

# Meal Admin

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## Menu

## Create Meals

To **Create** a meal, first, navigate to the Meals and Services Page by selecting **Administration** from the menu and then selecting **Meals and Services**.



Scroll down to reach the **Meal Setup** heading. Then click the **New Meal** button on the left-hand side.

Meal Setup						Export Meals
<input checked="" type="checkbox"/> Only Show Active Meals						
New Meal	<input type="text" value="Search Meals..."/>	Category	Retail Price	Cost Price	Units	
	Beef and Bacon casserole	Hot Meals	\$3.50	\$3.00	1	
	Beef Pie - Mathew	Hot Meals	\$7.00	\$5.00	1	
	Beef Stroganoff	Frozen Meals	\$3.50	\$3.00	1	

This will display the New Meal popup, where you can fill in information about the meal.

## New Meal



Name	<input type="text" value="Name..."/>
Retail Price	<input type="text" value="\$0.00"/>
Cost Price	<input type="text" value="\$0.00"/>
Units	<input type="text" value="Units..."/>
Meal Category	<input type="text" value="Breakfast"/>
Meal Ingredients	<input type="text" value="Please select"/>
Meal Properties	<input type="text" value="Please select"/> <input type="checkbox"/>
Supplier	<input type="text" value="No Supplier Selected"/>
Services	<input type="text" value="Please Select"/>
Minimum Stock Value:	<input type="text" value="Minimum..."/>
Maximum Stock Value:	<input type="text" value="Maximum..."/>
Box Number:	<input type="text" value="Box Number..."/>

Create New Meal

After you fill in all the information, click on “Create New Meal” to save it.

## **View and Update Meals**

If you want to **Update** a meal, just click the blue **Information** button next to its name on the Meals and Services Page. On the View Meal Details popup, you can make changes to the meal information.

## View Meal Details

+ Copy Meal

Meal Name:	<input type="text" value="Beef and Bacon casserole"/>
Category:	<input type="text" value="Hot Meals"/>
Retail Price	<input type="text" value="3.5"/>
Cost Price	<input type="text" value="3"/>
Meal Units:	<input type="text" value="1"/>
Stock Code:	<input type="text"/>
Meal Ingredients	<input type="text" value="Garlic x Soy x"/>
Meal Properties	<input type="text" value="Cut Up x"/> <input type="checkbox"/>
Meal Supplier	<input type="text" value="No Supplier Selected"/>
Meal Services	<input type="text" value="Please Select"/>
Minimum Stock Value:	<input type="text"/>
Maximum Stock Value:	<input type="text"/>
Box Number:	<input type="text"/>

 Save Changes

 Delete Meal

Once you're happy with the changes, click the **Save Changes** button.

## **Delete Meals**

### **Unused Meals**

To **Delete** a meal from Polixen, it has to be an Unused Meal. This means it can't be part of a **Menu** and it can't be part of a client's **Meal Plan**. Polixen won't let you delete a meal that's **in use**. If you have an Unused Meal you'd like to delete, find it on the Meals and Services Page and click the blue **Information** button. On the View Meal Details Popup, scroll down to the bottom and click the **Delete Meal** button.

## View Meal Details



+ Copy Meal

Meal Name:	<input type="text" value="test"/>
Category:	<input type="text" value="Breakfast"/>
Retail Price	<input type="text" value="5"/>
Cost Price	<input type="text" value="4"/>
Meal Units:	<input type="text" value="1"/>
Stock Code:	<input type="text"/>
Meal Ingredients	<input type="text" value="Please select"/>
Meal Properties	<input type="text" value="Please select"/> <input type="checkbox"/>
Meal Supplier	<input type="text" value="No Supplier Selected"/>
Meal Services	<input type="text" value="Office A"/>
Minimum Stock Value:	<input type="text" value="0"/>
Maximum Stock Value:	<input type="text" value="0"/>
Box Number:	<input type="text" value="0"/>

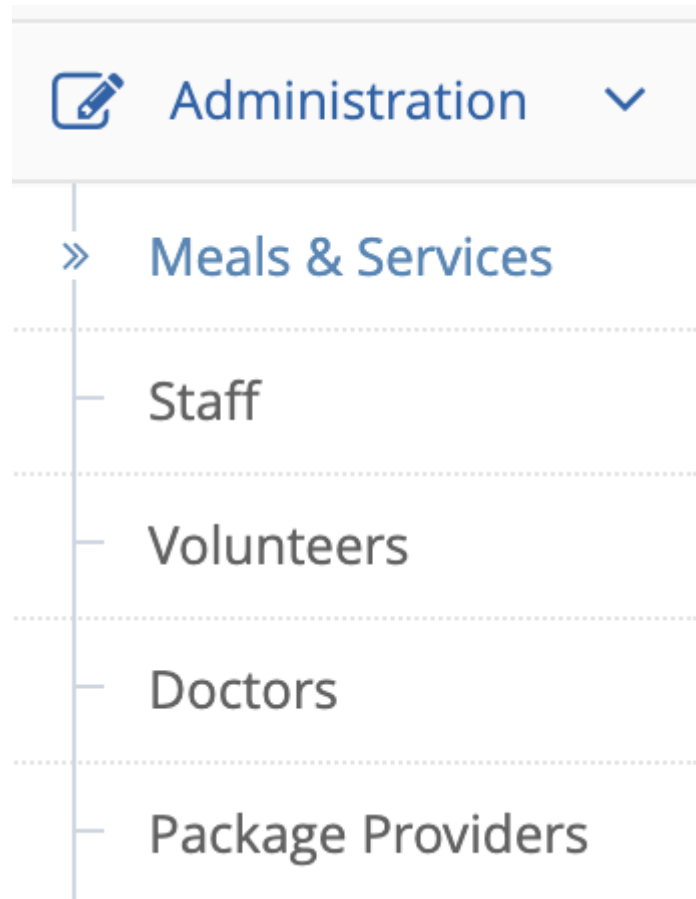
 Save Changes

 Delete Meal



## Meals that are in use

If you wish to remove a meal from a menu and the meal is connected to existing client meal plans, you will need to create a permanent menu change. To do that, follow the steps below:

1. Click on Administration, then “Meals & Services”

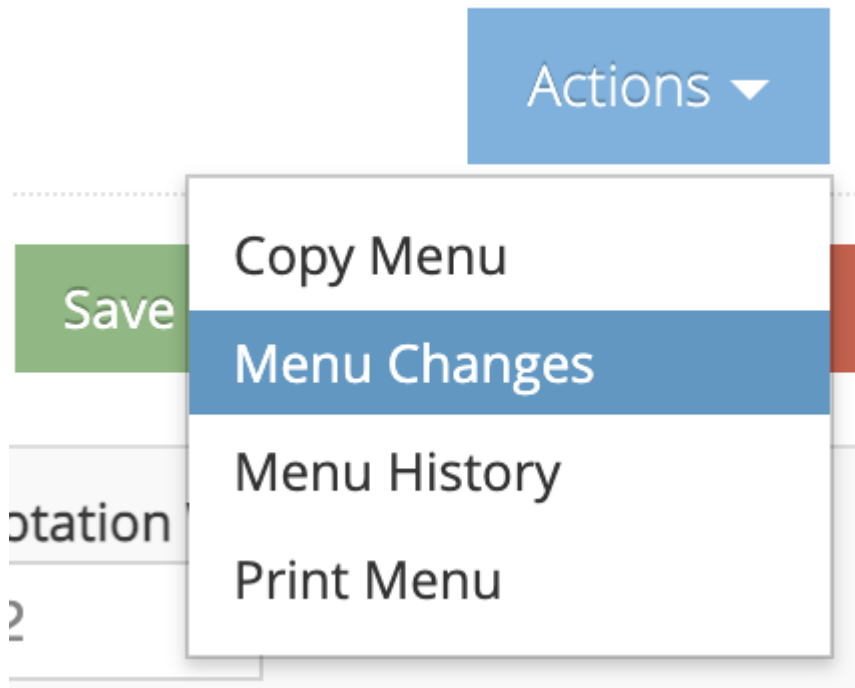


2. Click on the “I” button next to the menu the meal belongs to

Menus				
<input checked="" type="checkbox"/> Only Show Active Menus				
New Menu	Name	Rotation	Start	Finish
	Fresh Menu	2 weeks	Monday 7th of September 2015	Saturday 1st of March 2025
	Generic Menu	1 weeks	Wednesday 1st of March 2017	Monday 31st of March 2025

3. Click on Actions, then “Menu Changes”





4. Then click “New Permanent Menu Change” on the top right side

Menu Changes:					New Temporary Menu Change	New Permanent Menu Change
	Type of change	Start Date of change	Day of change	End Date of change	Meals Changed	
	Temporary	12/10/2015		12/10/2015	1	
	Permanent	01/06/2017	Monday, week 1	No end date selected	1	

5. Select the Start Date you wish the meal to not appear on the menu from. If you select a date after the current day, the meal will still appear until that date

6. Select the week and day of the meal you wish to remove and leave the End Date empty

7. Click “New Menu Change”

Menu Change

Day of Change

## New Permanent Menu Change

Start Date:

dd/mm/yyyy

End Date (Optional):

dd/mm/yyyy

Day of Change:

Monday

Week of Change:

1

New Menu Change

From the menu change screen, find the meal you wish to change and select "Remove Meal".

## Fresh Menu

This change will affect the menu from 14/09/2022.

Submit New Menu Change

### Meals for Monday, Week 1

Original Meal	New Meal
Beef & Bean Burrito Large (Frozen Meals)	Please Select
Butter Chicken (Frozen Meals)	Please Select
	Remove Meal







You may also do the same for other meals for this day and rotation week. When finished, click “Submit New Menu Change” on the top right side.

If you want to read more about Menu Changes, go to our [Menu Admin](#) documentation.

## View Meal Histories




From the Menu Details Page, you can view the **History** of each meal. To do so, click the green **Leaf** icon next to a meal. This will take you to the Meal History Page for that meal. If a client has that meal in a recurring meal plan, or as a once-off meal, during the date range, it will be listed here.

### Menu Items:

Meal	Week	Day	
Beef & Bean Burrito Large (Frozen Meals)	Select Some Options	Select Some Options	Add Meal
 Corned Silverside *	Hot Meals 1	Monday	
 Butter Chicken	Frozen Meals 1	Monday	
 Beef and Bacon casserole	Hot Meals 1	Tuesday	

### Meal History:

Start : 23/06/2022 END : 21/09/2022 [Update](#)

Client	Type	Start Date	End Date
 Bob Jones	Recurring	24/01/2018	No end date
 Gregory Hicks	Recurring	01/03/2017	No end date
 Jennifer Goldings	Recurring	01/03/2017	No end date
 Mathew Johnson	Recurring	01/10/2015	No end date
 Paul Strabs	Recurring	14/09/2017	No end date

You can click the blue **Information** button next to the client to be taken to the relevant meal plan.

Bob Jones

Delete Meal Plan

Meal Plan

Start Date

01/02/2018

End Date \*\* optional

dd/mm/yyyy

Fortnightly \*\* optional

No

Menu:

Fresh Menu

Diet Requirements:

Meal Restrictions:

- Crustacea
- Fish/Seafood

Meals

☐ Only show selected meals

Select

All

Deselect

All

Qty.

Filter by meal name

Filter by meal category

Filter by property

Filter by week

Filter by day

☒

1

Corned Silverside (removed on 14/09/2022)

Hot Meals

Please Select

Week 1

Monday

Meal Restriction Applied

Copy Meal Plan To Client

Print Meal Plan

Save Changes

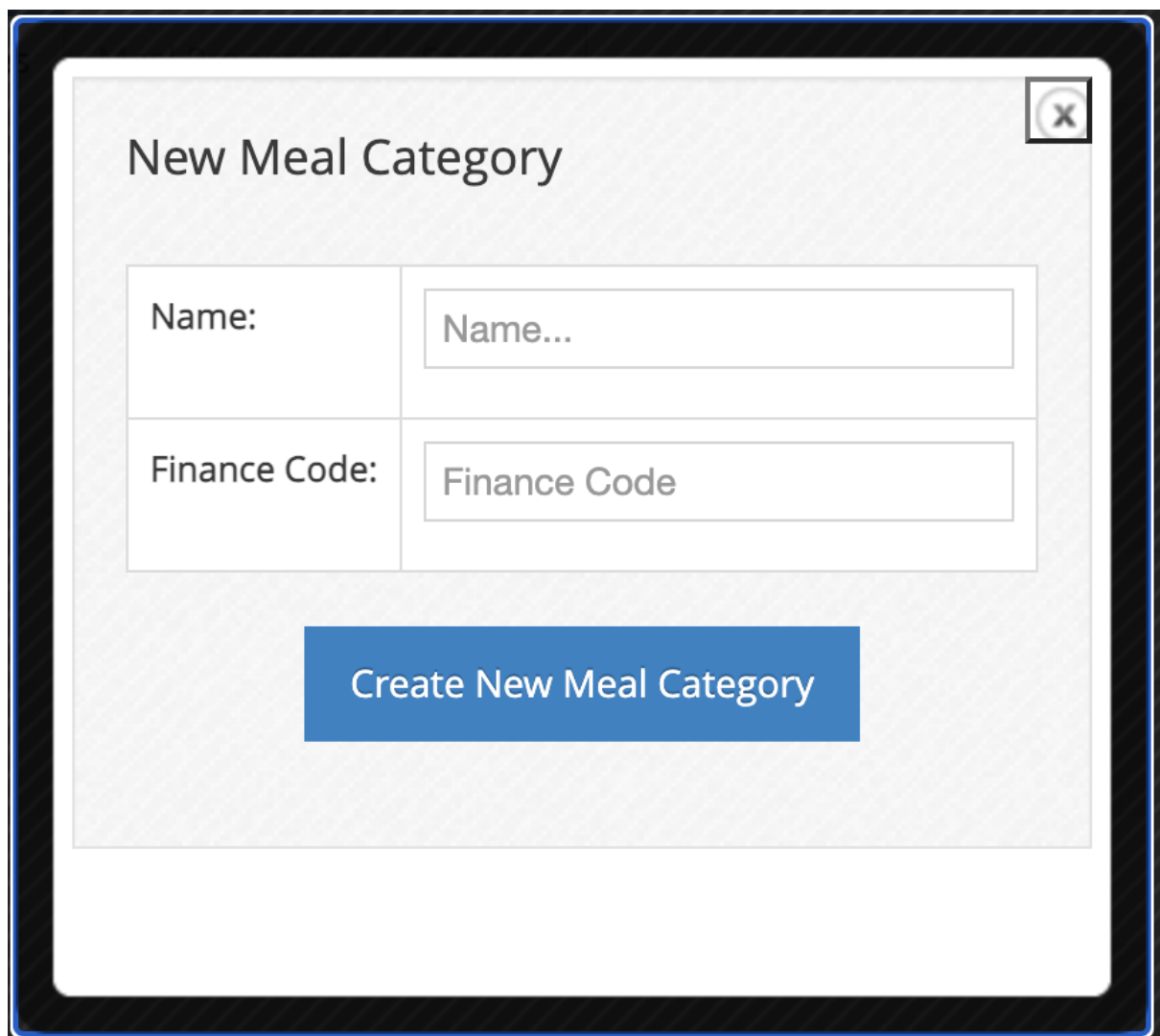
Delete Meal Plan

## Meal Categories

To get to the Category page, navigate to the Meals and Services Page. Then click the **Meal Categories** tab. On this page, you can see a list of all meal categories created on your Polixen system. You can **Create** new categories, **View** and **Update** existing categories, and view the meals **assigned** to each category.

## Create a Category

To **Create** a new category, click the **New Category** button. All a new category needs is a **name**. You can also add a **Finance Code** if you wish. Once you've filled that in, click the **Create New Meal Category** button to save it.



New Meal Category

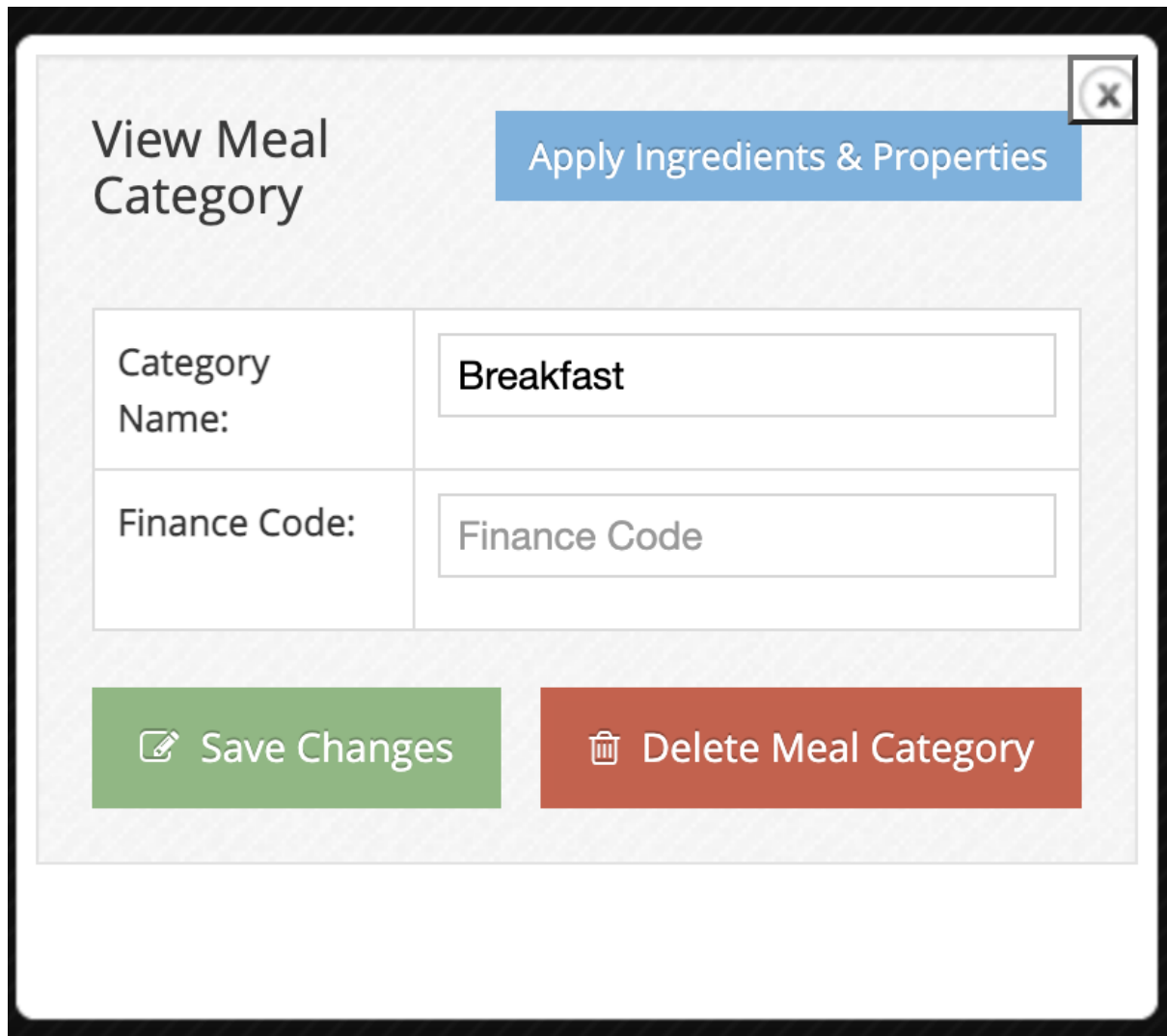
Name: Name...

Finance Code: Finance Code

Create New Meal Category

## View and Update Categories

To **View** an existing category, click the blue **Information** button next to its name. On the View Meal Category popup, you can update the category's name. Click the **Save Changes** button to apply the change.



The screenshot shows a 'View Meal Category' popup window. At the top left is the title 'View Meal Category'. At the top right is a blue button labeled 'Apply Ingredients & Properties' and a close button (X). Below the title is a form with two rows. The first row has a label 'Category Name:' and a text input field containing 'Breakfast'. The second row has a label 'Finance Code:' and a text input field containing 'Finance Code'. At the bottom of the form are two buttons: a green button labeled 'Save Changes' with a pencil icon, and a red button labeled 'Delete Meal Category' with a trash can icon.

### View Meals in a Category

To view all meals in a category, click the green **Meals** button next to a category name.

While viewing this list of meals, you can click the blue **Information** button next to a meal to view and update that meal.

## Meals with the Desserts category

	Meal Name
	Dessert - Apple & Rhubarb Crumble
	Dessert - Apple Pie and Cream
	Dessert - Apricot Pie & cream
	Dessert - Banana Cake
	Dessert - Blueberry Sponge
	Dessert - Bread & Butter pudding
	Dessert - Carrot Cake
	Dessert - Chocolate cake
	Dessert - Chocolate Mousse
	Dessert - Chocolate Rocher

## Meal Ingredients

To view the Ingredients and Restrictions created on Polixen, navigate to the Meals and Services page. Then click the **Meal Ingredients** tab. Here you'll see a list of Meal Restrictions, and then a list of Meal Ingredients.

### Meals & Services Setup

Meals

Meal Ingredients

Meal Categories

Meal Properties

Services

Meal Restrictions

New Restriction

	Name	Clients	
<div><div></div></div>	Vegetarian	<div><div></div>1</div>	<div><div></div></div>

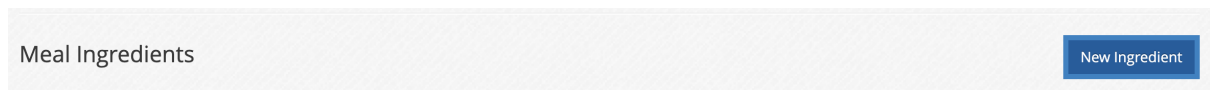
Meal Ingredients

New Ingredient

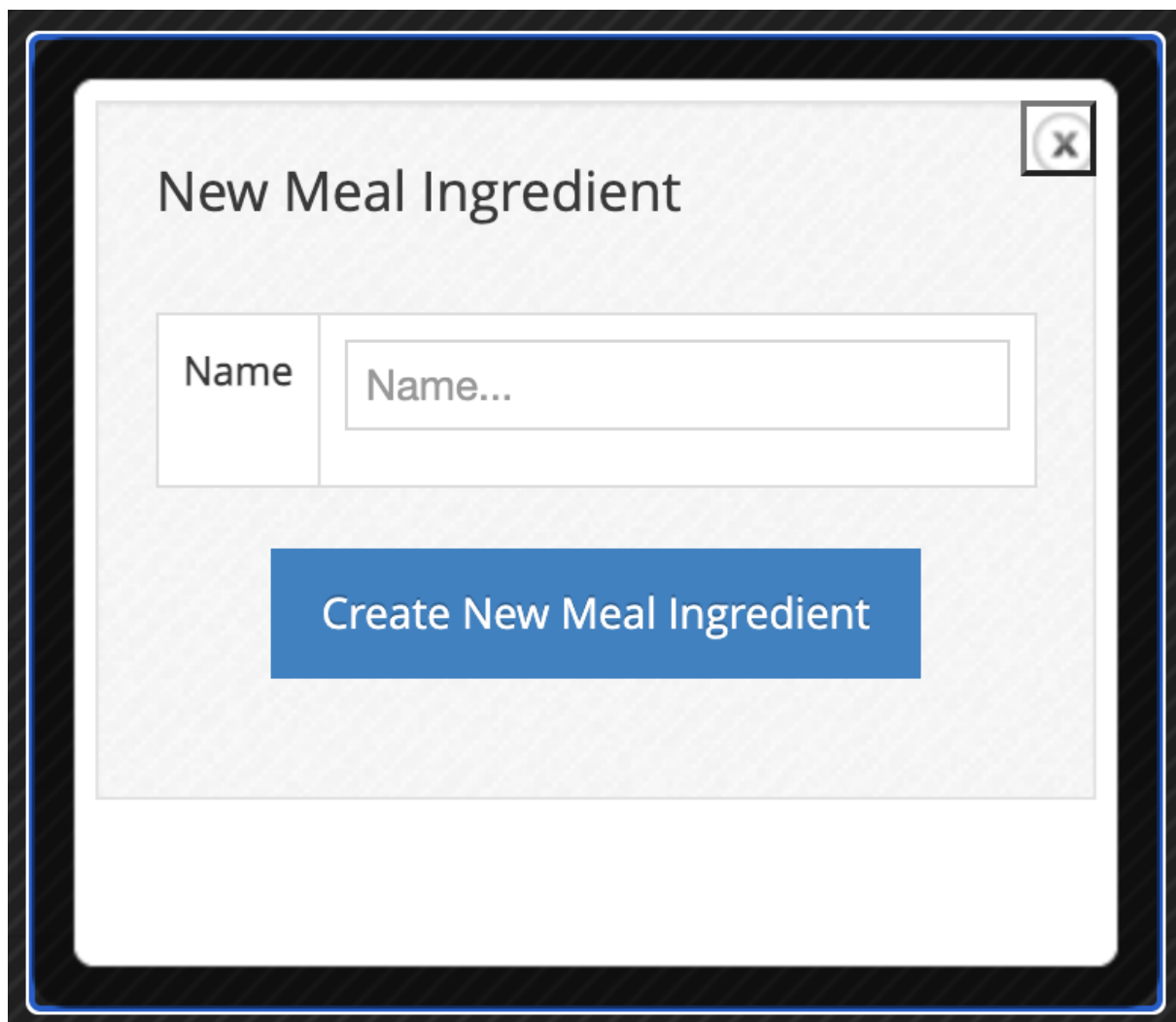
	<div>Search Ingredients...</div>	Clients	Meals
<div><div></div></div>	Artificial colours	<div><div></div>0</div>	<div><div></div>1</div>
<div><div></div></div>	Crustacea	<div><div></div>1</div>	<div><div></div>5</div>
<div><div></div></div>	Dairy	<div><div></div>1</div>	<div><div></div>46</div>

## Create a New Ingredient

To **Create** a new ingredient, scroll down to the Meal Ingredients list. Then click the **New Ingredient** button on the right-hand side.



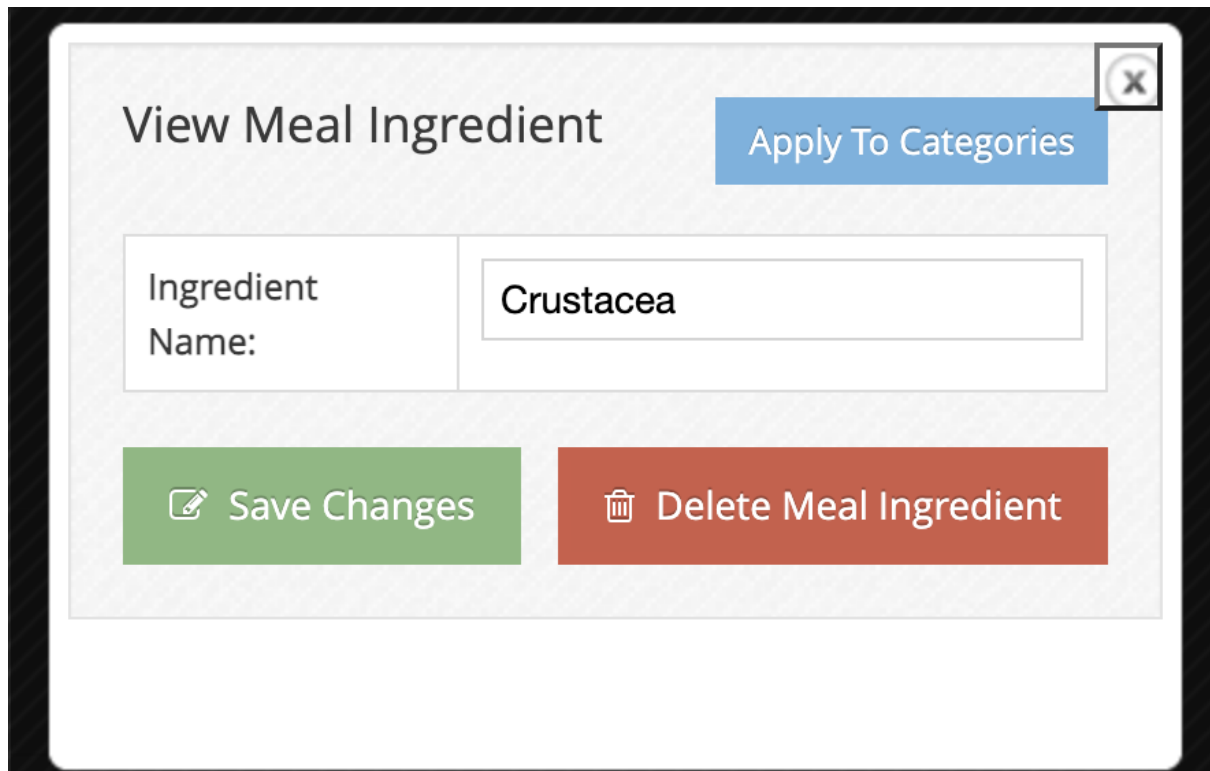
Enter a **name** for the ingredient, and then click the **Create New Meal Ingredient** button to complete the procedure.

A modal dialog box titled "New Meal Ingredient" with a close button (X) in the top right corner. The dialog has a light gray background and is framed by a dark border. Inside, there is a form with a label "Name" and a text input field containing the placeholder text "Name...". Below the form is a large blue button with the text "Create New Meal Ingredient" in white.

## View and Update Ingredients



To **View** an existing ingredient, click the blue **Information** button next to its name. You can update its information, and then click the **Save Changes** button.





## View Meal and Clients with Ingredients

While viewing the list of Meal Ingredients, you can also see how many **clients** have an allergy to each ingredient, and how many **meals** have each ingredient.









To view the list of clients with a particular allergy, click the blue **Clients** button next to an ingredient. On this Clients page, you can click the blue **Information** button next to a client's name to get to their Client Page.

Clients with the Dairy allergy

	Client Name
	John Smith




To view the list of meals with an ingredient, click the green **Meals** button next to an ingredient. On this Meals page, you can click the blue **Information** button next to a meal's name to view its Meal Details popup.

## Meals with the Dairy ingredient

	Meal Name
	Beef & Bean Burrito Large
	Beef Stroganoff
	Butter Chicken
	Chicken and Asparagus mornay
	Chicken and vegetable pie
	Chicken Scallopini
	Chicken strips with Lemon sauce

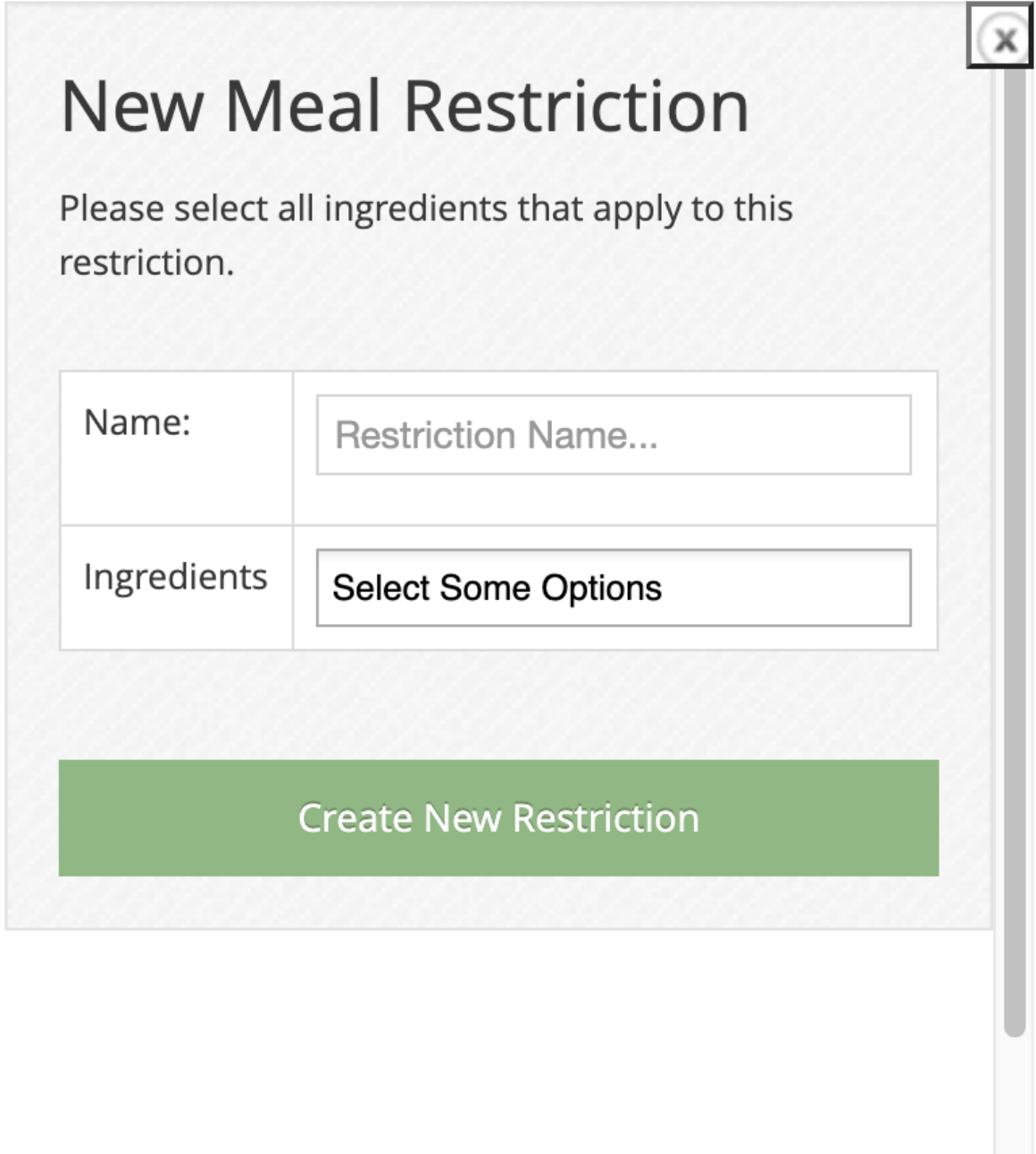
## Meal Restrictions

A **Restriction** in Polixen refers to a group of ingredients. For this reason, restrictions are listed on the same page as the ingredients. To view your restrictions, navigate to the Meals and Services page and click the **Meal Ingredients** tab. The restrictions are listed above the ingredients.

Meals	Meal Ingredients	Meal Categories	Meal Properties	Services
Meal Restrictions				
				<a href="#">New Restriction</a>
	Name	Clients		
	Vegetarian	 1		

## Create a New Restriction

To **Create** a new restriction, click the **New Restriction** button on the right-hand side. On this popup, you'll need to enter a **Name**, as well as the **Ingredients** that are part of this restriction. Then click the **Create New Restriction** button.






The image shows a 'New Meal Restriction' popup window. It has a title bar with a close button (X) in the top right corner. The main heading is 'New Meal Restriction'. Below the heading is a instruction: 'Please select all ingredients that apply to this restriction.' There are two input fields: 'Name:' with a placeholder 'Restriction Name...' and 'Ingredients' with a placeholder 'Select Some Options'. At the bottom is a green button labeled 'Create New Restriction'.

Name:	<input type="text" value="Restriction Name..."/>
Ingredients	<input type="text" value="Select Some Options"/>



### View Clients with Restrictions

To view the list of clients who have a restriction, click the blue **Clients** button next to a restriction.

Meal Restrictions			New Restriction
	Name	Clients	
	Vegetarian	 1	

On this Clients page, you can click the blue **Information** button next to a client's name to get to their Client Page.

#### Clients with the Vegetarian restriction

	Client Name
	Terry Apples

## Meal Properties

To get to the Property page, navigate to the Meals and Services page. Then click the **Meal Properties** tab.

#### Meals & Services Setup

Meals

Meal Ingredients

Meal Categories

Meal Properties

Services

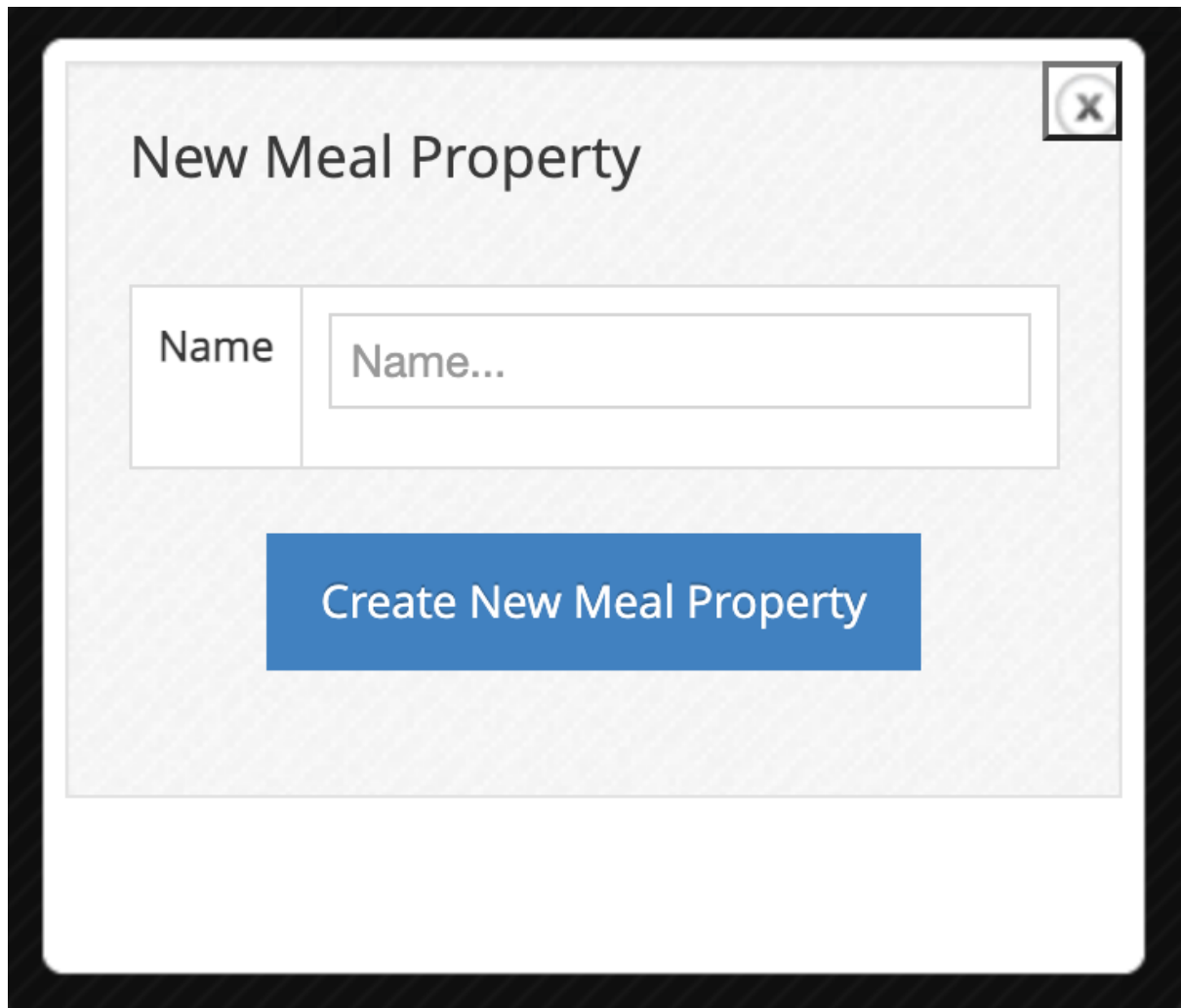
Meal Properties

New Property

	Name	Clients	Meals
<div></div>	Blended	<div><div></div>0</div>	<div><div></div>0</div>
<div></div>	Cut Up	<div><div></div>8</div>	<div><div></div>131</div>
<div></div>	Pureed	<div><div></div>1</div>	<div><div></div>1</div>

## Create a New Property

To **Create** a new property, click the **New Property** button. Enter a name, then click the **Create New Meal Property** button to save it.



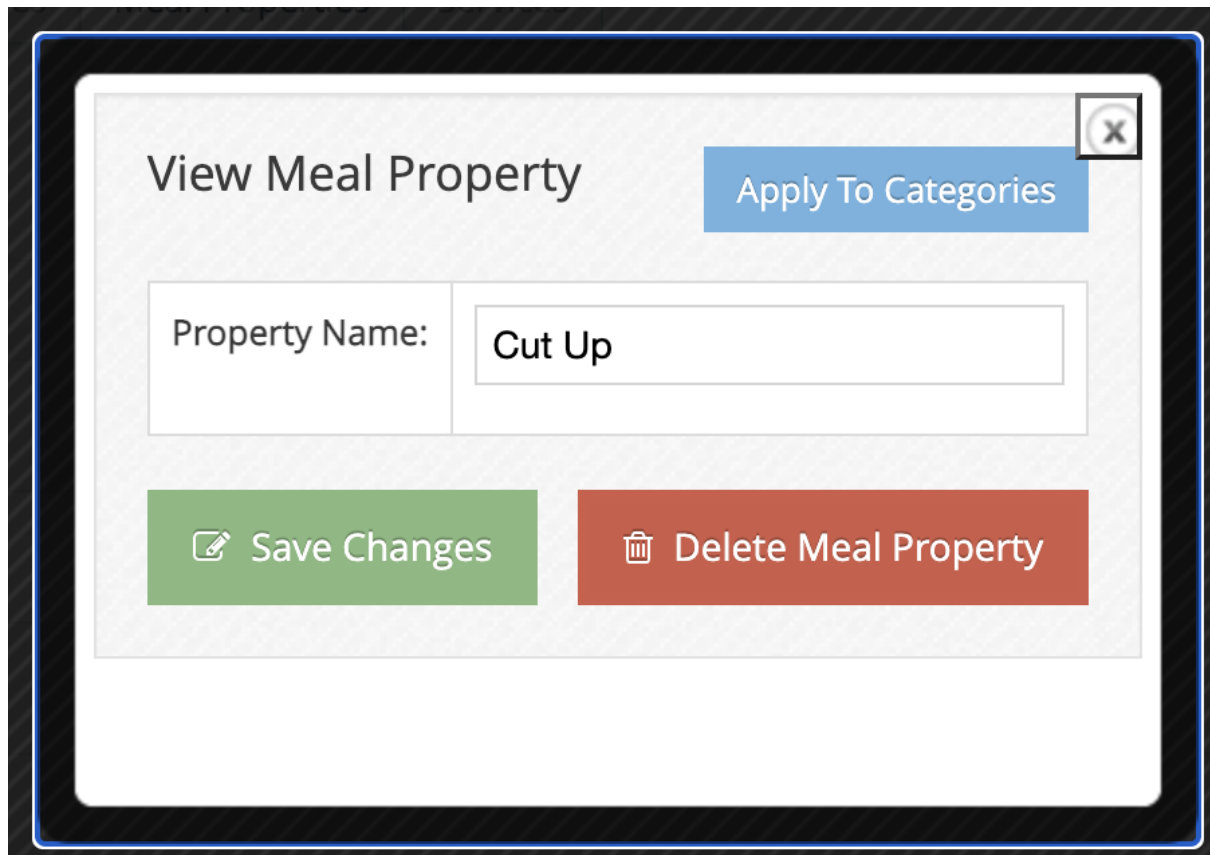
New Meal Property

Name

Create New Meal Property

### View and Update a Property

To **View** an existing property, click the blue **Information** button next to its name. After making any desired changes, click the **Save Changes** button.



The screenshot shows a 'View Meal Property' popup window. At the top left is the title 'View Meal Property'. At the top right is a blue button labeled 'Apply To Categories' and a close button (an 'X' in a circle). Below the title is a form with a label 'Property Name:' and a text input field containing the text 'Cut Up'. At the bottom of the form are two buttons: a green button with a pencil icon labeled 'Save Changes' and a red button with a trash can icon labeled 'Delete Meal Property'.

### Add Properties to Categories

Instead of adding a property to meals one by one, you can bulk-add it to all meals in a particular category. While viewing a property, click the **Apply to Category** button to see the Add Meal Property to Category Meals popup.


On this popup, select the category you're adding the property to, and click the **Apply** button.

✕

## Add Meal Property to Category Meals

This will add the property to all meals in the selected categories.

Property:	Cut Up
Categories:	<div>test ✕  </div>




 Apply

## View Meals and Clients with Properties

While viewing the list of Meal Properties, you can also see how many **clients** and **meals** have a property assigned to them.





To view the list of clients with a particular property assigned, click the blue **Clients** button next to a property. On this Clients page, you can click the blue **Information** button next to a client's name to get to their Client Page.

Clients with the Cut Up property

	Client Name
	Terry Apples
	Jennifer Goldings
	Gregory Hicks

To view the list of meals with a property assigned to them, click the green **Meals** button next to a property. On this Meals page, you can click the blue **Information** button next to a meal's name to view its Meal Details popup.

### Clients with the Cut Up property

	Client Name
	Terry Apples
	Jennifer Goldings
	Gregory Hicks

## Menu

To learn more about menus, visit our [menu admin page](#).