



Menu Analysis Application Tour Guide for Customers



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welcome to menu analysis

The Menu Analysis application is an online tool for creating menus and plates that helps you manage food costs and maximize profits.

Menu Analysis provides easy access to all product, plate, and menu information and associated cost and profitability calculations. You can quickly perform plate analysis, then choose and order attractive alternative products to help you save time and money.

With Sysco Menu Analysis you can:

- Create menus and plates
- Create plate analysis simulations to ensure target food costs and profitability
- Easily print plates for reference

accessing menu analysis

To access Menu Analysis from Sysco Market:

1. Select the **1** Order heading. *Sysco Market Express Ordering* displays.



2. If you have access to multiple accounts, select the account.
3. Select the Menu Analysis **2** heading. The Menu Analysis application displays.



indicators & buttons

Indicators and buttons display across the Menu Analysis application. The list below describes these indicators and buttons.



Alert

Under the Menu heading, any menu that does not meet the percentage for maintaining target food cost displays an alert. Under the Plates heading, any discontinued items display an alert next to the product. Any plate that does not meet the percentage for maintaining target food cost displays an alert. Hover over an alert to view an explanation of the alert.

Add Ingredient

Add Ingredient

Click to add ingredients from your custom ingredients, your order guide, or the product catalog.

Add Ingredient Recipe

Add Ingredient Recipe

Click to add an ingredient recipe to your plate.

Create New

Create New

Click to create a new plate.

Import Plate

Import Plate

Click to add existing plate details to a new plate.

Add to Menu

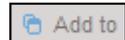
Add to Menu

Click to add the selected plate to a new or existing menu.

Update Pricing

Update Pricing

Click to update pricing information for items within a plate or plate analysis.



Add to

Click to add ingredients to a new or existing plate.

Upload Image

Upload Image

Click to add a photo of your plate.



Remove

Click to delete an existing plate or ingredient.



Move Up

Move item up in a list of ingredients.



Move Down

Move item down in a list of ingredients.



Sysco

Sysco product brand.

The screenshot shows the Sysco Market Menu Analysis homepage. At the top, there is a navigation bar with a home icon (1), 'Menus' (2), 'Plates' (3), and 'Ingredients' (4) tabs. A search bar (6) is positioned at the top right. A sidebar on the left contains account information for 'Om_exp1'. The main content area features a 'Get Started' button (5) and a welcome message for the newly designed menu analysis tool, which includes a list of benefits and an image of a chef.

<p>1 Select the Home icon to return to the <i>Menu Analysis</i> homepage.</p>	<p>5 Click the Get Started button to create a new menu or plate.</p>
<p>2 View custom-created or shared menus, or create new menus from the Menus heading.</p>	<p>6 Use the Search Product Catalog field to search for products to add to your new or existing plate.</p>
<p>3 View custom-created or shared plates, or create new plates from the Plates heading.</p>	<p>7 Switch your account by expanding the Locations heading. <i>Note:</i> The Locations heading is only visible for those customers who have access to multiple accounts.</p>
<p>4 Click the Ingredients heading to access Sysco ingredients in your existing recipes, the order guide, or product catalog, or to access your custom ingredients.</p>	

plates summary page

Click to display the *Plates Summary* page.

Change the target food cost percentage.

Create a new plate by adding products and custom ingredients.

Create a new plate using plate details from an existing plate.

The screenshot shows the Sysco Market interface. At the top, there is a search bar and user account information. Below is a navigation menu with 'Plates' selected. The main content area is titled 'Plates' and features a 'Target Food cost %' input field set to 35.00. There are two buttons: 'Create New' and 'Import Plate'. The page is divided into three sections: 'My Plates (30)', 'Sysco Recommended Plates (15)', and 'Shared Plates (453)'. Each section contains a table with columns for Category, Menu Name, Plate Name & Description, Owner, Price, and Cost%. The 'My Plates' section has one row with 'lunch plate'. The 'Sysco Recommended Plates' section has one row with 'Alien's Plate local 1'. The 'Shared Plates' section has one row with 'recipe 1 local 3'. A sidebar on the left has 'Plates Summary' selected, with options for 'My Plates', 'Sysco Recommended', and 'Shared Plates'. Callouts point to the 'Plates Summary' sidebar item, the 'Target Food cost %' field, the 'Create New' button, the 'Import Plate' button, the 'Plates Summary' sidebar item, and a plate name in the 'Shared Plates' table.

Category	Menu Name	Plate Name & Description	Owner	Price	Cost%
Uncategorized	None	lunch plate	CRP_000107	0.00	0.00

Category	Menu Name	Plate Name & Description	Owner	Price	Cost%
APPETIZER	me040901	Alien's Plate local 1 alien can eat	CRP_000107	11.50	22.26

Category	Menu Name	Plate Name & Description	Owner	Price	Cost%
ENTREE	me040901	recipe 1 local 3 Description...	CRP_000107	120.00	9.00

Click a plate category to view all My Plates, Sysco Recommended Plates, or Shared Plates.

Click a plate name to display the *Plate details* screen.

my plates page

Click to display the My Plates page.

Add plates to a new or existing menu.

Change how and which columns display in the grid.

Group plates by menu or category.

The screenshot shows the Sysco Market interface. At the top, there is a search bar and user information. Below is a navigation bar with 'Menus', 'Plates', and 'Ingredients'. The 'Plates' section is active, showing 'My Plate(s) (4)' and a 'Target Food cost %' of 35.00. A table lists four plates: Chicken Sandwich, Steak, Fried Chicken, and Egg Breakfast. The 'Steak' row has a red alert icon in the 'Cost%' column. A 'Group by' dropdown is set to 'Menu'. On the left, there are navigation options like 'Plates Summary', 'My Plates', 'Sysco Recommended', and 'Shared Plates'. Below the table, there are buttons for 'Delete', 'Copy', 'Share', 'Send', 'Print', 'Update Price', and 'Order'.

Category	Image	Menu Name	Plate Name & Description	Owner	Price	Cost%
<input type="checkbox"/>		None	Chicken Sandwich	OM_EXP2	5.50	0.00
<input type="checkbox"/>		None	Steak	OM_EXP2	12.50	8.75
<input type="checkbox"/>		None	Fried Chicken	OM_EXP2	8.75	0.00
<input type="checkbox"/>		None	Egg Breakfast	OM_EXP2	3.00	0.00

Select the checkbox to copy, delete, share, send, print, or order a plate.

All created or imported plates display in the plate grid.

The alert icon indicates plate exceeds target food cost.

plate management

With Menu Analysis, you can create plates, perform menu analysis, and easily print or email the results.

In this section, the following topics are detailed:

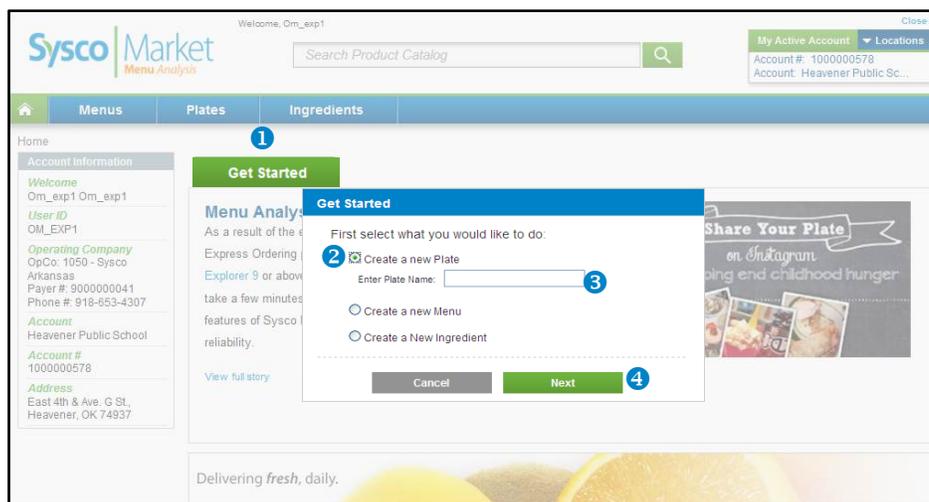
- Adding and deleting plates and plate details
- Determining the difference between Sysco products and custom ingredients
- Adding and deleting products, ingredients, and recipes to plates
- Entering products and ingredient attributes
- Scaling plates
- Sending or sharing plates

adding and deleting plates

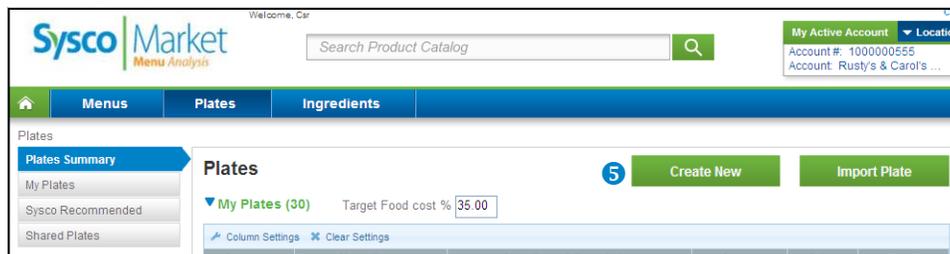
As you start creating new plates, the application displays them in the Plate grid. You can group them into menus (see *Creating and Editing Menus*). Use the *Plate details* screen to create plates by adding Sysco products, custom ingredients, and existing plates.

To add a plate:

1. From the *Menu Analysis* homepage, click ① Get Started.
2. Select the ② Create a new Plate radio button.
3. Type a name for your new plate in the ③ Enter Plate Name field.
4. Click ④ Next. The *Plate details* screen displays, where you can continue customizing your plate.



You can also add a plate from the *Plates Summary* page by clicking ⑤ Create New.



To delete a plate:

1. From the *My Plates* page, select the checkbox next to the plate.
2. Click Delete. A delete confirmation window displays.
3. Click Yes.

adding plate details

To customize your plate on the *Plate details* screen:

1. In the ① Name field, enter a plate name.
2. From the ② Category drop-down list, select a category. For example, Appetizer, Entrée, Side, etc.
3. Click ③ Add Ingredient or Add Ingredient Recipe to add ingredients to your plate.
4. Add ④ Waste and Labor costs.
5. Enter ⑤ Plate Instructions.
6. Click ⑥ Save.

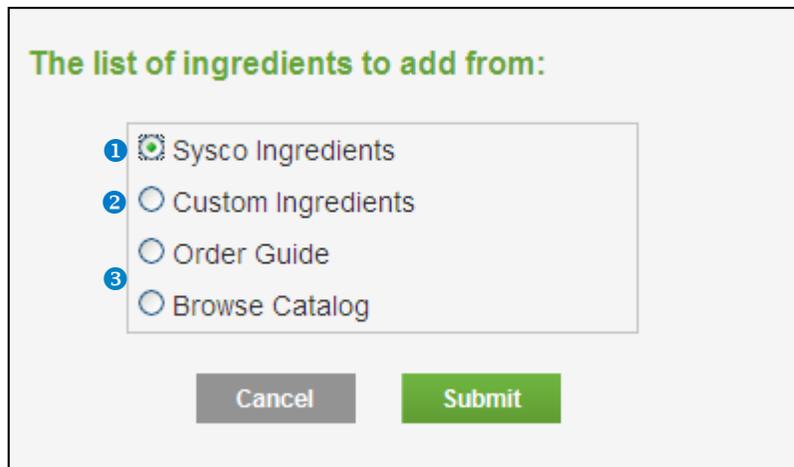
The screenshot displays the Sysco Pro Menu Analysis software interface. The top navigation bar includes 'Menus', 'Plates', and 'Ingredients'. The main content area is titled 'Plates > Edit Plate' and shows details for a 'Chicken Sandwich' (labeled ①). The interface includes a search bar, account information, and a navigation bar. The main form contains fields for 'Servings' (1, labeled ②), 'Produce' (1.0), 'Unit' (EA), 'Options', 'Category' (SANDWICH), 'Plates Served' (1), and 'Description'. Below this is an 'Ingredient List' table with columns for Alert, Seq, Ingredient, QTY, QTY Unit, Yield, Scale, SUCP, Brand, Unit Cost (USD), Total Cost, Recipe Cost%, Price Lock, and X. The table lists four ingredients: Chicken Brst Grill Pck Mbe, Cheese Queso Asadero, Bread Cabatta Artisan, and Lettuce Romaine Crown. To the right of the table is an 'Analysis' section with fields for 'Price' (4.50, labeled ④), 'Cost' (0.00), 'Waste' (0.05), 'Labor' (0.20), 'Other' (0.20), and 'Profit' (4.05). The 'Simulation (\$)' and 'Simulation (%)' fields are also present. At the bottom, there are buttons for 'Add Ingredient' (labeled ③), 'Add Ingredient Recipe', 'Cancel', 'Add to Menu', and 'Save' (labeled ⑥). A 'Profit for a year: \$210.60 90.00 %' is displayed at the bottom center. The 'Last Updated' date is 04/25/2014, and there is an 'Update Pricing' button.

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUCP	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%	Price Lock	X
	1	Chicken Brst Grill Pck Mbe	1.00	EA	100	✓	7034384	Sys Cis	0.97/EA	0.97	39.27		✗
	2	Cheese Queso Asadero ...	1.00	OZ	100	✓	5918988	Jamto	0.93/OZ	0.93	37.65		✗
	3	Bread Cabatta Artisan	1.00	EA	100	✓	4427712	Bkrsimp	0.29/EA	0.29	11.74		✗
	4	Lettuce Romaine Crown ...	2.00	OZ	100	✓	6640494	Sys Nat	0.14/OZ	0.28	11.34		✗

Sysco products and custom ingredients

When creating a plate, you can add Sysco products, custom ingredients, or a mixture of both. To add ingredients to your plate, click the Add Ingredient button.

- 1 Select Sysco Ingredients to add Sysco ingredients that are currently used in your plates or ingredient recipes.
- 2 Select Custom Ingredients to add new or existing custom ingredients to your plate. If you select a new custom ingredient, you will be able to manually add ingredient information.
- 3 Select Order Guide or Browse Catalog to add Sysco products. Sysco provides product information such as volume, weight, and portion that you can easily add to a plate for analysis.



The list of ingredients to add from:

- 1 Sysco Ingredients
- 2 Custom Ingredients
- 3 Order Guide
- Browse Catalog

Cancel Submit

adding Sysco products

To begin building your plate, use the *Plate details* screen to add Sysco products, custom ingredients, and existing plates.

To add Sysco products from the Catalog:

1. Click **1** Add Ingredient.
2. Select the **2** Browse Catalog radio button.
3. Click **3** Submit. The application displays the *Product Catalog* screen.
4. Search for products by expanding the category in the left pane.
5. Select the checkbox next to the items to add to the active plate.
6. Click Add to. The *Plate details* screen displays.
7. Repeat steps 1–6 to add more products to the active plate.
8. Click **4** Save to save products to the active plate.

The screenshot displays the Sysco Market Menu Analysis software interface. The main window is titled "Plates > Edit Plate" and shows a "Chicken Sandwich" plate. The interface includes a search bar, navigation tabs (Menu, Plates, Ingredients), and a detailed view of the plate's ingredients and analysis. A modal dialog box is open, titled "The list of ingredients to add from:", with radio buttons for "Sysco Ingredients", "Custom Ingredients", "Order Guide", and "Browse Catalog". The "Browse Catalog" option is selected. The dialog has "Cancel" and "Submit" buttons. The background interface shows the "Ingredient List" table, "Analysis" section with pricing and profit data, and navigation buttons at the bottom including "Add Ingredient" (marked with a blue circle 1), "Add to Menu", and "Save" (marked with a blue circle 4).

Tip: To delete an ingredient from a plate, click the  Delete icon for the ingredient in the plate.

adding Sysco products

To add Sysco products from your Order Guide:

1. Click Add Ingredient.
2. Select the Order Guide radio button.
3. Click Submit.
4. The application displays 2 months of order history. To view items older than 2 months, select a range (such as Last 2 Months, Last 3 Months, Custom, etc.) from the ❶ Filter Order Guide dropdown. You can view your order history as far back as 14 months. You can also filter your displayed results by Previously Ordered, Category, Brand, Pack, Size, Stock Indicator, and Storage type.
5. Select the ❷ checkbox next to the items to add to the active plate.
6. Click ❸ Add to. The *Plate details* screen displays.
7. Repeat steps 1–6 to add more products to the active plate.
8. Click Save to save products to the active plate.

Item History

▼ Filter Order Guide
Please select a date range for viewing your item purchase history.
Last 2 months

❶ Narrow Your Results
Filter your list with the options below.

- Previously Ordered
- Category
- Brand
- Pack
- Size
- Stock Indicator
- Storage
- Halal Certified
- Kosher Certified
- Organic Certified

Reset Filter

Showing all 473 item(s) purchased within the past two months.

Search within items

❸ Add to Column Settings Clear Settings

Aggr.	Last Ord. Date	Stock Type	Product Name	Sysco UPC	Pack/Size	Brand	Category	Hist. Qty.	Original Price(\$)	Current Price(\$)
<input type="checkbox"/>	01/29		Cookie Choc Chip Double 1/4	0148031	72/2 oz	Oispkmy	Frozen	4 cs		34.65 cs
<input type="checkbox"/>	01/29		Potato Sweet Mashed Seasoned	0152561	6/5 lb	Sys Cls	Frozen	5 cs		32.64 cs
<input checked="" type="checkbox"/>	01/29		Potato Sweet Center Cut	0180919	6/5 lb	Sys Cls	Frozen	1 cs		35.25 cs
<input type="checkbox"/>	01/29	Remote Stock	Sweeper Floor Elect Sweep N Go	0212882	1/ea	Oreck	Supp & Eq...	3 cs		85.58 cs
<input type="checkbox"/>	01/29		Pasta Lasagna Egg Sheet Preckd	0222877	40/4 oz	Arezzio	Frozen	3 cs		21.09 cs
<input type="checkbox"/>	01/29		Potato Sweet Candied Patties	0285058	224/1.5 oz	Sys Cls	Frozen	3 cs		23.16 cs
<input type="checkbox"/>	01/29	Remote Stock	Pan Sheet Ckie N-stk 1" Dp	0306870	1/17x11"	Bakrsec	Supp & Eq...	3 cs		9.26 cs
<input type="checkbox"/>	01/29		Dough Cookie Choc Chip	0326615	107/3 oz	Chipery	Frozen	2 cs		54.68 cs
<input type="checkbox"/>	01/29	Remote Stock	Salami Sopresata Sweet	0338404	6/1#avg lb	Murrays	Meats	3 cs		17.1400 lb
<input checked="" type="checkbox"/>	01/29	Remote Stock	Cookie Choc Chip Gluten Free	0342582	36/1 oz	Gtn Fr	Canned A...	1 cs		68.81 cs
<input type="checkbox"/>	01/29	Remote Stock	Pasta Gnocchi Rat Sweet Potato	0415558	1/12 lb	Nuovo	Frozen	1 cs		135.60 cs
<input type="checkbox"/>	01/29	Remote Stock	Cookie Mix Choc Chip Gtn Free	0427904	6/10 oz	Gtnfrfe	Canned A...	2 cs		51.44 cs
<input type="checkbox"/>	01/29		Leaving Soon Paper Butcher Roll Wht 1000'	0447805	1/18"	Sysco	Paper & Dl...	1 cs		21.37 cs
<input type="checkbox"/>	01/29		Paper Butcher Roll Wht 1000'	0447896	1/36"	Sysco	Paper & Dl...	2 cs		41.95 cs
<input type="checkbox"/>	01/29		Mix Pancake Sweet Crm	0508541	6/5 lb	Krateaz	Canned A...	18 cs		28.25 cs
<input type="checkbox"/>	01/29		Cake Pmpkn Bndt	0799835	36/5.3 oz	Sweetst	Frozen	16 cs		63.05 cs
<input type="checkbox"/>	01/29	Remote Stock	Ice Pack Sheet	0806901	1/18x6"	Daydots	Hlthcar/rho...	2 cs		4.74 cs
<input type="checkbox"/>	01/29		Cheesecake Blubry Wht Choc Chs	0866349	2/10" cs	Sweetst	Frozen	2 cs		50.53 cs

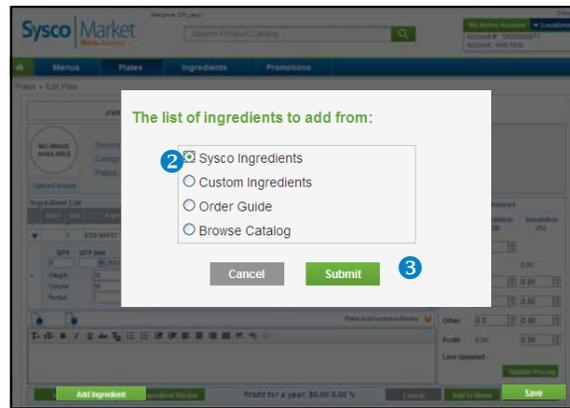
Prices subject to change without notice.

adding Sysco ingredients

The Add Ingredient button allows you to quickly add Sysco ingredients that you have currently used in your existing plates or ingredient recipes.

To add existing Sysco ingredients to a plate:

1. Click the **1** Add Ingredient button.
2. Select the **2** Sysco Ingredients radio button.
3. Click **3** Submit. The *Sysco Ingredients* list displays all ingredients that are currently used in your plates or ingredient recipes.



4. Select the **4** checkbox next to the items to add to the active plate.
5. Click **5** Add to. The *Plate details* screen displays.
6. Repeat steps 1–5 to add more products to the active plate.
7. Click **6** Save.

Aggr.	Last Ord.	Stock Type	Product Name	Plate/Recipe Name	Sysco UPC	Pack/Size	Brand	Category	Price(\$)
<input checked="" type="checkbox"/>	04/16	Demand Status	Swordfish LoIn	Multiple	6442008	1/10#avg lb	Packer	Seafood	8333.33 cs
<input checked="" type="checkbox"/>	03/22	Demand Status	Beef Brisket Ch	Multiple	5882188	1/10#avg lb	Freedmn	Meats	2.2100 lb
<input type="checkbox"/>	03/20	7-10 Days	Chicken Brst Ifz Blai WHI Zip	Multiple	0767483	48/5 oz cs	Sys Cls	Poultry	0.50 cs
<input type="checkbox"/>	03/19	Demand Status	Apple Lady Pink	Multiple	5982160	1/88 ct	Packer	Produce	65.82 cs
<input type="checkbox"/>	03/14	Demand Status	Apple Fresh Pink Lady	Multiple	3680436	1/113ct	Packer	Produce	76.98 cs
<input type="checkbox"/>		Demand Status	Cheese Feta Dom	Multiple	1159383	1/113ct	Sys Imp	Dairy Products	55.44 cs
<input type="checkbox"/>	03/12	Demand Status	Beef Tndr Defat Pamo Ch 189g	Multiple	1626874	12/5#up cs	Packer	Meats	15.3376 lb

adding custom ingredients

The Add Ingredient button allows you to add custom ingredients to plates. For example, you can add ingredients from a local farmers market. Use the *Custom Ingredients* screen to add new custom ingredients or select existing custom ingredients from the ingredient list.

To add existing custom ingredients to a plate:

1. Click the ① Add Ingredient button.
2. Select the ② Custom Ingredients radio button.
3. Click ③ Submit. The *Custom Ingredients* list displays all ingredients created by you that are currently used in your plates or ingredient recipes.



4. Select the ④ checkbox next to the items to add to the active plate.
5. Click ⑤ Add to. The *Plate details* screen displays.
6. Repeat steps 1–5 to add more products to the active plate.
7. Click ⑥ Save.



To create new custom ingredients:

1. From the *Custom Ingredients* list, click Create New.
2. Enter the ingredient name, quantity, pack, size, etc.
3. Click Save. The ingredient is added to the *Custom Ingredient* list.

To delete custom ingredients:

1. From the *Custom Ingredient* list, select the ④ checkbox next to the ingredient to delete.
2. Click the Delete (red X) icon.
3. Click Yes at the *confirmation* screen.

Important: Deleting a custom ingredient from the *Custom Ingredient* list deletes the ingredient from ALL plates/ingredient recipes within Menu Analysis.

adding ingredient recipes

The Add Ingredient Recipe button allows you to add existing recipes or a subplate. For example, click the Add Ingredient Recipe button to add an existing side salad plate to a steak plate.

To add an existing ingredient recipe:

1. From the *Plate details* screen, click the Add Ingredient Recipe button. The *Add Ingredient Recipe From* screen displays.
2. Select Existing, and click Submit. The *Add Ingredient Recipe* screen displays.
3. Select the All **1** category to view all existing ingredient recipes, or select a category.
4. Select the Ingredient Recipe **2** to add to the active plate, and enter a quantity **3**.
5. Click Add **4**.

Info	Recipe	Price(USD)	%
	Appetizer Sampler	0.00	0
	New Sub Sandwich	0.00	0
	Chocolate Pie	0.00	0
	Seafood Platter	0.00	0
	Spinach Salad	0.00	0
	master recipe	0.00	0

QTY 1 QTY Unit EA

Cancel Add

6. Click Save **5** to save the ingredient recipe to the active plate.

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%	Price Lock	X
	1	MILK 2% Dairy Nectar Thick	0.00		100		0101709	Sys Imp	0	0.00	0.00		
	2	Dry Rub	0.00		100		0000011898		0	0.00	0.00		
	3	Chocolate Pie	1.00	EA	100		0000060120		1974.99...	1,974.99	100.00		

Analysis

	Simulation (\$)	Simulation (%)
Price	0.00	
Cost	1974.99	0.00
Waste	0.00	0.00
Labor	0.00	0.00
Other	0.00	0.00
Profit	-1974.99	0.00

Last Updated: 06/09/2014

Update Pricing

Profit for a year: \$-102699.48 0.00 %

Add Ingredient Add Ingredient Recipe Cancel Add to Menu Save

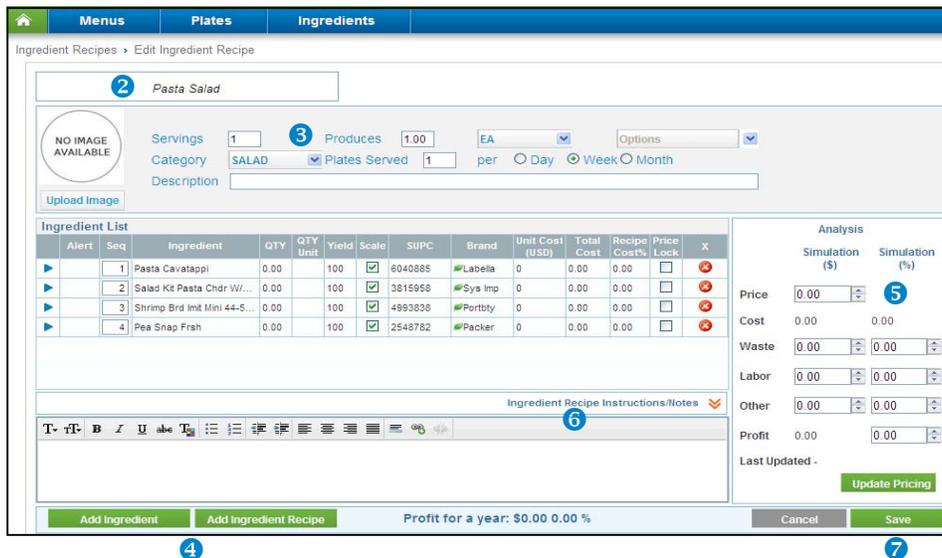
creating ingredient recipes

To add a new ingredient recipe:

1. From the *Ingredient Recipes* screen, click **1** Create New.



2. In the **2** Name field, type a name for the Ingredient Recipe.
3. From the **3** Category drop-down menu, select a category. For example, Appetizer, Entrée, Side, etc.
4. From the Unit of Measure drop-down menu, select the appropriate value.
5. Type the number of servings, number of plates served in selected time frame, and a description.
6. Click **4** Add Ingredient or Add Ingredient Recipe to add ingredients to your ingredient recipe.
7. Add **5** Waste and Labor costs.
8. Enter any **6** Instructions or notes for the Ingredient Recipe.
9. Click **7** Save.



entering product and ingredient attributes

Use the *Plate details* screen to complete product and ingredient attributes according to plate specifications. Menu Analysis calculates unit cost based on portion, weight, quantity, or volume.

To enter product and ingredient attributes:

1. From the *Plate details* screen, click the ❶ arrow next to the product or ingredient to display details (QTY, QTY Unit of Measure, or Yields).
2. Complete the ❷ fields.
 - Review to ensure that the portion, weight, and volume values assigned to Sysco products meet your plate specifications.
 - To calculate unit cost for custom ingredients, enter one of the following fields: portion, weight, or volume. You must enter these values manually.

The screenshot displays the Sysco Market Menu Analysis software interface. At the top, there is a search bar and a user account section. The main navigation bar includes 'Menus', 'Plates', and 'Ingredients'. The current view is 'Plates > Edit Plate' for a 'Chicken Sandwich'. Below this, there are fields for 'Servings' (1), 'Produces' (1.00), 'EA' (selected), and 'Options'. A 'Remove' button is present. The 'Ingredient List' table shows the following data:

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost	Price Lock	X
	1	Chicken Bst Grill Pck Mbe	1.00	EA	100		7034384	#Sys Cts	0.97EA	0.97	39.27		

The ingredient details section for 'Chicken Bst Grill Pck Mbe' includes fields for 'QTY Unit' (EA), 'Yield' (100), 'Pack Size' (4 OZ), and 'Pack Size Measure' (OZ). It also has radio buttons for 'Case Cost', 'Split Cost', and 'Per Pound Cost'. The 'Analysis' section shows 'Simulation (\$)' at 11.5, 'Simulation (%)' at 21.48, 'Price' at 11.5, 'Cost' at 2.47, 'Waste' at 0.25, 'Labor' at 0.25, 'Other' at 0.25, and 'Profit' at 8.28. The 'Update Pricing' button is highlighted. At the bottom, there are buttons for 'Add Ingredient', 'Add Ingredient Recipe', 'Cancel', 'Add to Menu', and 'Save'. A profit summary shows 'Profit for a year: \$2152.80 72.00 %'.

3. Click ❸ Save.

Note: If the item exists in multiple plates, you are prompted to select if you want to save changes to the product/ingredient locally or globally.

- Select **Locally** to change the attributes for this product/ingredient **ONLY** within the active plate.
- Select **Globally** to change the attributes for this product/ingredient in **ALL** plates/menus containing the product within Menu Analysis.

scaling plates

Use the Servings field to easily scale plate products and ingredients according to desired servings produced. Scaling adjusts the unit cost as well as the analysis component.

To scale a plate:

1. From the *Plate details* screen, select the ❶ Scale checkbox next to each product and ingredient.
2. Enter a value in the ❷ Produces field.
3. Change ❸ QTY Unit of Measure, which represents the amount that the plate creates. For example, vegetable soup produces 5 GAL.
4. In the ❹ Servings field, enter the number of servings. For example, a 5 gallon quantity of vegetable soup produces 100 servings.
5. Click ❺ Save.

Welcome, Om_exp1

Search Product Catalog

My Active Account Locations
Account #: 100000877
Account: Hob Nob

Plates > Edit Plate

Chicken Sandwich

Servings: 1 ❹ Produces: 1.00 ❷ EA ❸ Options: [v]
Category: All Plates Served: 1 per [] Day [x] Week [] Month
Description: []

Remove

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%	Price	Lock	X
	1	Chicken Brst Grill Pck Mbe	1.00	EA	100	<input checked="" type="checkbox"/>	7034384	Sys Cls	0.97/EA	0.97	39.27		<input type="checkbox"/>	
	2	Cheese Queso Asadero ...	1.00	OZ	100	<input checked="" type="checkbox"/>	5918988	Jaimto	0.93/OZ	0.93	37.65		<input type="checkbox"/>	
	3	Bread Ciabatta Artisan	1.00	EA	100	<input checked="" type="checkbox"/>	4427712	Bkrsimp	0.29/EA	0.29	11.74		<input type="checkbox"/>	
	4	Lettuce Romaine Crown ...	2.00	OZ	100	<input checked="" type="checkbox"/>	6640484	Sys Nat	0.14/OZ	0.28	11.34		<input type="checkbox"/>	
	5	Wine Cooking Sherry	0.00		100	<input checked="" type="checkbox"/>	4042487	Regina	0	0.00	0.00		<input type="checkbox"/>	
	6	Potato Sweet Center Cut	0.00		100	<input checked="" type="checkbox"/>	0180919	Sys Cls	0	0.00	0.00		<input type="checkbox"/>	
	7	Cookie Choc Chio Gluten ...	0.00		100	<input checked="" type="checkbox"/>	0342582	GltN Fr	0	0.00	0.00		<input type="checkbox"/>	

Plate Instructions/Notes

Analysis

	Simulation (\$)	Simulation (%)
Price	11.5	
Cost	2.47	21.48
Waste	0.25	2.17
Labor	0.25	2.17
Other	0.25	2.17
Profit	8.28	72.00
Last Updated -		01/27/2014

Update Pricing

Add Ingredient Add Ingredient Recipe Profit for a year: \$2152.80 72.00 % Cancel Add to Menu Save

sending plates

Use the *Send* feature to send a copy of your selected plate to other users. Sending a plate gives the user their own copy of the plate, which they can save and modify. Any modifications you make to your plate after sending it will not be visible to other users.

To send a plate:

1. From the *My Plates* screen, select the ❶ checkbox next to the plate to send.
2. Click ❷ *Send*.
3. On the *Send Plate* screen, select the ❸ checkbox next to the account and users to send the selected plate to. *Note:* You must have access to the account.
4. Click ❹ *Send*.

The screenshot shows the 'Send Plate' dialog box. The dialog is titled 'Send Plate' and has a 'Send' button and a 'Cancel' button. The dialog also has a 'Select All' button and a list of users to select. The list of users includes DEE RUST, J_CUS0002, undefined, CHARLEY PASHLEY, BRIAN CLIETT, TAMI HAGE, and THOMAS SLEDGE. The dialog is overlaid on a table of plates. The table has columns for Category, Image, Menu Name, Plate Name & Description, Owner, Price, and Cost%. The first row is selected, and the 'Send Plate' dialog is open for it.

Category	Image	Menu Name	Plate Name & Description	Owner	Price	Cost%
<input checked="" type="checkbox"/>	SANDWICH	<input checked="" type="checkbox"/>	Account 1000004500 - Little Rock Athletic Club - 4610 Sam Peck Rd, Little Rock, AR 72223-2159	DM_EXP2	5.50	0.00
<input type="checkbox"/>	ENTREE	<input type="checkbox"/>	Account 1000022834 - Centerplate Ho 00745 - 650 S Griffin St, Dallas, TX 75202-6005	DM_EXP2	12.50	0.00
<input type="checkbox"/>	ENTREE	<input type="checkbox"/>	Account 1000029301 - Which Wich - 3511 E Race Ave, Searcy, AR 72143-6211	DM_EXP2	8.75	0.00
<input type="checkbox"/>	ENTREE	<input type="checkbox"/>		DM_EXP2	3.00	0.00

5. The *Success* message displays. Click *OK*.

SUCCESS!

Your Plate was successfully sent.

1. Your Plate is located in "My Plates".
2. Any edits to your Plate will not be visible to other users.
3. The names selected now have a copy of your Plate and rights to edit their Plate.

OK

sharing plates

Use the *Share* feature to share your plate with all users with access to the account. The shared plate will display in the Shared Plates category, and they will not be able to edit the plate details.

To share a plate:

1. From the *My Plates* screen, select the ❶ checkbox next to the plate to share.
2. Click ❷ Share.
3. On the *Share Plate Options* screen, click ❸ Share.

The screenshot shows the 'My Plate(s)' interface with a 'Share Plate Options' dialog box. The dialog box has two options: 'I want to continue. Please share my Plate.' and 'This Plate is currently being shared. Do you wish to continue sharing this Plate?'. The 'Share' button is highlighted in green.

Category	Image	None	Owner	Price	Cost%
<input checked="" type="checkbox"/>	SANDWICH		OM_EXP2	5.50	0.00
<input type="checkbox"/>	ENTREE		OM_EXP2	12.50	0.00
<input type="checkbox"/>	ENTREE		OM_EXP2	8.75	0.00
<input type="checkbox"/>	ENTREE		OM_EXP2	3.00	0.00

4. The *Success* message displays. Click OK.

SUCCESS!
Your Plate is now shared.

1. Your Plate is located in "Shared Plates".
2. All users with access to this account can now view this Plate in "Shared Plate".

OK

The shared plate now displays in the *Shared Plates* category. Other users can view the plate, however they cannot modify the plate.

Tip: To unshare the plate, select the plate and click Unshare > Do Not Share.

target food cost and profitability

To help minimize cost and maximize profitability, you can set an ideal percentage for maintaining target food cost for all plates and menus created in Menu Analysis.

Menu Analysis compares the *target food cost percentage* to the *total food cost percentage* of each plate.

If the plate has a food cost percentage that is higher than the target food cost percentage, Menu Analysis displays the Food Cost Alert icon for the plate in the Info Column.

If a menu contains plates that exceed the target food cost percentage, the Food Cost Alert icon displays in the Info Column for the menu.

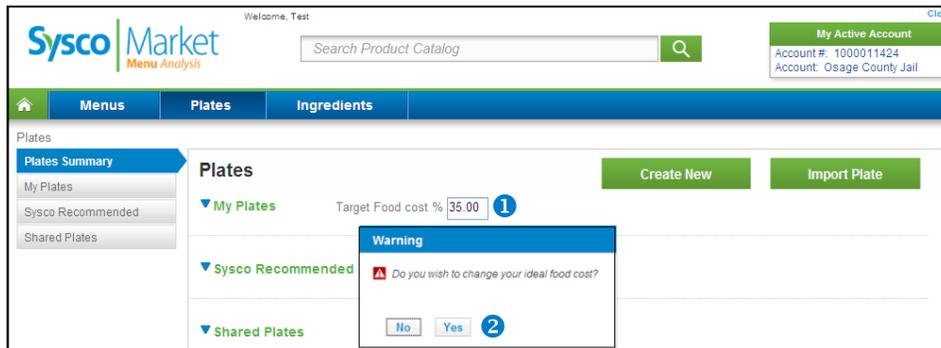
If either icon displays, you can analyze the plate/menu and address items that fall outside of the parameter settings to increase profitability.

adjusting target food costs

To set the Target Food Cost indicator:

1. From the *Menus* or *Plates Summary* screen, enter the desired percentage in the ❶ Target Food Cost % field.
2. Click outside the window. The application displays the *Confirmation* screen.
3. Click ❷ Yes to change the target food cost.

Tip: Any change to the target food cost will reflect on both the *Menus Summary* screen and *Plates Summary* screen. The menu and plate target food cost is always in sync.



calculating profitability

After you specify the quantity, product, and ingredient attributes, Menu Analysis automatically calculates total food cost and profitability. To calculate profit, you must enter a Menu Item Price. Use the Analysis component to change these figures to meet business needs such as profit, labor, and waste.

To calculate plate profitability:

1. From the *Plate details* screen, ensure all products and ingredients have QTY and QTY Unit of Measure and that the ❶ Weight, Volume, or Portion fields are completed.
2. In the Analysis column, enter a ❷ menu item price.
3. Using the arrow steppers, add Waste, Labor, and Other costs.
4. Click ❸ Save.

The screenshot displays the Sysco Market Menu Analysis interface. At the top, there is a search bar and navigation tabs for Menus, Plates, Ingredients, and Promotions. The main area shows a 'Chicken Sandwich' plate with a 'Remove' button. Below this is the 'Ingredient List' table, which includes columns for Alert, Seq, Ingredient, QTY, QTY Unit, Yield, Scale, SUPC, Brand, Unit Cost (USD), Total Cost, and Recipe Cost. A pop-up window for the 'Chicken Brst' ingredient shows fields for QTY (0.6), QTY Unit (EA), Weight (10.00), Volume (0.00), and Portion (40). To the right, the 'Analysis' panel displays a table with columns for Simulation (\$) and Simulation (%). The table includes rows for Price (11.5), Cost (1.48), Waste (0.25), Labor (0.25), Other (0.25), and Profit (9.27). The total simulation values are 12.87 for (\$) and 80.61 for (%). The 'Last Updated' date is 01/27/2014. At the bottom, there are buttons for 'Add Ingredient', 'Add Ingredient Recipe', 'Add to Menu', and 'Save', along with a profit summary: 'Profit for a year: \$89648.00 60.00 %'.

	Simulation (\$)	Simulation (%)
Price	11.5	
Cost	1.48	12.87
Waste	0.25	2.17
Labor	0.25	2.17
Other	0.25	2.17
Profit	9.27	80.61

plate analysis

You can perform plate analysis simulations to determine which product or ingredient in a plate controls cost and increases profitability. These *what if* scenarios provide a side-by-side comparison between the actual and proposed plate and forecast profitability for the day, week, month, or year.

Use plate analysis to help you make informed decisions about product choices and determine the plates to include in your menu.

In this section, the following topics are detailed:

- Performing a plate analysis
- Updating pricing
- Copying a plate
- Importing a plate
- Creating a plate PDF
- Creating and editing menus
- Creating an open order

performing a plate analysis

Performing a plate analysis allows you to identify ingredients and products that negatively affect profitability and then select alternatives to increase profitability.

For example, you may be using whole-head lettuce for a recipe, unaware that waste is decreasing profits. Substituting chopped lettuce (even at a higher per case cost) might increase your profitability.

To perform a plate analysis:

1. From the *My Plates* page, click the plate to analyze.
2. From the Options drop-down menu, select **1** \$ Comparison Analysis. The *Plate Analysis* screen displays (read-only mode in left column and editable copy of existing plate in right column; see next page).

Welcome, Om_exp2

My Active Account Locations
Account #: 100000280
Account: Little Rock Ath Do...

Search Product Catalog

Home Menus Plates Ingredients

Plates > Edit Plate

Chicken Sandwich

Servings: 1.00 Produces: 1,000 EA
Category: SANDWICH Plates Served: 1.00 per Day Week
Description: [Empty]

Remove

Options: Options, Copy, Send, Share, Delete, Export, Print, **1 \$ Comparison Analysis**, Order

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	Scale	SUPC	Brand	Unit Cost (USD)	Total Cost	Order	Analysis Simulation (\$)	Analysis Simulation (%)
	1	Bun Hamburger Sesame S	0.00	100	✓		2626760	#Sys Ols	0	0.00	0.00		
	2	Cheese Mozzarella Sli Intif	0.00	100	✓		9227307	#Bbrimp	0	0.00	0.00		
	3	Lettuce Green Leaf Fdsvc	0.00	100	✓		1908268	#Sys Imp	0	0.00	0.00		
	4	Chocolate Chip Semi-sw...	0.00	100	✓		4425765	#Hershey	0	0.00	0.00		
	5	Tomato 2 Layer Fresh 4x5	0.00	100	✓		1008648	#Sys Imp	0	0.00	0.00		
	6	Wine Cooking Sherry	0.00	100	✓		4042487	#Regina	0	0.00	0.00		

Plate Instructions/Notes

Price: 5.50
Cost: 0.00
Waste: 0.25 / 4.55
Labor: 0.25 / 4.55
Other: 0.25 / 4.55
Profit: 4.75 / 86.36
Last Updated: 05/07/2014
Update Pricing

Add Ingredient Add Ingredient Recipe Profit for a year: \$247.00 86.36 % Cancel Add to Menu Save

performing a plate analysis

- Click **2** Add Ingredient or Add Ingredient Recipe to substitute alternative products that increase profitability.
- Modify the plate analysis according to desired specifications. For example, reduce labor and waste cost by substituting fresh produce with comparable pre-portioned and sliced products.
- Adjust **3** Waste, Labor, Other, and Profit to desired levels.
Note: If you adjust the profit to a higher percentage, Menu Analysis overwrites the current price to reflect the increased margin with an adjusted price.
- Select **4** number of plates served and frequency to forecast plate profitability (Plates Served Day-Week-Month).
- From the Options drop-down menu, select **5** Print to print the plate analysis or Copy to retain a copy of the plate analysis.
- To overwrite your current plate and product/ingredient information (left column) with the adjusted recipe (right column), click **6** Save.
- Important: Do not click Save unless you want to overwrite your existing plate (left column) with the modified plate (right column).*
- To discard your modifications, click **7** Cancel. The *Plate* details screen displays.
Note: Reset returns the analysis and the product/ingredient information to those of the current plate (only works if analysis has not been saved).

Plate Analysis

Plate: Chicken Sandwich

	Current(\$)	Current(%)	Current(\$)	Current(%)
Price	5.50	5.50	Waste	0.25
Cost	0.00	0.00	Labor	0.25
Profit	4.75	86.36	Other	0.25

1.0 Plates Served per Week

Ingredient	QTY	QTY Unit	SUPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost%
Bun Ham...	0.00		2626760	#Sys Cls	0	0.00	0.00
Cheese ...	0.00		9227307	#Bbrlmp	0	0.00	0.00
Lettuce ...	0.00		1908288	#Sys imp	0	0.00	0.00
Chocolat...	0.00		4425785	#Hershey	0	0.00	0.00
Tomato 2 ...	0.00		1008648	#Sys imp	0	0.00	0.00
Wine Co...	0.00		4042487	#Regina	0	0.00	0.00

Profit for a year: \$247.00 86.36 %

Simulated Plate

Options

	Simulation(\$)	Simulation(%)		Simulation(\$)	Simulation(%)
Price	5.50		Waste	0.25	4.55
Cost	0.00		Labor	0.25	4.55
Profit	4.75	86.36	Other	0.25	4.55

Reset

4 Plates Served 1.00 per Day Week Month

Alert	Seq	Ingredient	QTY	QTY Unit	Yield	SUPC	Brand	Unit C	Total	Recl	X
	1	Bun Hamburger ...	0.00	100	2626760	#Sys ...	0	0.00	0.00		
	2	Cheese Mozzar...	0.00	100	9227307	#Bbrl...	0	0.00	0.00		
	3	Lettuce Green L...	0.00	100	1908288	#Sys ...	0	0.00	0.00		
	4	Chocolate Chip ...	0.00	100	4425785	#Her...	0	0.00	0.00		
	5	Tomato 2 Layer ...	0.00	100	1008648	#Sys ...	0	0.00	0.00		
	6	Wine Cooking Sh...	0.00	100	4042487	#Regina	0	0.00	0.00		

Profit for a year: \$247.00 86.36 %

Cancel Save

updating pricing

You can update pricing on a regular basis to ensure plate costing is accurate. You can also lock pricing on products where market pricing is volatile. For example, you might want to include an average price for an item rather than the market low or high price, to ensure profitability is maintained.

Pricing does not automatically update; however, after you click the Update Pricing button, Menu Analysis changes your prices.

Tip: Pricing is only changed for the selected plate. Menu Analysis does not update the subplates. Also, you cannot undo pricing updates, so you should proceed with caution.

To update pricing for selected ingredients:

1. From the *Plate details* screen, select the **1** Price Lock checkbox for the items you do not want to change (clear if you want to update).
2. Click **2** Update Pricing. The application retrieves all current pricing for the selected plate.

Note: Menu Analysis does not update pricing for locked products.

The screenshot shows the Sysco Market Menu Analysis interface. At the top, there's a navigation bar with 'Menus', 'Plates', and 'Ingredients'. The main area is titled 'Plates > Edit Plate' and shows details for a 'Chicken Sandwich'. Below this is an 'Ingredient List' table with columns for Alert, Seq, Ingredient, QTY, Yield, Scale, SIPC, Brand, Unit Cost, Total Cost, Recipe Cost, Price Lock, and X. The table lists six ingredients: Bun Hamburger Sesame 5", Cheese Mozzarella Sli Intf, Lettuce Green Leaf Fdsvc, Chocolate Chip Semi-sw..., Tomato 2 Layer Fresh 4x5, and Wine Cooking Sherry. The 'Price Lock' column has checkboxes, with the first one (Bun) checked and circled in blue. To the right of the table is an 'Analysis' section with a table for Simulation (\$ and %) for Price, Cost, Waste, Labor, and Other. At the bottom, there's a 'Plate Instructions/Notes' field and a row of buttons: 'Add Ingredient', 'Add Ingredient Recipe', 'Profit for a year: \$247.00 86.36 %', 'Cancel', 'Add to Menu', and 'Save'. A green 'Update Pricing' button with a circled '2' is also visible.

Alert	Seq	Ingredient	QTY	Yield	Scale	SIPC	Brand	Unit Cost (USD)	Total Cost	Recipe Cost	Price Lock	X
	1	Bun Hamburger Sesame 5"	0.00	100	✓	2626760	Sys Cts	0	0.00	0.00	<input checked="" type="checkbox"/>	✗
	2	Cheese Mozzarella Sli Intf	0.00	100	✓	9227307	Bbrimp	0	0.00	0.00	<input checked="" type="checkbox"/>	✗
	3	Lettuce Green Leaf Fdsvc	0.00	100	✓	1908268	Sys Imp	0	0.00	0.00	<input type="checkbox"/>	✗
	4	Chocolate Chip Semi-sw...	0.00	100	✓	4425765	Hershey	0	0.00	0.00	<input type="checkbox"/>	✗
	5	Tomato 2 Layer Fresh 4x5	0.00	100	✓	1008648	Sys Imp	0	0.00	0.00	<input type="checkbox"/>	✗
	6	Wine Cooking Sherry	0.00	100	✓	4042487	Regina	0	0.00	0.00	<input type="checkbox"/>	✗

Analysis	
Simulation (\$)	Simulation (%)
Price 5.50	
Cost 0.00	0.00
Waste 0.25	4.55
Labor 0.25	4.55
Other 0.25	4.55
Profit 4.75	86.36

To update pricing for a plate:

1. From the *My Plates* screen, select the checkbox next to the plate to update.
2. Click Update Price. Menu Analysis retrieves all of the current pricing for the selected plate.

Note: Products or Ingredients that have been locked are not updated. To lock prices, go to the *Plate details* page.

copying a plate

Use the Copy Plate function to easily create plates that are similar to existing plates. For example, add onion rings to a hamburger to create a hamburger basket.

To copy a plate:

1. From the *My Plates* page, click a plate to copy. The *Plate details* screen displays.
2. From the Options drop-down menu, select ❶ Copy. The *Copy Plate* dialog box displays.
3. Type a ❷ name for the new plate.
4. Click ❸ Save. The new plate displays in the *My Plates* page.

The screenshot shows the Sysco Market Menu Analysis interface. The main window displays the details for a 'Chicken Sandwich' plate. A dropdown menu is open, showing the 'Copy' option selected. A 'Copy Plate' dialog box is overlaid on the screen, prompting for a 'New Plate Name' (e.g., 'Copy of Chicken Sandwich') and providing 'Cancel' and 'Save' buttons. The background interface includes a search bar, navigation tabs (Menus, Plates, Ingredients), and a table of ingredients with their quantities and costs. The 'Options' menu also lists other actions like 'Send', 'Share', 'Delete', 'Export', 'Print', '\$ Comparison Analysis', and 'Order'.

Alert	Seq	Ingredient	QTY
	1	Chicken Brst Grill Pck Mbe	0.6
	2	Cheese Queso Asadero ...	0.6
	3	Bread Ciabatta Artisan	0.6
	4	Lettuce Romaine Crown...	1.2
	5	Wine Cooking Sherry	0.0
	6	Potato Sweet Center Cut	0.0
	7	Cookie Choc Chio Gluten...	0.0

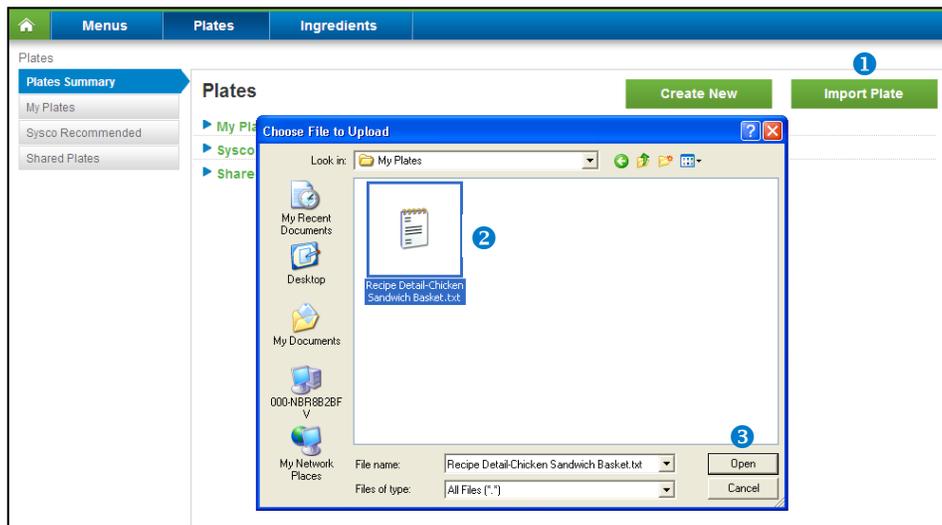
	(\$)	Simulation (%)
Price	11.5	
Cost	1.48	12.87
Waste	0.25	2.17
Labor	0.25	2.17
Other	0.25	2.17
Profit	9.27	80.61

importing a plate

Use the Import Plate function to easily add already existing plate details to a new plate in Menu Analysis.

To import a plate:

1. From the *Plates Summary* page, click **1** Import Plate. The *file finder* window displays.
2. Click a **2** plate file to import.
3. Click **3** Open.



4. A Success message displays. Click OK. The new imported plate displays in the *My Plates* page.

creating a plate PDF

You can easily create a plate PDF that you can download and print for easy reference.

To create a plate PDF:

1. From the *My Plates* page, click a plate. The *Plate details* screen displays.
2. From the Options drop-down menu, select **1** Print. The *Print Options* window displays.
3. Select the **2** Print Image checkbox if you want to print a copy of the plate.
4. Select the **3** checkbox next to the options to include in the PDF.
5. Click **4** OK. The plate PDF displays.
6. Right-click the file and select Save to save the PDF file to a desired location.

The screenshot shows the Sysco Market interface for editing a plate. The main window displays 'Chicken Sandwich' with a 'Print Options' dialog box open. The dialog box has a 'Print Image' checkbox checked (2), and three checkboxes for 'Print Price, Food cost, Profit', 'Print Waste Labor and Other', and 'Print Profit \$ and %' are also checked (3). The 'OK' button is highlighted (4). The background shows the 'Chicken Sandwich' details, an ingredient list, and an analysis table.

Alert	Seq	Ingredient	QTY	Unit
	1	Bun Hamburger Sesame S	0.00	
	2	Cheese Mozzarella Sli Intif	0.00	
	3	Lettuce Green Leaf Fdsvc	0.00	
	4	Chocolate Chip Semi-sw...	0.00	
	5	Tomato 2 Layer Fresh 4x5	0.00	
	6	Wine Cooking Sherry	0.00	

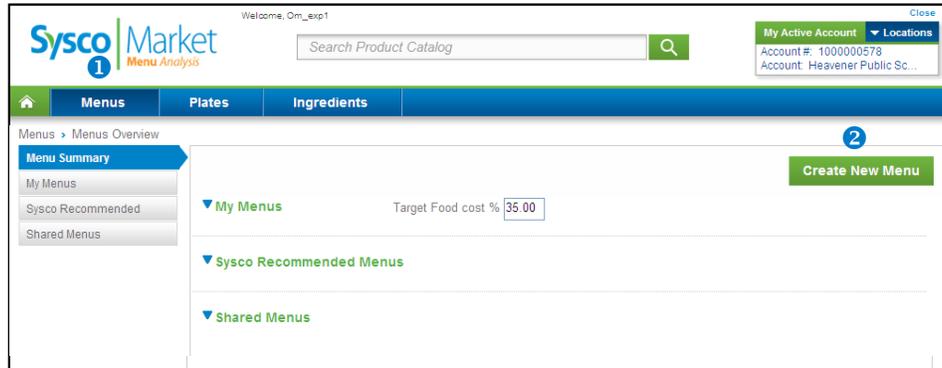
	Simulation (\$)	Simulation (%)
Price	5.50	
Cost	0.00	0.00
Waste	0.25	4.55
Labor	0.25	4.55
Other	0.25	4.55
Profit	4.75	86.36

creating and editing menus

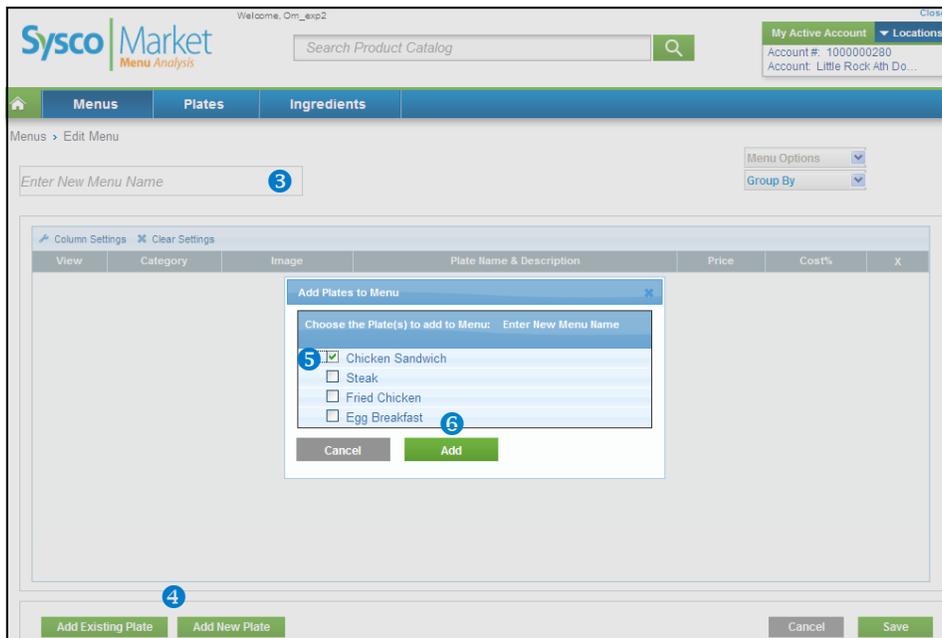
Use the *Menus* screen to create and edit menus.

To create and edit a menu:

1. From the *Menu Analysis* homepage, click ① **Menus**. The *Menu Summary* page displays.
2. Click ② **Create New Menu**.



3. Type a ③ name for the new menu.
4. To add an existing plate, click ④ **Add Existing Plate**, select a ⑤ plate to add, and click ⑥ **Add**.
5. To add a new plate, click ④ **Add New Plate**. See *Adding Plate Details* to configure your new plate.
6. Click **Save**.



creating an order

After you create a menu, you can easily order products right from Menu Analysis. Use the *Menus* screen to initiate an order, and then use Order Management to review or change your order. Menu Analysis adds the list of products to an active order in Order Management where you can validate and submit them.

To create an order:

1. From the *Menu Summary* page, click the menu category ❶ to display the desired menus.
2. Select the ❷ checkbox next to the menu to order.
3. Click ❸ Order.

The screenshot shows the Sysco Market Menu Analysis interface. The top navigation bar includes 'Menu', 'Plates', and 'Ingredients'. The main content area displays 'My Menu (3)' with a 'Target Food cost %' of 35.00. A table lists menu items with checkboxes for selection. The 'Lunch' item is selected, indicated by a green background and a ❷ callout. The 'Order' button is highlighted with a ❸ callout.

Alerts	Menu Name	Menu Owner	Number of Plates
<input type="checkbox"/>	Dessert	OM_EXP2	0
<input type="checkbox"/>	Dinner	OM_EXP2	0
<input checked="" type="checkbox"/>	Lunch	OM_EXP2	1

4. The application displays the *confirmation* screen with the order number. Note the order number and click ❹ OK.

Note: Your order will remain in open status until you review and submit it.

The screenshot shows a confirmation dialog box titled 'Order Alert'. The text inside reads: 'Order created successfully with order No: 4500429890'. At the bottom, there is a green 'OK' button with a ❹ callout.

5. Log on to Order Management to review or change the order, and then submit it.

Tip: All items in your order default to a quantity of 1 regardless of the quantity specified in the plate.

plate photos

adding and deleting plate photos

After creating a plate, you can add a photo of a plate for quick reference. You can also create a plate booklet for your kitchen staff by printing the finished plates.

To add a plate photo:

1. From the *Plate details* screen, click **1** Upload Image. The *file finder* window displays.
2. Click a **2** plate picture to upload.
3. Click **3** Open. The application displays the image thumbnail.
4. Click **4** Save to save the photo to the plate details.

To delete a plate photo, click Remove.

Note: The file format must be a JPG or GIF file. The application automatically compresses files to the required 300 kb maximum file size.

The screenshot shows the Sysco Market application interface. The main window is titled 'Plates > Edit Plate' and displays details for a 'Chicken Sandwich'. The 'Upload Image' button is highlighted with a blue circle '1'. A 'Choose File to Upload' dialog box is open, showing the file 'ChickenSandwich.jpg' selected in the 'My Pictures' folder, with a blue circle '2' next to it. The 'Open' button in the dialog is highlighted with a blue circle '3'. At the bottom of the application, the 'Save' button is highlighted with a blue circle '4'. The application also shows an 'Ingredient List' table and an 'Analysis' section with simulation data.

Alert	Seq	Ingredient	Q
	1	Chicken Brst Grill Pck Mbe	0
	2	Cheese Queso Asadero ...	0
	3	Bread Cabatta Artisan	0
	4	Lettuce Romaine Crown ...	1
	5	Wine Cooking Sherry	0
	6	Potato Sweet Center Cut	0
	7	Coolio Cheo Chip Cluten ...	0

Simulation (\$)	Simulation (%)
1.5	
48	12.37
25	2.17
25	2.17
25	2.17
Profit	9.27
Profit	80.61
Last Updated	01/27/2014

frequently asked questions

menu management

What is menu analysis?

Performing a menu analysis breaks down a recipe's total food cost by products and ingredient units of measure to help understand what is contributing to menu item profitability.

Can I place an order from the menu analysis application?

Yes. You can convert a menu into an open order. This process creates an open order in Order Management that you can edit and submit. A confirmation number displays in the Menu Analysis application.

I am not getting any costs associated with my choice of products. What should I do?

Make sure that you have indicated a quantity. The menu analysis application does not display cost without an associated quantity. Also, ensure that the volume, weight, and portion fields have values or else the application will not calculate.

What does it mean when I see a Food Cost Alert icon?

The Food Cost Alert icon indicates that your recipe has exceeded the amount that you set for your target food cost % and will result in a reduced profit.

What is the difference between a recipe analysis and a profitability analysis?

A profitability analysis shows you cost breakdowns and profit margins. A recipe analysis is a *what-if* scenario that allows you to substitute alternate products to reduce cost and compare recipes side by side.

Do I have to start from scratch each time I add a recipe or can I leverage other recipes and menus?

No. You can copy a recipe and modify it to meet your current needs.

system access

How do I access the menu analysis application?

You can access the menu analysis application through Sysco Market using the following path Manage My Business > Tools > Menu Analysis or from within Express Ordering under the Menu Analysis tab.

Whom do I call for help with the Menu Analysis application?

Contact your Sales Associate or Sysco Business Services for help 1-800-SYSCO CS.

frequently asked questions

plate management

Is there a way to block the application from updating prices for certain products?

Yes, select the lock price checkbox next to the product. This selection locks the current price and does not change it during the next update.

How does the application account for product yields?

You have the ability to indicate yield amount of a product as well as add waste and labor costs to ensure an accurate analysis.

How do I scale a plate?

To scale a plate, select the scale checkbox next to the plate products and ingredients. Then, type in the desired number of servings.

What is the difference between a product and a custom ingredient?

Sysco offers products while custom ingredients are not purchased from Sysco.

When I search for a product I get too many results. How can I get a more manageable list just for the items I need?

You can use the product search filters to narrow your search results by brand, pack, size, category, storage, and stock indicator.



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