

DATA INSTRUCTIONS FOR NUTRIKIDS INGREDIENTS

The nutrition facts for the NutriKids INGREDIENTS DATA EXPORT file is provided. This data includes information for products listed by PRODUCT CATEGORY on the Alliance Bid Sheets. A PDF EXPORT FILE that lists the contents of the data file is also provided so that you may determine the ingredient you are purchasing and import only those you need.

Note: If you are not using NutriKids to analyze menus, you may consider contacting your nutrition analysis software vendor to determine if this .mdb data file can be imported into your program.

Below are instructions for using this set of ingredient data:

1. **Back up your existing data** and name it with a unique identifier so that, if necessary, you could restore all prior data to its original state. Remember that USDA requires all records for 3 years plus the previous year and you should be able to produce menu/nutrition information according to program requirements.
 - a. To back up the data, open the NutriKids program, select *Tools*, click on *Back Up/Restore Data*, select *Back Up The Data*, click *Next*, click *Browse* to select the location to store your old data. Click *Backup*. You should get a message, BackUp Successful, and then click *OK*.
 - b. If you store on your computer's hard drive, you should also store/copy to a server, data stick, external hard drive, or some other electronic location in case your computer crashes! Otherwise, the back up data may be lost.
2. **Import the Alliance data** according to the instructions below:
 - a. Save the data file attachment (the data file must have a .dat extension) in your computer (desktop/My Documents, etc) or data traveler, etc. by right clicking the attachment. (Note: we recommend printing the ingredient list – a PDF file - and using it to compare with your bid document to identify the items you purchase as it is not necessary to import ingredients you do not use.) **DO NOT OPEN** the data file to save it; instead, right click on the data file attachment and use the SAVE AS to save it to your desired location in your computer, disk, or data traveler.
 - b. Open NutriKids. Click on *Tools*.
 - c. Click on *Data Transfer Utility*, click on *Import NutriKids Data*.
 - d. When the window opens, pick the location of where the data file was saved and click on the file name.
 - e. The import window will open and you can either click "select all" or double click on each individual ingredient you want to import. (We recommend choosing only the items that you are purchasing.)
 - f. When this is done, click *Import* and you are done!
 - g. The program will generate a list of the ingredients that you brought in and will let you know the ingredient numbers assigned. You can print or save this list as a PDF file BUT you must do immediately as there is no way to retrieve it later!!

(Note: You may need to run re-organize NutriKids under the Tools menu after importing to avoid future error messages.)

3. **Insert the new ingredients into your existing recipes or write new recipes.** It is very easy to use the *Search and Replace* function to place new ingredients into existing recipes (Remember, you backed up your data earlier so that the “old” recipes are saved in case you need them for future reference!).
 - a. Click the Recipe tab (the screen should be yellow). Click on *Ingredient Search*, select *Ingredient Search and Replace*, click next.
 - b. Search for the ingredient in your old recipes that you want to replace. Click *List*.
 - c. Search for the new ingredient you wish to use as a replacement. Click *List* and you will see a listing of recipes containing the old ingredient.
 - d. Click to make a “check mark” () in front of each recipe that you wish to make the replacement.
 - e. Click *Replace*.
 - f. Repeat the above steps for each ingredient you wish to change from old to new.
4. **If asked if you want to run the verification log you may do so to identify any possible errors or mistakes in your data (such as discrepancies in measurements, etc.). If the measurement of a new ingredient is different from the measurement of the old ingredient, you may have to manually update the measurement in the recipe; however, if the old ingredient was listed in lb and the new ingredient was also listed in lb, no manual entry should be needed.**
5. **Reorganize your data under the Tools menu.** Click *Reorganize NUTRIKIDS*. Click *Go*.