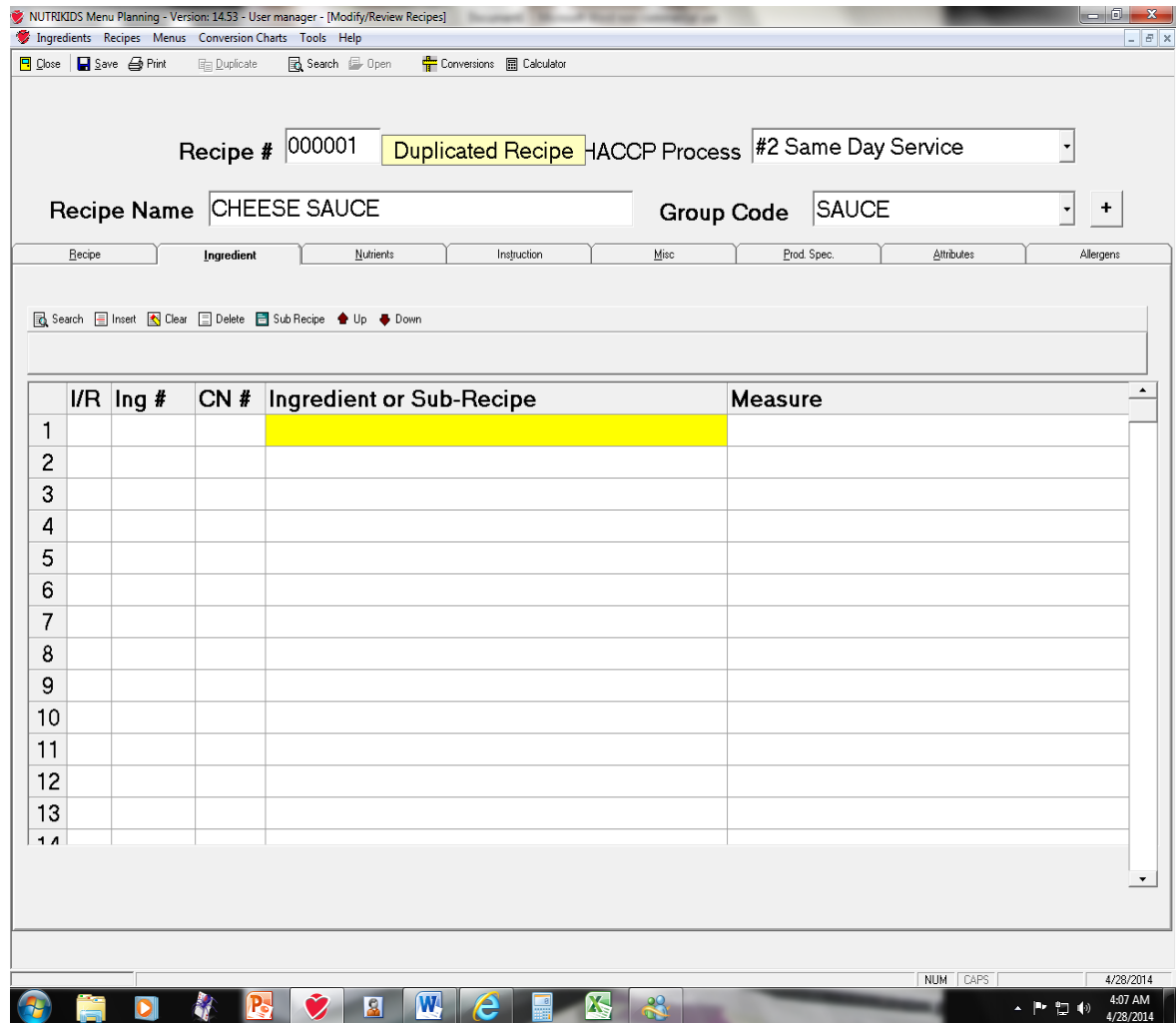
NUTRIKIDS for Windows

Are you sure you want to delete Margarine, PC, ZGT, DC, #120 ?

Yes No

## 4. Exporting Data Files of Recipes

4. Save the recipe and close the recipe
  - This screen shows all of the ingredients deleted
  - To save the recipe, click on **Save** on the top menu bar
  - After saving, click on **Close**



## 4. Exporting Data Files of Recipes

### 5. Export the recipe

- When you click on close, a message ask is you want to save recipe without ingredients
- Since we have intentionally deleted all of the ingredients in the recipe, click **Yes**
- Now we can export the recipe

The screenshot shows the NUTRIKIDS Menu Planning software interface. The title bar reads "NUTRIKIDS Menu Planning - Version: 14.53 - User manager - [Modify/Review Recipes]". The menu bar includes "Ingredients", "Recipes", "Menus", "Conversion Charts", "Tools", and "Help". The toolbar contains icons for "Close", "Save", "Print", "Duplicate", "Search", "Open", "Conversions", and "Calculator".

The main form displays the following information:

- Recipe #: 000001 (highlighted as "Duplicated Recipe")
- HACCP Process: #2 Same D
- Recipe Name: CHEESE SAUCE
- Group Code: SAU

Below the form is a table with columns: Recipe, Ingredient, Nutrients, Instruction, Misc, and Prod. Spec. The "Ingredient" column is highlighted in yellow.

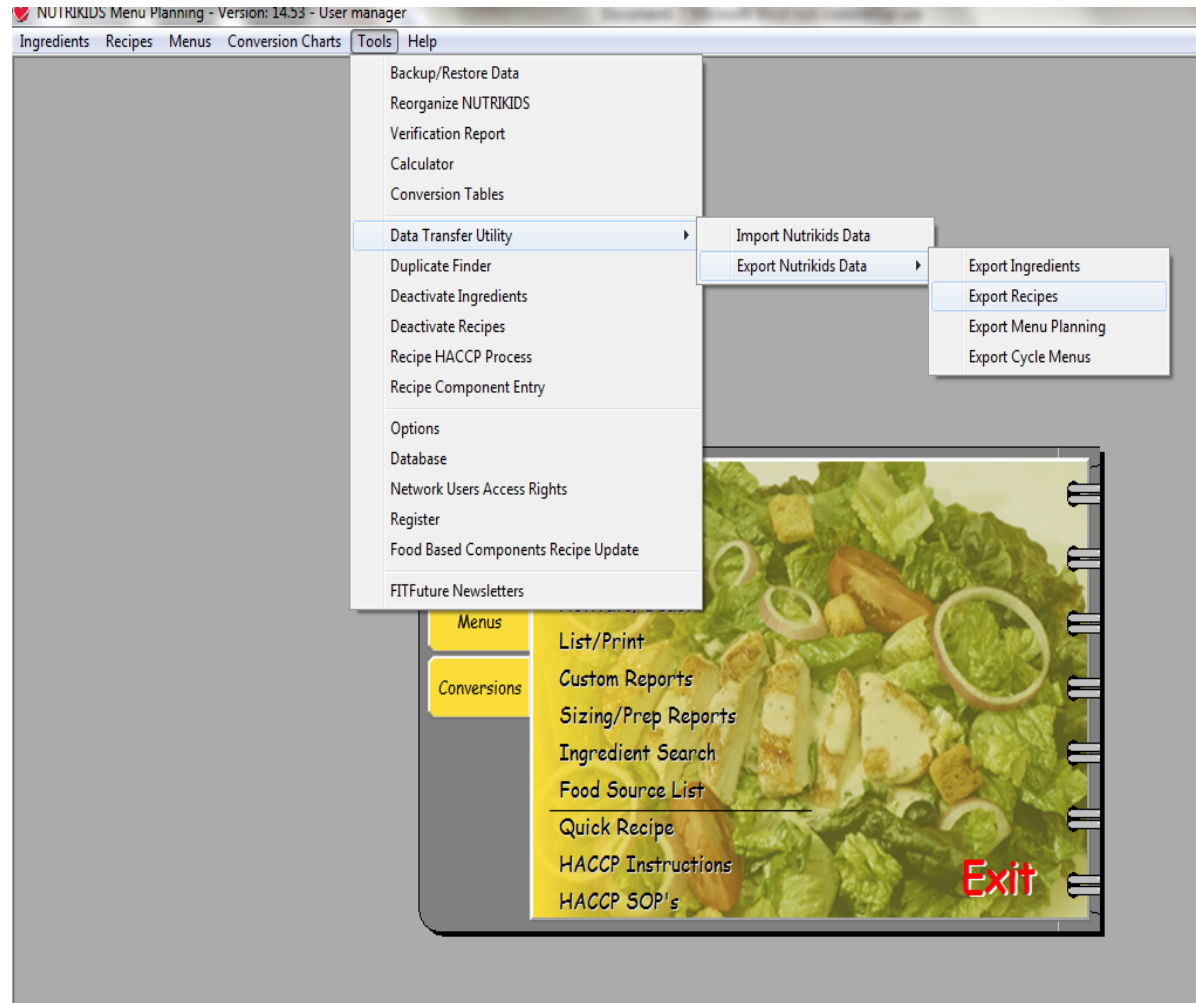
A dialog box titled "NUTRIKIDS for Windows" is overlaid on the table. It contains a question mark icon and the text: "You are about to save a recipe without any ingredients added. Do you want to continue?". The dialog has three buttons: "Yes", "No", and "Cancel".

	I/R	Ing #	CN #	Ingredient or Sub-Recipe	Measure
1					
2					
3					
4					
5					
6					
7					
8					

## 4. Exporting Data Files of Recipes

### 5. Export the recipe

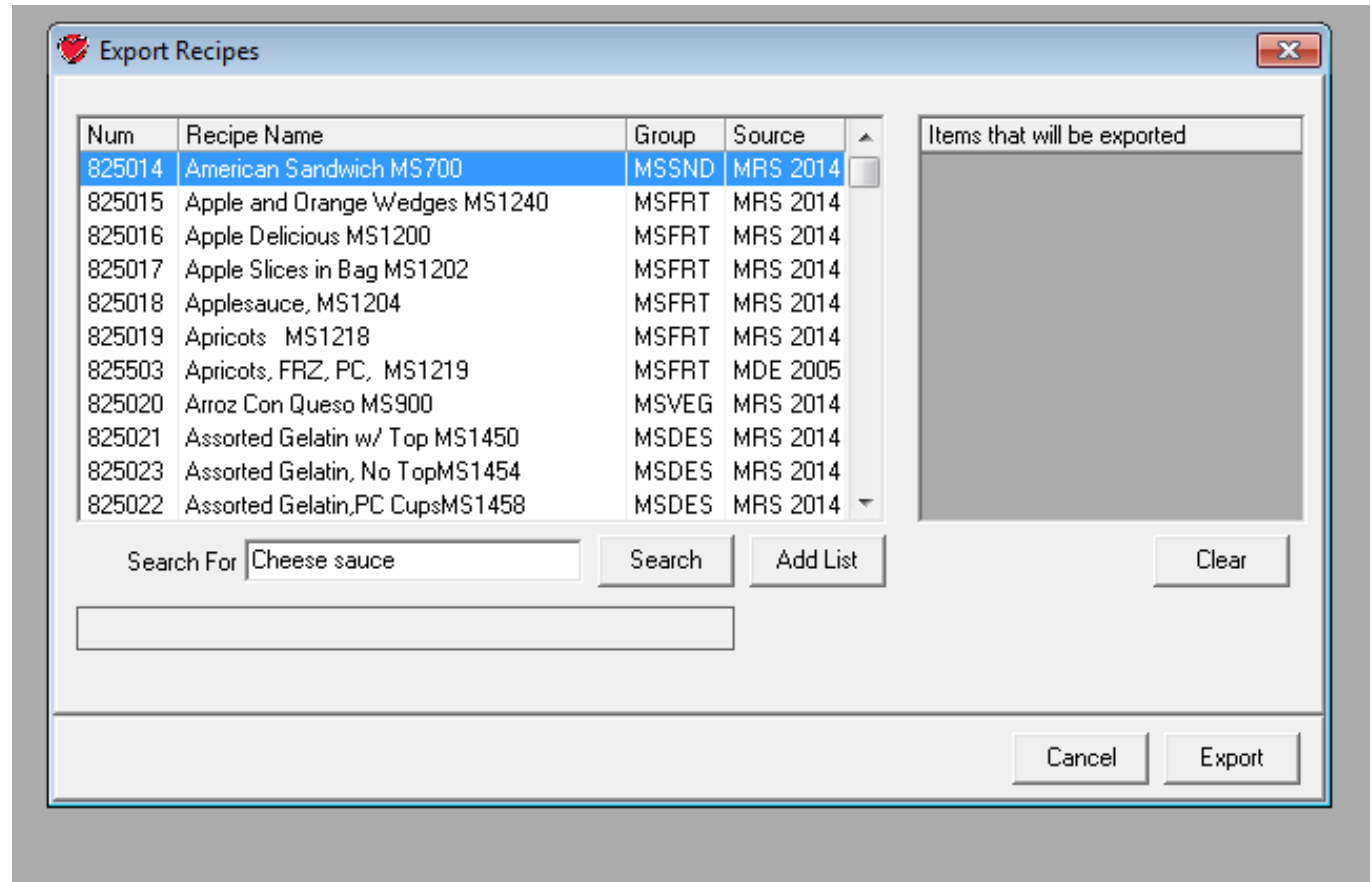
- Close the **Recipes** section and click on **Tools** on the menu bar
- When drop-down box appears, click on **Data Transfer Utility**
- In this box, click on **Export Nutrikids Data**
- Next click on **Export Recipes**
- Click on **Export Recipes**



## 4. Exporting Data Files of Recipes

5. Export the recipe

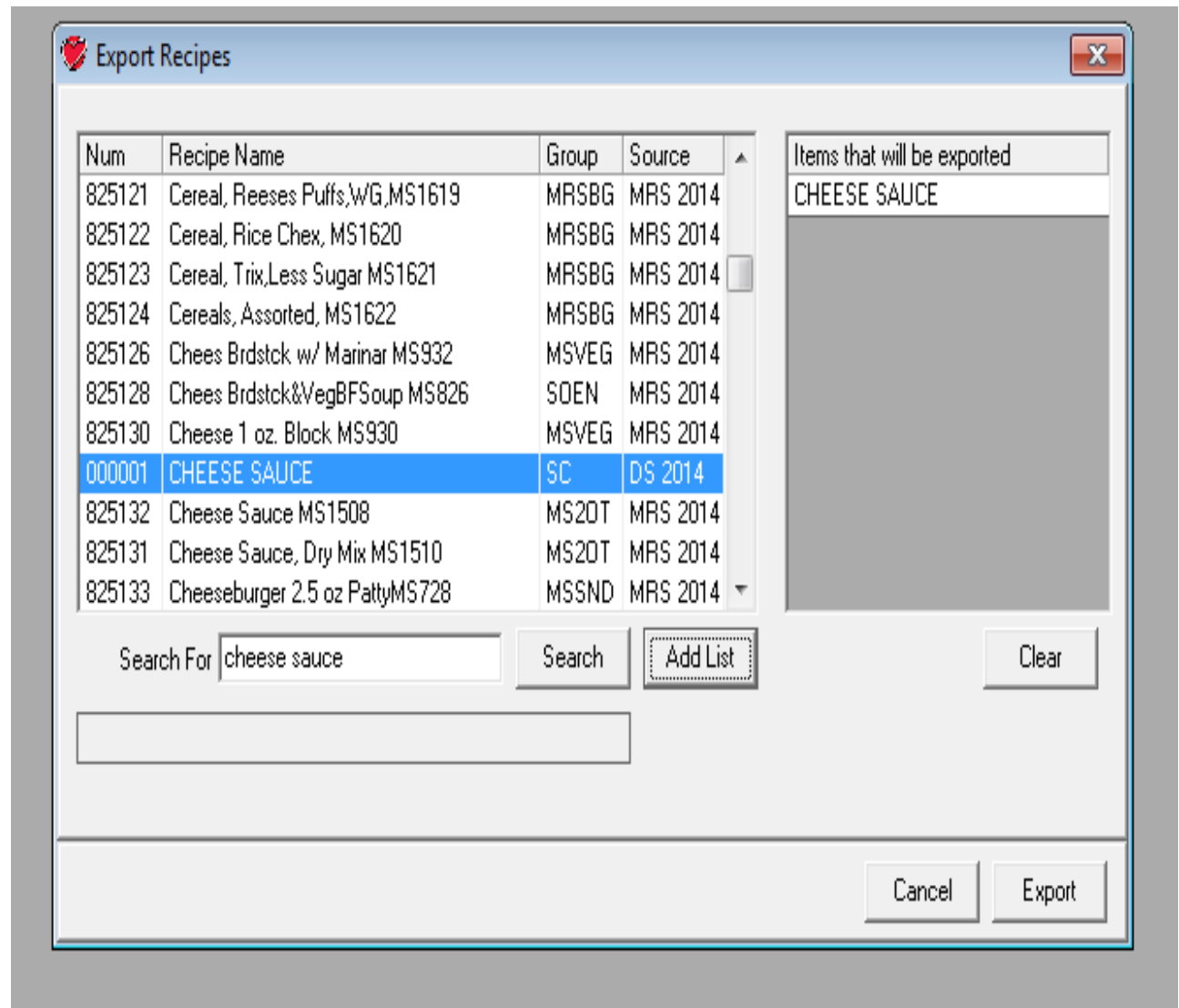
- After clicking on **Export Recipes**, this screen appears
- In the **Search For** box, type in the name of the recipe, Cheese sauce, to export and click **Search**



## 4. Exporting Data Files of Recipes

### 5. Export the recipe

- This screen appears
- Cursor to Cheese Sauce and click on **Add List**, the recipe name will appear in the **Items that will be exported** box
- Additional recipes can be selected for export by the same process
- Once all recipes are selected, click on **Export**

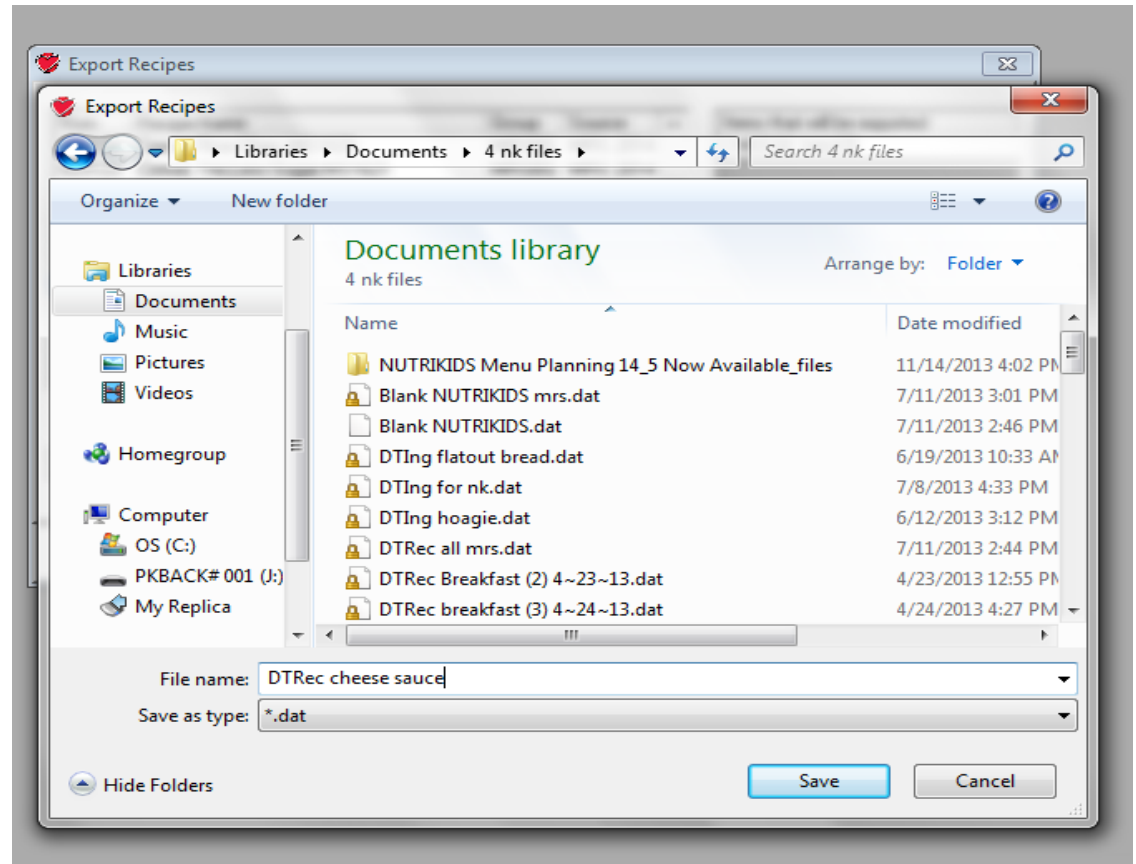




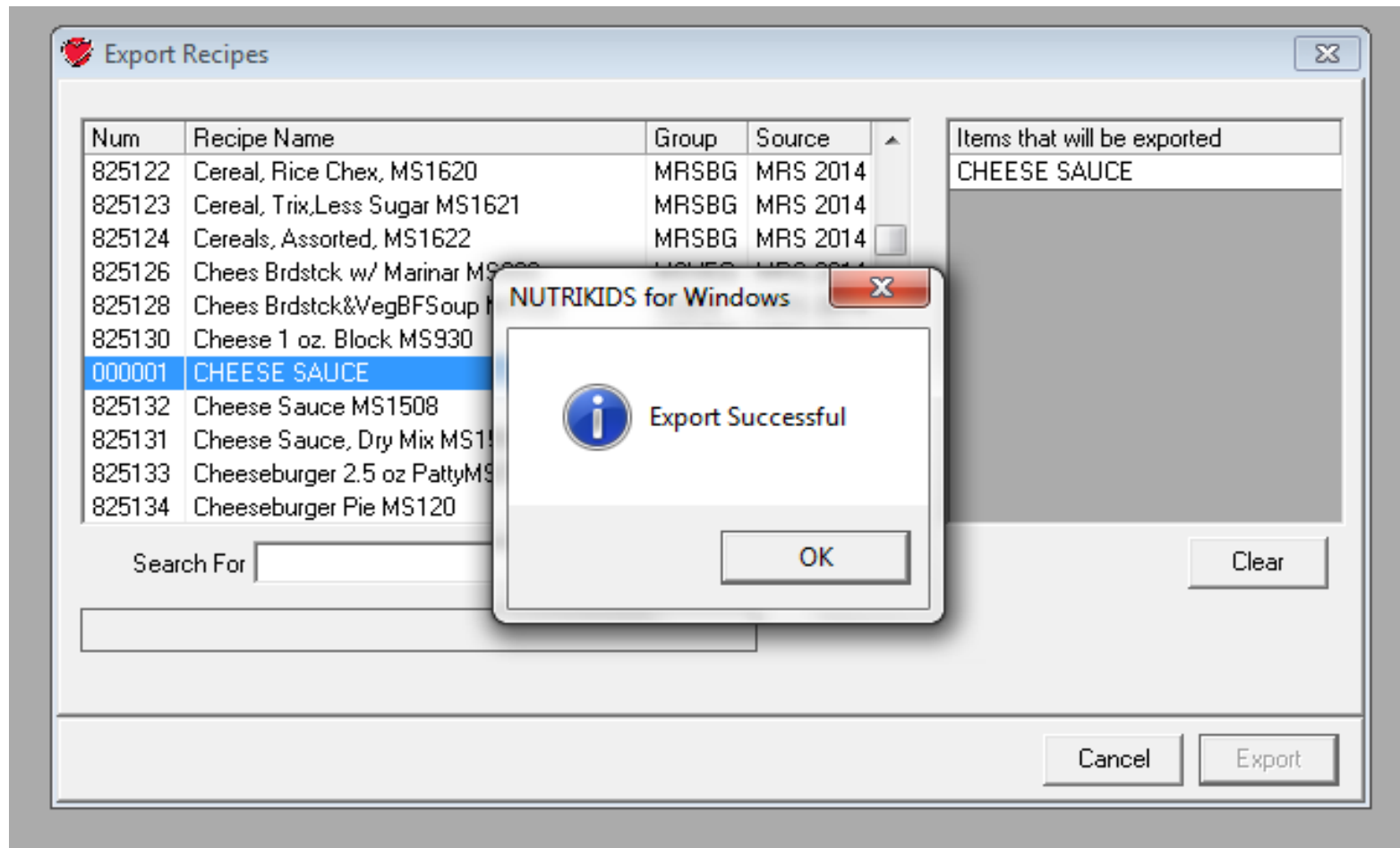
## 4. Exporting Data Files of Recipes

### 5. Export the recipe

- On the screen that appears, select the folder where the export data file will be saved
- Hint: Save in the folder where the backup file is stored
- Add words, number, or date to identify the export
- Click on **Save**



## 4. Exporting Data Files of Recipes (Cont.)



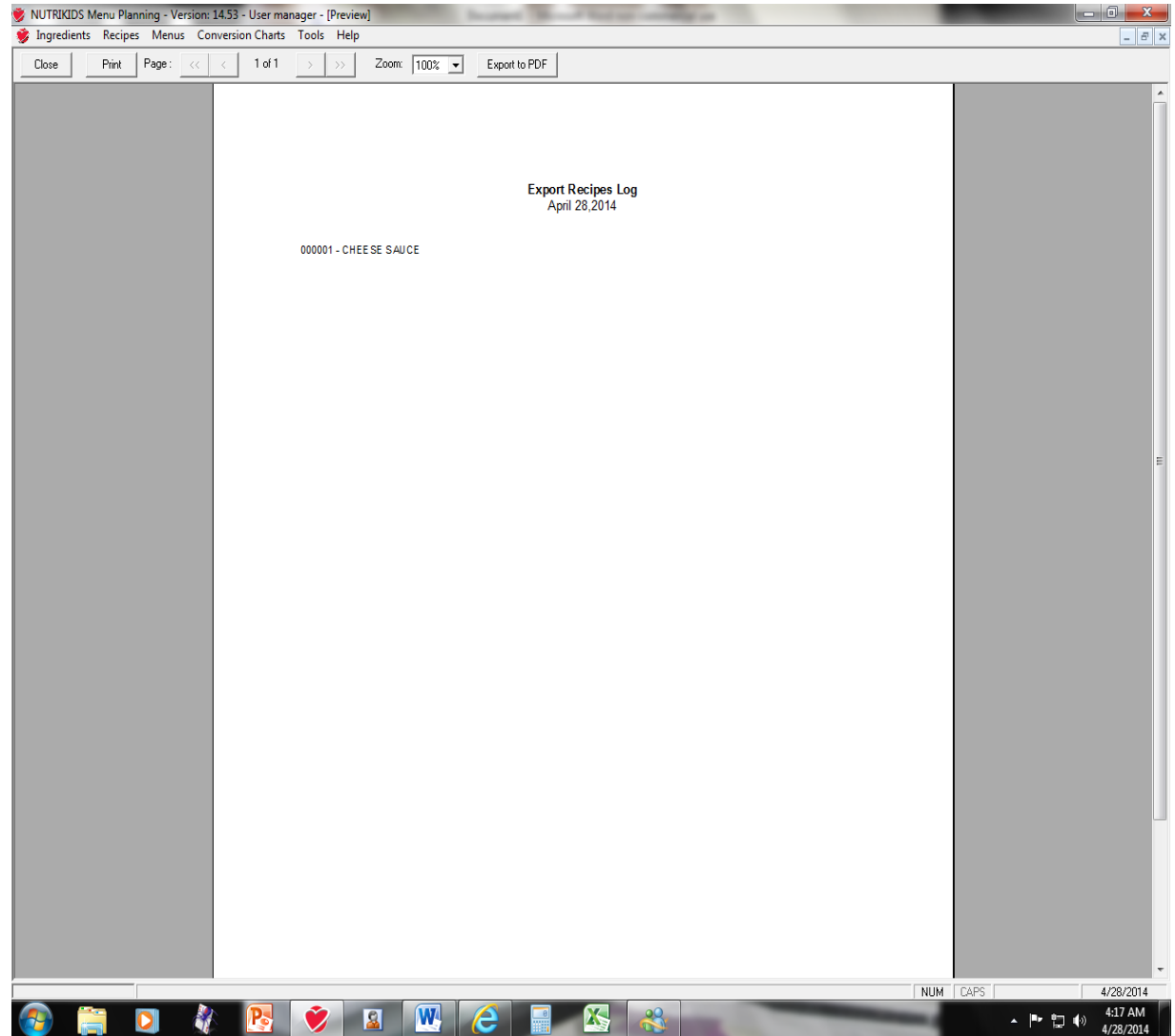
## 5. Export the recipe

- A message will appear indicating that the export data file has been saved

## 4. Exporting Data Files of Recipes

### 5. Export the recipe

- This screen will appear and lists the recipe number and name
- No ingredients are listed
- Print the list
- The process for exporting recipes is completed



## What Did We Cover?

Let's review what we covered today!

- Features of new database
- Backup of current data
- Identifying district entered or modified recipes
- Printing district entered or modified recipes
- Exporting district entered recipes

The next webinar will

- Conclude the process by downloading the new database, restoring the new database, and importing exported recipes
- Show some features
- Any questions????

