



Print Menu Cycle Reports

Background: There are numerous reports available to allow you to evaluate your Menu Cycles and make informed decisions during your planning process.

To Do and Notice:

1. Navigate to **Reports** and select **Cycle Menu Planning Reports**.
2. Select a Report from one of the following available report types:

- **Diet Spread Reports** - Shows the menu for each selected diet restriction for each selected meal on each selected cycle day
- **At A Glance/Selective Menu Report**
 - ▲ **Meal At A Glance Reports**
 - **Daily Meal at a Glance** - show a meal for one day, with one meal per page
 - **Weekly Meal at a Glance** - meals in a calendar format for a week, one meal per page
 - ▲ **Day At A Glance Reports** - menu items for one day and one type of diet
 - ▲ **Week At A Glance Reports** - meals in a calendar format for the week you select
 - ▲ **Month At A Glance Reports** - meals in a calendar format for the month you select
 - ▲ **Selective Menu Reports** - allows up to three meals for one diet displayed in a menu-style format
- **Nutrition Analysis Reports**
 - ▲ **Average Cycle Nutrition Analysis By Diet** - daily average nutritional content of the menus in a cycle
 - ▲ **Detailed Menu Cycle Nutritional Analysis** - Nutritional content of each menu item in each meal selected, on each cycle day selected
- **Average Daily Cost Reports**
 - ▲ **Average Daily Cost By Diet** - average cost of each meal in your menu cycle
 - ▲ **Average Daily Cost Detail By Diet** - separates the cost by menu item as well as meal
- **Menu Cycle Cross Reference Report** - each use of an ingredient or recipe you select throughout a cycle
- **Multiple Portion Recipes** - allows you to specify Portion Scaling for a Cycle Day or range of days

3. Follow the prompts for the report you select.
4. To print, once the report has displayed, click on the printer icon on the gray toolbar at the bottom of the screen.

Notice: Please see the NetMenu® Help resource for additional details on each report.

So What? By exploring your options for reporting, you can easily analyze your Menu Cycles.