



CONNECT

Mosaic BOH | Beyond basics: Level up your Mosaic BOH Experience

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Topics of Discussion



This presentation will be focused on Mosaic Menu planning topics that will take your knowledge a step further than the program fundamentals

- Copying Menus
- Utilizing Cycle Menus
- Entering Production Quantities
- Generating Production Records
- Creating Custom Production Record Formats



Copying Menus

How to copy a menu

- You want to copy a finished menu from one month to the next, or between menus
- Use the copy menu option at the bottom of the menu calendar view



Heartland M OSAIC
BACK OF THE HOUSE

Home > Menus > Menu Search > Edit : 2 - Elementary Lunch

General | Recipes | Meal Totals | Reports

Menu #: 2
Menu Name: Elementary Lunch

Serving Period: Lunch
Age/Grade Group: K-5 (age 5-10)

Today < > March, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	01	02
					BEEF & BEAT X	
03	04	05	06	07	08	09
	Lunch X	Lunch X	Lunch X	Lasagna X	Lunch X	
10	11	12	13	14	15	16
	Lunch X	Lunch X	Lunch X	Lunch X		
17	18	19	20	21	22	23
	Lunch X	Lunch X	Lunch X	Lunch X		
24	25	26	27	28	29	30
	Lunch X	Lunch X	Lunch X	Lunch X	B&B Burrito X	
31		02	03	04	05	06
	Lunch X	Lunch X	Lunch X	Lunch X	BEEF & BEAT X	

Import Cycle Menu | **Copy** | Delete

How to use the copy menu feature

- After selecting “copy”, 2 menus will appear
- Menu information can be selected from the left hand menu (**Source**) and applied to the menu on the right (**Target**)
- You may select just 1 day, or a range of days to copy
- To finalize, select “Copy Selection”

ohustis (GA) Oliver

Home > Menus > Menu Search > Edit : 2 - Elementary Lunch

Elementary Lunch Drag items from left to right »

Skip Sat & Sun: No Copy Menus Only: No Copy Type: Append

Today < > March, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	01	02
					BEEF & BEAN	
03	04	05	06	07	08	09
	Lunch	Lunch	Lunch	Lasagna	Lunch	
10	11	12	13	14	15	16
	Lunch	Lunch	Lunch	Lunch		
17	18	19	20	21	22	23
	Lunch	Lunch	Lunch	Lunch		
24	25	26	27	28	29	30
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
31	01	02	03	04	05	06
	Lunch	Lunch	Lunch	Lunch	BEEF & BEAN	

3/4/2024

- 1 HAMBURGER ON A BUN:WW
- 2 LETTUCE & TOMATO:1 leaf, 2 slice
- 3 FRENCH FRIES: oven heat
- 4 PEACH COBBLER
- 5 MUSTARD: individual PC

Today < > April, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
07	08	09	10	11	12	13
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

4/15/2024

Copy Selection Done

How to use the copy menu feature

- You may change the menu you are copying from (**Source**) by using the dropdown menu
- You must be on the **Target** menu (the menu you are copying to) when selecting the “copy” button
- Navigate the calendar months using the arrow keys

ohustis (GA) | Oliver | ?

Home > Menus > Menu Search > Elementary Lunch

Elementary Lunch | Drag items from left to right »

Skip Sat & Sun: No | Copy Menus Only: No | Copy Type: Append

Today < > March, 2024 | Today < > April, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	01	02
					BEEF & BEAN	
03	04	05	06	07	08	09
	Lunch	Lunch	Lunch	Lasagna	Lunch	
10	11	12	13	14	15	16
	Lunch	Lunch	Lunch	Lunch		
17	18	19	20	21	22	23
	Lunch	Lunch	Lunch	Lunch		
24	25	26	27	28	29	30
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
31	01	02	03	04	05	06
	Lunch	Lunch	Lunch	Lunch	BEEF & BEAN	

3/4/2024

- 1 HAMBURGER ON A BUN:WW
- 2 LETTUCE & TOMATO:1 leaf,2 slice
- 3 FRENCH FRIES: oven heat
- 4 PEACH COBBLER
- 5 MUSTARD: individual PC

4/15/2024

Copy Selection Done

Copy menu options

Skip Sat & Sun

- No = Allow copying to weekends
- Yes = Don't allow copying to weekends

Copy Menu Only

- No = Copies all menu data
- Yes = Excludes Production Quantities

Copy Type

- Append = Add selected information to menu information already present
- Overwrite = Replace menu information on target menu

Skip Sat & Sun:

No

Copy Menu Only:

No

Copy Type:

Append

Home > Menus > Menu Search > Edit : 2 - Elementary Lunch

Drag items from left to right

Elementary Lunch

Today < > March, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	01	02
				BEEF & BEAN		
03	04	05	06	07	08	09
	Lunch	Lunch	Lunch	Lasagna	Lunch	
10	11	12	13	14	15	16
	Lunch	Lunch	Lunch	Lunch		
17	18	19	20	21	22	23
	Lunch	Lunch	Lunch	Lunch		
24	25	26	27	28	29	30
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
31	01	02	03	04	05	06
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	

Today < > April, 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
07	08	09	10	11	12	13
	Lunch	Lunch	Lunch	Lunch	B&B Burrito	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11



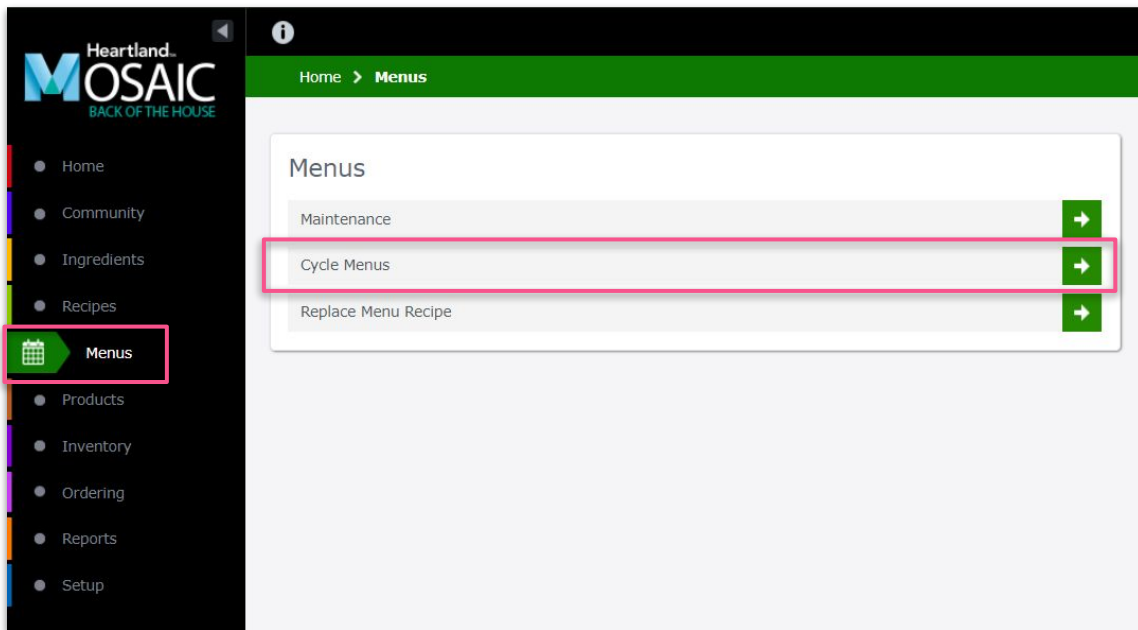
Utilizing Cycle Menus

What do cycle menus do?

Cycle Menus are used to create a different daily menu that repeats for several weeks. There is no limitation within Mosaic for the number of Cycle Menus you can create.

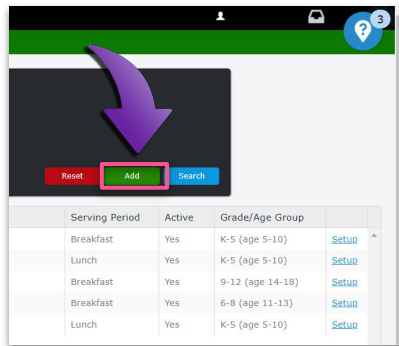
Within the cycle menu area of Mosaic you can:

- Plan a cycle menu (up to 16 weeks per menu)
- Modify the recipes planned on your cycle menus
- Input base reimbursable numbers
- Input site specific production quantities
- Organize your cycle menu items into reimbursable meal groups

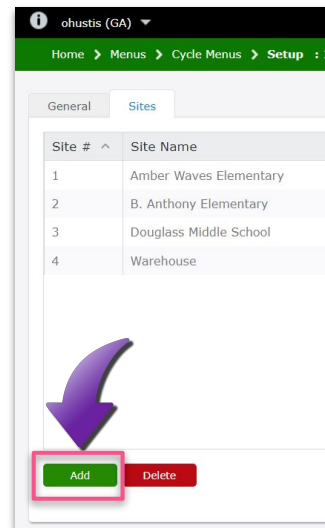


Adding a new cycle menu

- **Menus > Cycle Menus** by clicking the green Add button
- After adding a new menu, you will need to name it, then set your desired menu planning options and nutrient standards
- Lastly, you will need to assign sites to the new cycle menu



A screenshot of the 'Setup : 1 - CYCLE MENU for ELEMENTARY BREAKFAST' page. The page is divided into two main sections: 'General' and 'Menu Planning Options'. The 'General' section contains fields for 'Cycle #' (1) and 'Cycle Menu Name' (CYCLE MENU for ELEMENTARY BREAKFAST). The 'Menu Planning Options' section contains dropdown menus for 'Meal Pattern' (HHFKA), 'Serving Period' (Breakfast), and 'Age/Grade Group' (K-5 (age 5-10)). The 'Nutrient Standards' section contains input fields for 'Calories - Min' (350), 'Calories - Max' (500), 'Total Fat' (with a '% or less *' label), 'Saturated Fat' (with a '% (less than)' label), 'Cholesterol' (with a 'mg*' label), 'Sodium' (with a 'mg or less' label), and 'Carbohydrate' (with a 'g*' label). A footer note states: '* Denotes User Defined Fields'.



Planning a cycle menu

Cycle menus can be planned in the same way you would plan a monthly menu

- Menu items can be added with the Add button
- The Production Quantities button can be used to input planned, offered, and served numbers for your sites
- The Reim. Meal Groups button can be used to create reimbursable meal groups

ohustis (GA) Oliver

Home > Menus > Cycle Menus > Edit : 7 - CYCLE MENU FOR ELEMENTARY LUNCH

Cycle Menu Date: Week 1 - Monday View Type: Portion Size

Prev Day Next Day

Menu Name:

¹ denotes required nutrient values.
² Trans Fat value is provided for informational purposes only, not for monitoring purposes.
 * denotes combined nutrient totals with either missing or incomplete nutrient data.
 N/A denotes a nutrient that is missing or incomplete for an individual ingredient.

	Recipe #	Description	Portion	Planned Reim-burse	Planned A La Carte	Cost	Calories ¹ (kcal)	Saturated Fat ¹ (g)	Saturated Fat CALS %	Sodium ¹ (mg)	Total Sugars (g)
<input type="checkbox"/>	1	900000 HAMBURGER ON A BUN:WW	SVG 3 oz	250	0	2.042	295	5.4	16.65%	251	0.0*
<input type="checkbox"/>	2	900001 LETTUCE & TOMATO: 1 leaf, 2 slice	1 lf, 2 slc	175	0	0.131	9	0.0	1.34%	4	1.3
<input type="checkbox"/>	3	487 FRENCH FRIES: oven heat	2.5 OZ	250	0	0.142	142	0.9	5.67%	189	*N/A*
<input type="checkbox"/>	4	990091 PEACH COBBLER	SERVINGS	190	0	0.028	274	4.1	13.40%	99	20.1*
<input type="checkbox"/>	5	223 MUSTARD: individual PC	Pkt 5g	50	0	0.011	3	0.0	3.33%	57	*N/A*
<input type="checkbox"/>	6	222 KETCHUP: individual	Pkt 6g	500	0	0.019	9	0.0	0.13%	82	1.9
<input type="checkbox"/>	7	990056 MILK, NONFAT CHOCOLATE, PRAIRIE FAR...	CARTON 8 ...	150	0	0.204	110	0.0	0.00%	180	18.0
<input type="checkbox"/>	8	990055 MILK, LOWFAT, FLUID, 1% MILKFAT, PRAIRI...	CARTON 8 ...	80	0	0.190	100	1.5	13.50%	120	11.0
<input type="checkbox"/>	9	990057 MILK, SKIM, WHITE, PRAIRIE FARMS	CARTON 8 ...	20	0	0.178	80	0.0	0.00%	120	11.0
<input type="checkbox"/>	10	000085 CHICKEN DATTY ON A BUN	SANDWICH	0	0	0.084	227	2.5	0.61%	636	0.0*
						2.539	776	10.0	11.55%	850	35.2*

Add Replace Recipe Production Quantities Reim. Meal Groups Weekly Check Delete

Meal Totals: 250 Cancel Save

1

2

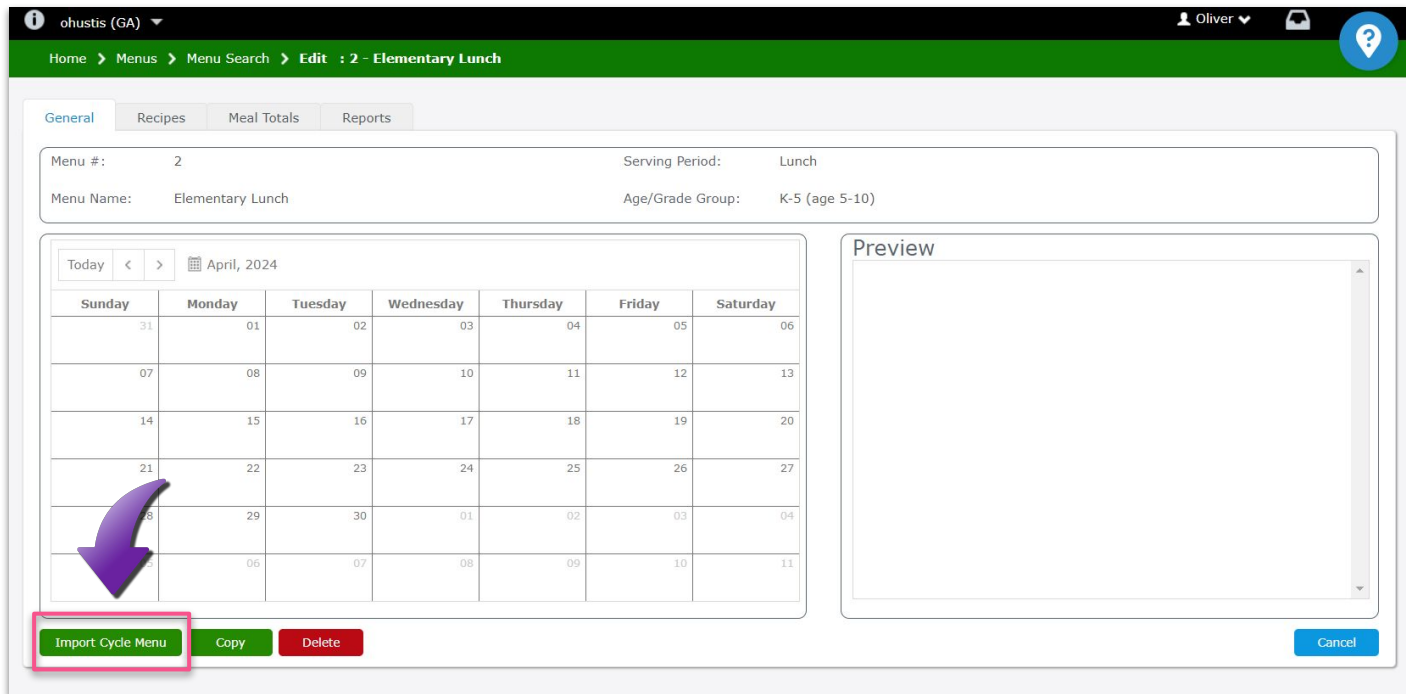
3

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Importing a cycle menu into a monthly menu

Once you have created a cycle menu, you will want to put it to use by importing it into your monthly menus

- This can be done in **Menus > Maintenance** on the main General tab of your chosen menu



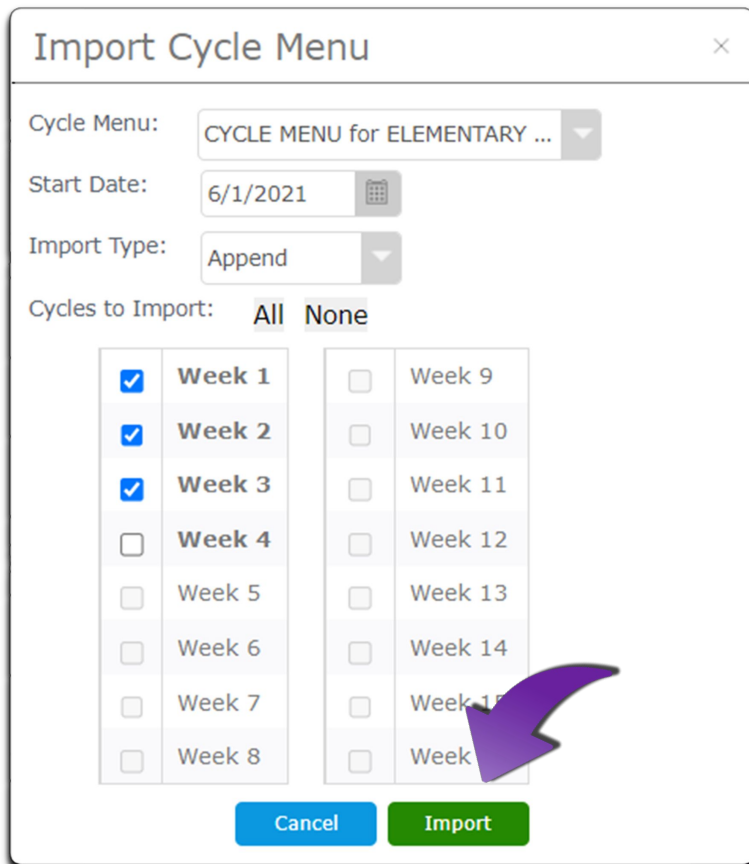
The screenshot shows the 'ohustis (GA)' web application interface. The top navigation bar includes 'Home > Menus > Menu Search > Edit : 2 - Elementary Lunch'. The 'General' tab is selected, showing menu details: Menu #: 2, Menu Name: Elementary Lunch, Serving Period: Lunch, and Age/Grade Group: K-5 (age 5-10). Below this is a calendar for April 2024, with days of the week as columns and dates as rows. A purple arrow points to the 'Import Cycle Menu' button at the bottom left of the calendar area. Other buttons include 'Copy', 'Delete', and 'Cancel'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

Importing a cycle menu into a monthly menu

Once you choose to import a cycle menu, a popup window will appear. You will need to:

- Select the cycle menu you wish to import from
- Set the start date of the menu you wish to import to
- Set your import type (append or overwrite)
- Select which cycle menu weeks you wish to import



Import Cycle Menu

Cycle Menu: CYCLE MENU for ELEMENTARY ...

Start Date: 6/1/2021

Import Type: Append

Cycles to Import: ☒ All ☐ None

<input checked="" type="checkbox"/>	Week 1	<input type="checkbox"/>	Week 9
<input checked="" type="checkbox"/>	Week 2	<input type="checkbox"/>	Week 10
<input checked="" type="checkbox"/>	Week 3	<input type="checkbox"/>	Week 11
<input type="checkbox"/>	Week 4	<input type="checkbox"/>	Week 12
<input type="checkbox"/>	Week 5	<input type="checkbox"/>	Week 13
<input type="checkbox"/>	Week 6	<input type="checkbox"/>	Week 14
<input type="checkbox"/>	Week 7	<input type="checkbox"/>	Week 15
<input type="checkbox"/>	Week 8	<input type="checkbox"/>	Week 16

Cancel Import



Production Quantities

Inputting Production Quantities

- Select Production Quantities button from a menu day
- On this screen you can enter production quantities for all required / desired fields

<input type="checkbox"/>		Recipe #	Description	Portion	Planned Reim-burse	Planned A La Carte	
<input type="checkbox"/>	1	900000	HAMBURGER ON A BUN:WW	SVG 3 oz	<input type="text" value="250"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	2	900001	LETTUCE & TOMATO:1 leaf,2 slice	1 lf,2 slc	<input type="text" value="175"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	3	487	FRENCH FRIES: oven heat	2.5 OZ	<input type="text" value="250"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	4	990091	PEACH COBBLER	SERVINGS	<input type="text" value="190"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	5	223	MUSTARD: individual PC	Pkt 5g	<input type="text" value="50"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	6	222	KETCHUP: individual	Pkt 6g	<input type="text" value="500"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	7	990056	MILK, NONFAT CHOCOLATE, PRAIRIE FAR...	CARTON 8 ...	<input type="text" value="150"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	8	990055	MILK,LOWFAT,FLUID,1% MILKFAT, PRAIRI...	CARTON 8 ...	<input type="text" value="80"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	9	990057	MILK,SKIM,WHITE PRAIRIE FARMS	CARTON 8 ...	<input type="text" value="20"/>	<input type="text" value="0"/>	
<input type="checkbox"/>	10	000085	CHICKEN BATTY A BUN	SANDWICH	<input type="text" value="1"/>	<input type="text" value="0"/>	

Inputting Production Quantities

- Select a site
- View the PQ history
- Use the previous / next day navigation

ohustis Admin Two

Home > Menus > Menu Search > Edit : 2 - Elementary Lunch

Site: Monday, June 21, 2021

Prev Day Next Day

Recipe Name	Portion	Planned		Offered		Served				Temp (°F)	Comment	
		Reim-burse	A La Carte	Reim-burse	A La Carte	Reim-burse	A La Carte	Short Leftover	Waste			
Meal Totals		100	0	100	0	100	0	0	0			
PANCAKES	PQ History	EACH	100	0	100	0	100	0	0	0	+	
SYRUP,PANCAKE	PQ History	1 TBSP	100	0	100	0	100	0	0	0	+	
Beef Breakfast Sausage Patty	PQ History	EACH	100	0	100	0	100	0	0	0	+	
BANANAS	PQ History	EACH	100	0	100	0	100	0	0	0	+	
Milk, Moo-Moo Dairy, Nonfat Cho...	PQ History	HALF PINT	85	0	85	0	85	0	0	0	+	
Milk, Moo-Moo Dairy, Skim	PQ History	HALF PINT	15	0	15	0	15	0	0	0	+	
BACON, TWO STRIPS	PQ History	1	100	0	100	0	100	0	0	0	+	
CORN: canned, yellow	PQ History	CUP	100	0	100	0	100	0	0	0	+	

Add Leftovers Delete Leftovers Copy Base Copy Planned Copy Offered Over/Short Update Inventory Clear Cancel Save

Production Quantity Options

Add Leftovers

Delete Leftovers

Copy Base

Copy Planned

Copy Offered

Over/Short

Update Inventory

- **Add Leftovers** Search for and add a leftover item
- **Copy Base** Copy your menus Base numbers and apply them to Planned
- **Copy Planned** Copy your Planned numbers and apply them to Offered
- **Copy Offered** Copy your Offered numbers and apply them to Served
- **Over/Short** Subtract your Served numbers from your Offered numbers to automatically fill the Leftover column
- **Update Inventory** Automatically create a usage transaction to subtract the used products from your site's inventory, featuring validation to prevent double entry

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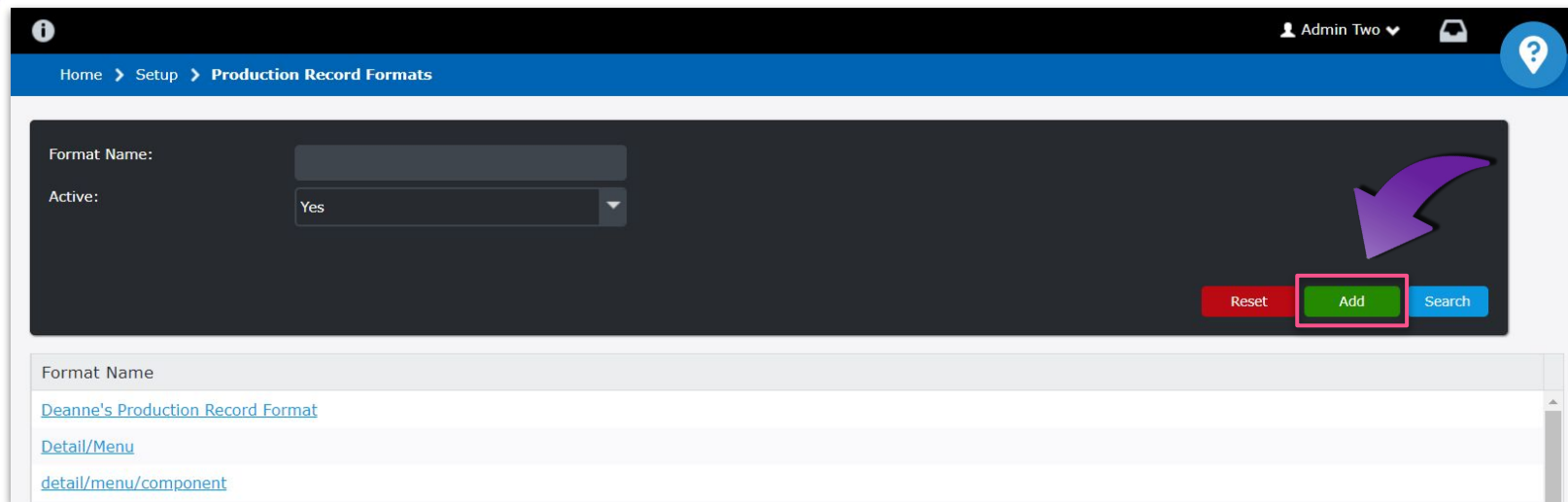


Production Records

Adding a new production record format

There are 9 default formats included that can be used as-is or customized

To add a new Production Record Format navigate to **Setup > Production Record Formats**, then select Add



Home > Setup > Production Record Formats

Format Name:

Active:

Reset Add Search

Format Name
Deanne's Production Record Format
Detail/Menu
detail/menu/component

Customizing your production record format

After adding a new production record format you will need to:

- Name your format
- Add a Report Heading to your format
- Add the columns you wish to include in your format
- Select formatting checkboxes

Home > Setup > Production Record Formats > Edit : HSS Test Format

Admin Two

General Page Setup

Format Name: HSS Test Format

Report Heading: Daily Production Record

Blank Rows: 3

#	Column Type	Column Header	Width	Text Align	Shade	Right Bord...
1	Recipe Number	Recipe No.	0.5	Left	No	Yes
2	Recipe & Ingredients	Recipe & Ingredients	3	Left	No	Yes
3	Planned Measures	Unit Prepared	1.15	Left	No	Yes
4	Food Based Components	Food Based Components	1.75	Left	No	Yes
5	Planned Qty - Total	Planned Total	0.45	Center	No	Yes
6	Offered Qty - Total	Offered Total	0.45	Left	No	Yes
7	Served Qty - Total	Served Total	0.45	Center	No	Yes
8	Short/Leftover	Short/ Left- over	0.438	Center	No	Yes
9	Waste	Waste	0.5	Left	No	Yes
10	Temperature (Hand Entered)	Temp	0.5	Left	No	Yes

Add

☒ Auto Extend Last Column
☐ Combine Leftovers
☒ Print Temperature Recordings

☒ Print Zero Quantity Items
☐ Display Component Values as Decimal
☒ Print Blank When No Data Entered

☐ Print Offered Meal Totals
☒ Print Planned Meal Totals
☐ Print All Meals

☐ Print Full Site Name
☐ Use Sub for Grain Header
☐ Print Menu Page

Preview Delete Copy Deactivate Cancel Save

Customizing your production record format

For additional customization use the checkboxes to include more formatting options:

- ☒ Auto Extend Last Column
- ☐ Combine Leftovers
- ☒ Print Temperature Recordings

- ☒ Print Zero Quantity Items
- ☐ Display Component Values as Decimal
- ☒ Print Blank When No Data Entered

- ☐ Print Offered Meal Totals
- ☒ Print Planned Meal Totals
- ☐ Print All Meals

- ☒ Print Full Site Name
- ☐ Use Sub for Grain Header
- ☐ Print Menu Page

Customizing your production record format

- Select columns to determine information included
- Drag and drop column types to rearrange order
- Adjust column display settings

Home > Setup > Production Record Formats > Edit : Lunch Production Record Format

General Page Setup

Format Name:

Report Heading:

#	Column Type	Column Header
1	Recipe Number	Recipe
2	Recipe Name	Recipe Descriptions
3	Portion Size	Portion Size
4	Planned Qty - Reimbursable	Planned Reimb- ursable
5	Offered Qty - Reimbursable	Offered Reimb- ursable
6	Served Qty - Reimbursable	Served Reimb- ursable
7	Total Food Cost	Total Food Cost
8	Waste	Waste
9	Blank Column (hand filled)	Comments



Heartland School Solutions
Heartland Lunch
Mon - 12/5/2022
Elementary Lunch-Traditional

Mon - 12/5/2022 Sites: 20-GES Menu Name: Elementary Lunch-Traditional

Recipe	Recipe Descriptions	Portion Size	Planned Reimb-ursable	Offered Reimb-ursable	Served Reimb-ursable	Total Food Cost	Waste	Comments
990071	EAGLE PIZZA	EACH	145	155	150	\$23.331	0	
990114	Chicken Patty, BRD	Sandwiches	105	115	105	\$46.664	0	
900014	BANANAS	EACH	130	110	107	\$10.712	0	
146	CARROTS, BABY, RAW	Bag (1/2 c)	150	125	113	\$16.261	0	
257	BROCCOLI: fresh, boiled	CUP	70	90	87	\$14.364	0	
990035	ROLLS (YEAST)	EACH	130	125	116	\$5.115	0	
228	MILK, Non Fat Chocolate	HALF PINT	200	210	209	\$44.720	0	
230	MILK, 1% Lowfat	HALF PINT	25	35	32	\$6.235	0	
900005	MILK, Skim	HALF PINT	25	25	27	\$5.805	0	

Signature _____

Customizing your production record format

The Page Setup tab allows for additional formatting options:

- Add a custom header & footer
- Change page layout (Portrait or landscape)
- Edit font type & size
- Customize page margins

The screenshot shows the 'Page Setup' tab in a software interface. The breadcrumb trail at the top reads: Home > Setup > Production Record Formats > Edit : Lunch Production Record Format. The 'Page Setup' tab is active, showing options for font, orientation, paper size, and margins. The font is set to Arial, size 8. Orientation is Landscape, and Paper Size is Letter. Margins are set to 3/4 inch for Top and Bottom, and 1/8 inch for Left and Right. There are sections for 'Header' and 'Footer' with text input areas and formatting icons (Bold, Italic, Underline, Bulleted List, Numbered List). Below each section is a checkbox to 'Include Header on each page' and 'Include Footer on each page', along with 'Add Image' and 'Remove Image' buttons. The 'Header' section is currently empty, and the 'Footer' section contains the text 'Signature _____'.

Home > Setup > Production Record Formats > Edit : Lunch Production Record Format

General Page Setup

Font Name: Arial Orientation: Landscape Top Margin: 3/4 inch Bottom Margin: 3/4 inch

Font Size: 8 Paper Size: Letter Left Margin: 1/8 inch Right Margin: 1/8 inch

Header:

☐ Include Header on each page Add Image Remove Image

Footer:

Signature _____

☐ Include Footer on each page Add Image Remove Image

Putting your new format to use

Once you've created a custom production record format, it's time to put it to use!


- Navigate to **Reports** > **Menu Planning** > **Production Records**
- Select format, menu(s), production site(s), and date range
- Click View to generate now, or use the calendar icon to schedule your production record


Production Records

Format Name: detail/menu/component

Menu Name: (4 max) Elementary Breakfast

Production Sites: George Washington Elementary

Start Date: 3/20/2024 


End Date: 3/20/2024 

Use Production Specification: Yes

Combine Menu Items: Yes

Display Type: PDF

(Limit: 62 days)

View 

Need Help?

Phone Support

1-800-724-9853, say “Mosaic
Back of House”

Email Support

MosaicMPSupport@e-hps.com

Additional Resources

help.heartlandschoolsolutions.com

Available in the Help Menu

HSS University Training Videos
User Guides
Knowledge Articles

Thank you

The logo consists of a white circle containing the word "CONNECT" in a sans-serif font. The letters "C", "O", "N", "E", and "T" are dark purple, while the letters "N" and "C" are orange. The background features abstract, flowing shapes in shades of purple, blue, orange, and pink, with small clusters of dots in corresponding colors.

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