



## Add a Nutrition Item

Background: Adding a Nutrition Item allows you to build your nutrition database, which can then be linked to the ingredient items you purchase.

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### To Do and Notice:

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1. Navigate to **Data Setup** and select **Nutrition Item Maintenance**.
2. Select **Add a New Nutrition Item**.
3. Enter the name of the Nutrition Item in the **Enter the Name** box.
4. Click **Next**.
5. Enter the following:
  - **Food Group** (drop-down list)
  - **Manufacturer** (drop-down list)
  - **Brand** (drop-down list)
  - **Portion Unit**  
**Notice:** The Portion Unit can be modified on the Measures tab (see instructions below).
  - **Source ID** (system-generated)  
**Notice:** Default Nutrition Items will have a positive Source ID number; User Created Nutrition Items will have a negative Source ID number.
  - **Nutr Source**  
**Notice:** A User added Nutrition Item will have a source of User-Created in FMS.
  - **Nutrition Yield** (*not required*)
  - **Ingredients**
6. Enter the amount for each Nutrition Element in the **Amount Per Portion** column.  
**Notice:** These values should be based on the Portion Unit.

Once you have added a value and click **Save**, the check mark in the box Unknown will disappear.

You may need to scroll down in order to view and/or edit all of the Elements.

If there is only a trace account of a Nutrition Element, click the box in the **Trace** column.

7. Click **Save**.

### Measures

1. Click on the **Measures** tab.
2. Click **Add Measure**.
3. Enter the Name of the new Measure that you wish to use as your Portion Unit (e.g., Cup).
4. Define the Gram Weight and/or Ounce Weight equivalent (e.g., 8 Ounce Weight).
5. Click on the Default radio button if you want to use this as your Portion Unit.
6. Click **Save**.
7. Click on the **Nutrition** tab.
8. Ensure that the new Portion Unit displays correctly.

**Notice:** The Nutrition Elements should change and represent the newly defaulted portion unit.

**So What?** Now that you have your Nutrition Item added, see the **Link a Nutrition Item** Quick Guide to link this item to the item(s) you serve.

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