Welcome to EasyTouch Menu Selections. These instructions will provide you with all you need to know to successfully select patient menus and/or print kitchen tickets, if necessary. This application can be run using a touch screen monitor or by using the keyboard and mouse.

Whenever you see this icon 🌟, it means that it’s a tip on using the software. When you see this sign ⚠️, it means you should be cautious.

LOGGING INTO THE SOFTWARE

1. Prior to logging into the software, please make sure that the user -- other than the administrator using the schema name -- has his/her privilege set in Hospitality Suite Security to Read-Write (in Hospitality Suite Security, you can find the privilege under Nutrition Care>EasyTouch Menu Selections).

Figure 1

Select this button to show stored previous logins.

You can use the on-screen keyboard to enter information.
2. Select **Start>All Programs>Computrition>Hospitality Suite>EasyTouch Menu Selections**.
3. The login screen appears (Figure 1).
4. Enter your **User**, **Password**, **Company**, and **Host** information.
5. Select **Login**.

**SELECTING A PATIENT FROM LIST**
1. The patient list appears (Figure 2). The list may be sorted by selecting the desired column header (sorting by **Room** is most common).
2. Use the keyboard to enter text that you are searching for in a column (list will move to the first text it deems a match).
3. When you have found the appropriate patient, select it and choose the **Select** button.

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**Figure 2**

You can sort the list by selecting a column header.

Columns may be re-sized by selecting the lines between them and dragging.

If you have typed text in the **Find** field, you can use these buttons to go to the previous or next selection in the list containing the text.
MAKING MENU SELECTIONS

After selecting the patient, the menu selection screen appears. This screen is segmented in three columns - **Menu Item** (left), **Selected Items** (middle) and, **Nutrient Content/Comments** (right). Selections are sorted by **Publishing Groups**; the first group appearing on the menu displays first in the Menu Item column. The next few pages are descriptions of each column.

### Figure 3

**Selecting this area brings up the patient list from which you can choose another person. You can also use the arrows to cycle through the patient list.**

**Selecting an item allows you to remove it, adjust its portion size, or add a comment about it.**

**Selecting the group name displays all available publishing groups. Use the arrows to cycle through the groups and their items.**

**Selecting this area allows you to enter a future delivery. When selected, a dialog appears. You have the option to choose two choices. One of them is Standard Delivery (default), which clears any delivery time. This would be used if printing the ticket immediately after entering a specific delivery time. Requested Delivery Time sets the actual delivery time for the meal, if allowed (use arrows). If you are in the current meal and time plus the assigned lead time end is after the meal end time, this dialog does not appear.**

**Selecting this area to enter items not currently offered in the menu.**

**If there are too many entries to display, selecting this area shows the complete list of the patient’s likes, dislikes, allergies, and restrictions.**

**Displays the total nutrient content of the items selected. (Read only.)**

**Select a group name to show its items in the Menu Item column.**

**Select this area to enter comments. Kitchen ticket comments are displayed here as well.**

**Choose this button to enter items not currently offered in the menu.**

**Use the arrows to cycle through the meals to add items.**

**Choose this button to enter items not currently offered in the menu.**

**Prints the kitchen ticket.**

**Commits the selections for the current patient and takes you back to the list to select the next patient.**

**This button exits you out of the application. Avoid using it if you intend to add items to other patients.**

**Removes all selected items.**
Menu Item Column
1. To choose an item, select it from Menu Item column. Items designated as likes, dislikes, allergies, and restrictions are labeled with L, D, A, or R.
2. As you add items, they are entered in the Selected Items column and their nutrients are displayed in the Nutrient Content/Comments column.
3. To go to another group to select items, you can do one of three things:
   a. Click the group name. A list of groups appear that you can choose from. You can click the X button to exit this list.
   b. Select the arrow button to the sides of the group name to cycle through the groups.
   c. You can also select a group name in Selected Items column.

**Figure 4**
Selected Items Column
1. When items are added, you can edit them by selecting them in the column. When selected, you have an option to remove, adjust the portion size of, or add a comment to the item. Removing the item returns it to the Menu Item Column and its nutrient content is removed from total in the display.
2. To insert an item not offered on the current menu, select the Request Item button.
   a. The Add Items to Menu dialog appears (Figure 4). The list of items can be selected using the name and category headers.
   b. Use the keyboard to enter text that you are searching for in a column (list will move to the first text it deems a match).
   c. Select the Request (default) or Nourishment button to make the appropriate assignment.
   d. To edit the portions, select the Edit button under Portion Size.
   e. Select Edit under Ticket Comment to enter a note about the item on the kitchen ticket.

Nutrient Content/Comments Column
1. The Meal Nutrient Content section displays the total nutritional information of the selected items. This section is Read-Only.
2. Select the Comments section to enter a note about this meal.