Choosi Quick Start Guide – Creating Combo Meals

Choosi is the student and parent facing app which allows students to customize and pre-order their meals. All menus are first entered into CNCentral, inTEAM's proprietary Menu Planning, Production Record and Forecasting tool. CNCentral is the food service department's interface for Choosi menus and is where schools will go to plan Choosi menus and pull Choosi reports.

This Quick Start Guide provides you with the information for how to get started with configuring combo meals in CNCentral to publish to the Choosi app. For more information about day of production and running reports, please check out our Choosi Quick Start Guide – Day of Production.
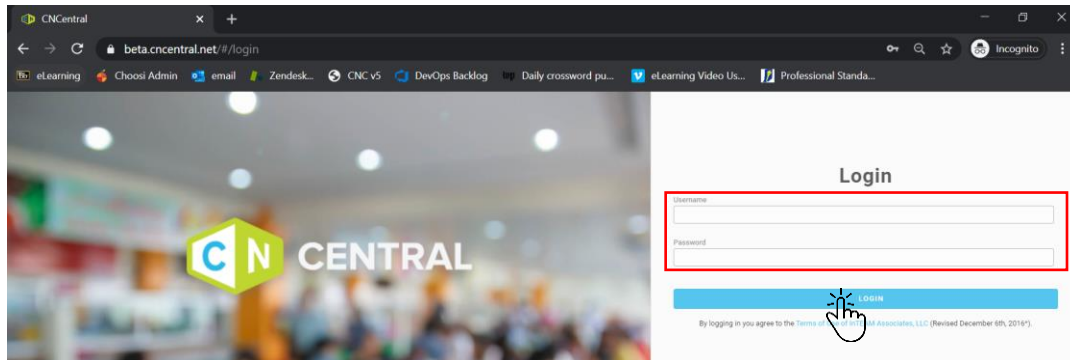
Table of Contents

Logging in

1. Enter your username and password into CNCentral - http://beta.cncentral.net/. Click the login button.
   - A username and password will be provided to each staff member who will need to access CNCentral to plan Choosi menus
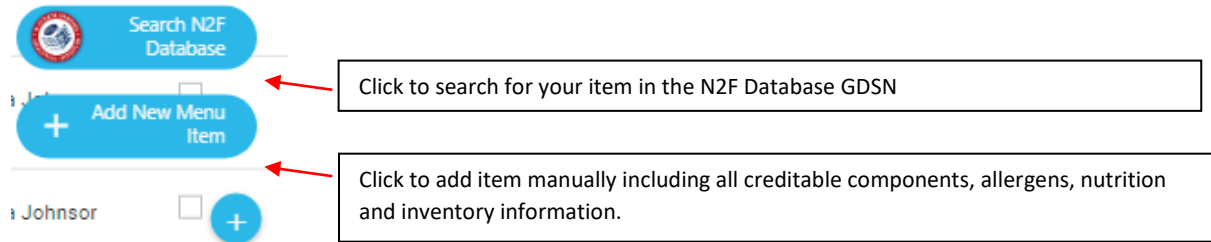

Populating Your Item Database

CNCentral is connected to GDSN (Global Data Synchronization Network) which allows menu planners to search for products and items to add to recipes and menus via a database search of 60,000+ products in the k-12 marketplace. As a menu planner, you have access to this database as well as a generic item database to search for and bring in the products you purchase into your item database or enter them manually. Regardless of how you enter your items (GDSN/Generic search or manual entry) ALL items in your Choosi combos must first be entered into your item database. If you have a significant number of items to enter into your item database, please speak to a Choosi representative and they can discuss the potential of taking your awarded bid items and importing them automatically into your item database.

2. From your Item Database, click the blue plus sign button on the bottom right hand side of your screen.
   Note: You may not have any items in your item database as shown in the screen shot below so this screen may appear blank the first time you login.
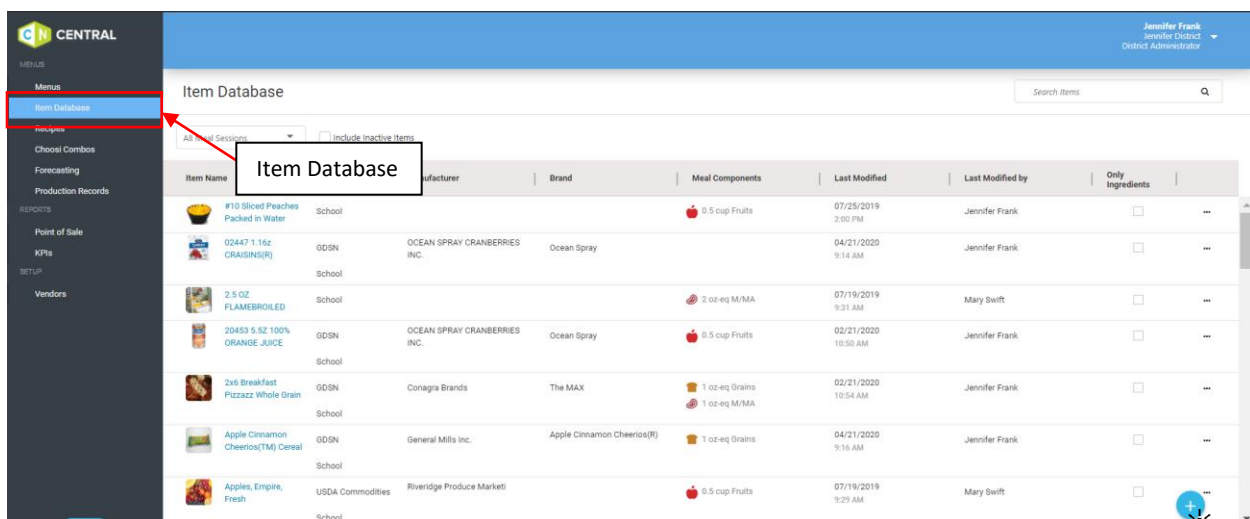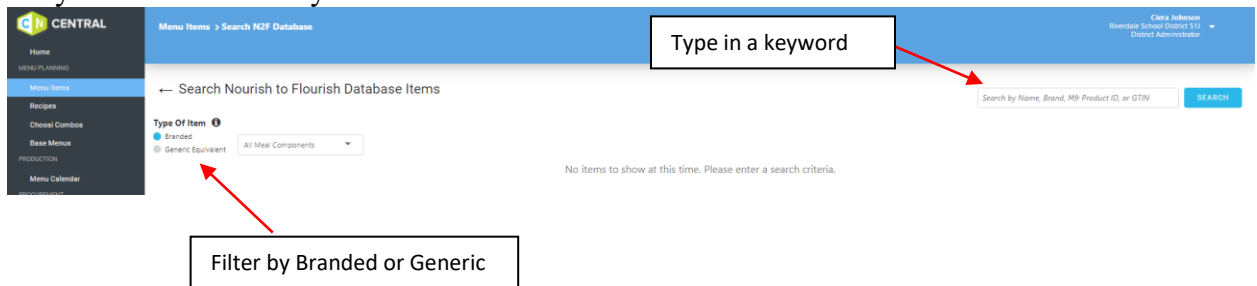
3. Click either the Search Item button or the +Add New Item button to either search the databases for your item or product you'd like to add to your item database or to manually enter an item.
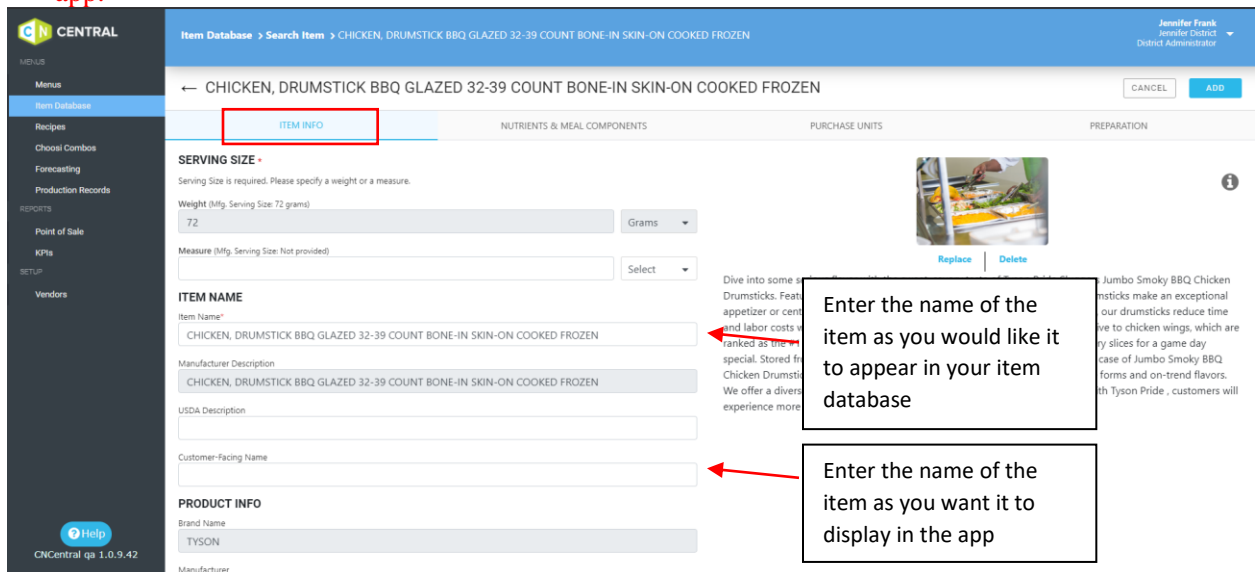
Search N2F Database

Click to search for your item in the N2F Database GDSN

Add New Menu Item

Click to add item manually including all creditable components, allergens, nutrition and inventory information.

a Johnsor

Search N2F Database Button:

- Enter the product name, GTIN, brand, Mfr Product ID or a keyword for the item you'd like added to your item database.

Type in a keyword

← Search Nourish to Flourish Database Items

Type Of Item ⓘ
○ Branded
○ Generic Equivalent   All Meal Components

No items to show at this time. Please enter a search criteria.

Filter by Branded or Generic

- Click on the item once located. From the Item Info Tab, review the data that has come across for the item. Edit the Item Name to a name you'll recognize when adding this item to Choosi menus and edit the Customer-Facing Name to be the name you want displayed in the Choosi App.
  Note: Choosi will first look to display the name as entered into the Customer-Facing Name field. If none exists, it will then look to the item name as the name it displays in the app.

← CHICKEN, DRUMSTICK BBQ GLAZED 32-39 COUNT BONE-IN SKIN-ON COOKED FROZEN

ITEM INFO   NUTRIENTS & MEAL COMPONENTS   PURCHASE UNITS   PREPARATION

SERVING SIZE *
Serving Size is required. Please specify a weight or a measure.

Weight (Mfg. Serving Size: 72 grams)
72   Grams

Measure (Mfg. Serving Size: Not provided)
                                                      Select

ITEM NAME
Item Name*
CHICKEN, DRUMSTICK BBQ GLAZED 32-39 COUNT BONE-IN SKIN-ON COOKED FROZEN

Manufacturer Description
CHICKEN, DRUMSTICK BBQ GLAZED 32-39 COUNT BONE-IN SKIN-ON COOKED FROZEN

USDA Description

Customer-Facing Name

PRODUCT INFO
Brand Name
TYSON

Manufacturer

Enter the name of the item as you would like it to appear in your item database

Enter the name of the item as you want it to display in the app

- Review the remaining tabs (Nutrients & Meal Components, Purchase Units, Preparation) to ensure the data is correct and complete. Add any missing data if

desired. Click the Add button to add this item with all associated data to your item database.

Review and edit if necessary and editale. Choosi will display item Calories, Saturated Fat, Sodium, Carbs, and Allergens based on this data

+Add New Item Button:
1. When the pop-out window appears, enter all of the required information (denoted with an asterisk).

2. When all data for the item has been entered, you can choose to:
   a. Save & Continue – Saves your item information and takes you to a detail page where you can add addition information for this item
   b. Save & Close – Saves your item information and closes out the pop-out window
   c. Save & Create New – Saves your item information and clears the pop-out window for a new item to be entered
4. Repeat step 3 for every item you plan to put into a Choosi recipe or on a Choosi menu.

Creating Choosi Recipes

All items that are on a Choosi menu that have more than 1 ingredient should be entered as a recipe. Recipe ingredients must first be entered into the item database before those ingredients will be available to be added to recipes. Steps 2-4 detail the process of populating your item database.

5. From your Recipes Module, click the blue plus sign button on the bottom right hand side of the screen. Click the Add New Recipe pop up button.
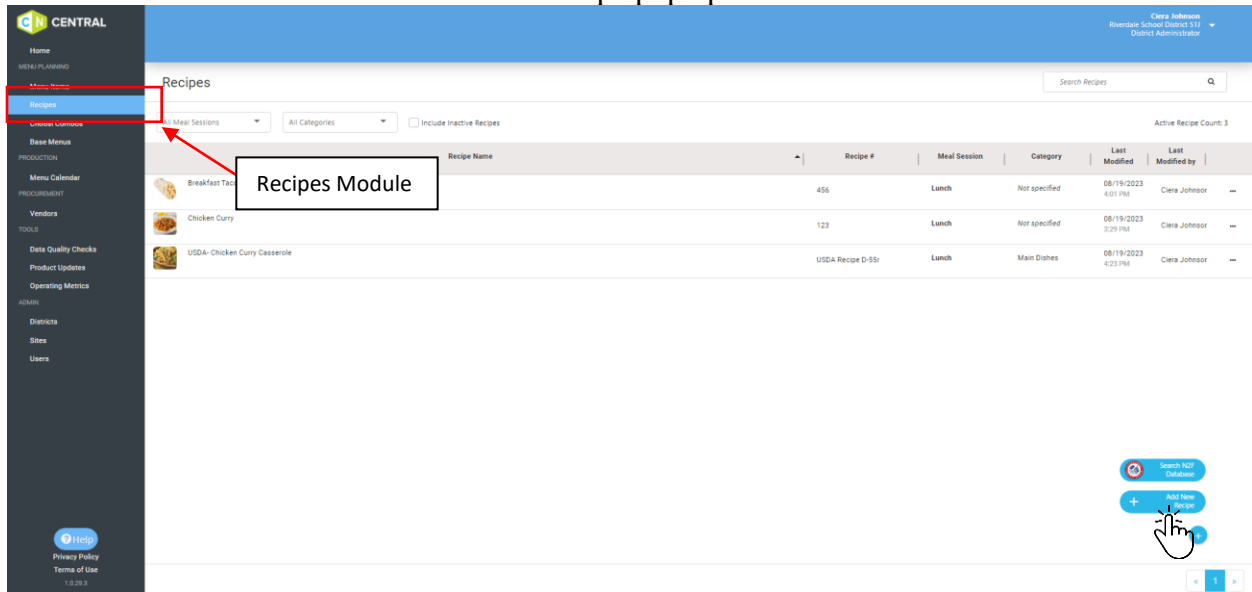

6. When the pop out window opens, select whether the item is an entrée or side and enter recipe information into each of the open fields. Click the Save & Continue button when all information has been entered.
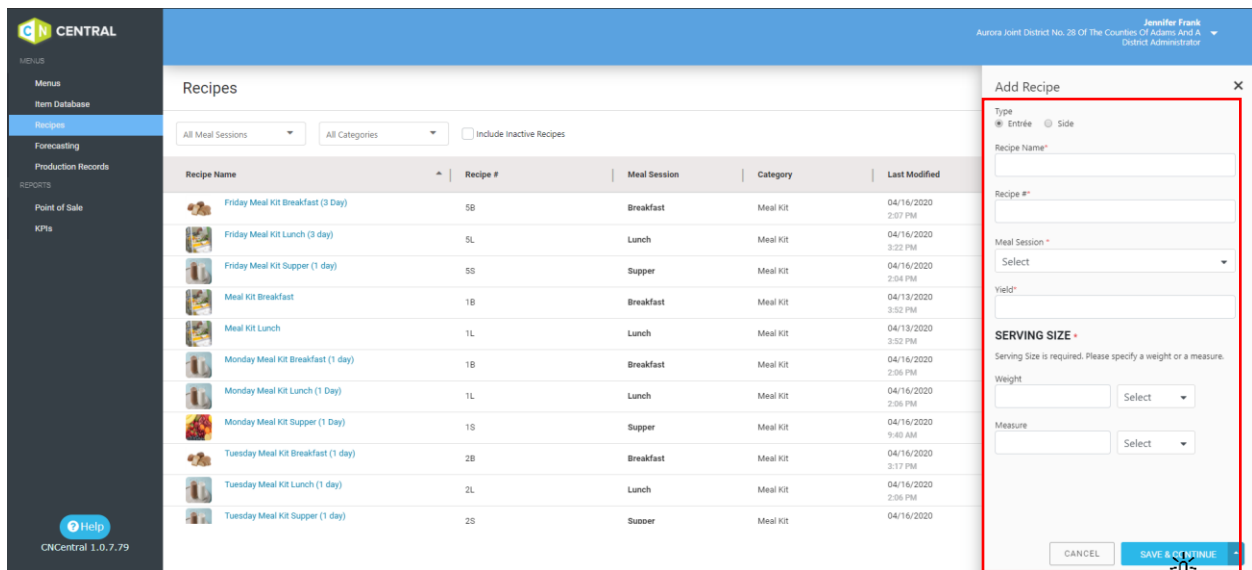

7. Add ingredients to your recipe by clicking the blue plus sign button on the bottom right had side of your screen. Click the Search Ingredient pop up button.
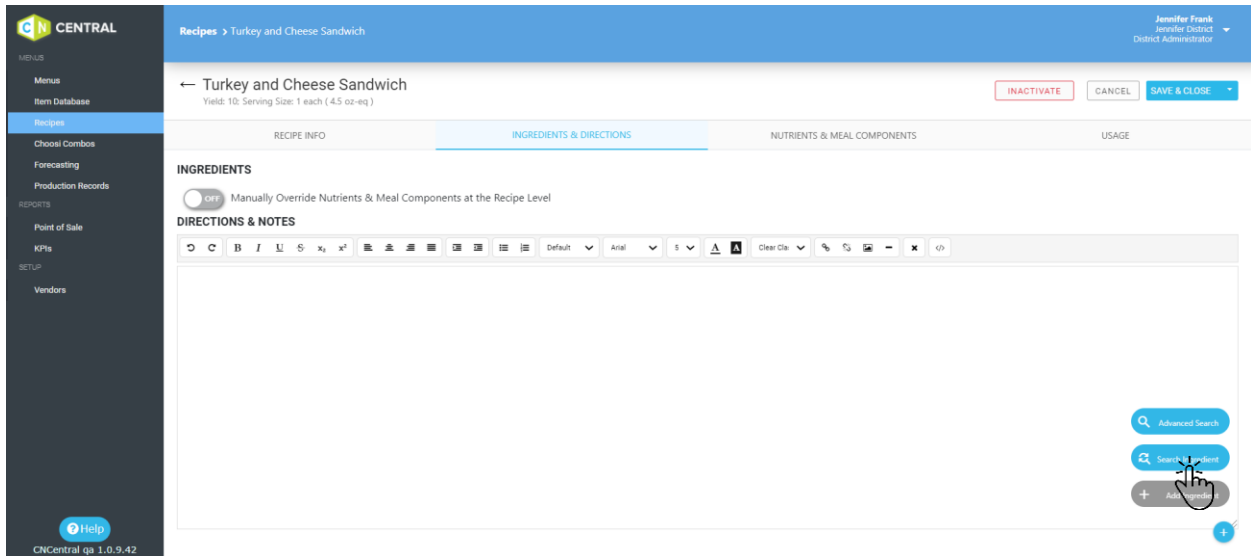
8. Search for each item to add to your recipe by entering the item name as you entered it when you created that item in your item database into the search bar. Click on the item name when the item has been located.
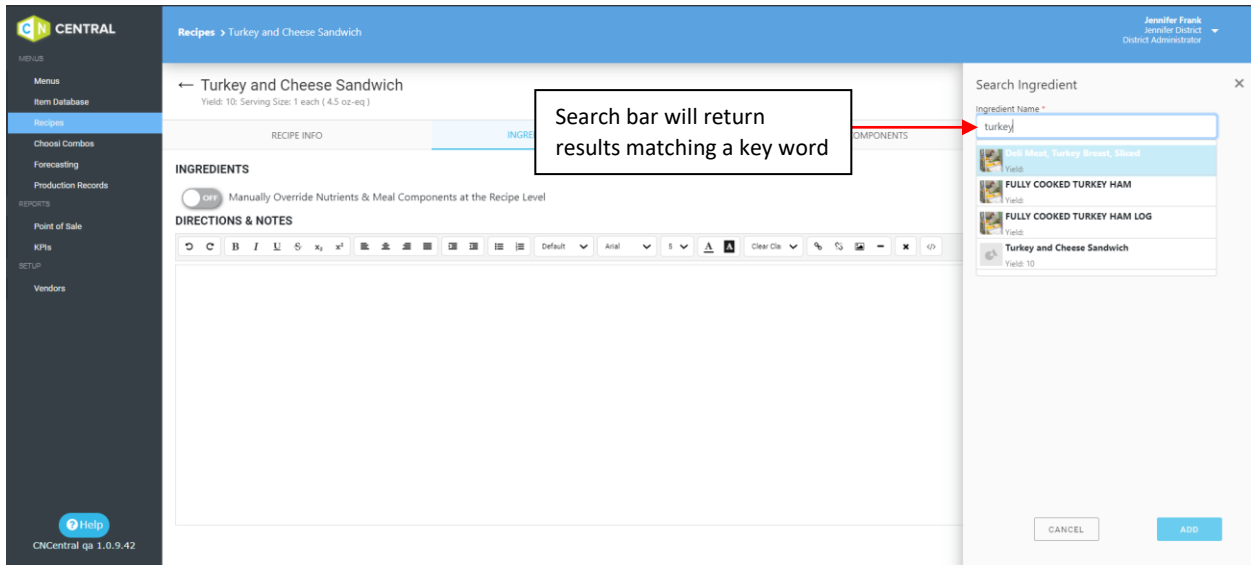
9. Enter the weight or measure of the item to add to your recipe. The weight or measure you enter should be for the entire recipe scaled for the yield of the recipe. Click the Add button when a correct weight/measure has been entered.

Enter quantity to prepare entire recipe. The mfg. serving size is displayed for reference
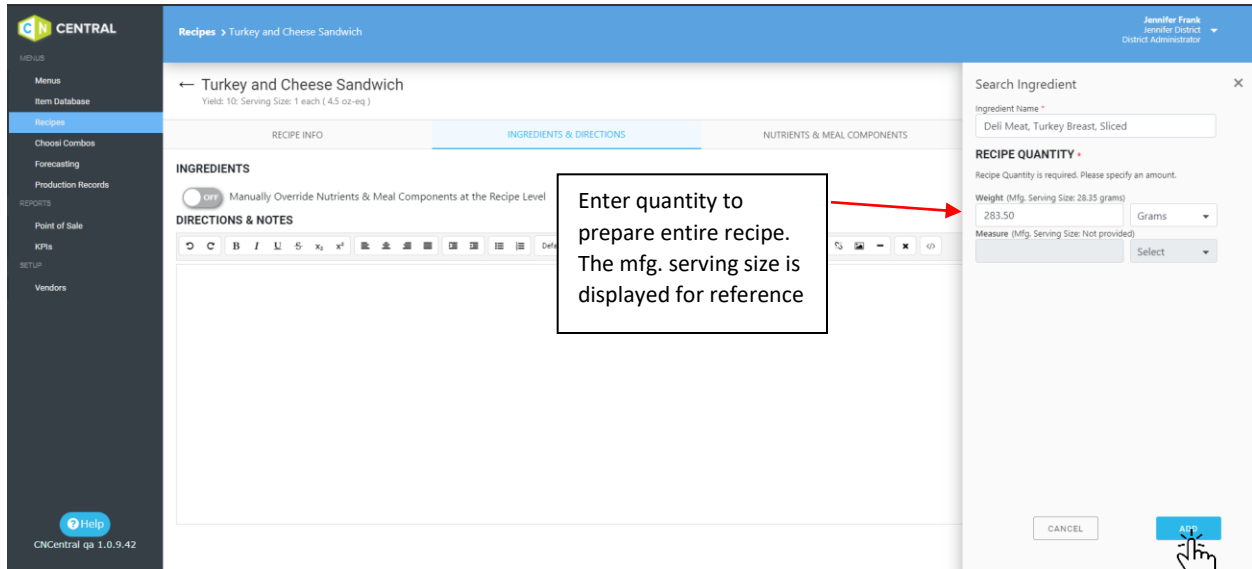
10. Repeat steps 7-9 for every recipe ingredient.
11. Enter recipe directions and notes if desired. When your recipe data entry is complete, click the Save & Close button.
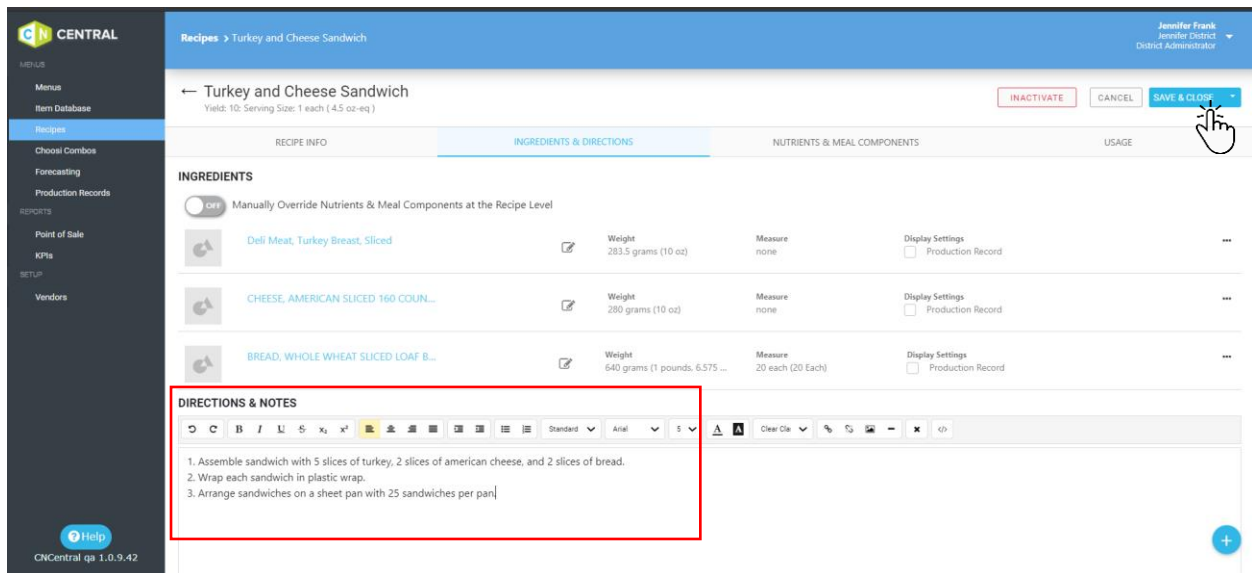

12. Repeat steps 5-11 and enter all of the recipes you plan on using in Choosi menus.
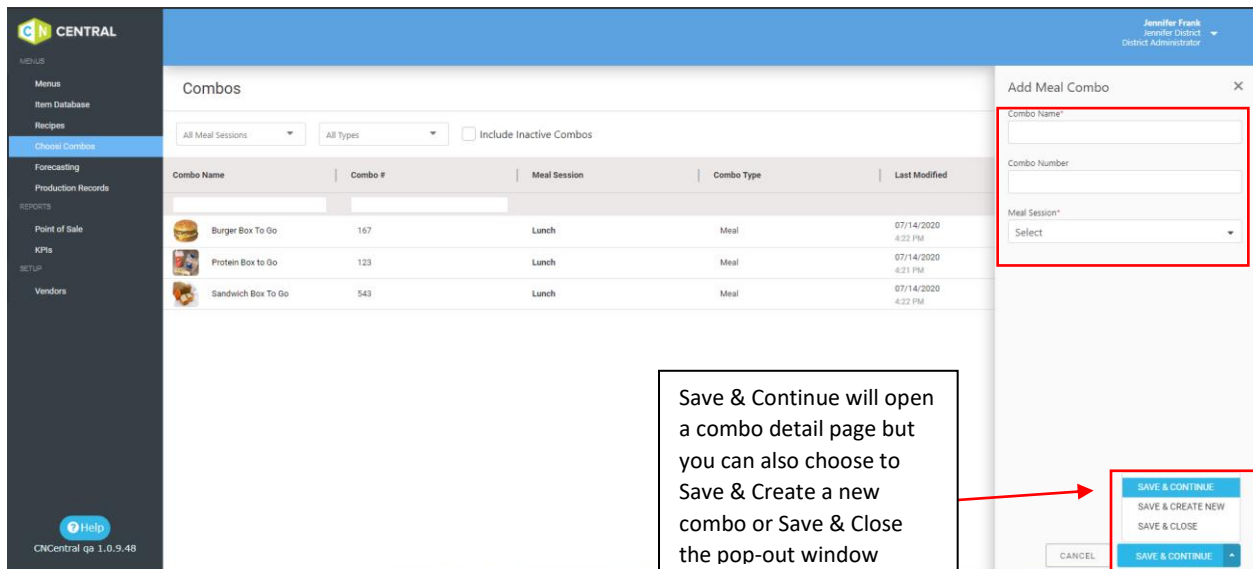
Building Choosi Combos

Once Choosi items have been entered into the item database and Choosi recipes have been created, they can then be added to Choosi combos.

13. From your Choosi Combos Module, click the blue plus sign button on the bottom right hand side of the screen. Click the Add Meal pop up button.

Choosi Combos Module
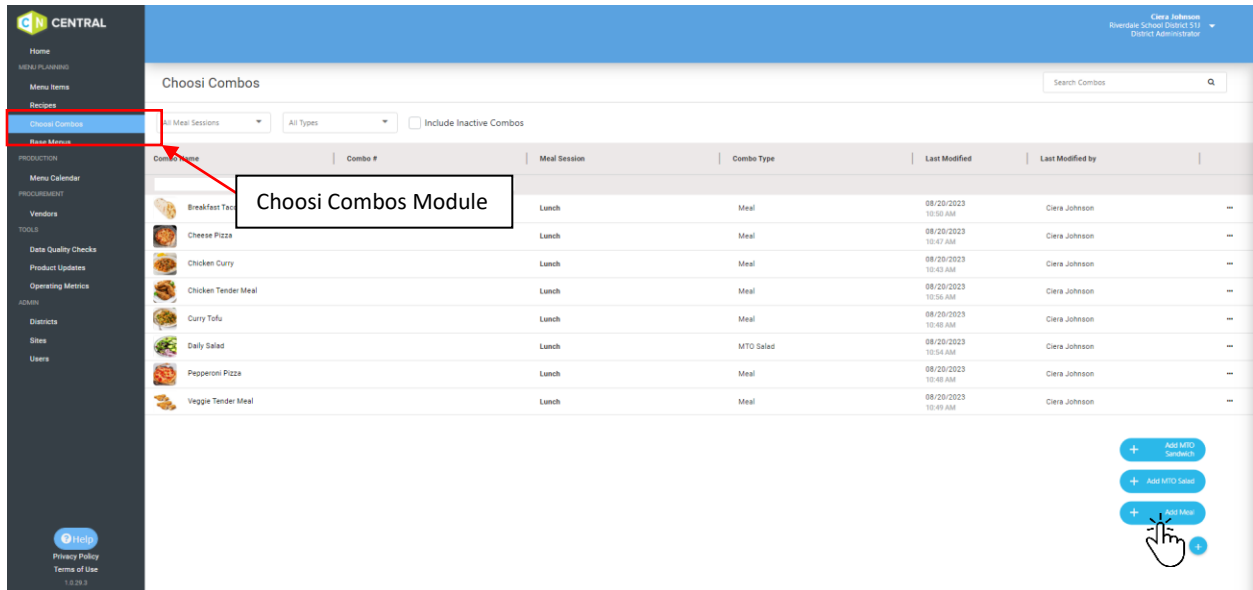
14. Enter a Combo Name, Combo Number, and assign a meal session for the combo you're creating by selecting a meal session from the drop-down menu. Choose the Save & Continue option to save your combo and add item/recipes to it.

Save & Continue will open a combo detail page but you can also choose to Save & Create a new combo or Save & Close the pop-out window

15. From the Combo Info Tab, enter data into the open fields, select to do a reimbursable meal check, select to display missing components, add an image for your combo meal, and select up to three brands to display in the Choosi app for this combo meal.

- Combo Customer-Facing Name – Name you'd like displayed for the combo meal in the Choosi app. If no data exists here, Choosi will display the Combo Name as entered in step 14.
- Description – Description for the combo which will appear in the Choosi app for the combo meal.

- Reimbursable Meal Check – When checked, Choosi will require the student to select a fully reimbursable meal (all required components) before being able to place their order.
- Display Missing Components – When checked, if a student doesn't select a fully reimbursable meal, the labels report will display missing components for pickup at POS.

Upload an image to be displayed in the Choosi app for this combo

Click the drop-down and select up to 3 logos to display in the Choosi app (optional)

16. Click over to the Item Choices tab to add optional and included items to your combo. Click the blue plus sign button on the bottom right hand side of your screen and select the type of item to add to your combo (Included or Optional).
Note: Included items are those that come with a Choosi combo if the combo is selected. Optional items will appear as side items that may be selected with the included item if desired.

Add Included Item Button:
- When the pop-out window appears, enter the item or recipe name into the search bar. As you type, the system will return all results that match your search. Select the desired item or recipe and click the Add button to add the item/recipe as an included item in the combo.
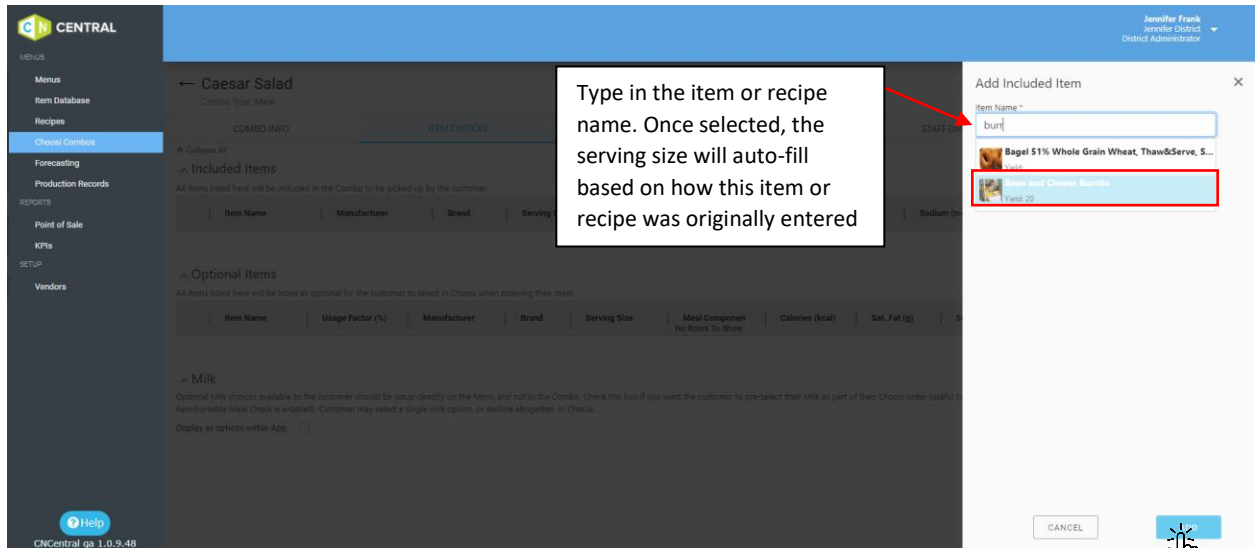
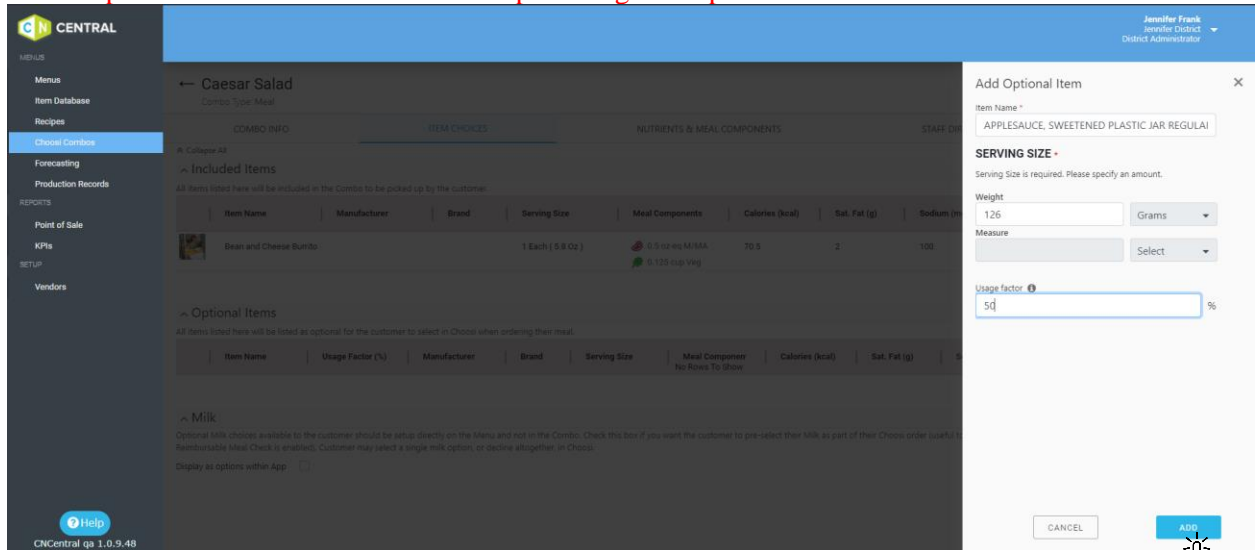- Repeat this step for each included item in the combo meal.

Add Optional Items Button:
- When the pop-out window appears, enter the item or recipe name into the search bar. As you type, the system will return all results that match your search. Select the desired item or recipe and click the Add button to add the item/recipe as an optional item in the combo.
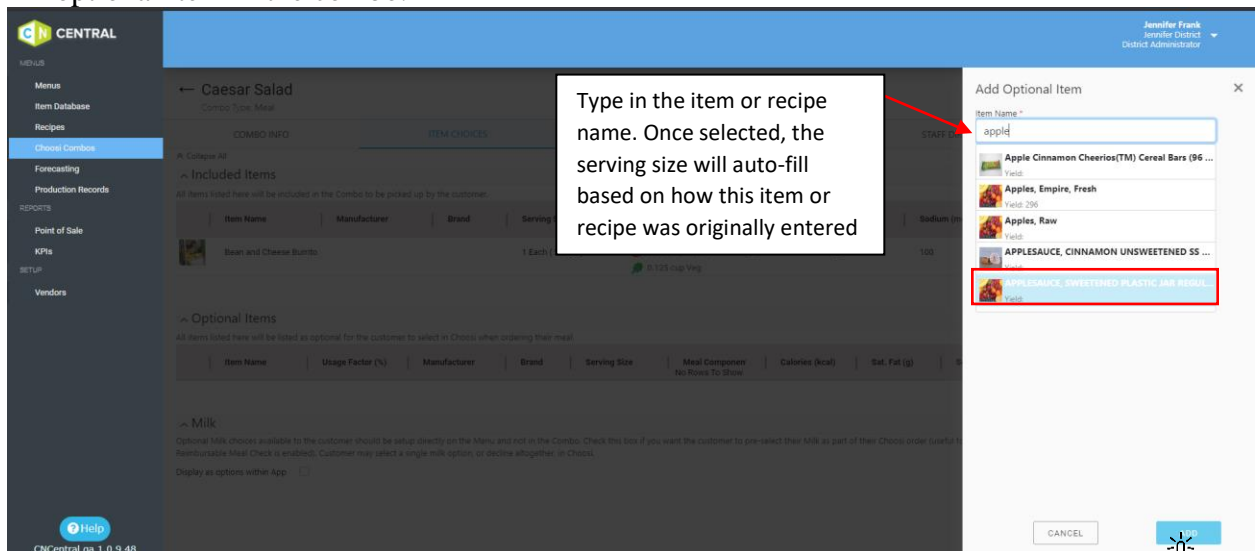
- The serving size will auto fill auto-fill based on how this item or recipe was originally entered. Edit as necessary for the serving size you plan serving as a side option for a combo meal and enter a Usage Factor for the item. Click the Add button to add this optional item to your combo.

Note: The usage factor is the percentage of students you expect to order this item. Menu compliance is calculated based off this percentage as is production record data.

- Repeat this step for each optional item in the combo meal.

17. If you would like milk to display in the Choosi app as an option for students to select, click the check box to enable this feature.
Note: Milks will have to added to the daily menu directly. Milks do not get added to combos like other side items.
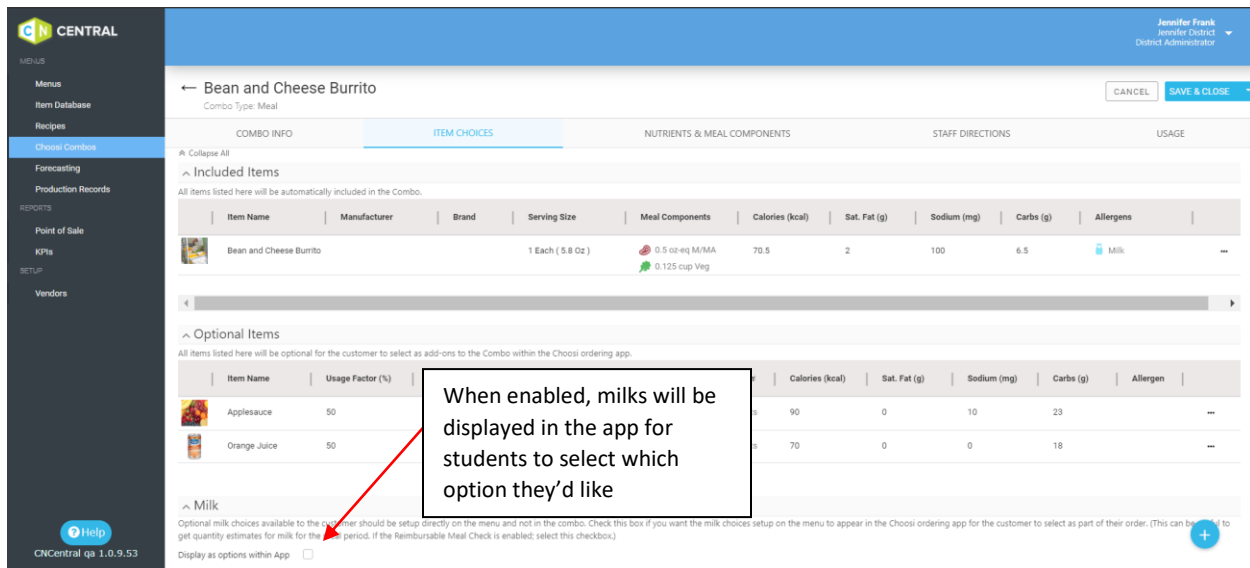

18. Click over to the Nutrients & Meal Components tab to view the nutrition information for your combo meal.
Note: You will have to save any changes to your combo meal prior to viewing the nutrition information as this gets calculated in real time.
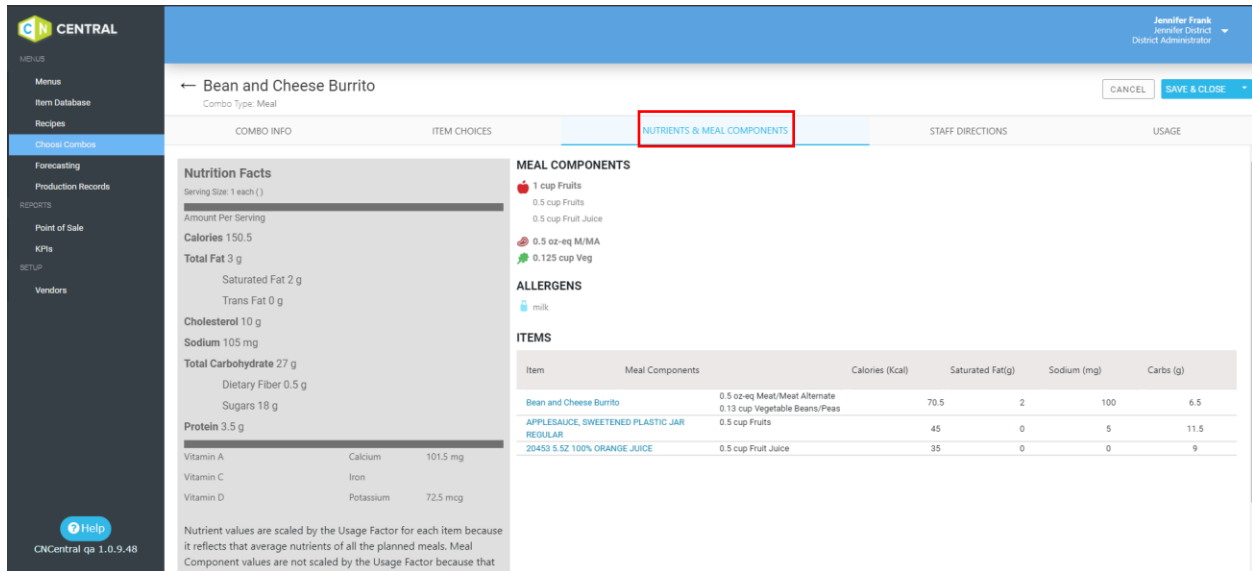
19. Click over to the Staff Directions tab to enter instructions for your staff as to how to assemble and prepare the combo meal. You can add text, pictures, and links if desired. Click the Save & Close button to save this Choosi combo and exit.
Note: Information entered here will display in the Choosi day of production reports for staff to print out when preparing the meals for the day.
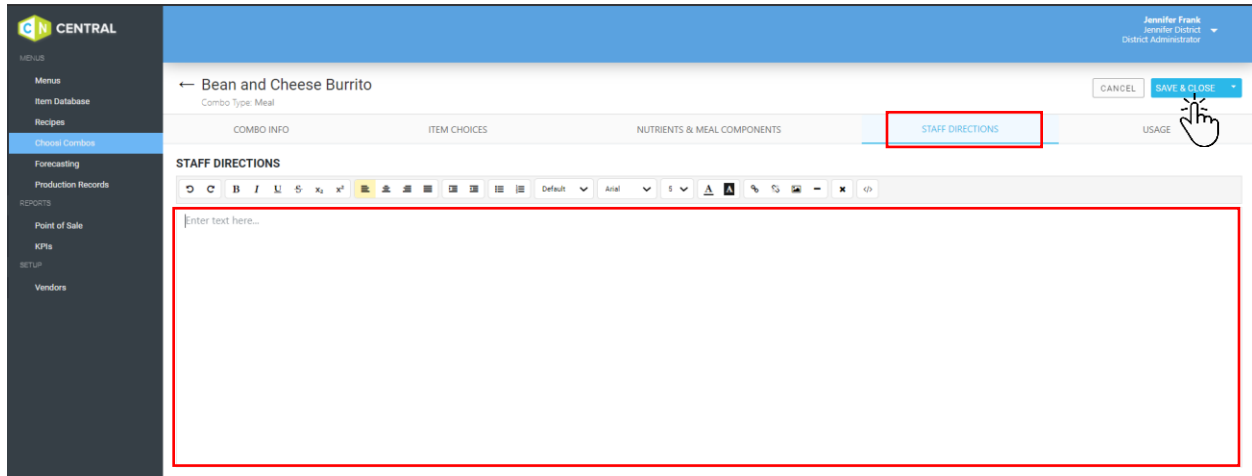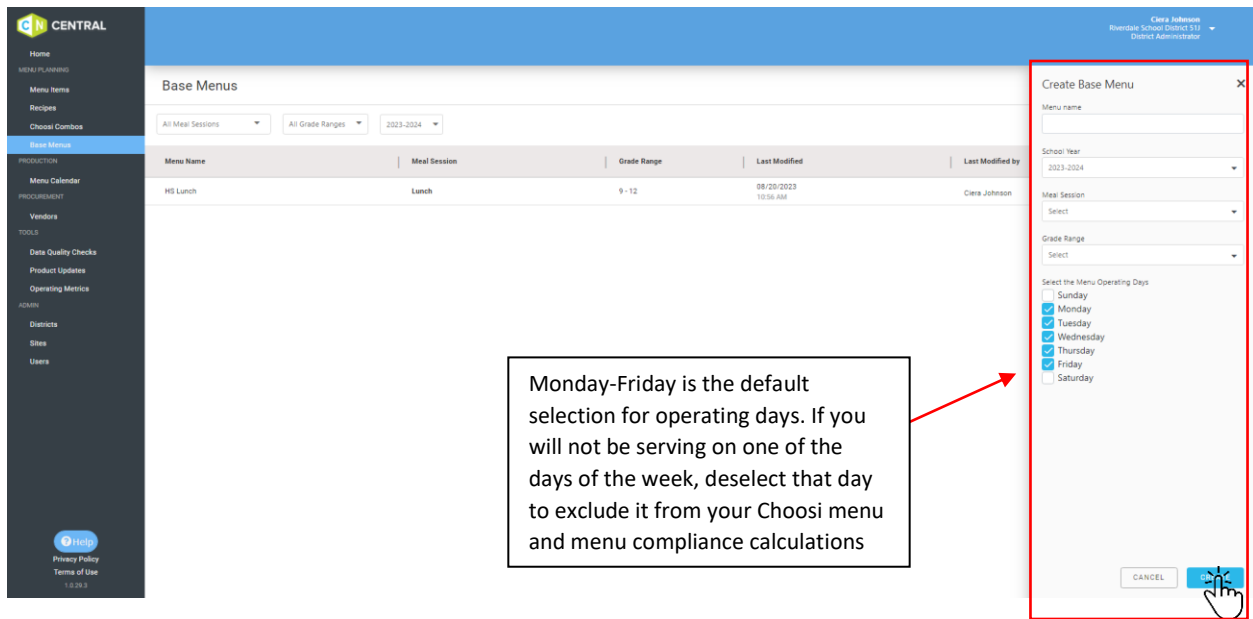

Adding Choosi Combos to Base Menu

Once Choosi combos have been defined, they are ready to be put onto Base Menus.

20. From your Base Menu Module, click the blue plus sign button on the bottom right hand side of the screen to create a new base menu.

Base Menu Module
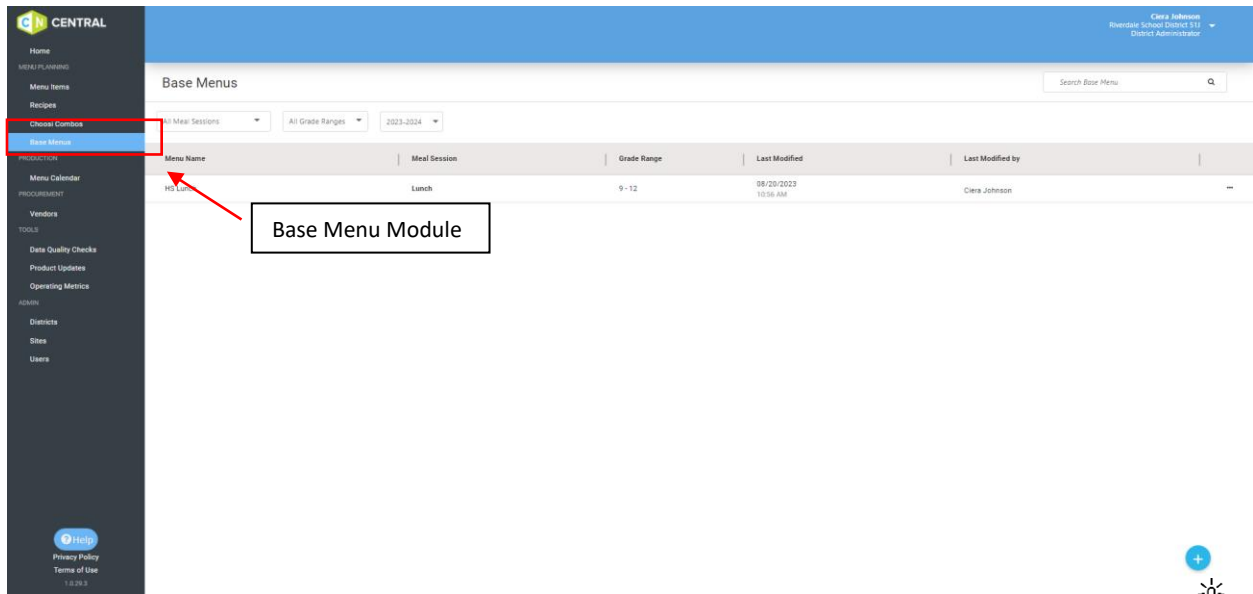
21. From the pop-out window, enter a Menu Name, assign a week of, select a meal session for the menu you're creating from the drop-down menu, and ensure the correct operating days are selected. Click the Create button to create a weekly menu framework.

Monday-Friday is the default selection for operating days. If you will not be serving on one of the days of the week, deselect that day to exclude it from your Choosi menu and menu compliance calculations

22. A blank base menu will open. Click the blue plus sign button on the bottom right hand side of your screen to Add a Choosi Combo to your menu.

Monday is the default day of the week when you first enter a weekly menu. If you are adding items to a different day of the week, click over to that day of the week from the horizonal tabs displaying dates

23. From the pop-out window, type in the name of the Choosi Combo you'd like to add to this menu framework for this day. CNCentral will return results based on keyword as you type. When the correct combo meal is located, click on it.
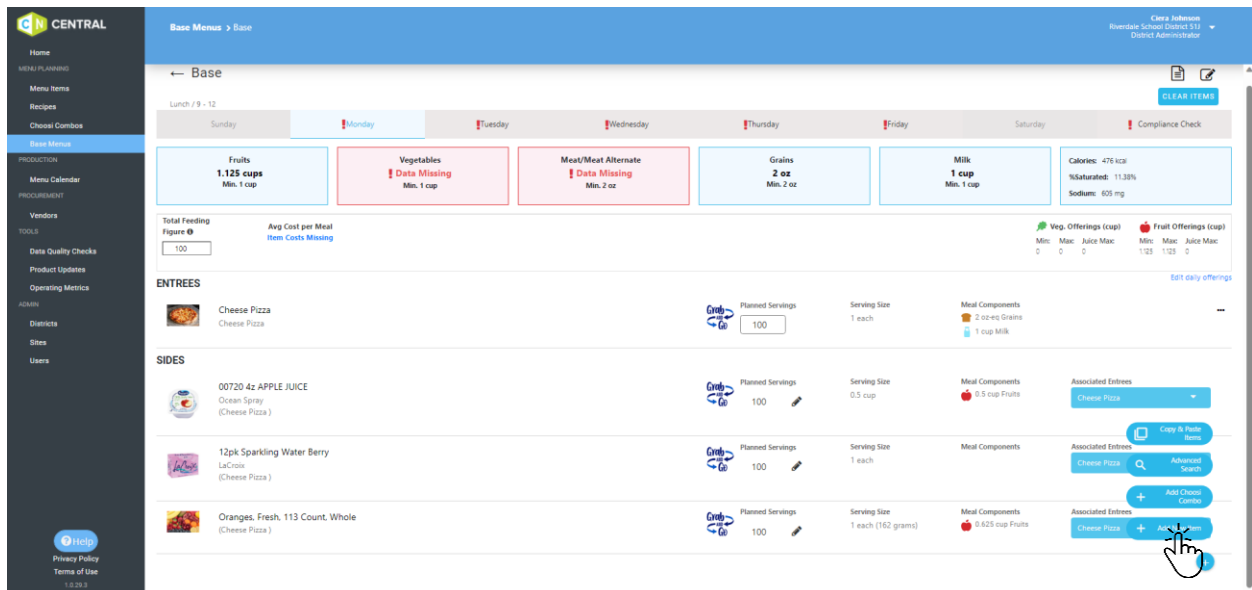

24. The Choosi Combo nutrient and component information will pre-populate. Enter your planned number of servings and select to Save & Close, Save & Continue, or Save & Create New.

- Save & Continue – Saves your Combo information and takes you to a detail page where you can add addition information for this Combo
- Save & Close – Saves your Combo to your menu and closes out the pop-out window

- Save & Create New – Saves your Combo to your menu and clears the pop-out window for a new Combo or item to be entered
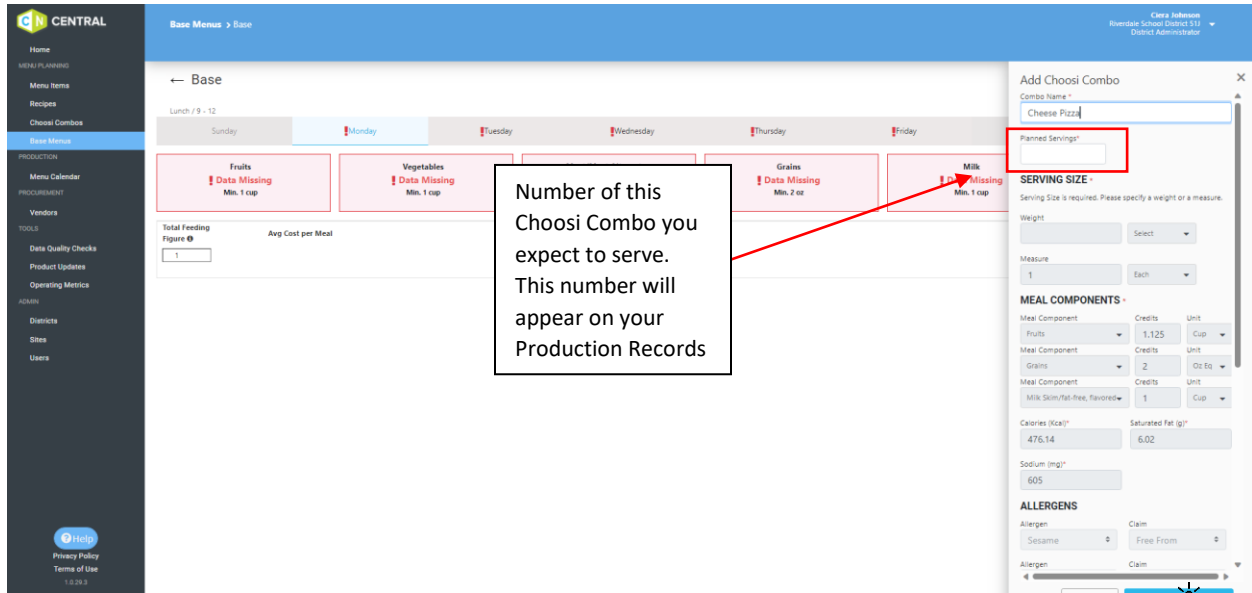
25. Repeat steps 22-24 for each Choosi Combo you'd like to enter for this day of the week.
26. Add Milks to your daily menu by clicking on the blue plus sign button on the bottom right hand side of your screen and clicking to Add New Item.

27. From the pop-out window, type in the name of the milk you'd like to add to this menu framework for this day. CNCentral will return results based on keyword as you type. When the correct milk meal is located, click on it.

28. The milk nutrient and component information will pre-populate. Enter your planned number of servings and select this item as a Side item. Save the milk to your menu by choosing to Save & Close, Save & Continue, or Save & Create New.

- Save & Continue – Saves your item information and takes you to a detail page where you can add addition information for this item
- Save & Close – Saves your item to your menu and closes out the pop-out window
- Save & Create New – Saves your item to your menu and clears the pop-out window for a new item to be entered

29. Repeat steps 26-28 for each milk you'd like to enter for this day of the week.
30. Click to the next day of the week and repeat steps 22-28 to add all of your Combo meals for each day of the week.

Note: CNCentral has a Copy & Paste option which can be used to copy one menu day into another menu day if you serve the same items each day of the week. See Appendix for how to use this feature.

Copying Base Menus to Menu Calendar

Copy From a Base Menu

When this option is selected and when the Meal Session and Grade Range have been defined in the flyout window, CNCentral will display all Base Menus that meet the parameters selected (meal session and grade range). User will select the correct Base Menu from the drop down list results. A total feeding figure will be applied but can be edited if necessary. Clicking the Add Menu button will add Base Menu to the Menu Calendar.

Copy From Another Week

When this option is selected, users will be given the option to use filters to narrow down which weekly menu they'd like copied into this current weeks menu. Optional filters include:

Week of - Users can click the calendar icon to select a week range

Building - Users can select which building the menu resides that they wish to copy from

Results that match the selected filters (Week Of and Building) will be displayed in the Select Menu drop down box. User will select the correct menu from the list. A total feeding figure will be applied but can be edited if necessary. Clicking the Add Menu button will add Base Menu to the Menu Calendar.

Start With a Blank Menu

When this option is selected and the Add Menu button is clicked, a blank menu worksheet will open. The default menu name will be autogenerated using the format of ["Meal Session" ("Grade Range")]. Example: Lunch (K-5). This name can be edited. The default Operating Days will be set to Monday-Friday but can also be edited if necessary. Users will add items/recipes/combos to menus using the traditional user flow. Not sure what the traditional user flow is? Check out this article for more information on adding items to a blank menu.
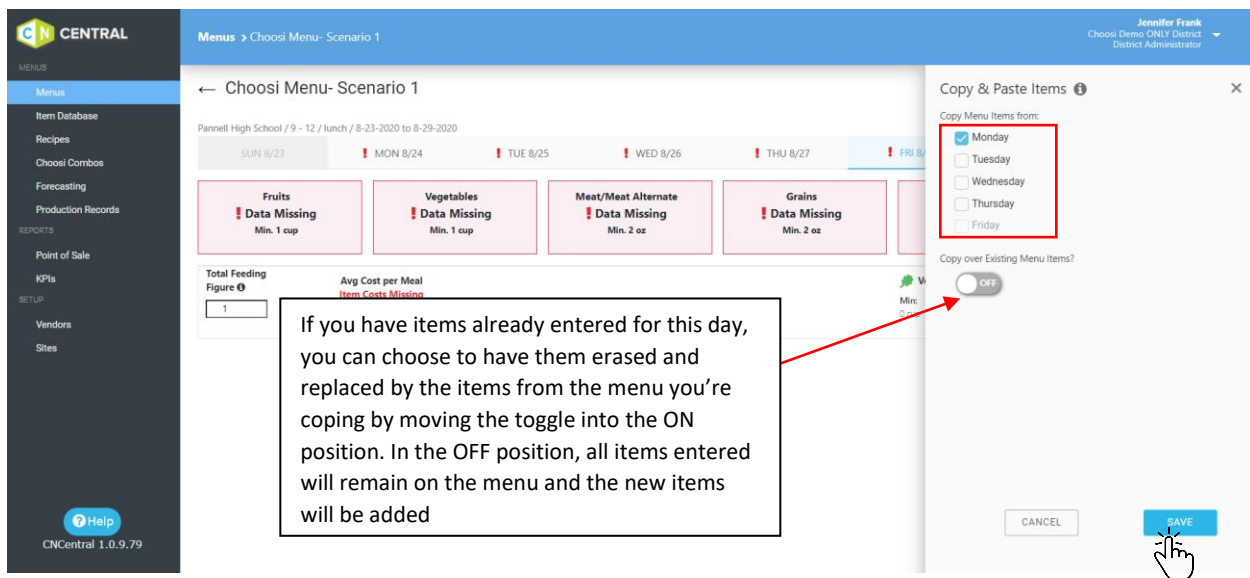
Appendix

Copying a Day's Menu into Another Day in the Same Weekly Menu

CNCentral has a copy/paste function to make copying menus that are the same each day as efficient as possible.

1. From your Menu worksheet, click on the day of the week you want to copy a menu into. Click the blue plus sign button and select Copy & Paste Items.

Updated as of 8/20/2023
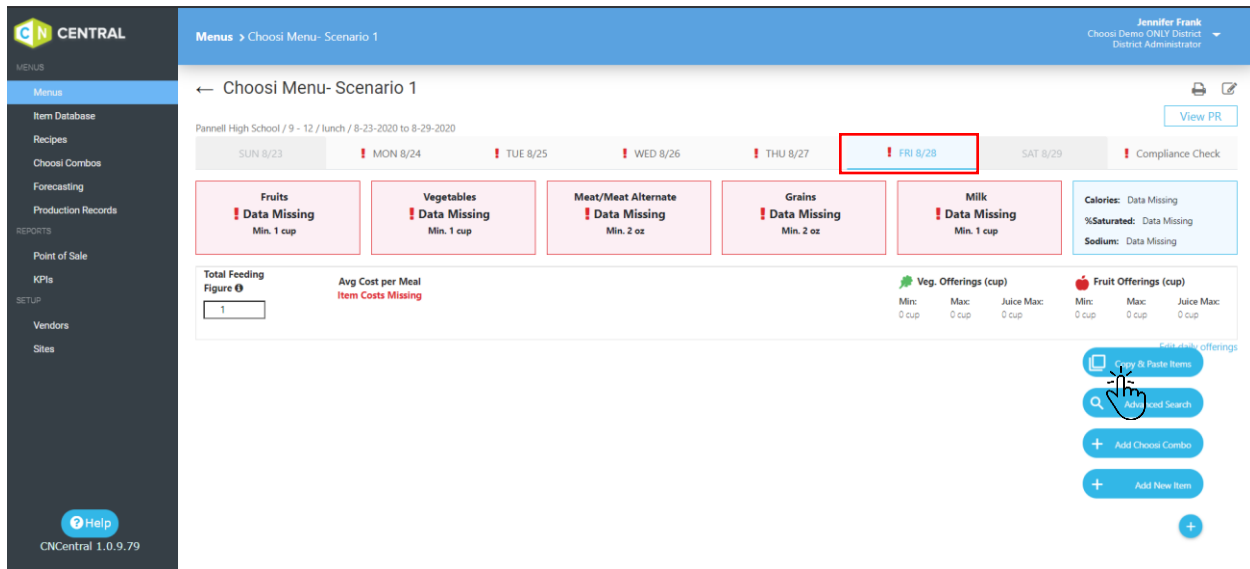
2. Select the day of the week that you want to copy into this day. Click the Save button to copy the checked day into the day of the week you're working on.


If you have items already entered for this day, you can choose to have them erased and replaced by the items from the menu you're coping by moving the toggle into the ON position. In the OFF position, all items entered will remain on the menu and the new items will be added

Editing Items in Your Item Database

If you need to edit an item you use in your Choosi Combos or in recipes, you can do so from the Local Item Database. Changes made to an item will be applied to all menus and recipes on all future menus where that item is used. This is called a Find and Replace.

1. From your Menu Items, locate the item you need to make edits to.
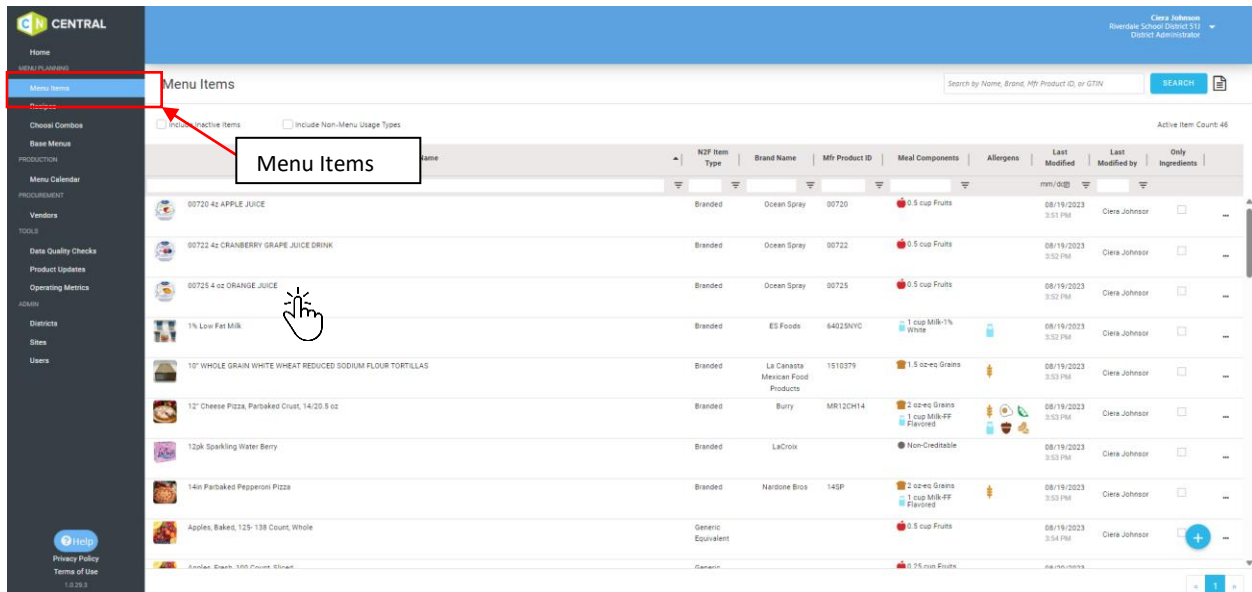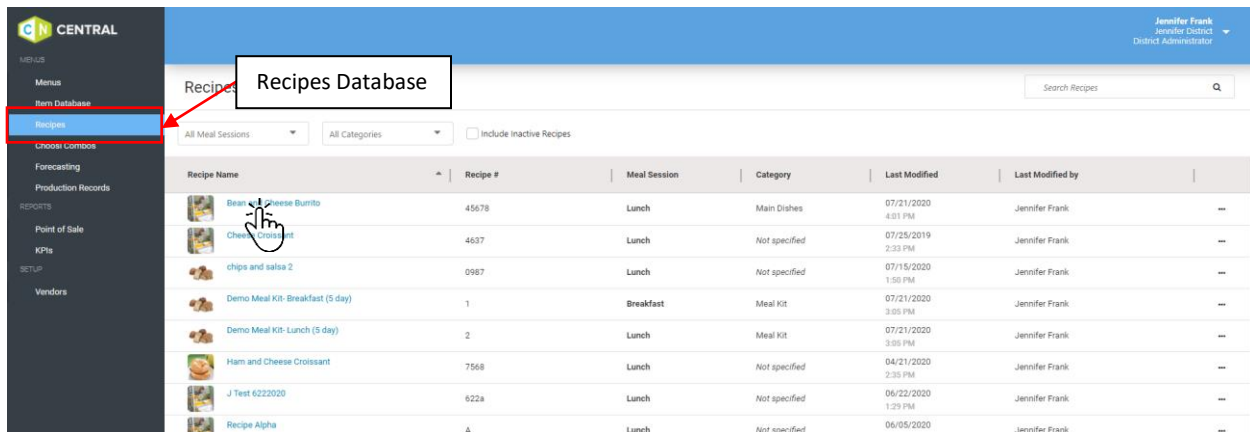
2. Select the appropriate tab and edit the information as desired. Click Save to save your changes and all future instances where this item is found will include this change. An archived copy of the old item will be created.
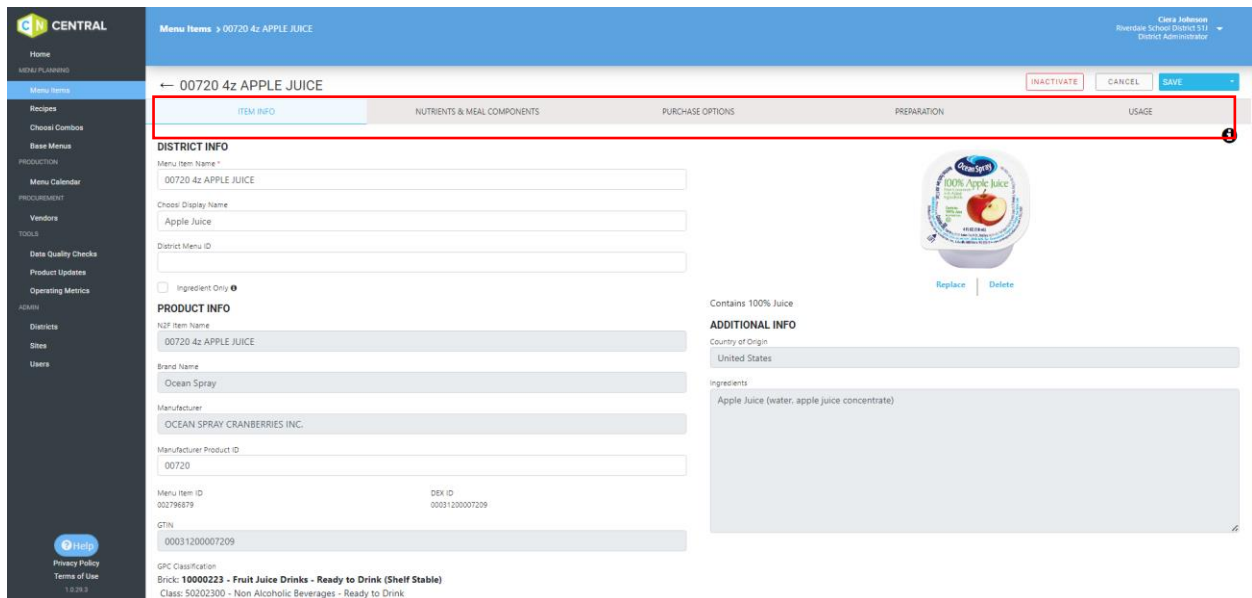

Editing Recipes

If you need to edit a recipe you use in your Choosi Combos, you can do so from the Recipes Database. Changes made to a recipe will be applied to all future menus where that recipe is used. This is called a Find and Replace. For more information about how changes to items and the find and replace function works, click here.

1. From your Recipes Database, locate the recipe you need to make edits to.

2. Select the appropriate tab and edit the information as desired. Click Save to save your changes and all future instances where this recipe is used will include your changes. If there are past instances where this recipe appears, an archived copy of the old recipe will be created.
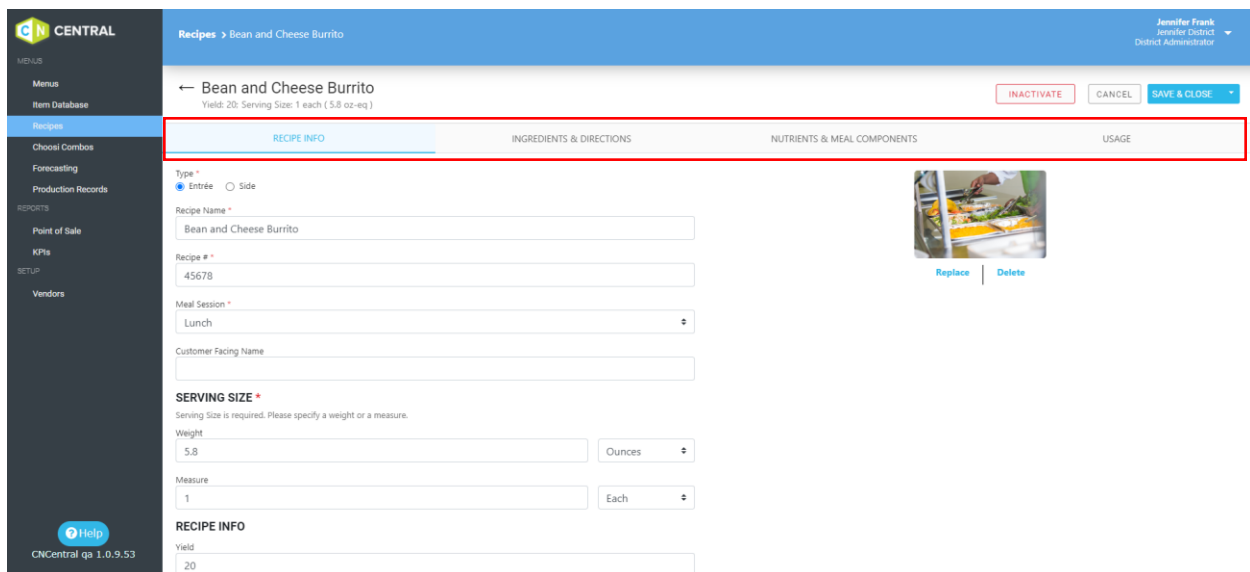
Checking for Compliance

CNCentral is able to determine if your Choosi Combo menus meet daily and weekly regulations. Below are instructions for viewing and comprehending how menu compliance is displayed.

1. View each day of the operating week and review the daily compliance as displayed across the top of the menu. For each meal component, the required minimum and menu actuals are displayed as well as the total calories, saturated fat, and sodium contributed by the days menu. Red boxes with red exclamation points indicate daily non-compliance. Blue boxes indicate daily meal pattern compliance.

2. View the entire weeks compliance from the **Compliance Check Tab**. Red "Data Missing" flags will indicate where data has not been entered yet and red boxes with red exclamation points indicate daily non-compliance. Blue boxes indicate weekly meal pattern compliance.