Nutrients

A feature has been introduced that will manage Nutrient information for Items and Recipes in myinventory. This feature will benefit Organizations that are required to disclose Nutritional information to their customers, as well as any others that would like as easy way to assign and calculate nutrients for informational purposes. Nutrient information can be input manually by the User or a Nutrient Catalog can be imported and Items can be linked to food and beverages in the Catalog.

> **To begin using the Nutrients feature, visibility of the Modules must be turned on by a MICROS Account Manager.**

Nutrient Catalog

The Nutrient Catalog module is where Nutrient Catalogs can be Imported and Updated to the myinventory application. There are two Catalog Import options- Standard and Custom. A Standard Catalog is one that has been created by an agency, such as the USDA, and formatted for use with myinventory. Currently, there are five Standard Catalogs available to be Imported:

- AUSNUT 2007 (Australia)
- BLS 3.01 (Germany)
- NEVO2011 (Netherlands)
- NUTTAB 2010 (Australia)
- USDA SR23 (United States of America)

Updates for each Catalog will be included in the application as they become available. Once a Standard Catalog is Imported, the drop down box will only contain Catalogs from the same agency for updating purposes.

The Custom Catalog option allows the User to browse to a Catalog contained in a Windows folder and upload it to myinventory. A Custom Catalog is a Nutrient Catalog that has been created externally, formatted for use with myinventory and not incorporated as a Standard Catalog for general use. This could be created by an Organization that contracted with a third party to document the Nutritional information for their menu offering.

To access the Nutrient Catalog module, the Role/User Right Import Nutrient Catalog must be enabled in Maintenance | Role/User Management | Manage Rights | Production | Nutrients. The Current Catalog displays information for the catalog that is currently loaded in myinventory. If a catalog has not been imported, this box will be empty.

Import a Catalog

Once a Catalog has been selected from either the Standard Catalog drop down or entered in the Custom Catalog, click the Import Catalog button to import the Catalog into myinventory. After the Import is successful, the Import Catalog key will change to 'Update Catalog' and the Catalog information will be displayed in the Current Catalog dialog box.

Update a Catalog

Once a Catalog has been imported, the Standard Catalog drop down will only include Catalogs variations, i.e. a Catalog that was released in 2006 as well as one from 2008, from the same third party source as the current catalog. When an updated Catalog is available, select it in the drop down and click the Update Catalog button.

Delete a Catalog

The Delete Catalog button is only available if the Role/User Right Delete Nutrient Catalog is enabled in Maintenance | Role/User Management | Manage Right | Production | Nutrients, and there is a Catalog currently loaded in myinventory. To Delete the currently loaded Catalog, click the Delete Catalog key.

Nutrient Groups

Nutrient Groups are a way to categorize Nutrients for better clarity when reading data. Examples of Nutrients groups are Energy, Fat and Minerals. Nutrients must be assigned to a Nutrient Group, therefore, at least one Group must be configured in the Nutrient Groups module. Access to Nutrient Groups is controlled by Maintenance | Role/User Management | Manage Rights | Production | Nutrients | Nutrient Groups. To add a Nutrient Group, navigate to Master Data | Nutrient Groups and select New from the top menu bar. Enter a name for the Nutrient Group and a Short Name, which will serve as the abbreviated display name in other Modules, and select Save.

Nutrients Settings

The specific Nutrients that an Organization would like to be displayed with an Item's Nutrient information is maintained in the Nutrients tab, under Maintenance | Settings.

The Nutrient Status feature may also be enabled here, which is a feature designed to safeguard the organization from incorrect information. It provides an opportunity for a designated person to check all assigned Nutrient information and define its credibility by assigning it an Approved Status.

To add a Nutrient to the database, select the Add option. The window that appears contains fields in which to enter the Nutrient information.

The Catalog Field will display all Nutrients available in the uploaded source catalog. The Unit field will be populated when a Nutrient is selected from the catalog. Select the Nutrient Group to categorize the Nutrient in. The Description will be how the Nutrient is identified throughout myinventory. It supports up to 25 characters and it should be an easily recognizable description. The User must also define an abbreviation for the Nutrient, with a maximum of 8 characters. Each of these fields is a mandatory requirement. Selecting Done will save and close the window, while updating the Nutrients tab with the new information. Selecting Save will save the information and keep the window open. Cancel will close the window without saving any changes.

To Edit a Nutrient, select the row containing the Nutrient and click Edit. Make the necessary changes in the window and select Done or Save. Select Cancel to disregard changes made.

To Delete a Nutrient, select the row containing the Nutrient and click Delete.

Nutrients in Master Data | Items

Once a Nutrient Catalog is uploaded into myinventory, it will be accessible in Master Data | Items | Nutrients. To assign Nutrients to an Item, the Item may be linked to a Catalog Item or may have Nutrients assigned manually by the User. The Nutrients tab Items appears as follows:

The Nutrient Calculation Method drop down contains four options to determine how Nutrients will be calculated for this Item:

Nutrient Catalog - Nutrients will be linked to an entry from the uploaded catalog
Manual - The User will define nutritional information for this Item manually
Nonconsumable - Item does not contain Nutrients, i.e. paper products
None – Nutrients have not been assigned

Several symbols exist to represent the Nutrient Calculation Method chosen. When a User selects an option from the drop down, the page will refresh to update the icon displayed in the Nutrient tab header.

Catalog Nutrients

The Nutrient Catalog section will only be visible when the calculation method is set to either None or Nutrient Catalog.

To calculate Nutrients via the Nutrient Catalog, an entry from the Nutrient Catalog must be linked to the Inventory Item. There are two ways to search for entries in the Nutrient Catalog.

First, there are expandable sections that contain different food categories. The User may drill into the categories to narrow their search and find the entry that would best match the Inventory Item. The User may also search for a Catalog entry by entering characters into the Nutrient Catalog Item field and the Catalog will populate results based on the characters entered. When the User selects the Item most suitable, the Nutrient information will be filled into the respective Nutrient Groups on the left, calculated by 100g portions and by Base Unit weight. The information must be saved in order to retain the selection.

> **To add or edit Nutrient information from a Nutrient Catalog, the Role/User Right to Allow Adding/Editing Nutrient Links must be enabled in Maintenance | Role/User Management | Manage Rights | Master Data | Items. If this right is not enabled for a Role/User, Catalog fields will be disabled.**

Manual Nutrients

If Manual or Nonconsumable is selected, the Catalog information on the right side of the page will no longer be displayed. To edit Manual Nutrients, the User Right to Allow Editing Manual Nutrients must first be enabled in Maintenance | User Management | Manage Rights | Master Data | Items.

When the Nutrient Calculation Method is set to Manual, the Nutrient fields become editable, allowing the User to define the fields. If the Item was previously linked to a Nutrient Catalog Item, and values for Nutrients were already populated, those values will be retained when the Method is changed to Manual.

 The User will have the ability to overwrite, delete, or keep the remaining values. A Clear Nutrients key will be available when an Item is assigned a Manual Nutrient Calculation method. Selecting the Clear Nutrients key will return all Nutrient values to null, including any values remaining from the Nutrient Catalog.

Nutrient Status

Nutrients can be configured to have an Approved or Unapproved Status. The purpose of this feature is to safeguard the Organization from incorrect information. It provides an opportunity for a designated person to check all assigned Nutrient information and define its credibility by assigning it an Approved Status. If Nutrient Status is enabled in Maintenance | Settings | Nutrients Tab, the feature will be available and all Items will default to an Unapproved Status.

When enabled, the Nutrient Status field is presented in the Nutrients tab. Privileged Roles/Users with the Role/User Right to Edit Item Nutrient Status, enabled in Maintenance | Role/User Management | Manage Rights | Master Data | Items, can modify the Status. Once an Item is Approved, any changes made to the Item that may impact the accuracy of the Item's Nutrient configuration will set the Status to Unapproved, requiring a privileged User to review the new Nutrient configuration before setting the Status back to Approved. Non-privileged Users may view the Status, but cannot modify it.

If Audit Trail is enabled in Maintenance | Settings | General, all changes to Nutrient Status will be reflected in the Audit Trail History.

Note: Items and Recipes with a Nutrient Status of Unapproved are still valid and are able to be used in Menu Item Linking. Nutrient Status simply provides a means for the User responsible for nutritional information to identify what Items and Recipes have or have not been confirmed as having accurate data.

In Master Data | Items | Overview, new filters and columns options have been added to allow the User the ability to search and sort by Nutrient features.

The new options in the Filter box are Nutrient Status - Approved and Unapproved, and Nutrient Assignment -- No Nutrients, Manual Nutrients, Catalog Nutrients, and Nonconsumable. All filter options will default to checked.

Nutrient Status is a filter option that allows the User to view Items that have an Approved or Unapproved Nutrient Status, expediting the process of Nutrient review and assignment.

Nutrient Assignment filters allow User to limit result set to Items using a particular Nutrient Assignment Method

In the Column Selection box, the User will be able to enable or disable the display of two new Nutrient elements. Show Nutrient Status enables a column to be displayed that identifies Item's Nutrient Status (Approved or Unapproved). Show Nutrient Assignment enables a column to be displayed that identifies the Nutrient Calculation Method

assigned to the Item. In the Nutrient Assignment column, the Assignment symbol will be displayed.

Nutrients in Recipes

Nutrient information will be available in the Recipes module to allow the User to see the total Nutrient content of all of the Ingredients, as well as allow the User to manually edit Nutrient information, if privileged. Many of the filtering and display attributes of Nutrients in the Recipes Module are similar to those available in Master Data | Items.

Calculated Nutrients

The Nutrient Calculation Method defaults to Calculated Nutrients. With Calculated Nutrients, the Overview screen in the Nutrients tab displays the sum of all Nutrient information for the Recipe's Ingredients. Selecting Details will show the Nutrient contribution of each Ingredient.

Manual Nutrients

To manually edit Recipe Nutrients, the Role/User Right to Allow editing manual Nutrients must be enabled in Maintenance | Role/User Management | Manage Rights | Production | Recipes. If Manually Assigned Nutrients is selected in the Nutrient Calculation Method field, the Nutrient fields become editable, allowing the User to define the fields. If the Recipe was previously assigned Calculated Nutrients, and values for Nutrients were already populated, those values will be retained when the Method is changed to Manual. The User will have the ability to overwrite, delete, or keep them. A Clear Nutrients key will be available when a Recipe is assigned a Manual Nutrient Calculation method. Selecting the Clear Nutrients key will return all Nutrient values to null, including any values remaining from the Calculated Nutrients.

Recipe Nutrient Status

The Nutrient Status field, located next to the Nutrient Method Calculation drop down field, allows the User to set the Nutrient Status of the Recipe to Approved or Unapproved. The purpose of this feature is to safeguard the organization from incorrect information. It provides an opportunity for a designated person to check all assigned Nutrient information and define its credibility by assigning it an Approved Status.

If Nutrient Status is enabled in Maintenance | Settings | Nutrients Tab, the feature will be available and all Recipes will default to an Unapproved Status. To edit a Recipe's Nutrient Status, the right must first be enabled by navigating to Maintenance | User Management | Manage Rights | Production | Recipes and selecting the option Edit Recipe Nutrient Status. Any changes that occur in the Recipe, such as adding Ingredients or changing Ingredient quantity, will reset an Approved Status to

Unapproved. An authorized User will then need to Review the Recipe and then set the Status to Approved. If the Recipe that is being modified is used as a Sub Recipe elsewhere, the Nutrient Status of all Recipes it is linked to will be changed to Unapproved. If the edited Recipe is identified as a Sub Recipe, a prompt will be received when the User selects Save, stating "Recipe used as a Sub Recipe. Selecting Save will set Nutrient Status to Unapproved for all Recipes this is linked to. Continue with Save?" This prompt will serve as a confirmation to the User, as the resulting consequence of this Save may be that many Recipes will be impacted.

Note: Items and Recipes with a Nutrient Status of Unapproved are still valid and are able to be used in Menu Item Linking. Nutrient Status simply provides a means for the User responsible for nutritional information to identify what Items and Recipes have or have not been confirmed as having accurate data.

When the Recipe is printed, calculated Nutrients will be displayed for the Recipe, calculated by portion and by 100 grams.

When printing a Recipe Report, the User may choose to include Nutrients on the printout, as well, by selecting Recipe with Nutrient Report from the List of Reports available in the Print – Webpage Dialog.

The result will be displayed and calculated per portion, total quantity and per 100 grams:

Recipes Overview

In Recipes | Overview, new filters and column options have been added for the User to be able to search and sort by Nutrient features. In the Column Selection box, the User will be able to enable and disable the display of the Recipe Nutrient Status. The default value for this Column is checked and this Column is sortable.

The new options in the Filter box are Nutrient Status - Approved and Unapproved, and Only Incomplete Nutrients.

Nutrient Status is a filter option that allows the User to view Recipes that have an Approved or Unapproved Nutrient Status, expediting the process of Nutrient review and assignment.

Incomplete Nutrients are identified as any Recipe or Sub Recipe containing an Ingredient with either no Nutrient Method defined or Manual Nutrients where all

nutrients have the value of 0. Any Ingredient item marked as 'Nonconsumable' or any Ingredient that is an Expense Item will not be considered in determining that a Recipe has Incomplete Nutrients.

Nutrients Options and Rights

- Maintenance | Settings | Nutrients | Enable Nutrient Status
- Maintenance | Role/User Management | Manage Rights | Production | Recipes | Recipe – Allow Editing Manual Nutrients
- Maintenance | Role/User Management | Manage Rights | Production | Recipes | Edit Recipe Nutrient Status
- Maintenance | Role/User Management | Manage Rights | Production | Nutrients | Nutrient Groups
- Maintenance | Role/User Management | Manage Rights | Production | Nutrients | Import Nutrient Catalog
- Maintenance | Role/User Management | Manage Rights | Production | Nutrients | Delete Nutrient Catalog
- Maintenance | Role/User Management | Manage Rights | Master Data | Items – Allow Adding/Editing Nutrient Links
- Maintenance | Role/User Management | Manage Rights | Master Data | Items – Allow Editing Manual Nutrients
- Maintenance | Role/User Management | Manage Rights | Master Data | Items – Edit Item Nutrient Status
- Maintenance | Role/User Management | Manage Rights | Master Data | Items – Allow Adding/Editing Nutrient Links