

## Key Definitions for NutriKid Menu Users

There are times when additional menu keys need to be defined. This process is completed using the **Key Definitions** button located on the main Nourish Menu page.



There are 14 additional keys available for definition.



nourish - Item Definitions

Service

Close


Description

Price

Save/Subm

Help

Select **Breakfast**, **Lunch** or **Snacks** from the drop down menu to begin. Keys with an existing definition will show up. Keys with no existing definition are available for configuration.

nourish - Item Definitions

Service **Breakfast**

Crm Ch	Water 1.00
Graham Cracker	
Peanut Butter	
Student Entree	
Adult Entree	
syrup	

Description

Price

## Adding a New Key

Select the desired blank key and enter the following information.

- Key Description (the field length is 25 characters)
- Item Price

*\*\*Note – In order for the price to show up on the new key, add the price to the end of the description.*

Select the **Save/Submit** Button to save the changes.



The screenshot shows the 'nourish - Item Definitions' window. At the top left, there is a 'Service' dropdown menu set to 'Breakfast'. A 'Close' button is in the top right. A grid of keys is displayed, with the first key 'Crm Ch' having a price of 'Water 1.00'. Below the grid, there are input fields for 'Description' (containing 'New Key .75') and 'Price' (containing '.75'). A blue oval highlights these two fields. To the right of the input fields is a green 'Save/Subm' button. Below it is a red button with a blue arrow pointing up towards it.


## Changing an Existing Key

Highlight the existing key and adjust the necessary information.

- Key Description (the field length is 25 characters)
- Item Price

*\*\*Note – In order for the price to show up on the modified key, add the price to the end of the description.*

Select the **Save/Submit** Button to save the changes.



The screenshot shows the 'nourish - Item Definitions' window. At the top left, there is a 'Service' dropdown menu set to 'Breakfast'. A 'Close' button is in the top right. A grid of items is displayed on the right side:

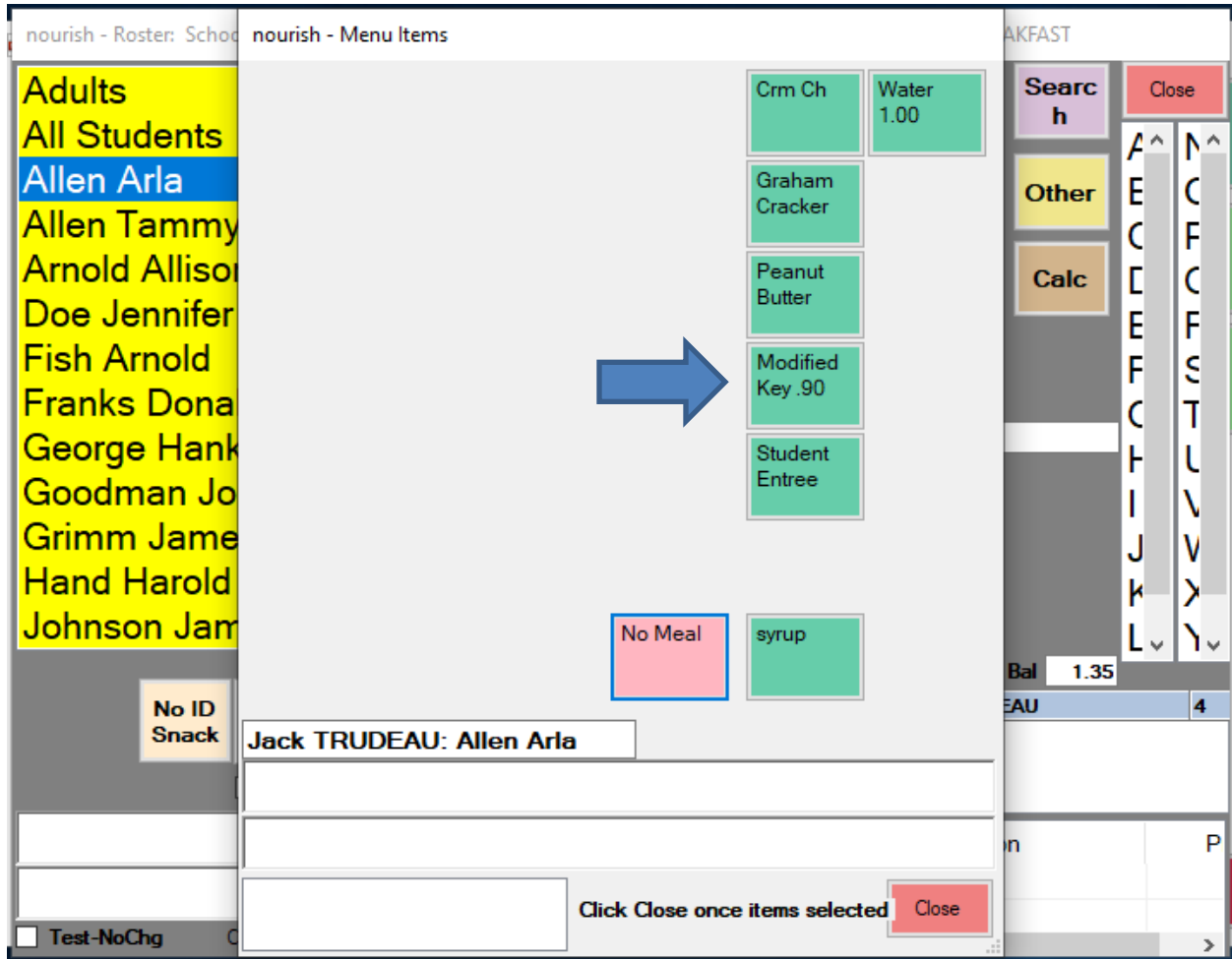
Crm Ch	Water 1.00
Graham Cracker	
Peanut Butter	
New Key .75	
Student Entree	
Adult Entree	
syrup	

At the bottom left, a form is visible with the following fields:

Description: Modified Key .90  
Price: .90

A blue oval highlights the 'Description' and 'Price' fields. To the right of the form, there is a 'Save/Subm' button (highlighted in green) and a red button with a blue arrow pointing to it.

Close the **Key Definition** window by selecting the **Close** button and then launch Breakfast, Lunch or Snacks from the Nourish Main Menu to begin using the new/modified key, when applicable.



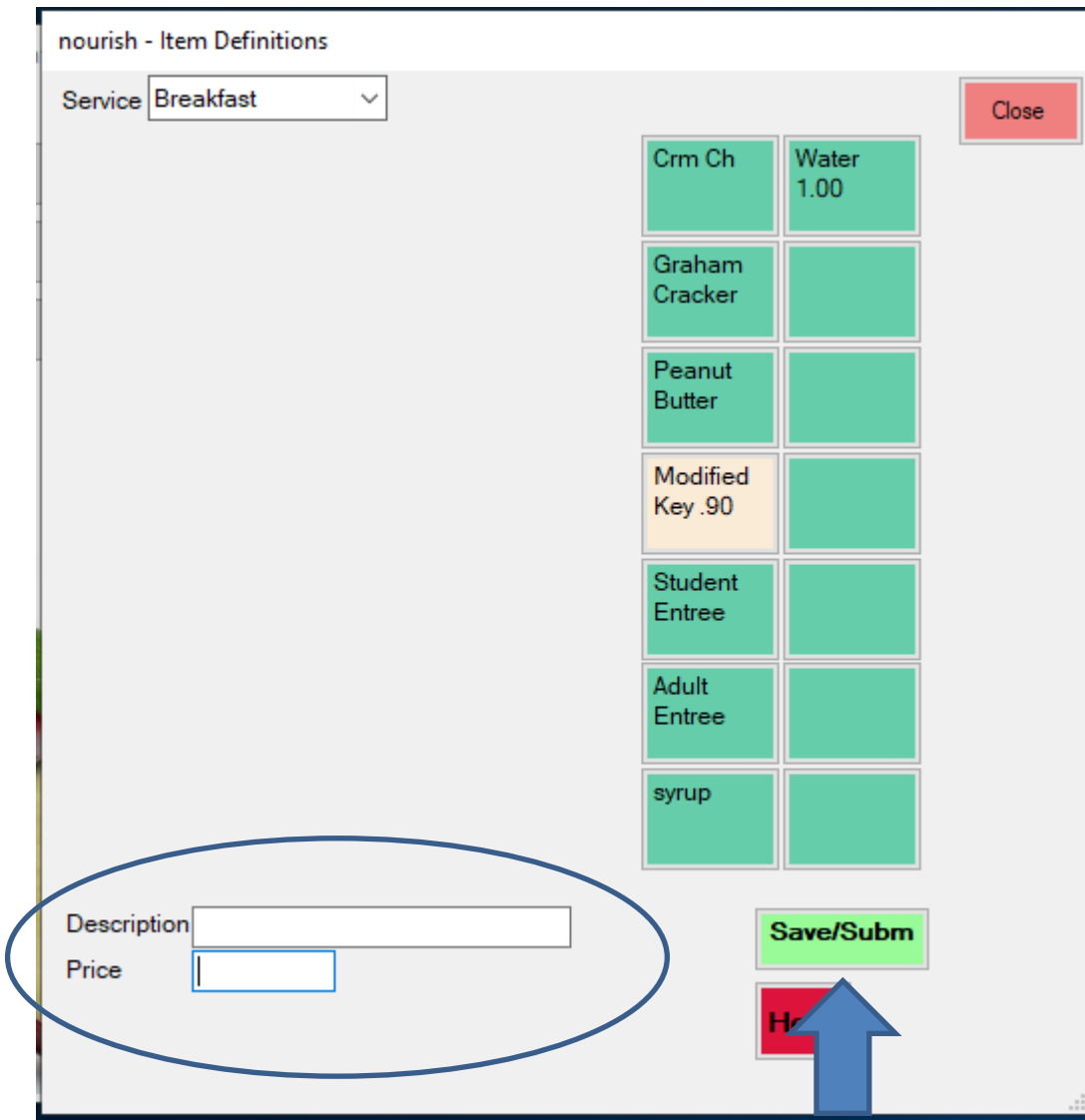
The screenshot displays the 'nourish - Menu Items' window. On the left, a list of students is shown, with 'Allen Arla' highlighted in blue. The main menu area contains several buttons: 'Crm Ch', 'Water 1.00', 'Graham Cracker', 'Peanut Butter', 'Modified Key .90', 'Student Entree', 'No Meal', and 'syrup'. A blue arrow points to the 'Modified Key .90' button. On the right, there is a search and navigation panel with buttons for 'Search', 'Other', 'Calc', and an alphabetical index (A-Z). At the bottom, a message reads 'Click Close once items selected' next to a 'Close' button. The top of the window shows 'nourish - Roster: School' and 'AKFAST'.

## Deleting an Existing Key

Select the **Key Definitions** button located on the main Nourish Menu page. Select **Breakfast, Lunch or Snacks** from the drop down menu. Highlight the existing key and then delete the following information.

- Key Description
- Item Price

Select the **Save/Submit** Button to save the changes.



The screenshot shows the 'nourish - Item Definitions' window. At the top left, there is a 'Service' dropdown menu set to 'Breakfast'. A 'Close' button is in the top right. A list of items is displayed in a grid:

Crm Ch	Water 1.00
Graham Cracker	
Peanut Butter	
Modified Key .90	
Student Entree	
Adult Entree	
syrup	

Below the list, there are two input fields: 'Description' and 'Price'. A blue oval highlights these fields. To the right of the 'Description' field is a 'Save/Subm' button. Below it is a red button with the letter 'H' and a blue arrow pointing upwards towards the 'Save/Subm' button.