Create a Menu Plan

Quick Start Guide

Document Details

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Overview

The Menu Planner offers the ability to enter Projected Consumption that will override the standard Projected Consumption calculation. Corporate users can link recipes to specific days and dayparts to enable users to:

- Utilize Menu Planner as a source of projected consumption for Daily Prep.
- Utilize Menu Planner as a source of projected consumption for Suggested Order in Vendor Order, Commissary Order and Master Order.
- For users at an aggregating Location – i.e. a central kitchen or production facility, or warehouse – to utilize dependent Locations' menus as a source of projected consumption.
- Utilize historical consumption as a source of projected consumption for Recipes/Products that are required but are not included in designated Menu Planner menus.

System Requirements

- CES Version 06.10.00 or higher
- Be sure to grab the latest version of this document here: https://links.crunchtime.com/EMQS-CreateMenuPlan

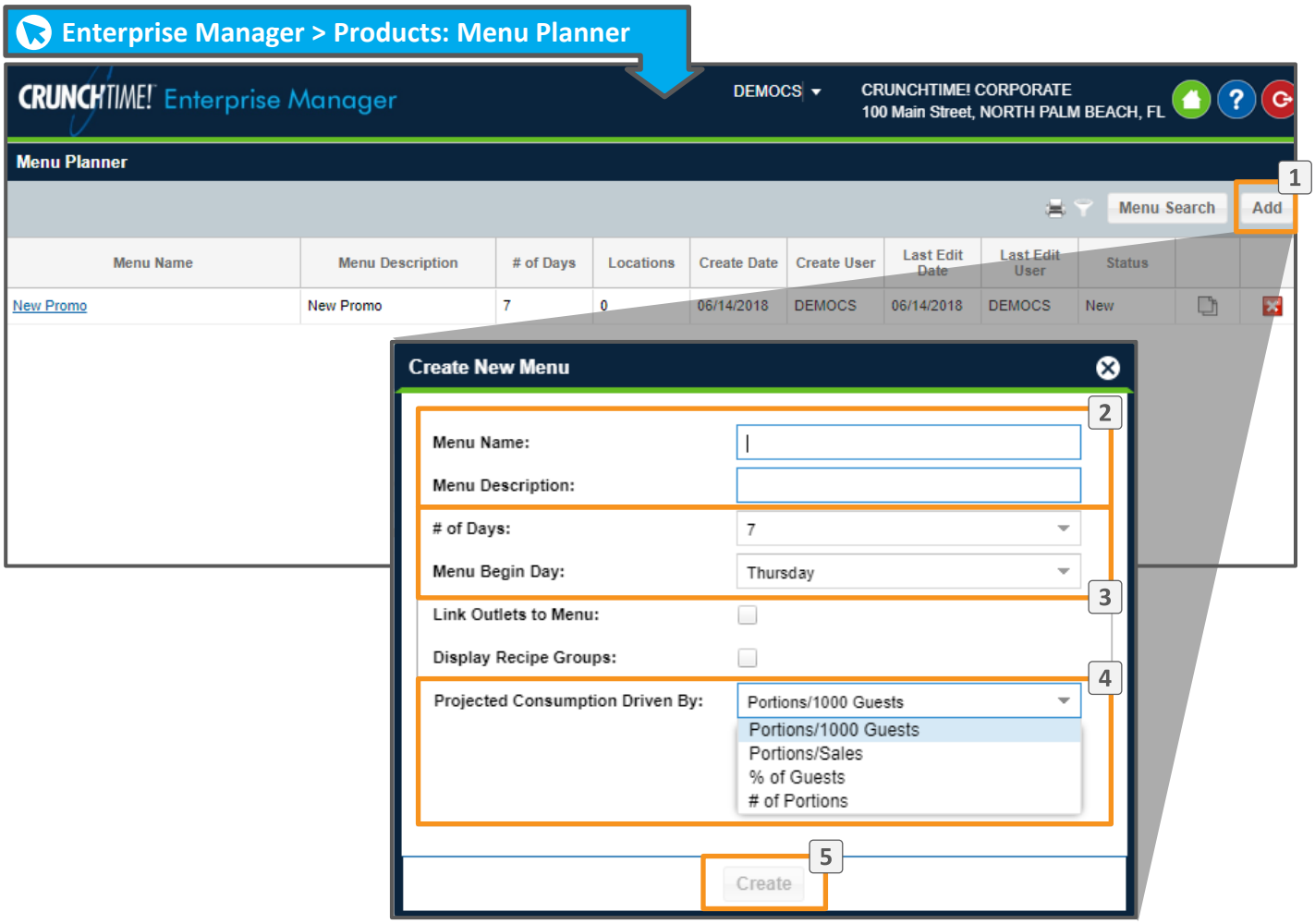
Setup Alert: Users should have access to the Menu Planner User Group controls, and the Suggested Order settings should include Menu Planner in the Historical Driven By and Production Driven By fields.

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Create a Menu Plan

Menus allow users to plan and customize projected consumption more precisely, particularly for new items or short term promotional items that do not have any or enough historical consumption to drive the amount of projected consumption expected by the business. Cruise ships and restaurants with a buffet concept will be able to utilize this module to design menus and break them down further to specific stations where needed.

Creating the Plan



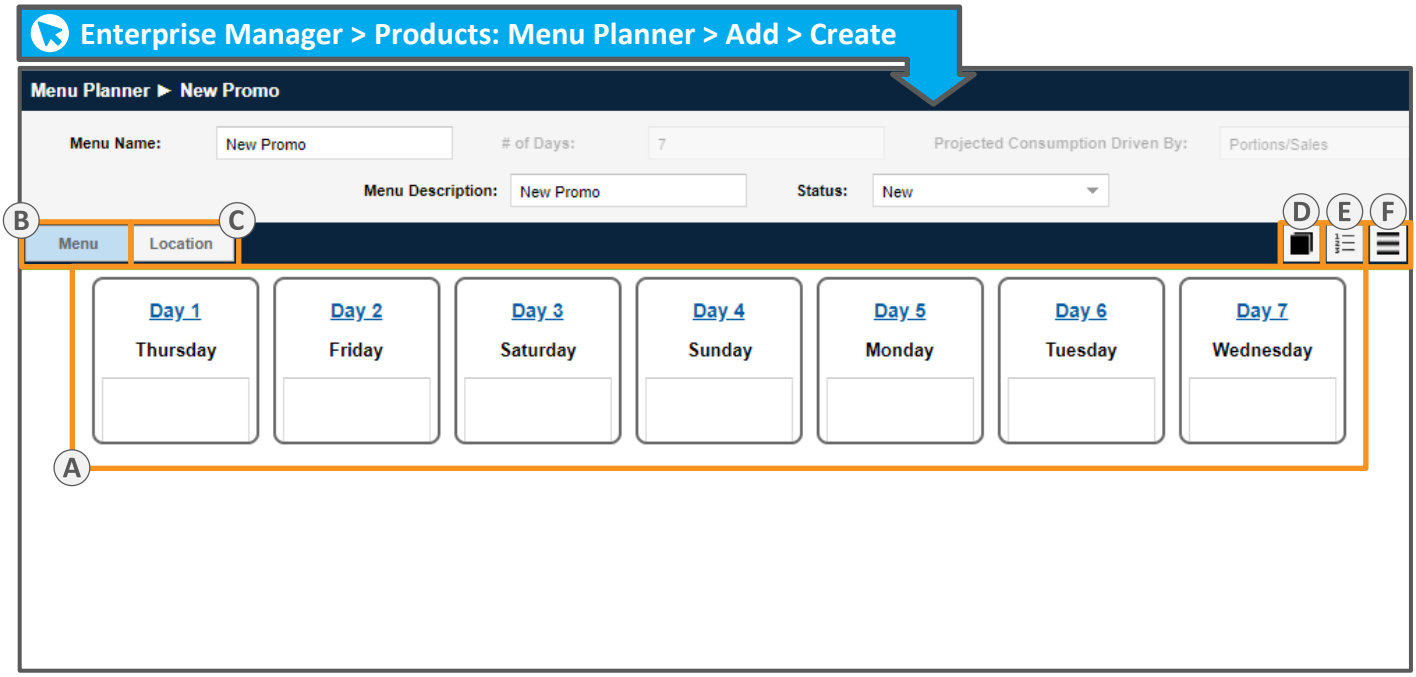
1. Select *Add*.
2. Enter the *Menu Name* and *Menu Description*.
3. Choose *# of Days* the plan should cover (up to 35) and the *Menu Begin Day*.
4. Choose the desired *Projected Consumption Driven By* option.
5. Select *Create*.

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Create a Menu Plan (Continued)

Creating the Plan (continued)



(A) After creating the plan, the detail screen will be displayed. Here you will see a tile view of the days that make up the Menu Plan.

(B) The *Menu* button will display the Menu Days (default view).

(C) The *Location* button can be used to add Locations to the Menu Plan.

(D) The *Copy Menu Days* button will allow you to create a new menu day by copying an existing one.

Tip: Menu Plans can be copied from the *Menu Planner* summary screen. Select the Menu Days in the Menu Plan you want to copy and then select *Copy*.

- The same Manu Day can be copied multiple times.
- Menu Day details are hidden in a pane on the right side of the screen and will expand to display the Recipes and Levels in the Menu Day.

(E) The *Sequence Days* button will access a pop-up in which to reorder the menu details for the included days.

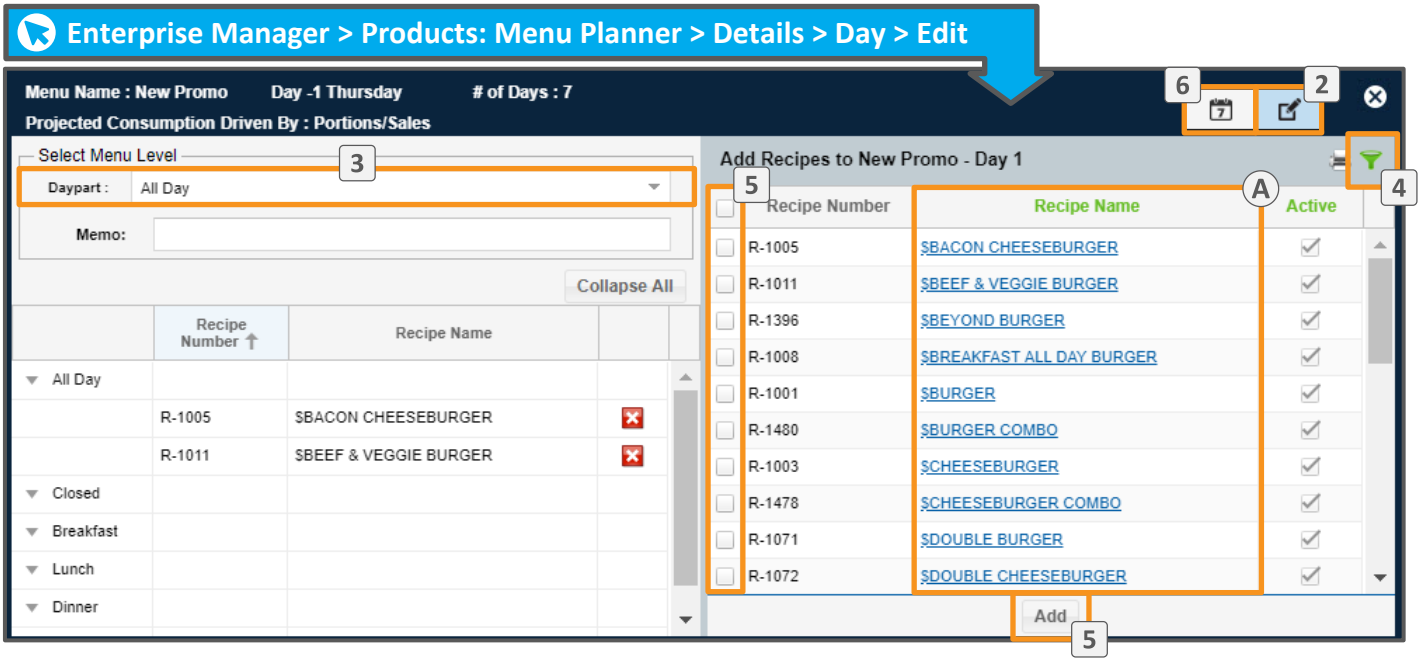
(F) The *List View/Tile View* button will display a grid view with each row broken out by Menu Day/ Daypart/Recipe.

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Create a Menu Plan (Continued)

Adding Recipes to the Plan



1. From the Menu Detail screen, select the *Day #* link for the day to edit.

2. Select the *Edit* button. The pop-up will display two panes: the left pane displays Recipes added to the Menu Day; the right pane displays Recipes available to add.

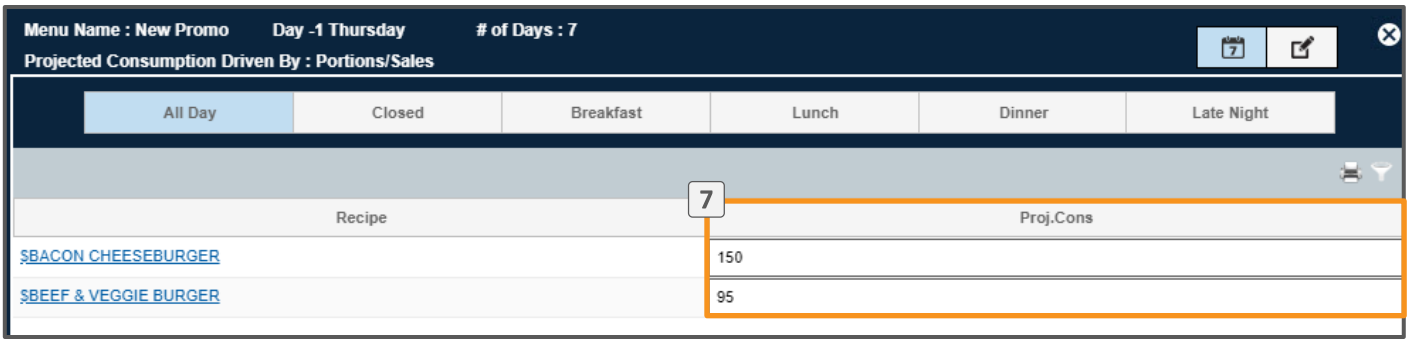
3. Select the appropriate *Daypart* from the drop-down.

4. If necessary, use the *Filter* to select which Recipes to display. The list is limited to 1000 Recipes.

   Ⓐ The Recipe Name will display as hyperlinks. When clicked, the Recipe details are displayed, such as the Components, Batch Size, Prep Notes and Nutrition information.

5. Check the Recipes to add to the Menu Day and select *Add*. Recipes can be added to the menu multiple times but cannot be added to the same Level more than once (or to both a Level and All).

6. Return to the Menu Day screen by selecting the *Details* button.



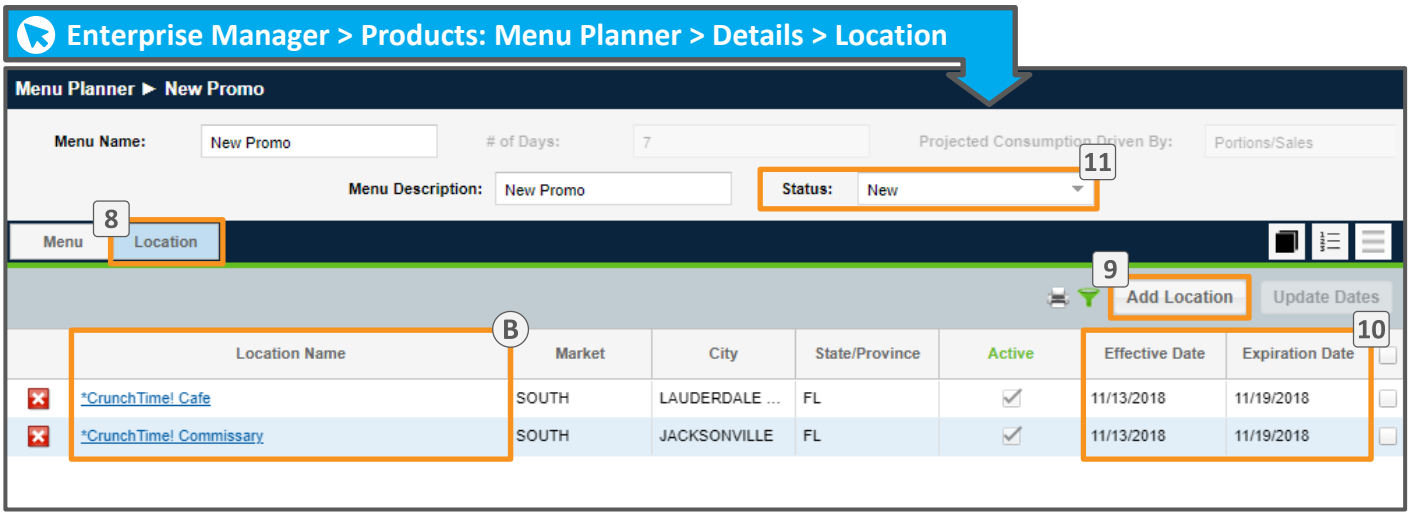
7. Enter the *Projected Consumption* values for each Recipe/Daypart combination as needed.

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Create a Menu Plan (Continued)

Adding Recipes to the Plan (continued)



8 Close the Menu Day screen and select the *Location* button.

9 Select *Add Location* to add the desired Location(s) to the plan.

Ⓑ Selecting the *Location Name* hyperlink will allow you to see events set up on the Promotions, Holiday, and Scheduled Closed calendars.

10 Add an *Effective Date* and *Expiration Date* for each Location.

Tip: Dates can be updated for multiple locations at once. Locations can be linked to menus multiple times with different Effective & Expiration Dates, but the date ranges cannot overlap.

11 Once the Menu Plan has been completed, update the *Status* to 'Active'. If the menu is not Active it will not be available for use in Net-Chef.

Warning: If the Menu Plan is altered in Net-Chef in any way other than changing the Projected Consumption values, it will "detach" from any Corporate selections.

Additional Notes

- When creating menus, Outlets can be used to assign recipes to designated stations where they will be used.
- Recipe Groups and Sub-Groups can be used to make sure you have a variety of Recipes in the menu, such as types of soup (vegetarian, chili, cream-based, or broth).
- Suggested Order and Suggested Production will use blended-consumption when taking into account components that are used in Recipes linked to Menu Planner and Recipes that are not.
- When using Menu Planner, if the Recipes are not going to be depleted via POS, you should leverage Buffet Consumption to record Theoretical depletion.

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