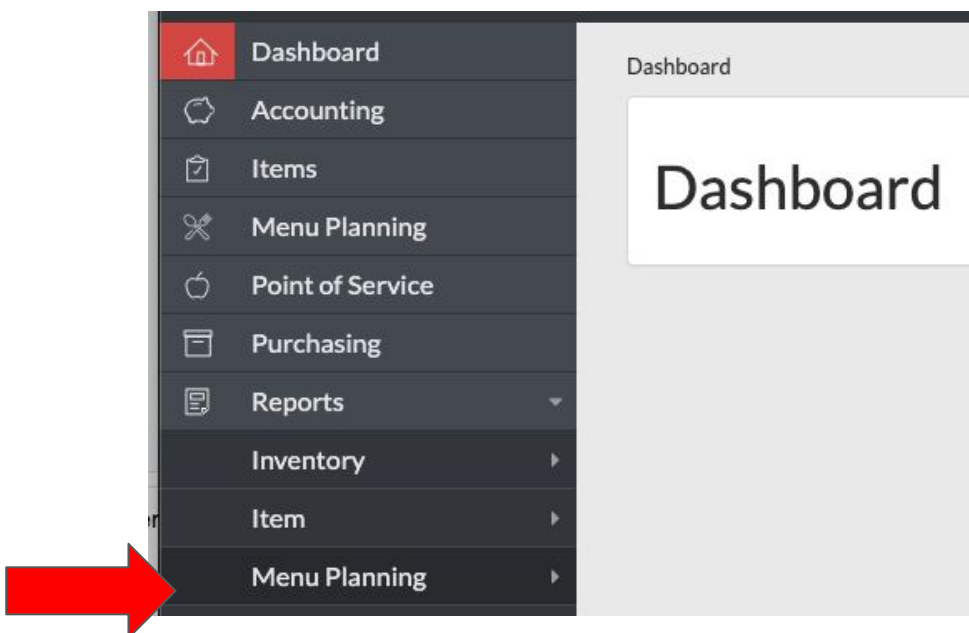


# How to print a detailed weekly menu in Titan

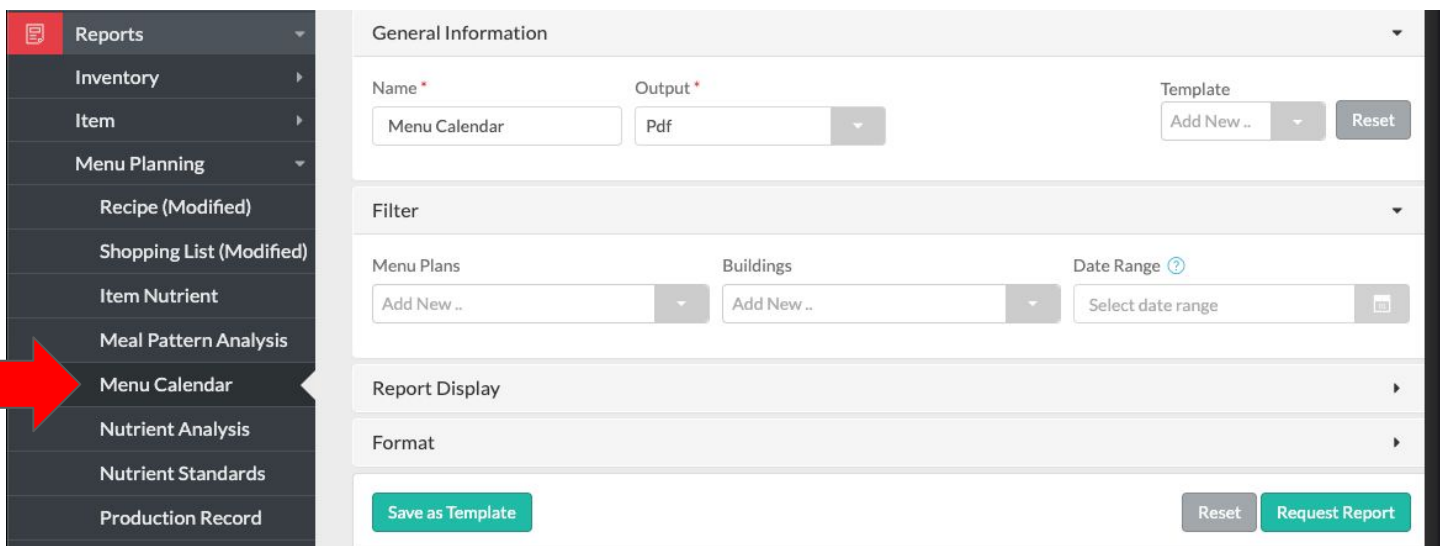
# How to print a detailed weekly menu in Titan

Use this guide to print a detailed weekly menu from Titan. This menu will list every item served each day. You can use this as a checklist when placing daily order guides.

1. Log in to Titan: <https://portal.titank12.com/>
2. Navigate to the “Reports” tab on the left side of your page.
3. Go to “Menu Planning”



4. Click on “Menu Calendar”



5. Select the “Menu Plans” you would like to use (breakfast & lunch). Select the date range you would like to view.

6. When you’re done, click “Request Report” in the bottom right-hand corner of the page.

Dashboard > Reports > Menu Planning > Menu Calendar

General Information

Name \*  Output \*  Template

Menu Plans

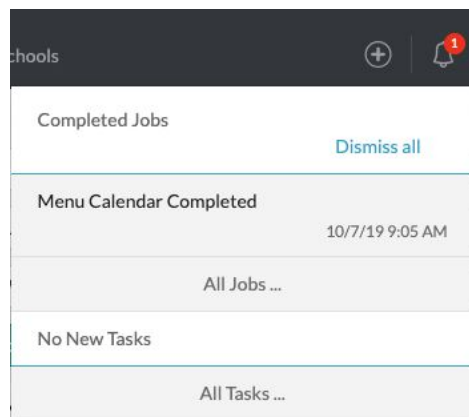
Buildings

Date Range ?

Report Display

Format

6. Navigate to the bell at the of of the page, click on the icon with a red number, and then select “Menu Calendar Completed” to download the menu.



# Here is an example output of the report:

Menu Calendar		Boston Public Schools			
Mon	Tue	Wed	Thu	Fri	
<p>10/7/2019</p> <p><b>Meat / Meat Alternate</b> bbq chicken drumstick bbq marinated tofu</p> <p><b>Fruit</b> fruit</p> <p><b>Vegetable</b> roasted squash</p> <p><b>Grain</b> brown rice - prepared</p> <p><b>Milk</b> 1% milk skim milk</p> <p><b>Salad bar</b> cucumbers sliced peppers grape tomatoes celery sticks ranch dressing baby carrots iceberg &amp; romaine lettuce blend chickpeas</p>	<p>10/8/2019</p> <p><b>Main Entree</b> grilled cheese sandwich</p> <p><b>Meat / Meat Alternate</b> american cheese - sliced beef patty</p> <p><b>Fruit</b> fruit</p> <p><b>Vegetable</b> classic potato wedges (hand-cut)</p> <p><b>Grain</b> hamburger bun</p> <p><b>Milk</b> skim milk 1% milk</p> <p><b>Salad bar</b> cucumbers sliced peppers grape tomatoes celery sticks ranch dressing baby carrots iceberg &amp; romaine lettuce blend</p> <p><b>Condiment</b> pickles Honey Mustard ketchup - pc</p>	<p>10/9/2019</p> <p><b>Meat / Meat Alternate</b> black beans and sofrito taco seasoned chicken taco seasoned ground beef shredded cheddar cheese</p> <p><b>Fruit</b> fruit</p> <p><b>Grain</b> brown rice - prepared 10" tortilla - fantini</p> <p><b>Milk</b> 1% milk skim milk</p> <p><b>Salad bar</b> cucumbers sliced peppers grape tomatoes celery sticks ranch dressing iceberg &amp; romaine lettuce blend baby carrots</p> <p><b>Condiment</b> Honey Mustard salsa jalapeño, sliced <b>Vegetable, starchy</b> roasted corn</p>	<p>10/10/2019</p> <p><b>Main Entree</b> whole wheat penne - cooked chicken patty</p> <p><b>Meat / Meat Alternate</b> shredded mozzarella cheese</p> <p><b>Fruit</b> fruit</p> <p><b>Grain</b> garlic bread hamburger bun</p> <p><b>Milk</b> 1% milk skim milk</p> <p><b>Salad bar</b> cucumbers sliced peppers grape tomatoes celery sticks ranch dressing baby carrots iceberg &amp; romaine lettuce blend</p> <p><b>Condiment</b> Honey Mustard parmesan cheese Dried basil, 5.5 oz Red pepper flakes <b>Soups, Sauces, and Gravies</b> marinara sauce <b>Vegetable, dark leafy greens</b> Roasted broccoli - frozen</p>	<p>10/11/2019</p> <p><b>Main Entree</b> cheese pizza cheese pizza with toppings garlic pizza garlic pizza with toppings</p> <p><b>Fruit</b> fruit</p> <p><b>Milk</b> 1% milk skim milk</p> <p><b>Salad bar</b> cucumbers sliced peppers grape tomatoes celery sticks ranch dressing baby carrots iceberg &amp; romaine lettuce blend</p> <p><b>Condiment</b> Honey Mustard <b>Vegetable, red/orange</b> roasted carrots</p>	