



Print Menu Nutrition Reports

Background: Nutrition reports allow you to perform nutrient analysis on a specified Menu.

To Do and Notice:

1. Navigate to **Reports** and select [Cycle Menu Planning Reports](#).
2. Navigate to **Nutrition Analysis Reports** and select [Nutrition Analysis Reports](#).
3. Click on the checkbox in front of the desired report(s).
 - **Average Cycle Nutrition Analysis By Diet** – daily and Cycle average nutritional content of the menus in a cycle
 - **Detailed Menu Cycle Nutritional Analysis** – individual item nutrition analysis; nutritional content of each meal you select, on each cycle day you want the report to cover
4. Click **Next**.
5. Select the following:
 - **Nutrition Goal** – select if want to compare against a goal other than the default goal
 - **Menu Cycle**
 - **Cycle Days**
6. Click **Next**.
7. Under **Available Diet Restrictions**, click on the Restriction(s) as needed to select them.

Notice: Push and hold the **Ctrl** key while making your selection in order to select multiple Restrictions.
Ensure that any restrictions you wish to include are moved to the right-hand side of the screen.
8. Click **Select**. Ensure that the restrictions you chose move from the box on the left side of the screen to the box on the right side of the screen.

Notice: Click **Select All** if you want to choose all Restrictions.
Ensure that any restrictions you wish to include are moved to the right-hand side of the screen.
9. Under **Available Meals**, click on the Meal(s) as needed to select them.

Notice: Push and hold the **Ctrl** key while making your selection in order to select multiple Meals.

10. Click **Select**. Ensure that the meals you chose move from the box on the left side of the screen to the box on the right side of the screen.

Notice: Click **Select All** if you want to choose all Meals.

Ensure that any Meals you wish to include are moved to the right-hand side of the screen.

11. Click **Next**.

12. Choose which **Menu Planning Groups** you want to include, by selecting any you wish to remove, then clicking **Remove**.

Notice: Menu Planning Groups on the right-hand side of the screen will be included; groups on the left-hand side will be omitted.

13. Choose for which **Meal** you want to include alternatives, by selecting any you wish to remove, then clicking **Remove**.

Notice: Alternatives from Meals on the right-hand side of the screen will be included; those on the left-hand side will be omitted.

14. Click **Next**.

15. Add any **Header Notes** or **Footer Notes** you want on the report.

16. Click **Print**.

17. To print, click on the Printer icon.

Notice: To print an html report, you will need to select print from the menu in the web browser window.

18. Ensure that your Print selections are correct.

19. Click **Print**.

So What? Nutrition Analysis Reports can also be run for Recipes – see the **Print Recipe Nutrition Reports Quick Guide**.
