

Dietplan7 User Guide

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1. About Dietplan7

Dietplan7 is a user-friendly computer program for the nutrition analysis of recipe, meals, menus and personal weighed-intake food diaries. It runs on a PC under 32 and 64 bit versions of Microsoft Windows, from Windows XP to Windows 10.

Dietplan will also run on any Apple Mac computer under OS X from version 10.6, Snow Leopard to 10.11, El Capitan. There are two versions of the software:

Dietplan7 Professional and Dietplan7 Personal. They are identical in the nutritional analysis tasks they can perform, but each is intended for a different type of user.

Dietplan7 Professional is the version for use in an organisation or department where more than one person may be using the software and each user can be given specific privileges by an appointed administrator. Depending on the type and number of licences purchased, it can be run as a self-contained program on one or more desktop or laptop computers, or it can be installed onto a network server where the data can be accessed and shared simultaneously by users on different workstations.

The **Dietplan7 Personal** version is for use by one person. It can be one of two models: **Installed**, where the software is loaded onto one specific computer and runs on that machine alone, or **Portable** where the software is supplied pre-installed on a flash drive that can be simply plugged into the USB port of any host computer, either Windows or Mac, and run without any explicit installation. All work is saved on the drive, so you can simply unplug it and carry it with you, then continue exactly where you left off when you use it again either on the same, or any other computer.

Dietplan uses a relational database to store both its nutrition data and the details of the items that the user inputs for analysis. Nutrition data from multiple sources can be stored and all are accessible to any analysis without restriction. Both the professional and personal versions of Dietplan are currently supplied with all of the data from the [UK Nutrient Databank](#), the most recent components of which are McCance & Widdowson's *The Composition of Foods*, 7th Edition, 2014 and the *Composition of Foods Integrated Data Set*, 2nd revision 2015. The software also has the facility for the user to enter the details of as many other additional foods and ingredients as required.

Dietplan7 uses a three-letter **data-source** code as well as a **food-reference** code to identify each food or ingredient uniquely. Foods from the 7th summary edition and the revised Integrated Data Set have the codes **MW7** and **ID2** respectively. The data-source code is also used to identify other sets of food tables that come from outside the UK databank, such as **USD** for the United States Department of Agriculture tables and **USF** or **ADF** for foods and ingredients and **RCP** for recipes that are added locally.

Nutrient data is available from a number of other sources. At the current release they are contained in two database files, which are available both on the Dietplan7 installation CD and on line. One file contains product data from UK suppliers, the other contains other national food tables. Respectively, these tables and their data-source codes are:

UK supplier product tables

- **ABT** Abbott Nutrition *
- **BKS** Brakes *

- **DBN** Danone Baby Nutrition
- **FRS** Fresenius Kabi Ltd *
- **MJN** Mead Johnson Nutrition *
- **NCC** Nutricia Advanced Medical Nutrition *
- **NES** Nestlé Health Science *
- **PSC** Pepsico International *
- **SAF** South Asian cooked foods
- **TVF** Tillery Valley Foods *

Other national food tables

- **FLV** USDA Flavonoid data *
- **IFL** USDA Isoflavone data
- **IRL** Irish Food Composition Database
- **N10** Australia/New Zealand NUTTAB 2010
- **USD** U.S.Dept of Agriculture SR 27 2014 *

* Updated in Dietplan7

These food and product tables can be selectively imported into the live database from within Dietplan itself, using the [Import food tables](#) option from the main **Admin** menu.

The Dietplan database also includes DRV, [Dietary Reference Values](#) (COMA, 1991 and SACN 2011), RDA, Recommended Daily Allowances (EU Council directive 2008/100/EC) and the numerically identical NRV, Nutrient Reference Values which replace them (EU Regulation 1169/2011), Food Portion Sizes (MAFF 3rd Edition, 2002) and Nutritional Standards and Requirements for School Food (HMSO, 2007).

For recipes, Dietplan follows the Food Standards Agency (2013) *Guide to creating a front of pack (FoP) nutrition label for pre-packed products sold through retail outlets*. It also produces labelling information calculated from nutritional values that comply with EU Regulation 1169/2011 on the provision of food information to consumers. The Department of Health / Food Standards Agency *Nutrient Profiling Model* (2004 - 2011) is also supported. Weight loss or gain through cooking as well as estimated vitamin losses (McCance & Widdowson, 7th Ed.) can also be entered.

Nutrient values are calculated as soon as a food or ingredient is added, making it easy to observe the effects of adding or subtracting any item. Foods, recipes and menus can also be searched, for high or low values of a specified nutrient.

You can enter and save your own recipes including portion sizes and numbers of portions. Once saved, a recipe can be added into any diet assessment or menu analysis or into another recipe, either as a food item in its own right, or using the individual recipe ingredients.

The subjects of personal dietary assessments (weighed-intake food diaries) can have their details recorded, and an unlimited number of assessments can be saved for each individual. These details are used in the computation of the person's DRVs. Diaries can be input, and analysed, either as individual days, meals and, if required, courses or they can simply be input into a cumulative total that is subsequently averaged. If individual meals are input, the time of consumption can also be recorded.

In a similar way, you can design and analyse menus by recording courses and meals over any period of days. You can also record a choice of dishes within each

course. A nutrition analysis can be performed either for selected choices or for an average of all choices in the ratio, if required, of the number of servings of each choice dish.

You can specify and save an unlimited number of food definitions of your own. It is also possible to define new constituent nutrients and add values for these to any food in the database.

Individual foods, or lists of foods, can be retrieved from the database either by explicit data-source and food reference code, or by specified food group(s) and/or diet category code(s). Food names can also be searched to match, or to exclude, specified whole or partial words.

An unlimited number of different portion sizes can be specified for any food either by selecting from a range of more than 50 predefined portion types or by defining new types. All existing portion sizes can be edited or deleted.

You can choose which constituent nutrients are to be included in your analyses, and the order they are presented.

Dietplan **Professional** (only) can be operated in either a completely open manner with no restrictions on the user, or an appointed system administrator can set up user accounts to control access and specify the rights and privileges of individual, registered users. The selections and settings made by a registered user are saved between sessions and are unaffected by the selections of other users.

Results can be presented in the form of reports that can be viewed on screen and printed. The component parts of each report are fully user-selectable and can be a mixture of tabulated and free-form text and high resolution colour graphics (bar-graphs, pie charts or histograms).

Reports are produced as portable document format (PDF) files that can be viewed and printed by Dietplan7 using either the built-in PDF viewer or the standard Adobe Reader. PDF format is used because of its security; once created, it is safe from alteration without using specialised software. It is also a widely accepted form of document interchange that is not tied to any proprietary word-processing document format.

It is also possible to save reports and graphics in Open/Libre Office (.odt) format. Libre Office and Open Office are free software packages that are very similar to pre-2007 editions of Microsoft Office. So, if reports are saved in this format, you can use Open/Libre Office to load and customise them in the same way as any other word-processor document. They can also save documents in Microsoft Office (.doc) format and more recent versions of Microsoft Office (2007 SP2 onward) can read .odt format documents directly.

A table of foods and nutrients can be displayed for any analysis in a grid, like a spreadsheet. This can also be printed out or exported, either singly or for a selection of different analyses, in standard comma separated value (.csv format) files to spreadsheet programs such as Excel, Quattro or Supercalc or to statistics packages like SPSS or Minitab.

In addition to being included in reports, high-resolution colour graphics can be selected and viewed onscreen. You can choose to view histograms, pie charts or bar-graphs for a range of different data, both individual and aggregated. Graphs can be printed in monochrome or full colour, depending on your printer. They can

also be saved in standard, portable network graphics (PNG) format files that can be imported into desktop publishing and other image processing software.

There are data export and import facilities where selected recipes, menus and assessments can be exported and saved to an intermediate database-format file and selectively imported by any other Dietplan installation of choice.

Dietplan also has an optional external data import facility. Catering software packages contain information for the bulk preparation of recipes and menus and are concerned primarily with stock control, ingredient usage and pricing rather than nutritional content. But they do hold the same basic information about the recipes and menus that is required by Dietplan for nutritional analysis. To avoid the expensive and error-prone re-entry of data, Dietplan has an interface that can accept this information electronically from certain catering packages, validate it and store it in its own database for subsequent analysis. Catering packages Manna (from Oracle Retail) and Menumark (from Datasym Ltd) are currently supported.

Dietplan is fully documented in this User Guide, which is accessible in PDF format. On-line help is also available at any time by selecting *Contents & index* from the main **Help** menu. The Dietplan software continues to evolve, particularly in response to suggestions and requests from users. If you have any specific requirements, please let us know. There is a [Submit problem or query](#) option, also on the main **Help** menu, that you can fill out on screen and send to us directly as an email.

2. Installing Dietplan7

2.1 Hardware requirements

Any PC running 32 or 64 bit Windows XP or later, or any Apple Mac computer with an Intel processor running OS X version 10.6 or later will be more than capable of running Dietplan7.

If Dietplan is installed onto the machine's local hard disk - as opposed to the professional version being installed on a network drive or the portable, personal version being run from its USB flash drive - about 300 -400 megabytes of local disk space will be required, depending on the number of optional, additional food tables installed. The database will grow as user-saved work is added, but only by the order of a few tens of megabytes.

A CD reader is not an essential requirement as the purchased software can also be downloaded.

For ease of use, the computer's screen resolution should be set to a minimum of 1024 x 768.

2.2 Installing Dietplan

This applies to Dietplan7 Professional and to Dietplan7 Personal (installed).

Dietplan7 Personal (portable) does not require installation, it is ready to run - simply plug it into a USB port on your computer. It can be either a PC running Windows XP or later, or an Apple Mac with OS X 10.6 Snow Leopard or later. To start, navigate to the removable drive that appears. With Windows use Windows Explorer and double-click the icon **dp7-win.exe** and with OS X use Finder and double-click **dp7-osx.sym**.

The Dietplan software is supplied on CD and the installation will begin automatically a few moments after the CD is inserted. The software can also be downloaded from www.fore-soft.com and installed either as a 30 day trial or, at any time after that, as a permanently licenced installation using an activation code that is supplied when the software is purchased.

Windows

If using the CD, installation should begin automatically. If it does not, double-click on **dp7install-win.exe**. If the software has been downloaded, double-click on the downloaded file. When the installation begins, you are given the choice of where Dietplan7 is to be installed on your hard disk. The default location is **C:\Program Files\Forestfield\ Dietplan7**. If you wish to install Dietplan on a shared network drive, you should specify the destination drive and path at this point. The whole of the Dietplan system is installed into the selected destination folder.

When installing Dietplan onto a shared network drive, it is best done from one of the intended client workstations. That way, the desktop shortcut that is used to start Dietplan running will be created there. This is the only item needed on each individual workstation and it can be copied to as many other workstations as required. Dietplan can be made available, via the desktop shortcut, from as many locations as you wish but the number of users able to run the software simultaneously will be limited by the number of user licences purchased.

Important Note

When installing under Windows as an Administrator, ensure that the end-users of Dietplan have the correct access rights to the Dietplan7 directory/folder and its subdirectories. The installer will attempt to set the appropriate rights but cannot guarantee to do so under all local circumstances.

Authorised users (authusers) need the following access rights :

Dietplan7; Permissions: authusers-readexec
Dietplan7\licence; Permissions: authusers-modify
Dietplan7\database; Permissions: authusers-modify
Dietplan7\locks; Permissions: authusers-modify
Dietplan7\logs; Permissions: authusers-modify
Dietplan7\imports; Permissions: authusers-modify
Dietplan7\resource; Permissions: authusers-readexec
Dietplan7\program; Permissions: authusers-readexec
Dietplan7\scripts; Permissions: authusers-readexec
Dietplan7\userguide; Permissions: authusers-readexec

Mac OS X

If installing from CD, after insertion, browse to it in a Finder window and double-click on the file **dp6install-osx**. This will verify the contents and open a **dp7install** window containing the installer package and a *Readme* file. Double click on **Dp7-install.pkg** to proceed. If the software has been downloaded, double-click on the downloaded file.

The software is installed using the standard Mac Installer to **/Users/Shared/Dietplan7**. The program itself is **/Users/Shared/Dietplan7/Program/Dietplan7.app**. Use Finder to locate it for the first time, then drag it into the Dock for rapid access in future.

The operation of Dietplan7 is almost identical to the Windows version. There are one or two differences, to comply with Apple's Human Interface Guidelines, mainly the *About Dietplan7* and the *Preferences* menu items are moved, from the Help and Edit menus respectively, into the unique-to-Apple, **Dietplan7** item on the main menu, at the top of the screen.

Please note also that throughout this document, mention of the **Ctrl** key is specific to Microsoft Windows; for Mac OS X use the **cmd** key.

A preference, which is not available to OS X, is to select Adobe Reader as the viewer for PDF reports within Dietplan7 screens. Only Dietplan's internal viewer is available for this. However it is also possible to use OS X's own *Preview* PDF viewer to view reports either immediately before printing, or if they are saved to file on disk.

2.3 Activating Dietplan

Each purchased copy of Dietplan7 is licenced to run the software and to use the UK Nutrient Databank and other food tables. Multiple installation and multi-user networked versions are similarly licenced for the number of installed copies or the number of concurrent network users.

A freshly installed copy of Dietplan7 Professional or Dietplan7 Personal must be activated with a valid licence before it will run. This is done on-line using the Activation Code that is supplied at the time of purchase. Dietplan7 Personal

(portable) is supplied on a USB flash drive that is already activated with a valid licence.

If you have purchased Dietplan and are installing it for the first time, you can enter the 16 character activation code during the dialog that appears the first time you run the software. If you have previously chosen to run the installation as a 30 day trial, you can enter the activation code by selecting *Activate Dietplan licence* on the **Help** menu.

2.4 Running and updating Dietplan

On Windows, the installation process will create all the necessary program groups, icons and, optionally, desktop shortcuts and you can use any method you would normally use for starting a Windows program, which will vary depending on the version of Windows you are using. The recommended way of running the program is to use the desktop shortcut to Dietplan7 that is created by default during the installation of the software.

Under OS X, Dietplan is installed in **/Users/Shared/Dietplan7** by default. The application to run is **../Program/Dietplan7.app** For quick access, drag and drop its icon into the desktop dock.

To run Dietplan7 Portable from the USB flash drive itself, when inserted it will appear as an additional, removable drive. To start running, navigate to the top-level of this drive then, under Windows, double-click **dp7-win.exe** using Windows Explorer or "My Computer", or under OS X, double-click **dp7-osx.sym** using Finder.

If you run Dietplan7 Portable regularly from one or more computers, it might be convenient to copy the appropriate shortcut onto the desktop of each machine.

Updating Dietplan

Regular updates to the current release of Dietplan7 are published on the Support page of the web site

<http://fore-soft.com> and you can check for and download them as they are published. They do not usually include new software functionality, which is normally introduced only with new releases of the program, but contain fixes to discovered and reported problems and are available to everyone. There is also a *FAQ* (Frequently Asked Questions) page where problems and work-arounds are reported.

Users with Dietplan System Administrator rights can also check for updates from within Dietplan itself and choose to have them downloaded and installed automatically. You can explicitly check for updates at any time by selecting *Check for updates* on the **Help** menu or you can set up automatic checking, every day, week or month using *Update checking* in **Preferences** on the **Edit** menu. If a new update is found, you can choose whether or not to download and install it automatically. Although network-installed, multi-user installations of Dietplan can check for updates in this way, updates themselves cannot be installed automatically but must be downloaded from the web and installed at a time when no other users are present.

Updates to new releases of Dietplan are automatically sent to subscribers to the annual support and software update service and are available for purchase by non-subscribers. Updates can be purchased for installations going back as far as the

original Dietplan6 version 6.10. Please contact Forestfield Software for specific prices.

2.5 Access to Dietplan by multiple users

The following does not apply to the Personal version of Dietplan as it is licenced to a single, named individual.

The Professional version, even with a single-user licence might be used, at different times, by a number of people. Various program settings, such as the nutrients to be displayed and the items to be included in a report and any choices made in the Preferences option are all saved and are used again until they are changed. This means that different users altering settings can easily clash with each other's work.

A designated administrator can set up individual accounts for each user where their settings and preferences are saved independently and files are saved in personal folders and sub-folders in their Home directory. The recommended method is to link each account to the user's OS (e.g. Windows) login id, so that it is not necessary to log in to Dietplan explicitly.

See [Access Management](#) for further details

2.6 Keeping your data safe

If your hard disk drive fails or data becomes corrupted, it may be necessary to re-install Dietplan. However, doing so will not restore any information that you yourself have saved or any personal settings you have made.

To ensure that you do not lose your information, which could be quite substantial, you should make a regular back-up copy of the folder ..\Dietplan7 (or the folder name you chose when Dietplan was installed) and keep it in a safe place. How often you do this is a compromise between how much data you are prepared to lose and the inconvenience of making time to do the backup. A daily, weekly or monthly backup should be done depending on how frequently information is being added to the database. If your organisation has a policy or guidelines on performing backups, you should follow these.

Dietplan also has its own [backup and restore](#) options available on the **Admin** menu. The backup function can be used regularly to compress and save the whole database onto removable media or a remote network drive of your choice.

If you have a more comprehensive backup strategy in place for your PC or network then, once it includes the Dietplan7 folder in its scope, your data should be adequately protected.

2.7 Removing or transferring Dietplan

If you have data saved in the Dietplan database on your current machine that you want to transfer to a new computer, you must first perform a data backup. This can be done conveniently using the built-in [Backup and Restore](#) functions of Dietplan.

Once any required backups have been made, you should de-activate the installation. This is done on line and releases the licence so it is available for your new installation. Run Dietplan for the last time and, with no other activities open in the program, select *De-activate Dietplan licence* on the **Admin** menu. If you do not already have a record of it, take a note of the 16 character activation code that is displayed. This will be needed to activate the software at its new location.

Using your original CD, install a fresh copy of Dietplan on your new computer and enter the 16 character activation code during the dialog that appears the first time you run it.

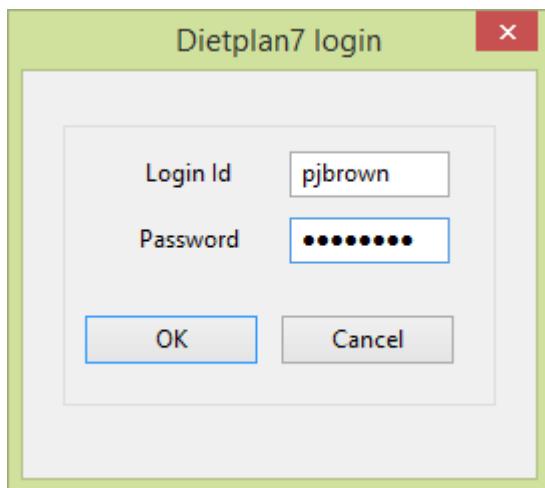
Restore any data that you backed up from your original computer that you want to use. If it was saved using Dietplan *Backup*, perform a *Restore* via the **Admin** menu. Dietplan7 on your new computer should now appear exactly as it did on the old one.

When you are happy that this is the case, and if the old computer is to remain in service, recover the hard disk space by clicking **Start**, selecting *All Programs*, then *Dietplan7* and *Uninstall Dietplan7* to remove the installed software. This will not remove any files or data added since the original installation, so also delete the folder **Dietplan7** (or the folder name you chose when Dietplan was installed).

3. Getting Started

3.1 Main window

A splash-screen showing Forestfield Software contact information is displayed while Dietplan loads and the database is made ready. The main window is displayed in the position and at the size it was when last used. Nearly all windows and dialogs can be re-sized and moved, and they remember their settings next time they are used. There is a reset button in the [Preferences](#) dialog to restore them all to their original, default values.



If the software has been set up with user accounts that use explicit login id's rather than the recommended use of the system's user account names, a login dialog first appears for you to enter the login id and password assigned to you by your Dietplan system administrator. The password field only echoes asterisks as you type. The password is case sensitive, so ensure that Caps Lock on your keyboard is off.

Every time the program starts, a pop-up *Tip of the day* is shown which contains hints about the use of various features of the software. A different tip is shown each time that the program starts, but it is possible to step through all of them in one session. You can disable the pop-up by removing the tick from the *Show tips at startup* checkbox and enable it by selecting *Show tip-of-the-day* on the **Help** menu.

With lower screen resolutions, or if you prefer to work that way, you can maximise the main window and the setting will be remembered until you change it.

Individual recipes, menus and assessments appear inside the main window and you can have as many open simultaneously as you wish. Each one appears as a page in a tabbed workbook with titles along the top of the window.

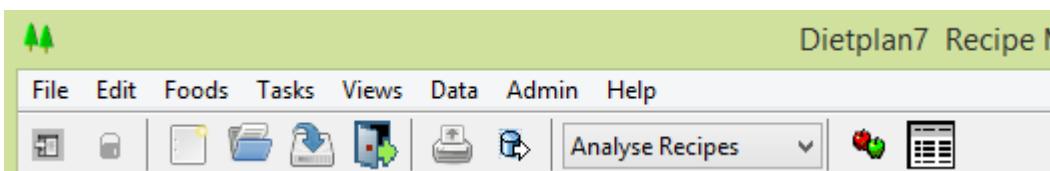
The main window is split into two panes with a vertical sash, which can be dragged left and right. The right pane is initially empty but will contain the above analysis workbook once work commences. The left pane contains the same items as the conventional main menu along the top of the screen, but in the form of an expandable tree structure. Items can be selected from either the main menu (or the toolbar) or the tree menu with exactly the same effect. The only difference between the two menu formats is that as many items as you wish can be expanded in the tree and they will remain in that state until changed. It might be easier to

see what items are available and to select them using this format, rather than navigate through the conventional menu every time. If you do not wish to use or see the tree menu, drag the dividing sash fully to the left, or click the left-most icon  on the toolbar.

When there are no analysis workbook items open, the right pane of the main window displays a background image. You can select *Background image* via **Preferences** to select a different image, to specify an image of your own, or to choose a plain background colour.

3.2 Using the toolbar

The toolbar comprises a set of buttons, along the top of the main window, immediately below the menu. They provide shortcut access to frequently used items that are also on the menu. If a button is active, i.e. it is not greyed-out, you can click it at any time to activate its associated function. The icon on the button is a stylised representation of the function. If you pause with the mouse cursor over the button, without actually pressing it, a tool-tip appears with a brief description of its purpose. The same text also appears in the leftmost pane of the status bar at the bottom of the window. The main window toolbar looks like :



and the button functions are, left to right:

- Show / Hide menu tree
- Set view-only mode
- Start a new analysis
- Open an existing analysis
- Save current item *
- Close current item *
- Print current item *
- Export to spreadsheet
- Select recipes, menus or diet assessments
- Composition of foods
- Select nutrients

* *Current item* depends on the context. It is the subject of the active notebook at the time the button is pressed.

3.3 Selecting the type of analysis

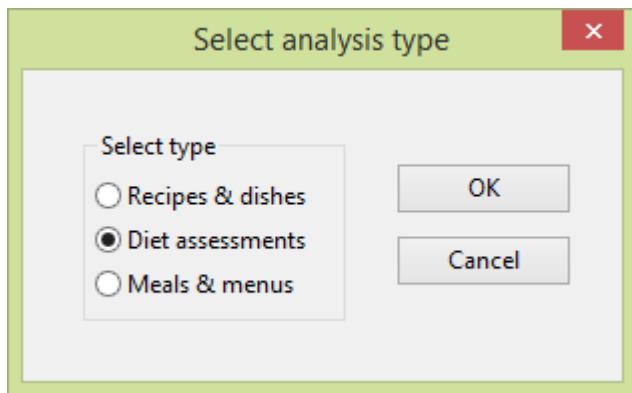
Dietplan can be used for the nutritional analysis of recipes, menus (meal plans) and personal diets. Before starting an analysis, you must choose which type you are going to use. There are several ways to do this and can choose the method you find most convenient.

From the **Tasks** menu, choose *Select analysis type*

-or-

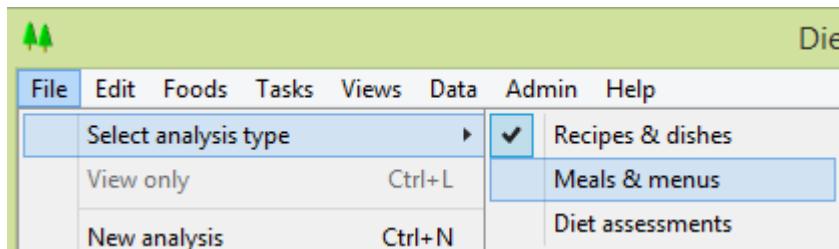
Press **Ctrl + T**

The following dialog appears :



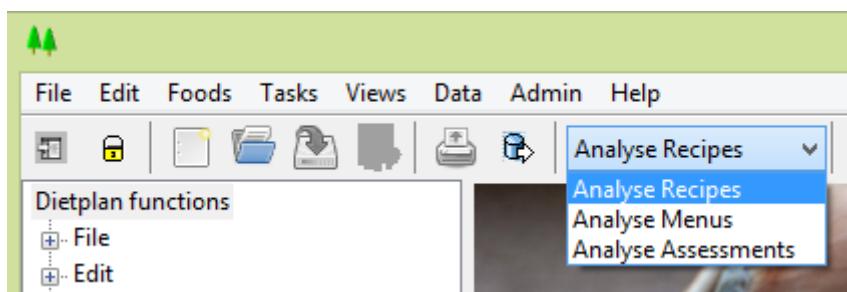
The current selection is highlighted. To change it, click one of the other types, then the **OK** button.

Alternatively, from the **File** menu, pause with the mouse cursor over *Select analysis type* until a sub-menu pops up



The current selection is checked. Highlight a new selection and click on it.

The easiest way of selecting or changing the current analysis type is to select it from the drop-down selection list on the main tool-bar.



The currently selected analysis type is displayed in the second status pane at the bottom of the main Dietplan window. Your selection remains the same until you change it.

3.4 Setting view-only mode

Each type of analysis uses a similar notebook style in which the foods, nutrients and totals are added, amended and displayed. If you want to ensure that an existing analysis is not altered inadvertently while you are just looking at it, you can set it into view-only (locked) mode so that no changes are allowed.

From the **File** menu, select *View only*

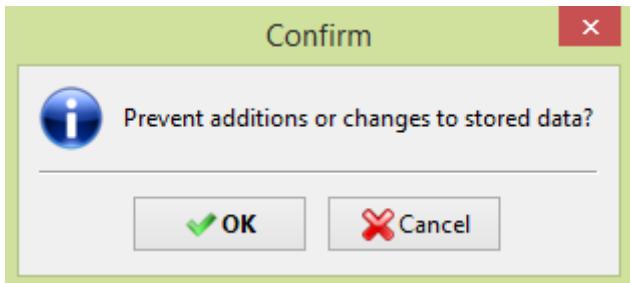
-or-

Press **Ctrl + L**

-or-

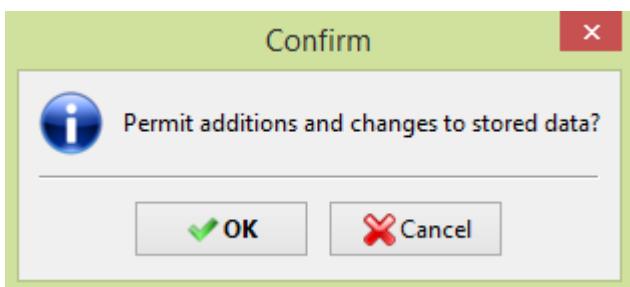
Click the lock button  on the toolbar.

When you set view-only mode, a pop-up dialog asks you to confirm your choice.



When view-only mode is set, all menu items and buttons that could change the analysis are disabled and appear 'greyed-out'.

Selecting view-only for a second time resets it and changes are allowed again.



View-only remains selected just for the current session. Dietplan always starts up with database changes permitted.

3.5 Making multiple selections

A number of the selection dialogs in Dietplan allow you to make multiple selections and you can use the standard method of making multiple selections in Microsoft Windows and Mac OS X:

To select a group of consecutive items, press the left mouse button over the first item and, while holding down the button, drag the mouse over the group of items to be selected. Release the button when all the required items are highlighted. Alternatively, click on the first item, press the **Shift** key and click on the last item in the group. To add other items that are not consecutive, or to remove individual items from the selected group, hold down the **Ctrl** key (the **Cmd** key on the Mac) while clicking each item individually.

3.6 Entering dates into Dietplan

Dates can be entered in a variety of formats, and each of the following will be examined in turn:

Day Month Year

Year Month Day

Month Day Year

The order, in which these formats are examined, depends on the region or locale setting of your system, for example, by Windows Control Panel. In the United Kingdom the order is as above.

Days are numeric, in the range 1 to 31.

Months can be numeric, 1 to 12, short names, Jan to Dec, or full names, January to December.

Years can be two or four digits and two-digit years are converted to four digits giving a year up to 99 years earlier than the current date (Dietplan never uses future dates).

A single character should separate the individual fields and may be a space, comma, full stop, colon, hyphen or forward slash. The separator can be omitted if there is no ambiguity :- 01062003 is acceptable but not 162003 - i.e. use 2 digit dd and mm.

In the UK, dates are displayed and printed by Dietplan in the format DD FullMonthName YYYY wherever space permits

e.g. 21 August 2014

4. Foods & Nutrients

4.1 Composition of foods

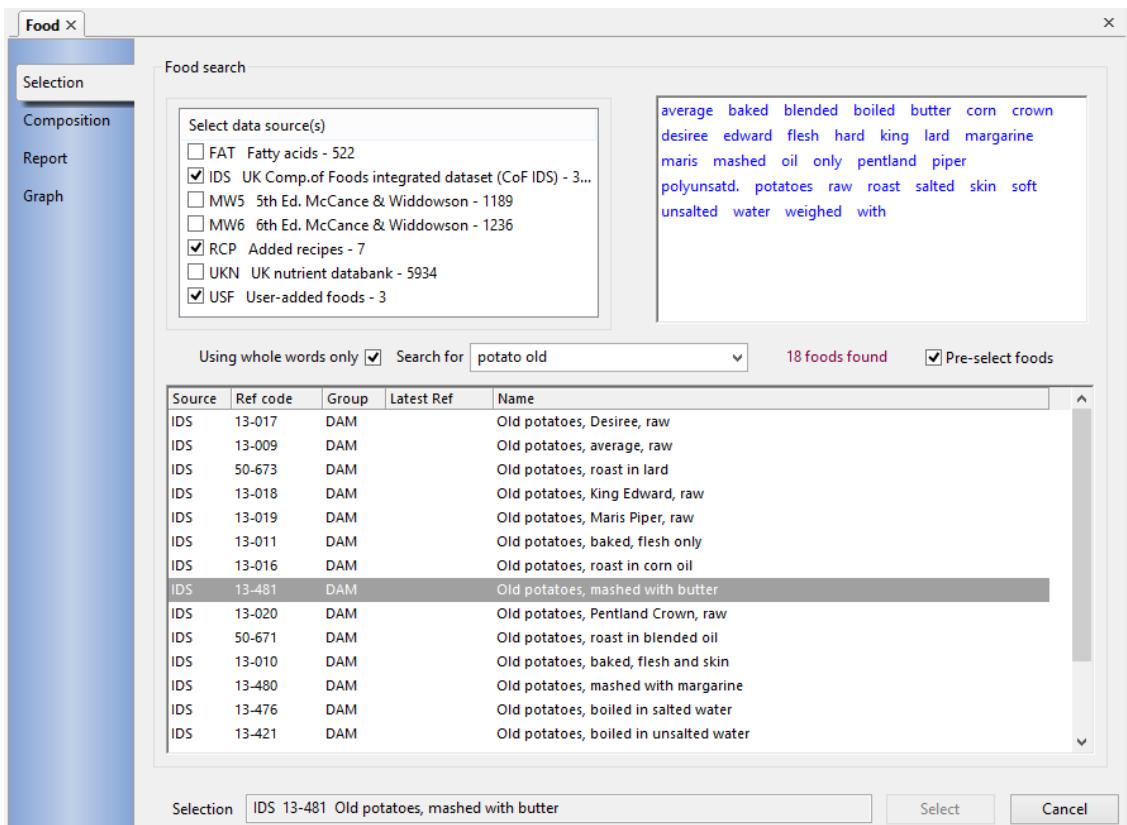
From the **Foods** menu, select *Composition*

-or-

Click the composition button  on the toolbar.

-or-

Press **Ctrl + M**



This opens a multi-tabbed notebook in the main window. The notebook is itself an item in the main workbook as can be seen from the tab labelled *Food* at the top of the window. The first page of the food-composition notebook is called *Selection*, as can be seen from the tab labels down the left hand side. Here the task is to identify and select the particular food or ingredient whose composition is required. Foods and ingredients can be retrieved using any of the [food search](#) methods, that is, by reference-code, by name word-search or by food group or category code. If more than one food matches the search criteria, the results are listed as illustrated above. An item can be selected from the list with either the mouse or **cursor up/down** keys. When the required item is displayed in the *Selection* field at the bottom of the window, click the **Select** button, or press **Enter** to confirm the selection and the next notebook page, **Composition**, will be displayed.

The screenshot shows a list of food items in a table format. A context menu is open over the item 'IDS 13-481 DAM Old potatoes, mashed with butter'. The menu options are: Show composition, Compare foods..., Select as 1st food to compare, and Select as 2nd food to compare.

IDS	13-009	DAM	Old potatoes, average, raw
IDS	50-673	DAM	Old potatoes, roast in lard
IDS	13-018	DAM	Old potatoes, King Edward, raw
IDS	13-019	DAM	Old potatoes, Maris Piper, raw
IDS	13-011	DAM	Old potatoes, baked, flesh only
IDS	13-016	DAM	Old potatoes, roast in corn oil
IDS	13-481	DAM	Old potatoes, mashed with butter
IDS	13-020	DAM	Old potatoes, boiled in unsalted water
IDS	50-671	DAM	Old potatoes, boiled in salted water
IDS	13-010	DAM	Old potatoes, boiled, flesh only
IDS	13-480	DAM	Old potatoes, boiled, flesh only
IDS	13-476	DAM	Old potatoes, boiled, flesh only
IDS	13-421	DAM	Old potatoes, boiled in unsalted water

Selection IDS 13-481 Old potatoes, mashed with butter

It is also possible to right-click any food on the list to open a pop-up menu. The first item is **Show composition**, which has the same effect as the **Select** button above. The next is **Compare foods**, which provides a shortcut to the [Compare Two Foods](#) function and the remaining two options permit any two foods that are listed to be selected as the foods to be compared and then to call the food comparison function.

The screenshot shows the 'Food' details window for the selected food item. The window includes tabs for Selection, Composition (selected), Report, and Graph. The Composition tab displays the following information:

- Food:** IDS 13-481 Old potatoes, mashed with butter
- Description:** Recipe. 100g boiled potatoes, 5g butter, 7g milk
- Notes:** Ingredient proportions from VHS 13-402. 100g boiled potatoes, 5g margarine, 7g milk
- Food group:** DAM Main crop potatoes

Allergen:

Celery and products	---	Molluscs and products	---
Cereals containing gluten	---	Mustard and products	---
Crustaceans and products	---	Nuts	---
Egg and products	---	Peanuts and products	---
Fish and products	---	Sesame seeds and products	---

Nutrient:

Nutrient	Quantity	Units
Water	136.2	g
Total Nitrogen	0.53	g
Protein	3.1	g
Fat	7.0	g
Available Carbohydrate (mse)	27.1	g
Energy (kcal)	178	kcal
Energy (kJ)	747	kJ
Starch (mse)	25.6	g

Specify quantity:

- Portion size: 1 medium average portion
- Number of units: 1
- Quantity: 175 g
- Use nutrient exchanges

Once a food has been selected, you can specify the quantity you want to be analysed. This defaults to 100 grams, as in *The Composition of Foods* but it can be altered to any other quantity you wish.

Many foods have one or more portion sizes defined. To choose one of these, select the *Portion size* field and open the drop-down list of portion types and select the one you require. If you wish, you can then select the *Number of units* field and

alter the number of portions from the default of 1. The amount of food for this size and number of portions is calculated automatically and displayed in the *Quantity* field.

You can edit or replace any value in the quantity field. You can specify the quantity in grams, ounces (Imperial Measure), millilitres, or any other units added by the system administrator by selecting the required units from the drop-down list. The default input-units can be changed using the preferences option.

You can also express the food quantity in terms of the nutrient exchange value by clicking on *Use nutrient exchanges*. Choosing this shows a nutrient field with a drop-down list of nutrient names, from which you select one to be calculated. A new field called *Exchange value* also appears in which you enter the quantity of the nutrient, in the units shown, that is required from the food. The corresponding amount of food is then calculated and displayed in the *Quantity* field.

The nutrients and the order they are displayed, depend on the selections made in the *Select Nutrients* option on the **Tasks** menu. The default selection displays the same nutrients and order as published in *The Composition of Foods*.

If there is no information in the database about a particular nutrient, the quantity is displayed as ---. If there is genuinely none of a particular nutrient present in the food, the value is shown as **Nil**. The value **0+** indicates there are traces of the nutrient present, while **++** indicates significant, but unknown amounts. Quantities that have been obtained using a derived or a difference method have the suffix **d**, while estimated quantities have the suffix **e**.

After viewing the composition of the food you can click **Close** to exit or **Back** to return to the *Selection* page to select a different food.

You can click the **Report** button or the notebook tab of the same name to format the list of nutrient values as a PDF document that can be viewed, printed and/or saved.

You can also click the **Graph** button or notebook tab to display a graph of the food's nutrient content by weight, that is, the relative contribution to the specified quantity of the food from protein, carbohydrate, fat, alcohol, water, fibre plus any inedible part. Using the **Design** button on the Graph page, you have the choice of showing a bar graph, pie chart or histogram and also how much detail is included. You can show just the primary contributions as above, or you can show the contributions of starches and sugars to carbohydrate and the proportions of mono-poly- and un-saturated fats to the fat total.

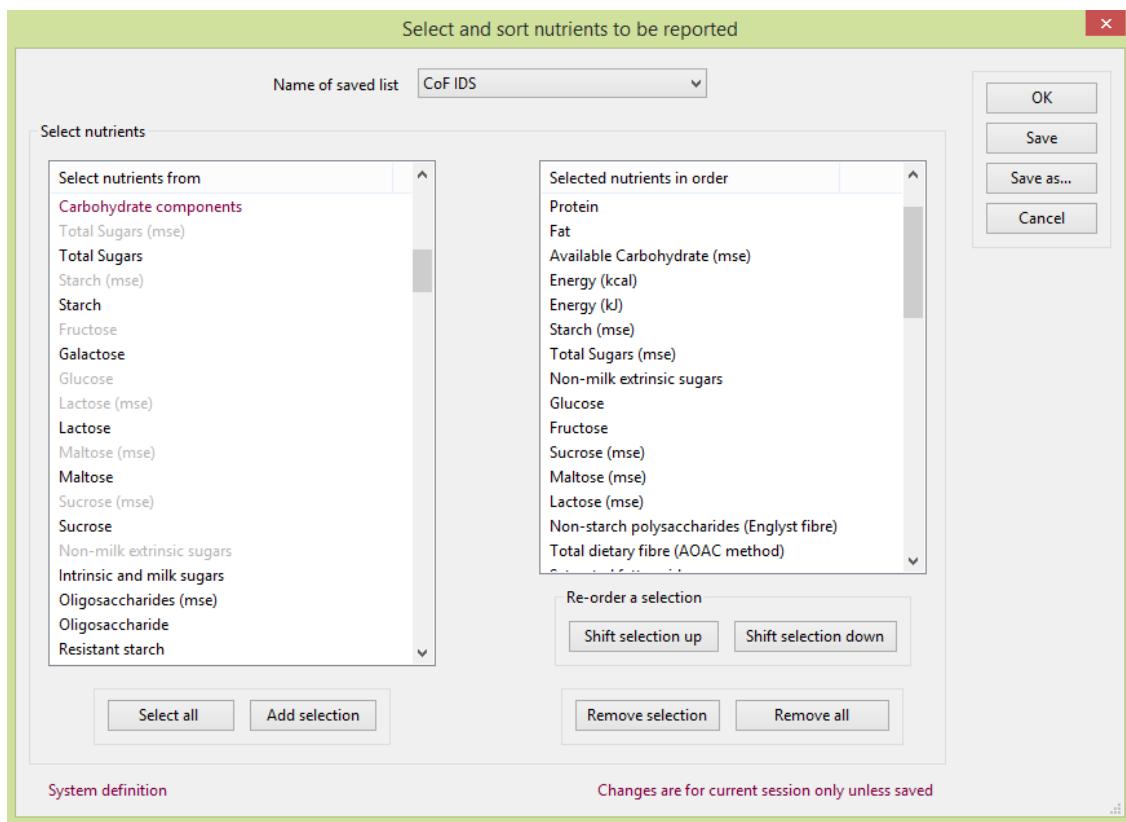
4.2 Select and sort nutrients

From the **Tasks** menu, choose *Select nutrients to display*

-or-

Click the select-nutrients button  on the toolbar.

Create or recall a list that specifies the nutrients to be shown in every recipe, assessment and menu analysis and the order in which they are displayed. New lists are given a name of your choice and you can have as many lists as you wish.



The dialog contains two scrolling panes.

The left, *Select nutrients from*, pane contains a list of all the available nutrients, grouped logically under their sub-headings. The list includes only the nutrients that currently have any values in the database. Previously all known nutrients were included even if they had no values, for example nutrients only used in the USDA table when that table had not been imported.

The right, *Selected nutrients in order*, pane contains the list of nutrients currently selected, shown in the order in which they will be displayed.

You can [highlight one or more nutrients](#) from the left pane that are not already in the selected nutrients list and click **Add selection** to copy them into the current list on the right. Similarly, you can highlight one or more nutrients in the right pane and click **Remove selection** to delete them from the current list. You can start with an empty list by using **Remove all**. To change the order of the selected nutrients in the list, highlight one or more nutrients to be moved and click **Shift selection up** or **Shift selection down**. For each click, the highlighted items will move up or down one place relative to the rest of the list.

You can begin with any previously saved nutrient list by selecting it from the drop-down choice box. Dietplan has a number of pre-defined lists, including the nutrients and nutrient order in the published 5th and 6th editions of *The Composition of Foods*. These are **System definitions**, as indicated at the foot of the dialog, and cannot be altered, although you can make changes and click the **Save as** button to create a new list using a different name.

Similarly, if individual user accounts have been set up, any lists created by a system administrator, using the [standard nutrient lists](#) dialog on the **Admin** menu, will appear as **Standard definitions** which also cannot be changed but, like a system definition, can be copied using **Save as**. A list that you create or copy and

save with a name of your own appears as a **User definition** and it can be altered and edited as required.

All saved system, standard and user lists appear in the drop-down selection list of the *Name of saved list* field.

To delete a list, select it, use the **Remove all** button to clear it and then **Save** the empty list.

The grouping of the nutrients in the *Select nutrients from* pane is mainly self-explanatory. The **Food labelling** group contains nutrient values that are based on the data from *The Composition of Foods* but are computed in a slightly different way. These comply with the EU requirements for food labelling: *Regulation (EU) 1169/2011 of the European Parliament*. These values are used automatically when food label data is requested, but they can also be added individually to your nutrient lists in their own right.

The **Properties** group contains items that are not strictly nutrients, such as **edible proportion** and **specific gravity** that come directly from the UK food tables.

Others, like **served edible proportion** and **specific gravity, conv.** are derived and are user-modifiable values.

Served edible proportion (SEP) is the usable proportion of a food in terms of the actual nutrient values for that food, rather than the food-preparation wastage factor that is sometimes given as the **edible proportion** (EP). For example, for food MW6 748, *green beans, raw*, the EP is given as 0.83 but the total nutrient weight per 100 grams is almost 100 grams, so the SEP is calculated as 1.0. However, for UKN 18-211, *pork chops with bone*, the EP is 0.86 as is the total nutrient weight per 100 grams, so the SEP is set the same as the EP. SEP values are used during the computation of **Nutrient contribution by weight** graphs.

Specific gravity, conv is the value of specific gravity used to convert a quantity to grams if it is input as a [volumetric unit](#). Its value can be set by a system administrator using the [add new nutrients to foods](#) option. If the food is one of the few with a **specific gravity** value in the UK food tables, the specific gravity, conv field is initialised with the same value

There are two nutrient groups containing fatty acids. The first, **Fatty acids**, contains the fatty acids, using the structure-based nomenclature used in the latest **Fatty acids** supplement (1999). The other, **Undifferentiated fatty acids**, uses the non-structure-based nomenclature first introduced with the **Fish & fish products** supplement (1993) and used until the **Meat & meat products** supplement (1997). Use of fatty acids from the former, more recent group is recommended. They should not be mixed.

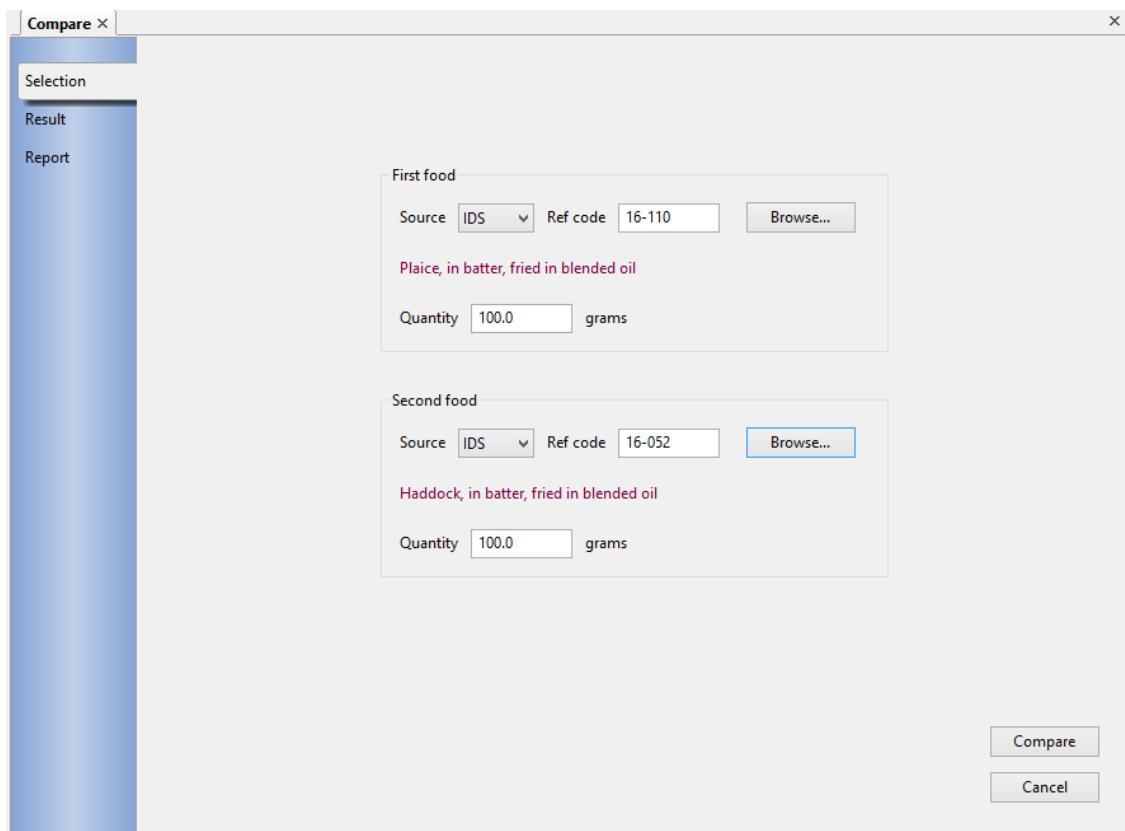
Finally, the **Minerals** group has a derived item at the end called **Salt equivalent**, the number of grams of common salt that would be needed to supply the quantity of sodium present in the analysis.

4.3 Compare two foods

From the **Foods** menu, choose *Compare two foods*

Compare the nutrient values of any two foods or ingredients in the database. Select two foods and the quantities to be compared (which need not be equal) and obtain a list of the two sets of nutrient values together with the differences and percentage differences.

In Dietplan7, once a recipe has been saved, it can be treated just like any other food in the database. It has a data-source code of **RCP** and a food code identical to the recipe code. So you can also use this option to compare any two recipes or, indeed a recipe with any other food.



The dialog asks for two foods to be selected and for the required comparison quantities to be entered. Both foods can be specified either by entering the data source and food reference codes directly, or clicking **Browse** and using dialog with any of the [Food search](#) methods. Default quantities are 100 grams each but either can be changed and the two quantities need not be the same. To view the results, click the **Compare** button or the notebook **Result** tab.

The nutrient values of the two foods are displayed together with the differences and percentage differences. The display uses the current [selection of nutrients](#). Differences are expressed as the amount of the nutrient in the second food relative to the amount the first, so selecting the two foods in the opposite order will produce different numerical values.

Compare

The screenshot shows a software window titled "Compare". On the left, there are tabs for "Selection", "Result", and "Report". The "Result" tab is selected, displaying a table of nutritional data. The table has columns for Nutrient, Qty1, Qty2, Diff, and Diff %. The data shows the following comparisons:

Nutrient	Qty1	Qty2	Diff	Diff %
Protein	15.2	17.1	1.9	12.5
Fat	16.8	14.0	-2.8	-16.7
Available Carbohydrate (mse)	12.0	10.0	-2.0	-16.7
Energy (kcal)	257	232	-25	-9.7
Energy (kJ)	1072	969	-103	-9.6
Starch (mse)	12.0	10.0	-2.0	-16.7
Total Sugars (mse)	0+	0+		
Non-milk extrinsic sugars	Nil	Nil		
Glucose	0+	0+		
Fructose	0+	0+		
Sucrose (mse)	0+	0+		
Maltose (mse)	Nil	0+		
Lactose (mse)	0+	0+		
Non-starch polysaccharides (Englyst fibre)	0.5	0.4	-0.1	-20.0
Total dietary fibre (AOAC method)	0.7	0.5	-0.2	-28.6
Saturated fatty acids	1.8	1.5	-0.3	-16.7
Mono-unsaturated fatty acids	6.1	5.1	-1.0	-16.4
Poly-unsaturated fatty acids	8.2	6.9	-1.3	-15.9
Total trans fatty acids	++	---		
Cholesterol	++	++		
Sodium (Na)	210	180	-30	-14.3
Potassium (K)	210	280	70	33.3
Calcium (Ca)	73	180	107	146.6
Magnesium (Mg)	20	28	8	40.0
Phosphorus (P)	170	270	100	58.8

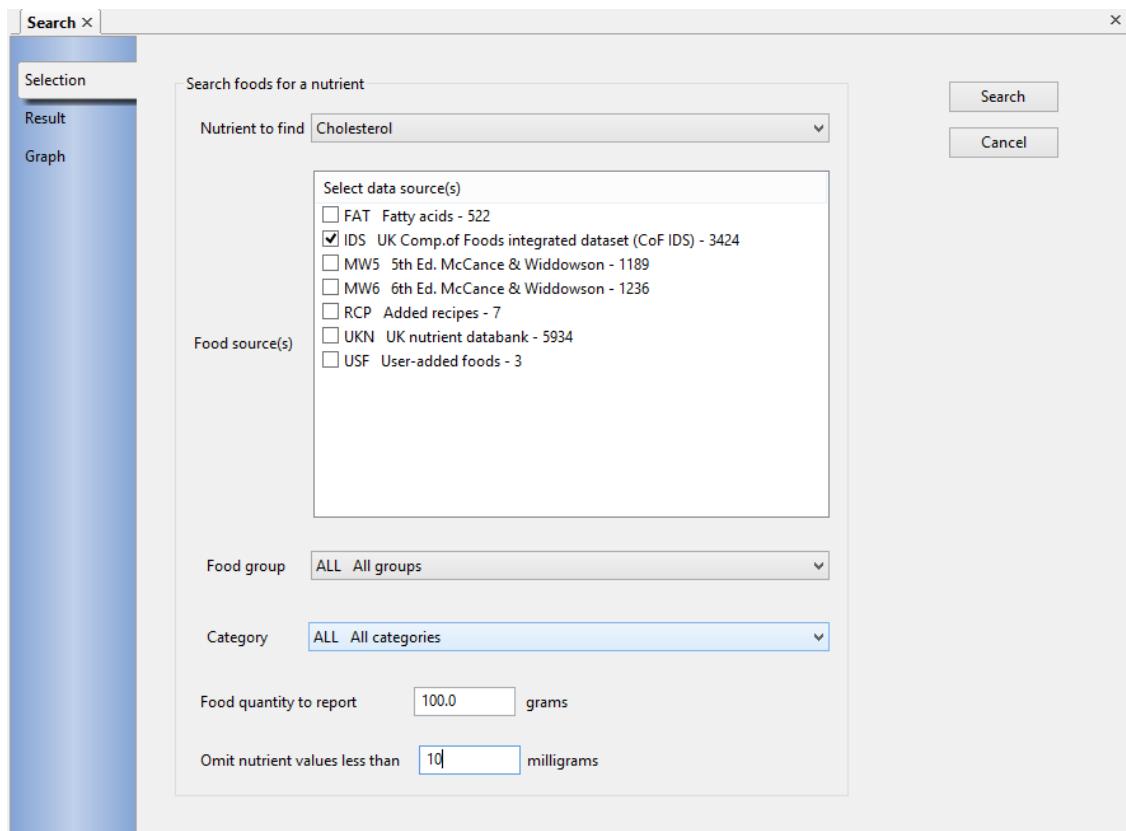
Buttons on the right include << Back, Report, and Close.

You can also click the [Report](#) button or the notebook tab of the same name to format the results as a [PDF](#) document that can be viewed, printed and/or saved.

4.4 Search foods for nutrient

From the **Foods** menu, choose *Nutrient search*

Display a list of a selected group of foods showing the values of a chosen nutrient per 100 grams, by default, in ascending or descending order.



The Nutrient name is chosen from a drop-down list by highlighting the one you require. The food tables to be searched (including your own foods and added recipes) are selected by ticking the appropriate data sources.

You can confine your search to a single *Food group* and/or a single *Food category* by selected from one or both of the drop-down lists. The *Food quantity* to be reported is 100 grams by default but you can alter this as you wish.

You can also specify a threshold limit for the nutrient quantity, below which foods will be excluded from the list. The default threshold value is zero but if you choose a very large group or select all foods it may be helpful to set an appropriate threshold in order to keep the resulting list to a manageable size.

The screenshot shows a software window titled "Search X". On the left, there's a vertical toolbar with tabs for "Selection", "Result" (which is currently selected), and "Graph". The main area is titled "Milligrams of Cholesterol in 100 grams of 1402 foods". It contains a table with columns: Source, Ref code, Quantity, and Name. A row for "IDS 16-302 Roe, herring, soft, raw" is highlighted with a blue background. To the right of the table are several buttons: "<< Back", "Show detail", "Graph", "Save", "Print", and "Close". At the bottom of the table area, there's a note: "Click on a column heading to sort by that column. Repeat to reverse the sort order".

Source	Ref code	Quantity	Name
IDS	18-392	2200.0	Brain, lamb, boiled
IDS	12-807	1500.0	Eggs, chicken, dried
IDS	12-805	1120.0	Eggs, chicken, yolk, raw
IDS	12-815	900.0	Eggs, quail, whole, raw
IDS	16-303	895.0	Roe, herring, soft, fried in blended oil
IDS	12-814	890.0	Eggs, duck, boiled and salted
IDS	18-408	700.0	Kidney, pig, stewed
IDS	12-816	680.0	Eggs, turkey, whole, raw
IDS	12-920	680.0	Eggs, duck, whole, raw
IDS	16-267	615.0	Squid, dried
IDS	18-493	610.0	Kidney, lamb, fried
IDS	16-302	575.0	Roe, herring, soft, raw
IDS	17-488	570.0	Cod liver oil
IDS	16-249	505.0	Shrimps, dried
IDS	17-610	478.5	Hollandaise sauce, homemade
IDS	18-405	460.0	Kidney, ox, stewed
IDS	18-456	452.0	Kidney, lamb, grilled (fats only)
IDS	12-809	450.0	Eggs, chicken, fried, without fat
IDS	12-919	435.0	Eggs, chicken, fried in vegetable oil
IDS	18-413	430.0	Liver, lamb, raw
IDS	17-004	425.0	Compound cooking fat
IDS	12-812	415.0	Eggs, chicken, scrambled, without milk
IDS	18-406	410.0	Kidney, pig, raw
IDS	18-494	400.0	Liver, lamb, fried
IDS	12-803	390.0	Eggs, chicken, whole, free-range, raw
IDS	18-201	380.0	Giblets, chicken, braised

You can alter the order in which the list is displayed by clicking on any of the column-header labels. One click will sort the list in ascending order of the selected column and a second click will reverse the sorted order.

You can also highlight any row and display the full nutrient composition of the selected food by either double-clicking the row, pressing the keyboard **Enter** key, or clicking on the **Show details** button.

Click the **Save** button to write the list to a text file with a name of your choice and save it, or the **Print** button to output the list to your printer. You can also produce a histogram or barchart showing the nutrient content of each food, by clicking **Graph**.

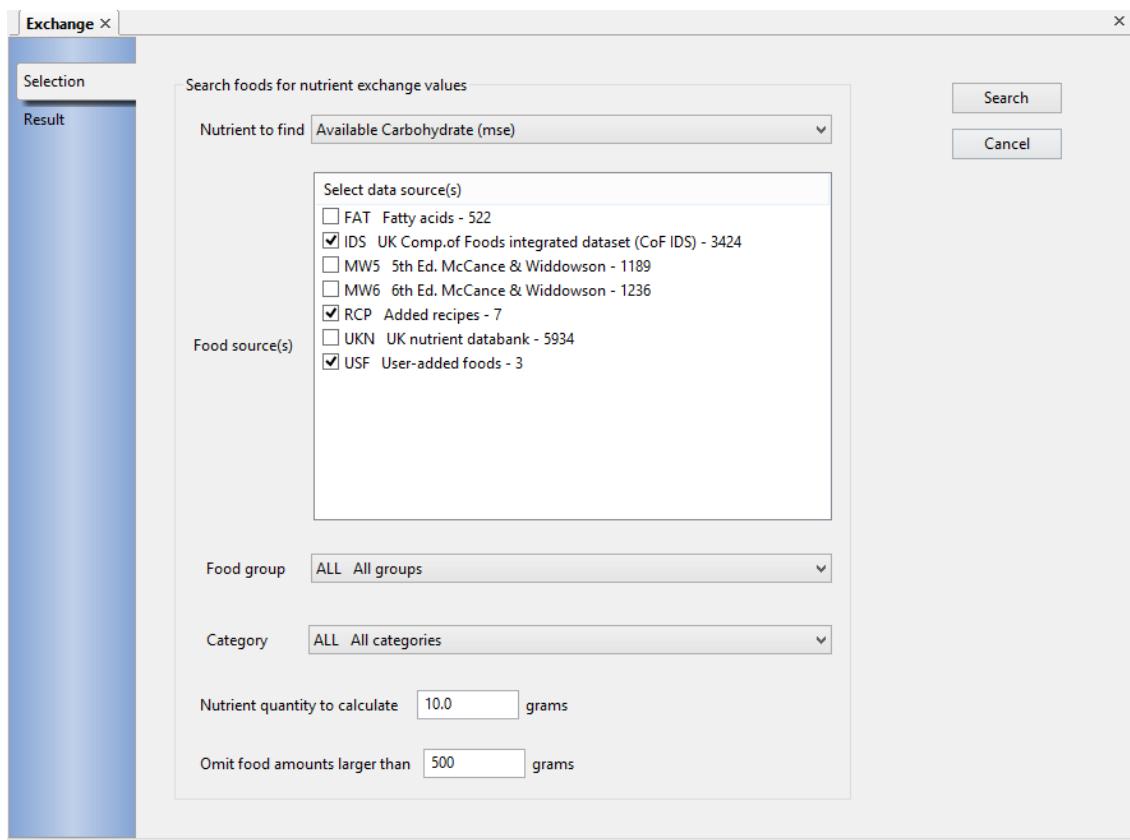
Click the **Back** button or the notebook's **Selection** tab to return and make a different selection

4.5 Nutrient exchange values

From the **Foods** menu, choose *Nutrient exchange*

Display a sorted list of the [nutrient exchange values](#) of a selected group of foods. That is, the number of grams of each food needed to provide a specified quantity of the chosen nutrient.

In this option the exchange quantity can be specified for any selected nutrient and all the values for a chosen group of foods are calculated and displayed. If you want to know the exchange values for single, specified foods use the option [The composition of foods](#)



The Nutrient name is chosen from a drop-down list by highlighting the one you require. The food tables to be searched (including your own foods and added recipes) are selected by ticking the appropriate data sources.

You can confine your search to a single *Food group* and/or a single *Food category* by selected from one or both of the drop-down lists. The *Nutrient quantity to calculate*, that is the [exchange value](#) can be entered using the units normally associated with that nutrient, so will be shown in grams, milligrams, micrograms, kiloCalories or kiloJoules as appropriate.

You can also specify an upper threshold limit for the computed quantities of foods needed to provide the nutrient quantity you have chosen. Quantities above this value, representing foods that contain the smallest amounts of the nutrient, will be excluded from the list. The default threshold value is 9999 grams but you can adjust this as required.

The screenshot shows the 'Exchange' dialog box from Dietplan7. The title bar says 'Exchange x'. On the left, there's a vertical toolbar with 'Selection' and 'Result' tabs. The 'Result' tab is selected, showing a table of food items. The table has columns: Source, Ref code, Quantity, and Name. A message at the top of the table area says 'Quantity in grams of 2370 foods containing 10.0 grams of Available Carbohydrate (mse)'. The table lists various items like Sugar, white, Sugar, icing, etc., with the row for 'Sugar, brown' highlighted in blue. On the right side of the dialog, there are several buttons: '<< Back', 'Show detail', 'Save', 'Print', and 'Close'. A note at the bottom of the table area says 'Click on a column heading to sort by that column. Repeat to reverse the sort order'.

Source	Ref code	Quantity	Name
IDS	17-063	9.52	Sugar, white
IDS	17-062	9.53	Sugar, icing
IDS	17-061	9.57	Sugar, Demerara
IDS	17-117	9.74	Peppermints
IDS	17-060	9.87	Sugar, brown
IDS	12-104	10.2	Milk shake powder
IDS	17-058	10.3	Jaggery
IDS	17-587	10.3	Peppermint creams
IDS	12-414	10.4	Meringue
IDS	11-027	10.5	Tapioca, raw
IDS	11-498	10.5	Ricicles
IDS	11-492	10.6	Frosties
IDS	11-001	10.6	Arrowroot
IDS	11-023	10.6	Sago, raw
IDS	17-119	10.6	Sherbert sweets
IDS	17-584	10.7	Icing, Royal
IDS	11-497	10.8	Rice Krispies
IDS	13-213	10.8	Cassava, gari
IDS	11-503	10.8	Sugar Puffs
IDS	11-013	10.9	Custard powder
IDS	11-435	10.9	Cornflour
IDS	11-491	10.9	Crunchy Nut Corn Flakes
IDS	11-488	10.9	Coco Pops
IDS	13-214	10.9	Cassava chips
IDS	17-582	11.1	Icing, fondant
IDS	11-100	11.2	Corn Flakes

You can alter the order in which the list is displayed by clicking on any of the column-header labels. One click will sort the list in ascending order of the selected column and a second click will reverse the sorted order.

You can also highlight any row and display the full nutrient composition of the selected food by either double-clicking the row, pressing the keyboard **Enter** key, or clicking on the **Show details** button.

Click the **Save** button to write the list to a text file with a name of your choice and save it, or the **Print** button to output the list to your printer. You can also produce a histogram or barchart showing the nutrient exchange value of each food, by clicking **Graph**.

Click the **Back** button or the notebook's **Selection** tab to return and make a different selection.

5. Recipes & Dishes

5.1 Working with recipes

Although this section refers explicitly to recipes, these facilities can be used equally well for any combination of foods that are often used together. This could be a group of ingredients used frequently in other recipes, such as short-crust pastry, or a set of foods that are often consumed together, such as toast with butter and marmalade and tea with milk and sugar. All recipes can be loaded into other recipes or into diet assessments or meals & menus. The recipe can be loaded as a single item, under its own name, with the ingredients in the same proportions as the original, or the ingredients can be loaded as individual items.

Check first that the status pane at the bottom of the main window is showing *Recipes & Dishes*. If not, follow the procedure to [select the type of analysis](#)

Start a new recipe:

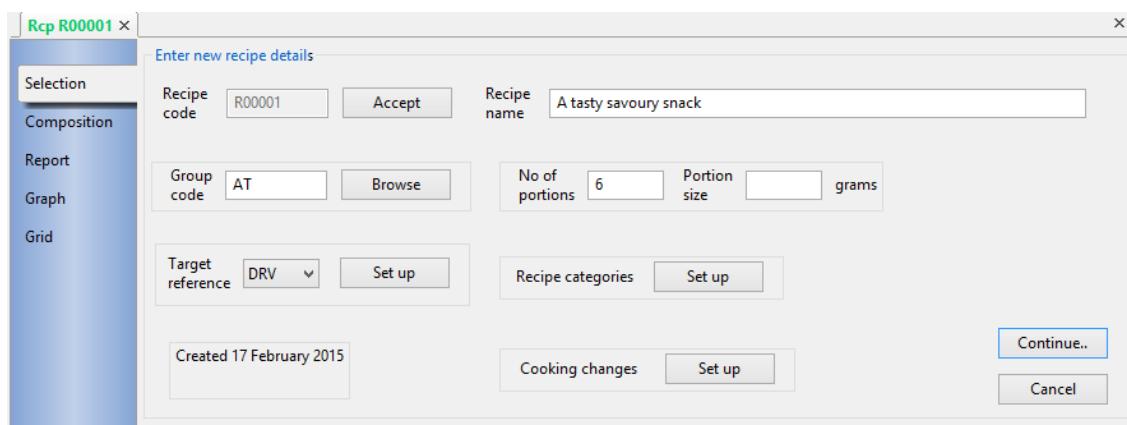
From the **File** menu, select *New*

-or-

From the toolbar, click on the **Create new analysis** button 

-or-

Press **Ctrl** and **N**



The recipe notebook is opened in the main window, in the **Selection** page. The *Recipe code* is the key under which the recipe is saved in the database and every recipe must have a unique code. It can contain letters, numbers and other punctuation characters and be up to 16 characters long. If you are going to save many recipes it might be worth devising a simple classification coding system to assist retrieval as, when recalling recipes, you can specify and search for all or part of the code as well as for words or partial word strings in the recipe name. For example, the first two or three characters could be a mnemonic for the type of recipe - meat dishes, desserts, cakes etc. The number of codes you use depends on how finely you want to divide up your classification. The remaining characters could then be digits simply numbering the recipe within the group. Alternatively, you could use the whole of the code as an abbreviated recipe name in some way. If you are not concerned about the value of the code you can let the software allocate one for you: leave the Recipe code field blank, click **Accept** and the next available code in the sequence beginning *R00001* will be used.

Open an existing recipe:

From the **File** menu, select *Open*

-or-

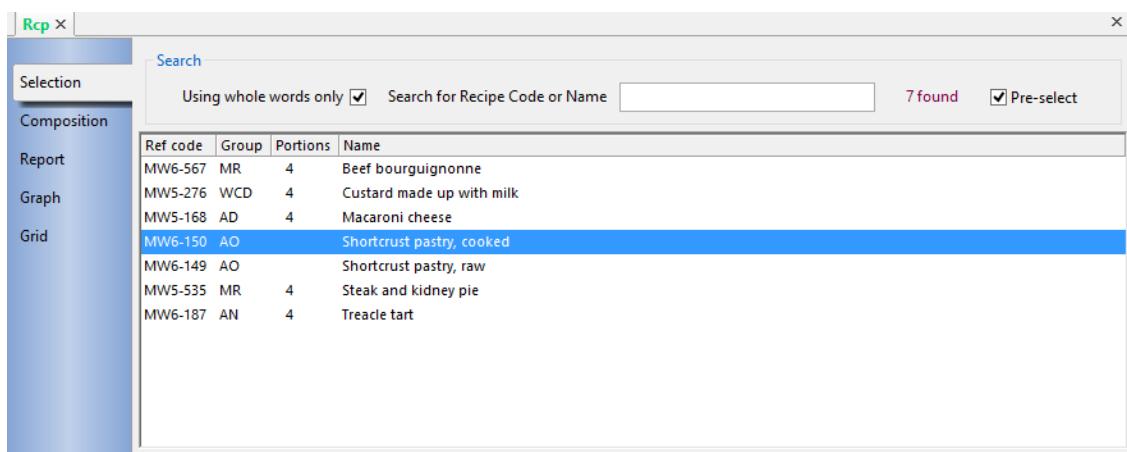
From the toolbar, click on the **Open existing analysis** button 

-or-

Press **Ctrl** and **O**

If the recipe is one you have used recently, you can open it from the list of recently used items that appears at the foot of the main **File** menu by clicking on its recipe code.

If you want to look at an existing recipe and be sure that you do not make any changes inadvertently, select [view-only mode](#) before you open it.



You can search for recipes either by recipe code or by name using the same techniques as [searching for foods and ingredients](#). Depending whether you tick *Using whole words only*, matching recipes will be displayed as you enter individual letters or whole words. To obtain a complete list of recipes, if not already showing, enter a space character into the search field.

The recipes that match your search criteria will be shown in the scrolling window below the search field. Initially in alphabetic, name order you can click any of the column headings in the window to sort by that column. A second click on the same heading will reverse the sort order for that column.

You can browse through the recipe list using either a single mouse click or with the cursor up/down keys. Details of the currently highlighted recipe appear in the fields below the selection list. Make your selection with a double click on the recipe list item or press the **Enter** key.

Save recipe:

When you have added all the new recipe ingredients or made amendments to an existing recipe, you must save the recipe in the database.

Click the **Save** button in the recipe notebook's **Composition** page

-or-

From the **File** menu, select **Save**

-or-

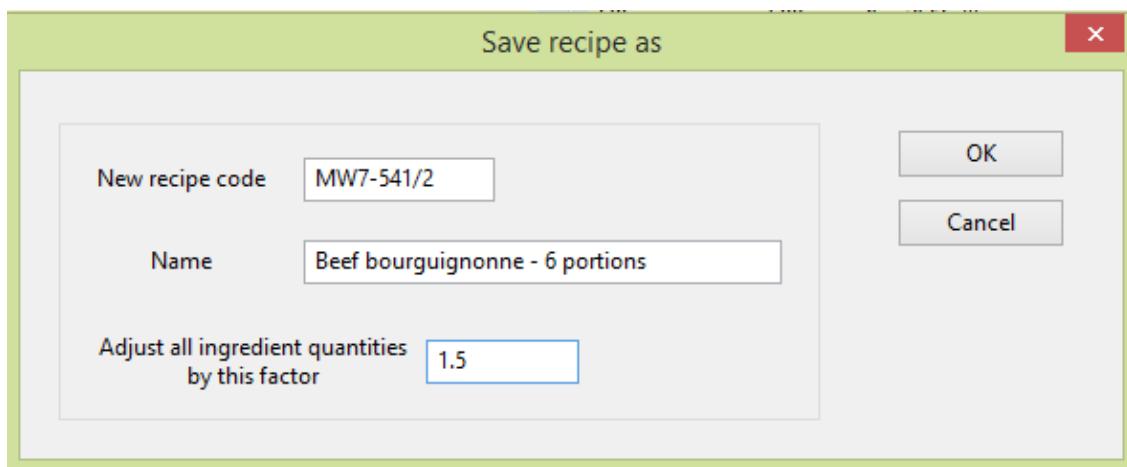
From the toolbar, click on the Save analysis button 

-or-

Press **Ctrl** and **S**

Alternatively, you can choose to have the recipe saved automatically after each ingredient is added: Select **Edit** and **Preferences** and from the *Behaviour Preferences* tab, select *Auto-save analysis after every food entered*. This will apply to all future analyses until you change it.

If you have made changes to an existing recipe and you would like to keep the original as well as the new version, from the **File** menu, select **Save As** and you will be prompted for a new recipe code to save the changed recipe. You also have the option to amend the recipe name.



By default the same ingredient quantities will be saved in the new recipe (factor = 1.0) but you can set this to any positive value to adjust all the quantities proportionally. For example a factor of 2.0 will double all the quantities and a factor of 0.5 will halve them. In the above example, the original recipe was for 4 portions and the new version is for 6 ($6/4 = 1.5$).

If you have locked the database by using the [view-only](#) option, all these ways of performing a save will be inactive.

Delete recipe:

To delete a recipe, recall it as above and advance to the Composition page. Then from the **File** menu, select **Delete**. A warning message will be displayed if the recipe is being used in any other analysis in the database. You can still continue and delete the recipe but then, when any such analysis is recalled it will warn that one of its ingredients is missing.

Close recipe:

To close the recipe

Click the **Close** button in the recipe notebook's **Composition** page

-or-

From the **File** menu, select **Close**, or **Close all** to close all the open notebooks

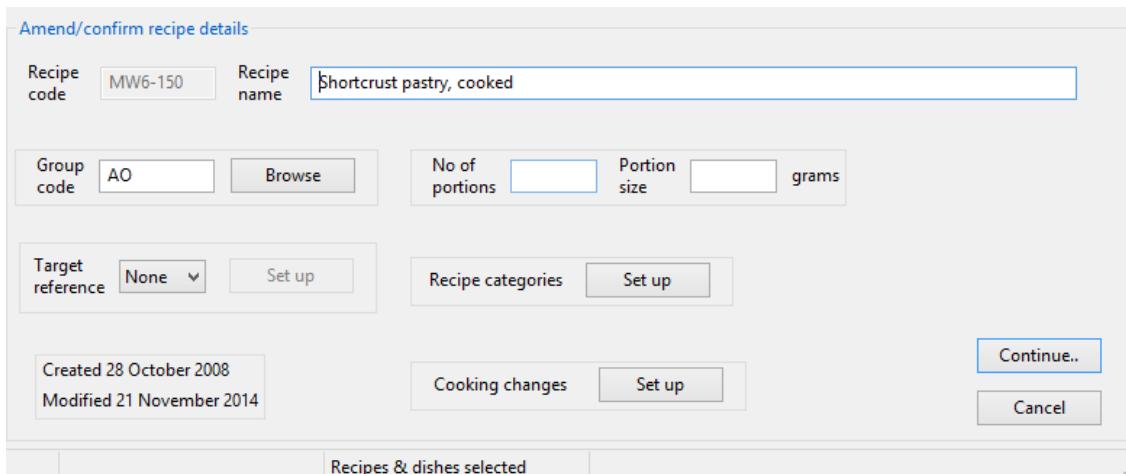
-or-

From the toolbar, click on the Close analysis button 

You will be asked to confirm if you try to either close the recipe or exit Dietplan without saving any additions or alterations.

5.2 Entering recipe details

Once you have entered a new Recipe code for a new recipe, or selected an existing recipe, the fields in the *Enter/confirm recipe details* section of the **Selection** notebook page become active and you can add or edit their contents.



The screenshot shows the 'Amend/confirm recipe details' dialog box. At the top, 'Recipe code' is set to 'MW6-150' and 'Recipe name' is 'Shortcrust pastry, cooked'. Below that, 'Group code' is set to 'AO', with a 'Browse' button. To the right, there are fields for 'No of portions' and 'Portion size (grams)'. Further down, there's a 'Target reference' dropdown set to 'None' with a 'Set up' button, and 'Recipe categories' with a 'Set up' button. At the bottom left, it shows 'Created 28 October 2008' and 'Modified 21 November 2014'. On the right side, there are 'Continue..' and 'Cancel' buttons. A status bar at the bottom indicates 'Recipes & dishes selected'.

You can enter a descriptive *Name*. This name appears on all reports and lists and alongside the recipe code in the selection window when you are searching for a recipe, so helping to identify the recipes found. You can also search for the recipe using any word or string of characters occurring in the description. There is no restriction on the length of the recipe name.

You can associate a group code with the recipe if you wish. These are the standard 1 to 3 character [food group](#) codes used to classify all the McCance & Widdowson foods in the database. Click the **Browse** button for a list of available codes and their descriptions and select one if required. You can also search for recipes by group code, by entering the code into the recipe search field, preceded by an equals sign (=), for example =AD

You can optionally specify recipe portions either as the *Number of portions*, or the *Portion size* (weight per portion) or both. If you supply at least one of these, Dietplan is able to display nutrient information per portion as well as for the whole recipe. If no portion information is available, the nutrition per 100 grams is reported. However, if you supply both the number of portions and the size, the program is able to check that the ingredient quantities entered are consistent with these values. When the recipe is saved, if the total ingredient weight is not equal to the portion size times the number of portions, a warning is displayed. The program offers to adjust the number of portions, the portion size or the individual ingredient weights (pro rata) to resolve the inconsistency, and you can choose which item to change.

You can set target Dietary Reference Values for the recipe. This may not always be very useful as DRVs refer to the total daily intake of particular population groups, but there might be occasions where you want to show the relative contribution of the recipe to the DRVs for a typical or targeted group.

In a similar way, you can also select and set categories for the recipe. The purpose and use of this described in detail in the section on [Category coding](#).

You can specify [changes due to cooking](#) the recipe by clicking the adjacent **Set up** button. You can specify a percentage weight gain or loss, due to the absorption or evaporation of water, and you can include estimated vitamin losses based on the chosen cooking method. If cooking changes are entered, the button title changes to **Amend**.

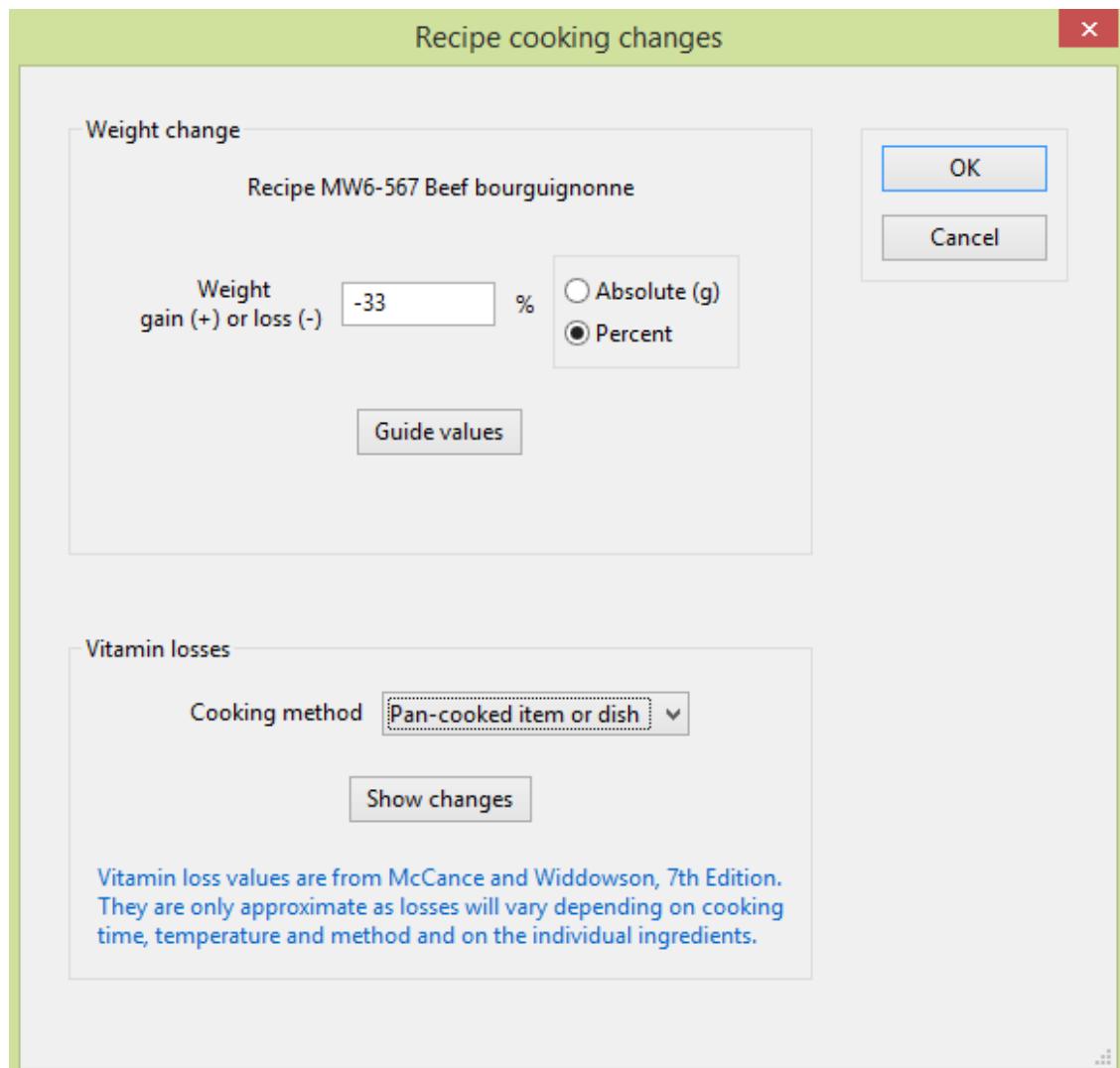
The number of portions, target DRVs and recipe categories can each be given predefined values using the *Defaults* option of the [preferences](#) function. The scope of a new recipe will show all such default values automatically but they can then be edited as required.

The dates of creation and latest change (if different) are displayed. These fields are maintained by the program itself and cannot be altered. If Dietplan user accounts have been enabled, the users responsible are also shown.

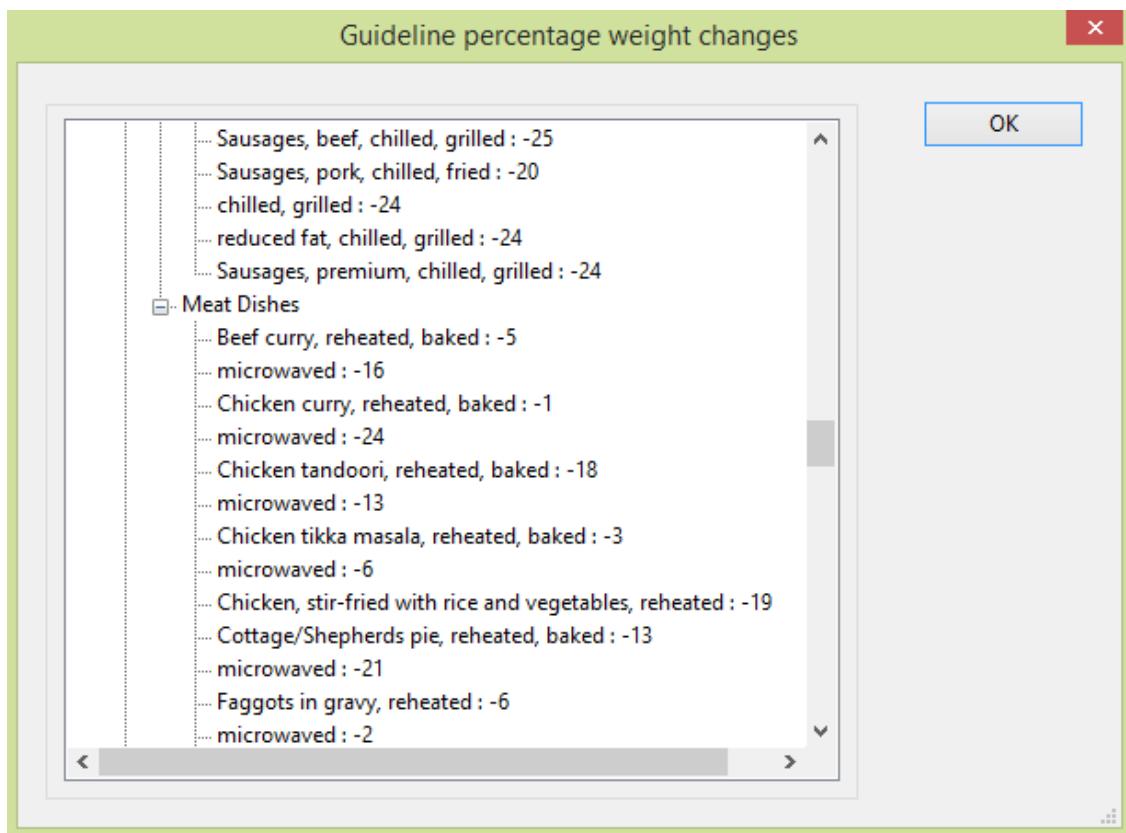
When all the details have been entered or amended, click the **Continue** button or the **Composition** tab of the analysis-notebook to move to the next stage.

5.3 Cooking changes

Clicking the **Set up** button associated with *Cooking changes* on the recipe Selection page brings up the following dialog. The absolute or percentage weight change of the raw ingredients during cooking can be entered. If a positive number is entered, this is interpreted as a gain due to the absorption of water and if the number is negative it is taken as a loss due to the evaporation of water. For gain or loss, the nutrient content of the recipe is adjusted proportionately.



Guideline values of percentage weight changes during cooking of a wide range of foods are included in the 7th edition of McCance & Widdowson's *The Composition of Foods* and these can be viewed by clicking **Guide values**.



It is also possible to choose one of a number of pre-defined cooking methods. If chosen, the corresponding percentage vitamin losses, as provided in McCance & Widdowson's *The Composition of Foods*, 7th edition will be applied to each of the ingredients. To preview the total values, click **Show changes**

Vitamin losses as selected			
Nutrient	Raw value	Cooked value	% Loss
Vitamin E	1.04 +	0.99 +	4.8
Thiamin	0.63 +	0.52 +	17.5
Riboflavin	0.88 +	0.72 +	18.2
Niacin	12.82 +	10.45 +	18.5
Vitamin B6	1.16 +	0.95 +	18.1
Vitamin B12	2.5 +	2.0 +	20.0
Folate	99 +	54 +	45.5
Pantothenate	4.42 +	3.57 +	19.2
Biotin	26.4 +	22.4 +	15.2
Vitamin C	9	6	33.3

5.4 Using the recipe composition page

Using the Composition page of the recipe analysis notebook

The composition page of the recipe notebook is where all the ingredients are added and the current ingredient list and nutrient values are displayed.

The screenshot shows the Dietplan7 Recipe Notebook interface with the title bar "Rcp MW5-535". The left sidebar has buttons for Selection, Composition (which is selected), Report, Graph, and Grid. The main area is divided into three panes:

- Upper-left pane (Composition):** A scrollable table showing nutrient values. The columns are Nutrient, Unit, Total, per portion, and per 100g. Examples include Edible portion (0.97), Water (412.2 g), Total Nitrogen (21.04 g), Protein (129.9 g), Fat (155.5 g), Carbohydrate (133.1 g), Energy (2418 kcal), and various sugars (e.g., 2.6 g for Total sugars).
- Upper-right pane (Summary):** A yellow-highlighted section containing summary information for recipe MW5-535. It includes:
 - MW5-535 Steak and kidney pie
 - Portions: 4
 - No of items: 7
 - Cooked weight: 848g = 4 x 212.0g portions
 - Poly/Sat fat ratio = 0.4
 Below this is an "Energy profile : M&W" table with columns kcal, Total, and Portion, showing percentages for Protein, Carbohydrate, Fat, Alcohol, Fibre, and Total.
- Lower-left pane (Ingredients):** A scrollable table listing ingredients with columns Source, RefNo, Weight, and Food or ingredient. Examples include Flaky pastry, raw (350.0), Beef, stewing steak, lean and fat, raw (400.0), Kidney, lamb, raw (200.0), Salt, table (10.0), Wheat flour, white, self-raising (15.0), Water (100.0), and Pepper, white (1.0).
- Action group:** A group of three buttons: Add item, Comment, and Save.
- Page group:** A group of buttons: << Back, Report, Graph, Grid, and Close.

The page contains three separate, individually resizable window panes and two groups of buttons. The upper-left, scrollable display shows the values of the [currently selected set of nutrients](#). Each nutrient shows its total quantity, the quantity per portion (if applicable), the [dietary reference value](#) (if selected) and the quantity per 100 grams. A single-character [qualifying indicator](#) is also shown alongside each nutrient total, if appropriate. The window has a pale-yellow (by default) background to indicate that the contents are read-only.

The lower-left, scrollable display shows a list of the recipe ingredient source and reference codes, weights and names. The *Source*, *RefNo* and *Weight* columns in the window have a white background, indicating that the contents can be added or edited directly, if required. While not as flexible as adding ingredients using the [add-foods](#) button, you may find it convenient for adding ingredients whose codes are known, or for making adjustments to an ingredient weight. You can also select one or more complete rows of ingredients to [cut, copy or paste](#) them into any other open analysis notebook.

The upper-right, display shows read-only, summary totals for the recipe on one tab and an editable text box in another where free-text [recipe comments](#) or instructions can be entered. For recipes there are also tabs labelled Allergens, FoP, NPM and Label that respectively display allergen information, front-of-pack nutrition traffic-light labelling, nutrient profiling model and the recipe food label.

The *Action* group of three buttons enables you to add [foods and other recipes](#) or [comments](#) to the recipe or to [save](#) the recipe in the database.

The *Page* group of five buttons enables you to switch to any of the other analysis-notebook pages, namely, **Back** (Selection), **Report**, **Graph** or **Grid**, or to **Close** the recipe.

5.5 Recipe allergens

For recipes, the upper right pane of the Composition page has a tab labelled **Allergens** that contains a summary of the 14* specified allergens in the recipe ingredients. For all these allergens, if any of the recipe ingredients positively contain that allergen it is reported as **Yes**, if all the recipe ingredients are each declared not to contain the allergen it is reported as **No**. Otherwise its state is reported as unknown (---)

Allergen	
Celery and products	---
Cereals containing gluten	---
Crustaceans and products	---
Egg and products	---
Fish and products	---
Lupin and products	---
Milk and products	---
Molluscs and products	---
Mustard and products	---
Nuts	---
Peanuts and products	---
Sesame seeds and products	---
Soybeans and products	---
Sulphur dioxide and sulphites	---

* Food allergen labelling and requirements under the EU Food Information for Consumers Regulation No. 1169/2011

5.6 Front of pack nutrition label

For recipes, the upper right pane of the Composition page has a tab labelled **FoP** that follows the Food Standards Agency (2013) *Guide to creating a front of pack (FoP) nutrition label for pre-packed products sold through retail outlets* and contains front-of-pack nutritional traffic light labelling information for the recipe.

Front of Pack Percentage Reference Intake (%RI) and Colour Coding

Product type: Food Drink

Nutrient	per 100g	%RI	per 212g serving	%RI	
Energy kJ	1203	14%	2550	30%	
Energy kcal	289	14%	612	30%	
Fat	18g	26%	39g	55%	High
Saturated Fat	6.9g	34%	14.7g	73%	High
Total Sugars	<0.5g	0%	<0.5g	0%	Low
Salt	1.8g	30%	3.7g	61%	High

Reference intake of an average adult (8400kJ/2000kcal)

Nutrient values per 100g and per portion of the specified nutrients: Fat, Saturated fat, Total sugars and Salt are displayed and colour coded green, amber or red when the values are low, medium or high according to the guidelines. The percentage reference intake for each of the nutrients is also shown

The recommended levels are different for foods and drinks and the page contains a field for this to be specified.

5.7 Food label

For recipes, the upper right pane of the Composition page contains a tab entitled Food label. This displays information in the format and using the nutrient and energy conversion factors specified in the 2011 EU regulations.

Summary | Comment | Allergens | FoP | NPM | **Label**

Food label

Product type	Display
<input checked="" type="radio"/> Food <input type="radio"/> Drink	<input checked="" type="radio"/> Mandatory items only <input type="radio"/> Include optional items <input type="radio"/> Show non-significant vitamins

Nutrient		per 100g	per 158g serving	NRV	
Energy	kJ	430	680	8%	8400
	kcal	103	163	8%	2000
Fat	g	3.7	5.9	8%	70
of which					
Saturates	g	1.2	1.9	10%	20
Carbohydrate	g	3.6	5.7	2%	260
of which					
Sugars	g	1.1	1.8	2%	90
Protein	g	6.7	10.6	21%	50
Salt	g	1.3	2.0	33%	6

You can choose to show just the mandatory items or include the optional macro nutrients together with a list of vitamins and minerals that have values greater than 15% of the NRV. You can also show the vitamins and minerals that have less than the significant 15% value.

5.8 Nutrient profiling model (NPM)

For recipes, the upper right pane of the Composition page contains a tab labelled **NPM**. This displays the results of applying the Nutrient Profiling Model to the recipe (Food Standards Agency, 2004 and Department of Health 2011).

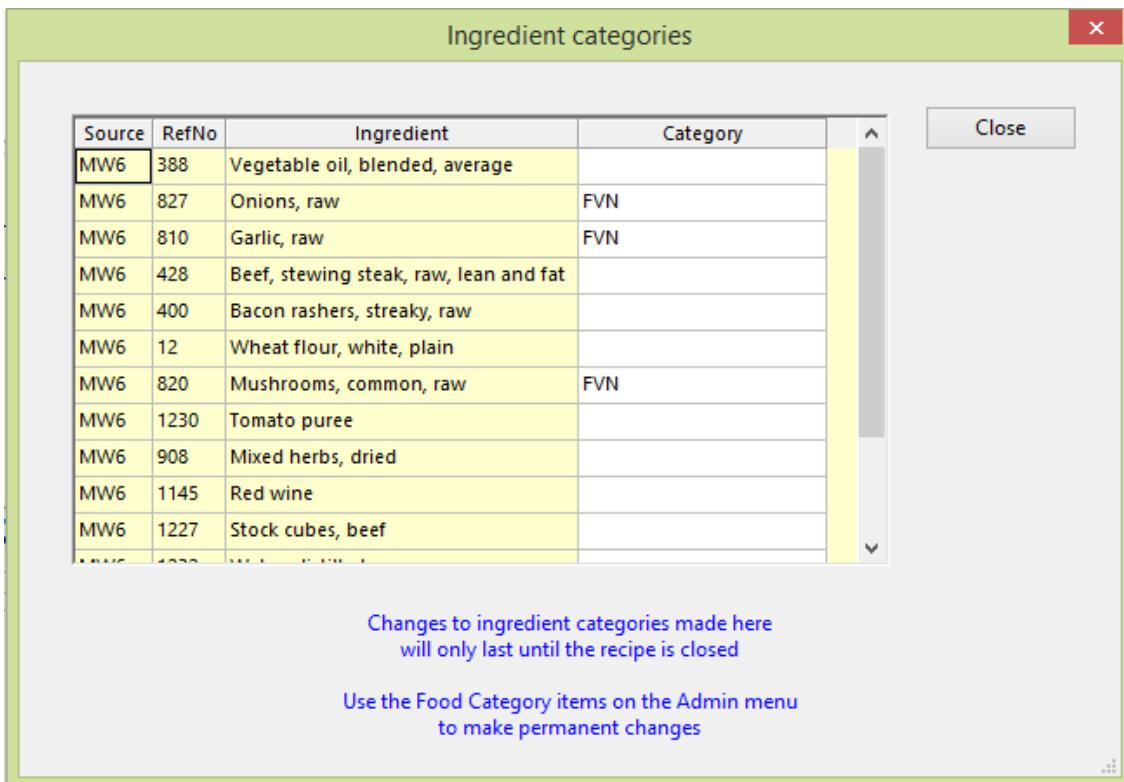
	per 100g	Score
Energy (kJ)	401	1
Saturated fat (g/100g)	1.2	1
Total sugar (g/100g)	1.1	0
Sodium (mg/100g)	502	5
Total A points	0	7
Fruit, veg, nuts (%)	0	0
NSP Fibre (g/100g)	0.6	0
Protein (g/100g)	6.1	3
Total C points	0	3
Score: A minus C	0	4

The model was developed to provide Ofcom, the broadcast regulator, with a tool to differentiate foods based on the nutrient content of 100g of the item, in the context of television advertising foods to children.

A simple scoring system awards points for **A** nutrients (energy, saturated fat, total sugar and sodium), and for **C** nutrients (fruit, vegetables and nut content, fibre and protein). The score for **C** nutrients is then subtracted from the score for **A** nutrients to give the final nutrient profile score.

Foods scoring 4 or more points, and drinks scoring 1 or more points, are classified as *less healthy* and are subject to Ofcom's controls on the advertising of foods to children on TV.

The UK foods in the database have been given categories of **FVN** or **DFVN** - [Dried] Fruit, Vegetables or Nuts - as appropriate and ingredients with these categories are used to compute the percentage FVN content score. They can be seen by using the **View/Alter** button.



Temporary changes to the ingredient categories can be made here and will affect the current profile score. Permanent changes can be made using the [food category](#) tools on the **Admin** menu.

5.9 Reporting multiple recipes

From the **Views** menu, select *Recipe summaries*.

With this option you can select a range of recipes from a search-list and either produce a detailed report on each one, in the same way that each would be reported by the **Report** page in its own analysis-notebook, or produce a summary report in a variety of different formats.

The screenshot shows the Dietplan7 software interface with a 'Summary' tab selected. A search bar at the top contains the word 'pie'. Below the search bar is a table listing 69 found results. The columns are 'Ref code', 'Group', 'Portions', and 'Name'. Several rows are highlighted in grey, indicating selected items. At the bottom of the window, there is a 'Choose format' dropdown menu with five options:

- One recipe summary per table, nutrients across
- One recipe summary per table, nutrients down
- All recipe summaries in one table, nutrients across
- All recipe summaries in one table, nutrients down
- Detailed recipes, one per table

Buttons for 'Continue' and 'Cancel' are located on the right side of the format menu.

Ref code	Group	Portions	Name
SHH124	96		Apple jack pie cheddar crumble
KSH002	96		Apple pie l.s (k)
MMB600	96		Beef & potato pie
MMB064	96		Beef and onion pie (l.c.r.)
MMV140	96		Cheese & dijon potato pie
MMV122	96		Cheese & potato pie
MMV004	96		Cheese leek & egg pie (lcr)
MMV124	96		Cheese potato pie
MMV125	96		Cheese potato pie (high cal)
MMC553	96		Chicken & mushroom pie
TC04	100		Chicken & mushroom pie
MMC550	96		Chicken & vegetable pie
MMC019	96		Chicken and leek pie
KM023	96		Chicken leek pie (k)
KM024	96		Chicken pie (k)
MMC554	96		Chicken pie norfolk ham
MMC628	100		Chicken pie spring onion(lcr)
MMC551	96		Chicken, bacon & leek pie
MMB118	96		Cottage pie

You can create a list of recipes from which to make your selections using any of the methods you would use to [open an existing recipe](#), or enter an asterisk to display all recipes. The candidates are shown in a selection list in the usual way, and here you can choose as many recipes as you wish by [making multiple selections](#).

When all the required recipes have been highlighted, you can select the format of the report you want, either a set of detailed reports, or a summary in one of four different formats:

- One recipe summary per table with nutrients listed across the page.
- One recipe summary per table with nutrients listed down the page.
- All recipe summaries in one table, nutrients listed across.
- All recipe summaries in one table, nutrients listed down.

Each summary report provides information about the nutrient content of each of the selected recipes but does not reveal any information about ingredients or ingredient quantities. The nutrients reported are those in the [currently selected set of nutrients](#), for example:

Dietplan7 User Guide

Summary X

Selection Report

1 / 2 43.7% Tools Fill & Sign Comment

Recipe Summary Report

per portion per 100 g	Energy kJ kJ	Energy kcal kcal	Fat g	Sat.fats g
MMB600 Beef & Potato Pie (281g)	2239 + 796	534 + 190	26.1 9.3	1.6 m 0.6
MMV122 Cheese & Potato Pie (240g)	1428 + 594	342 + 142	18.9 7.9	6.5 + 2.1
MMC019 Chicken And Leek Pie (311g)	2470 + 790	599 + 189	34.6 11.8	9.7 m 0.7
MMC551 Chicken, Bacon & Leek Pie (298g)	2171 + 729	519 + 174	29.9 10.0	2.2 m 0.7
KM083 Fishermans Pie (K) (226g)	2021 + 594	483 + 144	26.4 11.4	7.3 m 3.2
MMB611 Steak & Kidney Pie (324g)	2255 + 696	539 + 166	27.8 8.6	2.0 m 0.6
NMES			CHOM	NSP (Engl)
	g	mg	g	g
MMB600 Beef & Potato Pie (281g)	--	322 m	51.1 +	2.5 m
	--	114	19.2	0.9
MMV122 Cheese & Potato Pie (240g)	--	376	32.7 +	2.6 +
	--	156	13.6	1.1
MMC019 Chicken And Leek Pie (311g)	0.2 m	529 m	33.9 +	2.2 m
	0.1	170	11.4	0.7
MMC551 Chicken, Bacon & Leek Pie (298g)	--	601 m	33.1 +	1.1 m
	--	204	11.4	0.6
KM083 Fishermans Pie (K) (226g)	--	267 m	54.3	0.6 m
	--	118	24.0	0.3
MMB611 Steak & Kidney Pie (324g)	--	416 m	43.8 +	2.1 m
	--	142	13.8	0.5
Protein	Iron	Zinc	Calcium	
	mg	mg	mg	
MMB600 Beef & Potato Pie (281g)	23.3	1.39 m	0.49 m	83 m
	8.3	0.49	0.17	30
MMV122 Cheese & Potato Pie (240g)	12.1	0.89	1.18 +	230 e
	5.0	0.34	0.24	58
MMC019 Chicken And Leek Pie (311g)	27.9	2.08 m	1.59 m	14 m
	9.0	0.57	0.51	24
MMC551 Chicken, Bacon & Leek Pie (298g)	27.1	3.22 m	1.76 m	100 m
	8.1	1.08	0.59	33
KM083 Fishermans Pie (K) (226g)	22.1	0.83 m	0.74 m	19 m
	9.8	0.34	0.33	51
MMB611 Steak & Kidney Pie (324g)	27.3	3.11 m	1.36 m	87 m
	8.4	0.96	0.42	27
VITA (TRE)	Vitamin C	Folate		
	ug	ug		
MMB600 Beef & Potato Pie (281g)	247 m	2 m	30 m	
	87	2	11	
MMV122 Cheese & Potato Pie (240g)	216 + 90	21 9	76 32	
MMC019 Chicken And Leek Pie (311g)	362 m	7 m	42 m	
	116	2	14	
MMC551 Chicken, Bacon & Leek Pie (298g)	302 m	5 m	34 m	
	101	2	12	

[Report] Report created 24 February 2015

Page 1

Close Refresh Save Print << Back

The summary report is written to a PDF file that you can **Save** or **Print** in the usual way.

6. Meals & Menus

6.1 Working with menus

Check first that the status pane in the bottom of the main window says *Meals & Menus*. If not, follow the procedure to [select the type of analysis](#)

Start a new menu :

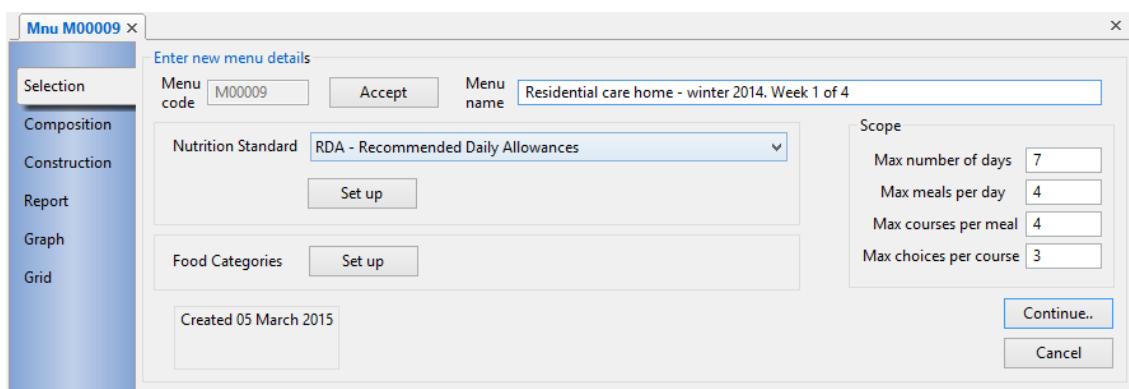
From the **File** menu, select **New**

-or-

From the toolbar, click on the **Create new analysis** button 

-or-

Press **Ctrl** and **N**



The menu notebook is opened in the main window, in the **Selection** page. The *Menu code* is the key under which the menu is saved in the database and every menu must have a unique code. It can contain letters, numbers and other punctuation characters and be up to 16 characters long. If you are going to save many menus it might be worth devising a simple classification coding system to assist retrieval as, when recalling menus, you can specify and search for all or part of the code as well as for words or partial word strings in the menu name. If you are not concerned about the value of the code you can let the software allocate one for you: leave the *Menu code* field blank, click **Accept** and the next available code in the sequence beginning *M00001* will be used.

Open an existing menu:

From the **File** menu, select **Open**

-or-

From the toolbar, click on the **Open existing analysis** button 

-or-

Press **Ctrl** and **O**

If the menu is one you have used recently, you can open it from the list of recently used items that appears at the foot of the main **File** menu by clicking on its menu code.

If you want to look at an existing menu and be sure that you do not make any changes inadvertently, select [view-only mode](#) before you open it.

Ref code	Days	Name
M503	5	5 day senior-school menu
CCH01	5	City junior 4 week halal
M00005	5	Parkside primary spring 2015 week 1
M00006	5	Parkside primary spring 2015 week 2
M00007	5	Parkside primary spring 2015 week 3
M00008	5	Parkside primary spring 2015 week 4
M00009	7	Residential care home - winter 2014. week 1 of 4
WH001F	7	Weston care - week 1 final
WH001	7	Weston care - week 1 provisional

You can search for menus either by menu code or by name using the same techniques as when [searching for foods and ingredients](#). Depending whether you tick *Using whole words only*, matching menus will be displayed as you enter individual letters or enter words. To obtain a complete list of menus, if not already showing, enter a space character into the search field.

The menus that match your search criteria will be shown in the scrolling window below the search field. Initially in alphabetic, name order you can click any of the column headings in the window to sort by that column. A second click on the same heading will reverse the sort order for that column.

You can browse through the menu list using either a single mouse click or with the cursor up/down keys. Details of the currently highlighted menu appear in the fields in below the selection list. Make your selection with a double click on the list item or press the **Enter** key.

Save menu :

Click the **Save** button in the menu notebook's **Composition** page

-or-

From the **File** menu, select **Save**

-or-

From the toolbar, click on the Save analysis button

-or-

Press **Ctrl** and **S**

Alternatively, you can choose to have the menu saved automatically after each item is added: Select **Edit and Preferences** and from the *Behaviour Preferences* tab, select *Auto-save analysis after every food entered*. This will apply to all future analyses until you change it.

If you have made changes to an existing menu and you would like to keep the original as well as the new details, from the **File** menu, select *Save As* and you will be prompted for a valid, unused menu code to save the changed menu details.

If you have locked the database by using the [view-only](#) option, these ways of performing a save will all be inactive.

Delete menu

To delete a menu, recall it as above and, from the **File** menu, select *Delete*

Close menu:

To close the menu analysis

Click the **Close** button in the menu notebook's **Composition** page

-or-

From the **File** menu, select *Close*, or *Close all* to close all the open notebooks

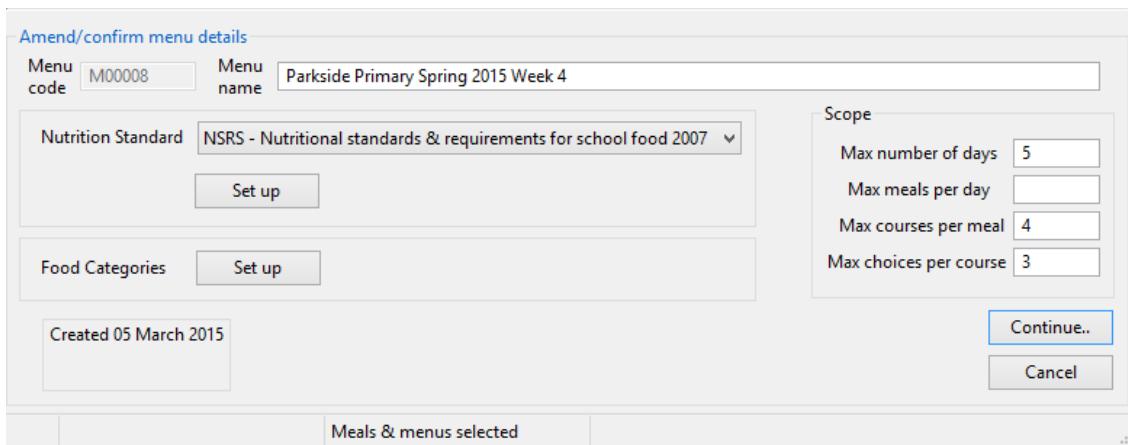
-or-

From the toolbar, click on the Close analysis button 

You will be asked to confirm if you try to close the menu or exit Dietplan before saving any additions or alterations.

6.2 Entering menu details

Once you have entered a menu code for a new menu, or selected an existing menu, the fields in the *Enter/confirm menu details* section of the **Selection** notebook page become active and you can add or edit their contents.



The screenshot shows the 'Amend/confirm menu details' dialog box. At the top left is the title 'Amend/confirm menu details'. Below it are two input fields: 'Menu code' containing 'M00008' and 'Menu name' containing 'Parkside Primary Spring 2015 Week 4'. To the right of these is a dropdown menu set to 'NSRS - Nutritional standards & requirements for school food 2007'. Below this are two groups of buttons: 'Food Categories' and 'Set up' on the left, and 'Scope' on the right. The 'Scope' group contains four input fields: 'Max number of days' (set to 5), 'Max meals per day' (empty), 'Max courses per meal' (set to 4), and 'Max choices per course' (set to 3). At the bottom left is a timestamp 'Created 05 March 2015'. On the far right are 'Continue..' and 'Cancel' buttons. A status bar at the bottom center says 'Meals & menus selected'.

You can enter a descriptive *Name*. This name appears on all reports and lists and alongside the menu code in the selection window when you are searching for a menu, so helping to identify the menus found. You can also search for the menu using any word or string of characters occurring in the description. There is no restriction on the length of the menu name.

In the group of fields entitled *Scope*, specify the range of *Days*, *Meals*, *Courses* and, if applicable, *Choices* of dishes that the menu will cover. You should specify the **maximum** number of days, meals per day, courses per meal and choices per course that you expect to encounter. You do not have to use all the groups on every occasion and spare groups can be left blank.

You do not have to use all the different levels, for example, a school meals menu (1 meal a day) could leave the *Meals* group blank and specify, say, 20 days, 5 courses and 4 choices. Again a **Course** is not necessarily an item that is eaten on its own, A main dish can be divided into, for example, four 'courses' - a meat selection (3 choices, say), a vegetable selection (4 choices), pasta/rice/potatoes selection (3 choices), and a salad selection (3 choices). Use the groups in the way that best suits your own application. You can name your groups from the defaults, for example, Course 1, Course 2, Course 3... etc. to whatever is most appropriate, and save the names in each individual menu. See [Naming analysis groups](#).

Any group level left blank will be omitted from displays and reports.

At the start of each new menu, you can choose what nutritional standards, if any, to associate with the menu. You can choose between the familiar dietary reference values and the [Nutritional Standards & Requirements for School food 2007](#) (NSRS).

To set the guidelines click the adjacent **Set up** button and enter or select the appropriate details. When guidelines have been set, the button title changes to **Amend** .

In a similar way, you can also select and set categories for the menu. The purpose and use of this described in detail in the section on [Category coding](#).

The dates of creation and latest change (if different) are displayed. These fields are maintained by the program itself and cannot be altered. If Dietplan user accounts have been enabled, the users responsible are also shown.

When all the details have been entered or amended, click the **Continue** button or the **Composition** tab of the analysis-notebook to move to the next stage.

6.3 Using the menu composition page

The composition page of the menu notebook is where all menu foods and ingredients are added and the ingredient list and nutrient values of the current menu-group are displayed.

The page contains three separate, individually resizable window panes and three groups of buttons. At any one time, the contents of the windows refer to the current group within the menu, such as *Day 2, Course 3, Choice 1* as illustrated. The identity of the current group is always displayed in the Status bar at the bottom of the main window. It is also shown in the **Summary** and the **Navigate** tabs in the upper-right window. To review the contents of the entire menu, select **Review menu contents** on the **Tasks** menu.

The upper-left, scrollable display shows the values of the [currently selected set of nutrients](#) of the current group. Each nutrient shows its total quantity, the [dietary reference value](#) (if selected) and the quantity per 100 grams. A single-character [qualifying indicator](#) is also shown alongside each nutrient total, if appropriate. The window has a pale-yellow (by default) background to indicate that the contents are read-only.

The lower-left, scrollable display shows a list of the menu foods and ingredients in the current group. The *Source*, *RefNo* and *Weight* columns of the window have a white background, indicating that the contents can be added or edited directly, if required. While not as flexible as adding items using the [add-items](#) button, you may find it convenient for adding ingredients whose codes are known, or for making adjustments to an ingredient weight. You can also select one or more complete rows of ingredients to [cut, copy or paste](#) them into any other open analysis notebook.

The upper-right, tabbed-display has a **Summary** tab containing read-only, summary totals for the current group, a **Comment** tab with an editable text box where free-text [menu comments](#) or other notes can be entered, and a **Navigate** tab where the whole menu structure is displayed as an expandable tree. Clicking on

an individual leaf node of the tree selects the corresponding menu group in the other windows.

The **Action** group of three buttons enables you to add [foods and recipes](#) and [comments](#) to the menu and to [save](#) the menu in the database.

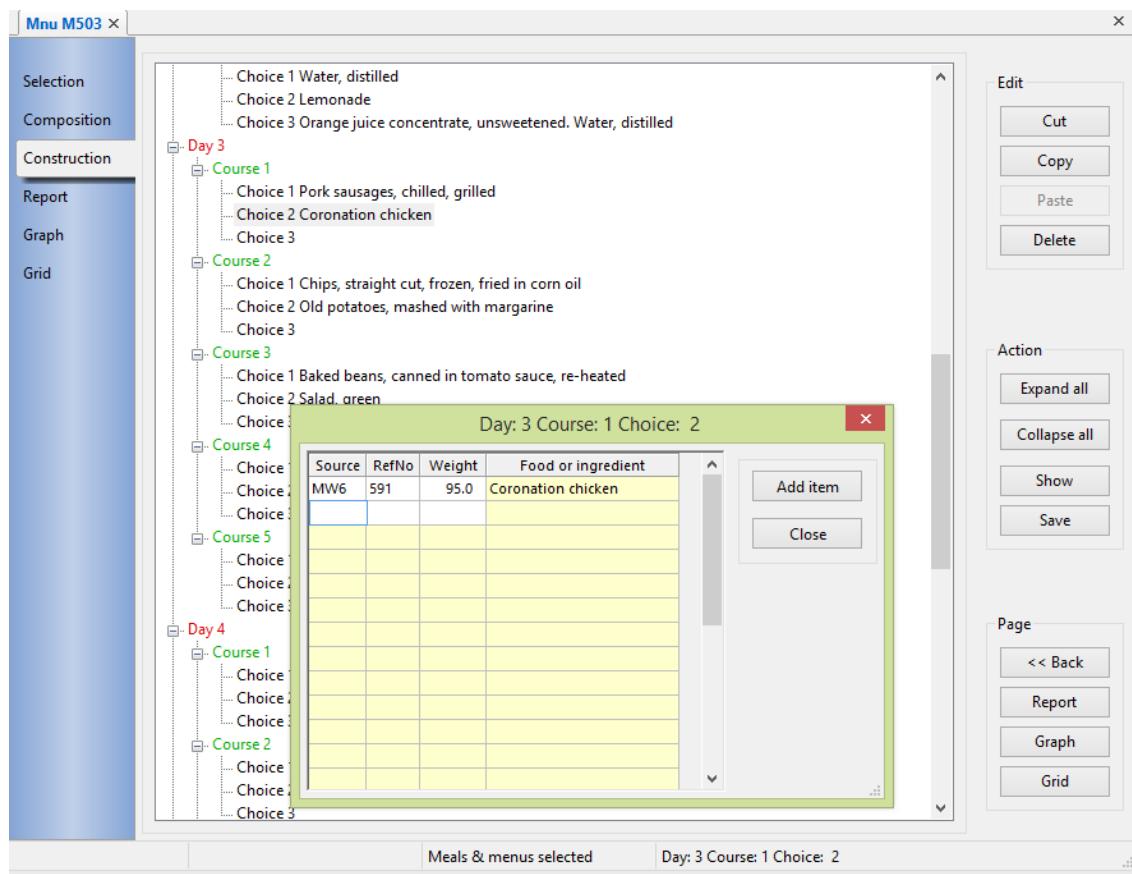
The foods in each part of the menu must be added into the correct group, corresponding to the day, meal and course and choice. In addition to selecting the required section using the tree view as described above, you can also use the **Next** or **Previous** buttons in the **Navigate** group to move forward or go back one group at a time. You can also use designated keyboard combinations and items on the **Tasks** menu to move between the groups. See the section titled **Navigate between analysis groups**.

The **Hide empty** check box inside the **Navigate** group can be used to conceal all empty menu groups in the menu tree view. Not every meal you enter is likely to have the same number of courses and choices, for example, and you can exclude the unused groups by clicking this box. It will probably be more useful to do this after the whole menu has been entered, but you can check and uncheck the box whenever you wish and the tree view will alter to reflect your choice.

The **Page** group of six buttons enables you to switch to any of the other analysis-notebook pages, namely, **Back** (Selection), **Build** (Construction), **Report**, **Graph** or **Grid**, or to **Close** the menu.

6.4 Using the menu construction page

The construction page of the menu notebook is similar to the small **Navigate** window on the composition page in that it shows a tree-view of the whole menu but it occupies the whole notebook page and it contains all the tools needed to build and maintain menus.

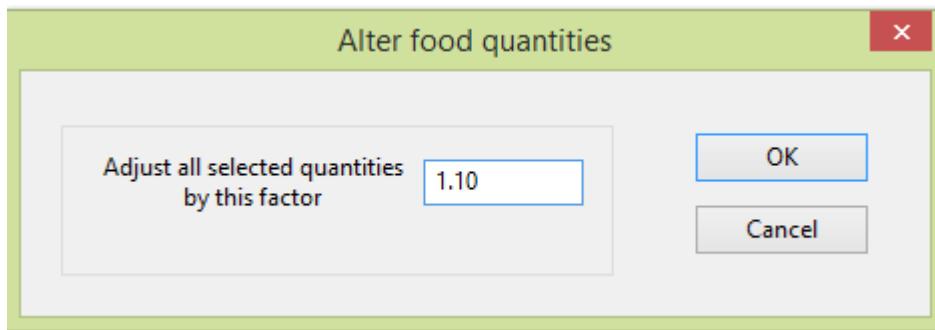


The entire menu is displayed as a tree, with the whole menu at the root and branching into days, meals, courses and choices depending on how the menu structure has been defined. The food items in the menu are shown as the leaves of the tree. Varying amounts of detail can be displayed by clicking the plus (+) and minus (-) boxes at the tree nodes or you can click the **Expand all** or **Collapse all** buttons.

If a leaf node is selected, i.e. highlighted by clicking on it, the **Show** button is active and using it displays a dialog containing a grid showing the food items in that part of the menu. The grid is the same as the one for the corresponding menu section on the composition page. You can also add or edit food items in this grid or use the **Add item** button in the dialog in the same way as on the composition page.

The construction page also contains buttons that enable you to **Copy**, **Cut**, **Paste** or **Delete** whole sections of the menu, pasting either to a selected part of the same menu or to another menu open in a different notebook. The operations can be carried out at any level, that is you can copy and paste an entire day to another day, a meal to a meal etc. even a whole menu to another menu. Whatever level you choose, all the food items contained within that level are copied, cut, pasted or deleted. If the receiving level already contains food items you can choose either to replace or merge them with the items being added.

There is also a **Paste special** button (not shown above) and on the right-click menu, that also pastes a previously copied or cut selection with the additional option of amending the quantity of each pasted food item in proportion to a supplied factor.



By default the same food quantities will be pasted (factor = 1.0) but you can set this to any positive value to adjust all the quantities proportionally. For example a factor of 2.0 will double all the quantities and a factor of 0.5 will halve them. In the above example, each of the pasted food quantities are being increased by 10 percent.

6.5 Review menu contents

The list of foods in the Composition page of the menu notebook only shows the content of the current group.

To view of the contents of the whole analysis, from the **Tasks** menu, select *Review menu/diary contents*.

Contents of menu M503 5 day senior-school menu						
Day	Course	Choice	Source	Ref	Qty	Food item
1	1	1	MW6	537	150	Chicken pie, individual, chilled/frozen, baked
1	1	2	MW5	651	84.0	Fish fingers, fried in blended oil
1	2	1	MW5	661	120	New potatoes, boiled in unsalted water
1	2	2	MW6	21	125	Savoury rice, cooked
1	2	3	MW5	681	165	Chips, straight cut, frozen, fried in blended oil
1	3	1	MW6	771	70.0	Peas, boiled in unsalted water
1	3	2	MW5	757	60.0	Carrots, young, boiled in unsalted water
1	4	1	MW5	257	125	Low fat yogurt, fruit
1	4	2	MW6	178	110	Fruit pie, one crust
			RCP	MW5-2...	100	Custard made up with milk
1	4	3	MW6	308	75.0	Ice cream, dairy, vanilla
1	5	1	MW6	1117	200	Fruit juice drink, ready to drink
1	5	2	MW5	1186	250	Water
2	1	1	MW5	400	100	Lamb, cutlets, lean and fat, grilled
2	1	2	MW5	655	250	Fish pie
2	2	1	MW6	709	175	Old potatoes, mashed with butter
2	2	2	MW6	710	100	Old potatoes, roast in blended oil
2	3	1	MW5	708	120	Green beans/French beans, frozen, boiled in unsalted water
2	3	2	MW5	733	70.0	Peas, canned, re-heated, drained
2	4	1	MW5	287	150	Rice pudding, canned
2	4	3	MW6	949	140	Fruit salad, homemade
2	5	1	MW6	1232	250	Water, distilled

If the menu contains choices and you have [selected choices](#) from the menu, click the **chosen only** checkbox to display just the chosen items.

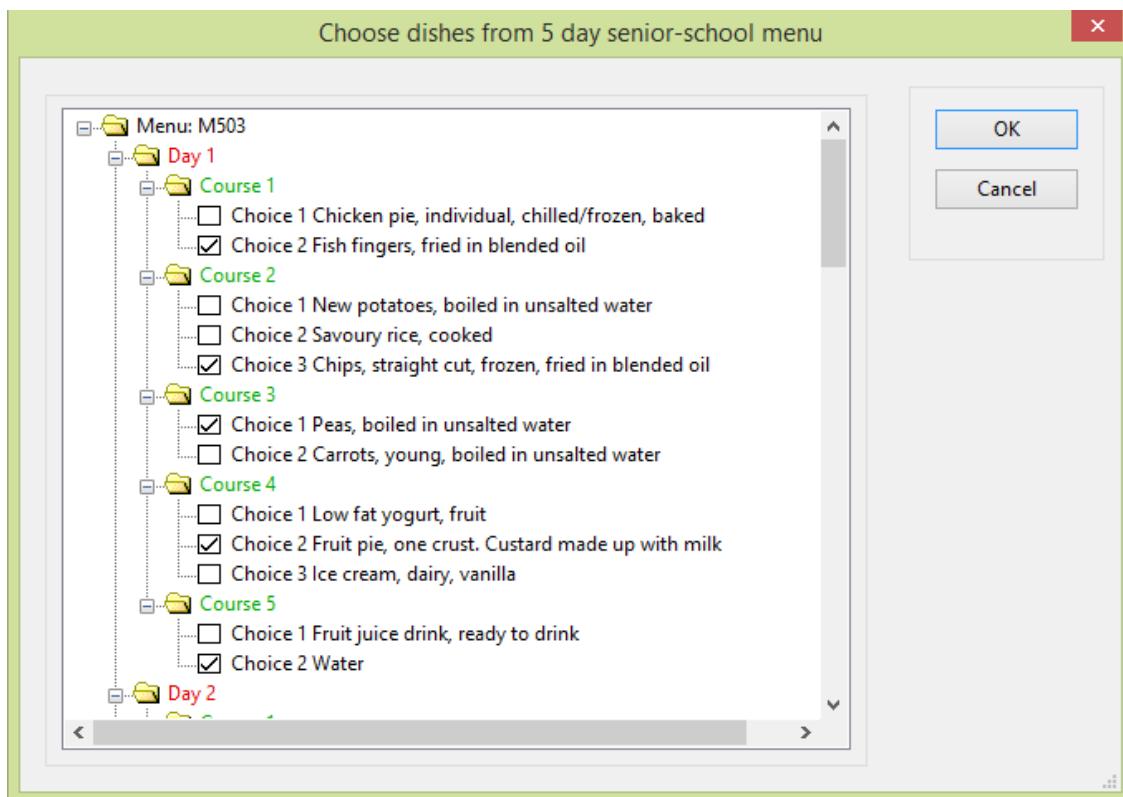
You can click on any column heading to sort by that column. Click again to reverse the sort order.

Click **Save** to bring up a file selection dialog to specify the name of a text file where the list, as seen, will be saved. Click **Print** to send the text of the list to a printer.

6.6 Select choices from menu

When a menu contains choices of items as the lowest-level grouping, you can analyse the choices in a number of ways that can be chosen from the Aggregation option in Define report on the View menu or via the Design button on the Report page itself .

One such way is to make explicit choices from the menu and report the chosen items. This can be also done conveniently from the Tasks menu by selecting *Choose items from menu* .



The whole menu is displayed as a tree structure and the leaf-nodes of the tree, the menu choices, contain selection tick-boxes. Within each set of choices you can tick one choice.

If the tree node you require is in its 'collapsed' state, click the + symbol beside its folder icon to expand it. Repeat as necessary at each branch until the leaf nodes are showing.

The choices are saved in the database with the other menu details. They are shared, and may be changed by anyone who has access to the menu.

When choices are made from the menu an additional column is shown in the nutrients panel on the Composition page which displays the nutrient totals for all the chosen items alongside the nutrient values for the current group of items.

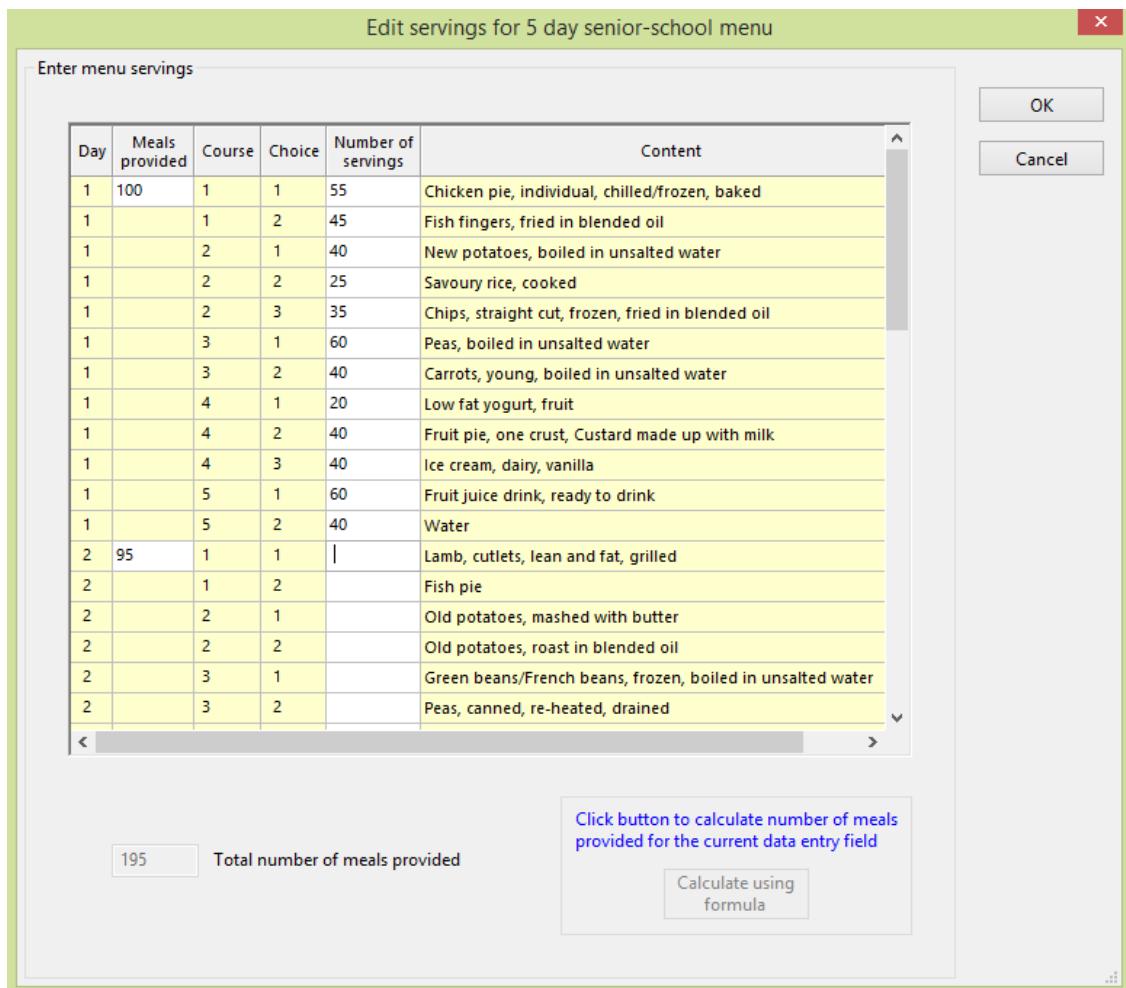
Nutrient	Unit	ChosenTot	ThisTot	N.S.R.S.	p	
Water	g	557.7	45.8	---		
Total Nitrogen	g	4.58	1.75	---		
Protein	g	28.5	10.9	>	8.5	
Fat	g	45.9	10.6	<	21.6	
Carbohydrate (mse)	g	129.6	16.7	>	74.2	
Energy (kcal)	kcal	1012	202	529 - 585		
Energy (kJ)	kJ	4252	845	2126 - 2350	1	
Starch (mse)	g	96.6	15.6	---		
Total Sugars (mse)	g	32.1	1.1	---		
Glucose	g	1.9	m	0+	---	
Fructose	g	2.1	m	0+	---	
Sucrose (mse)	g	15.4	m	0.2	---	
Maltose (mse)	g	1.0	m	0.9	---	
Lactose (mse)	g	---	0+	---		
NSP (Englyst)	g	10.2	e	1.2	>	4.5
Fibre (AOAC)	g	13.5	a	1.5		

The column entitled *ChosenTot* is updated dynamically so if both the Composition page and the *Choose items from menu* dialog are visible, the nutrient totals can be seen to change as items are selected from the menu.

6.7 Specify number of servings of menu choices

When a menu contains choices of items as the lowest-level grouping, you can analyse the choices in a number of ways that can be chosen from the **Aggregation** option in **Define report** on the **View** menu or via the **Design** button on the Report page itself.

One such way is to specify the number of servings of each choice and produce a weighted-average nutrition analysis. This can also be done from the **Tasks** menu by selecting *Edit/review menu servings*



The dialog displays the currently defined set of servings, if any, and allows individual servings to be entered or altered.

New at version 6.60, you can also specify the number of meals provided, in which case the numbers of servings entered should reflect the actual number of servings of each choice and not just the relative ratio of servings between each choice. If this information is entered, the nutritional values of an average meal will be reported.

You can either enter the total number of meals provided for the whole menu cycle, in the box at the bottom of the dialog, or you can enter the number of meals provided on each day separately. In the latter case, the bottom box is disabled and shows the total number of meals calculated from the individual day values.

If you wish to calculate the number of lunches provided in secondary schools using the method currently specified by the Department of Education, namely:

"The till receipts for a given period for all sales of food to which school lunch standards (including nutrient-based standards from 2009) have been applied, divided by the monetary value in the dining room of a free school meal, plus the number of free school meals actually provided"

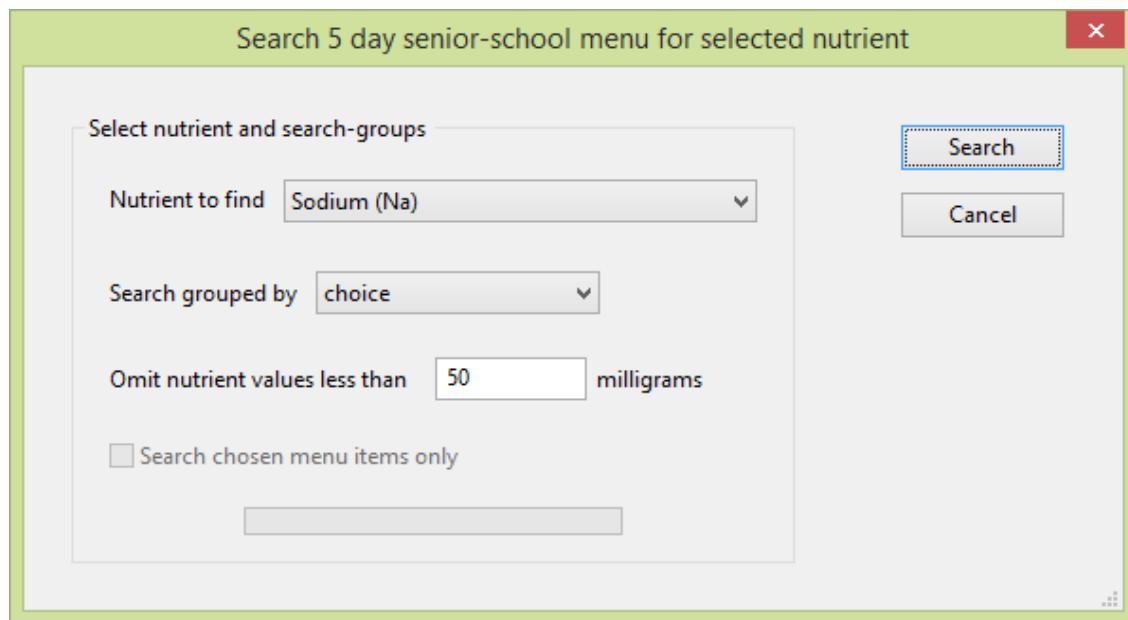
If you have this information available, click the *Meals provided* field you wish to enter, then the **Calculate** button and type in the required values in the pop-up dialog. Click **OK** and the calculated value will appear in the field you indicated.

Servings and meals provided are saved in the database alongside the other menu details. They are shared, and may be changed by anyone who has access to the menu.

6.8 Search menu for nutrient

From the **Tasks** menu, choose **Search menu/diary for nutrients**

Display the values of a chosen nutrient in specified sections of a menu, in ascending or descending order.



The *Nutrient to find* is chosen from a drop-down list by highlighting the one you require. You can decide what groups are to be searched, that is, per day, per meal, per course or per choice. You can also specify a threshold limit for the nutrient content, below which groups will be excluded from the list. If there is a list of items [chosen from the menu](#) you can tick the box to include only the chosen menu items in the search.

When you click **Search** a progress bar indicates the progress of the scan through the menu.

Search 5 day senior-school menu for sodium (Na)

Milligrams of sodium (Na) in each choice of menu M503

Day	Course	Choice	Quantity
1	1	1	645
1	1	2	294
1	2	2	612
1	4	1	80
1	4	2	209
2	1	1	71
2	1	2	625
2	2	1	75
2	3	2	175
2	4	1	75
3	1	1	864
3	1	2	224
3	2	2	59
3	3	1	716
3	4	1	141
3	4	2	54
4	1	1	1000

Click on a column heading to sort by that column. Repeat to reverse the sort order

<<Back Show detail Save Print Close

You can alter the order in which the list is displayed by clicking on any of the column-header labels. One click will sort the list in ascending order of the selected column and a second click will reverse the sorted order.

You can also highlight any row and display the full nutrient composition of the selected food by either double-clicking the row, pressing the keyboard **Enter** key, or clicking on the **Show details** button.

You can also click the **Save** button to put the list into a text file with a name of your choice and save it, or the **Print** button to produce a simple text-only listing on your printer.

Click the **Back** button to return to the previous dialog and make a different selection

7. Personal Diet Assessments

7.1 Working with registrations

Diet assessments or diaries are entered and stored for named individuals who might be clients, patients or customers depending on your circumstances. Before the analysis of dietary intake can begin, it is necessary to create or recall a [registration record](#) for the individual and to enter or confirm their personal details.

You can enter and save an unlimited number of diet assessments for any individual. Each assessment can be either an [averaged assessment](#) or a [daily assessment diary](#).

Check first that the status pane in the bottom of the main window says *Diet assessments*. If not, follow the procedure to [select the type of analysis](#)

Create a new registration:

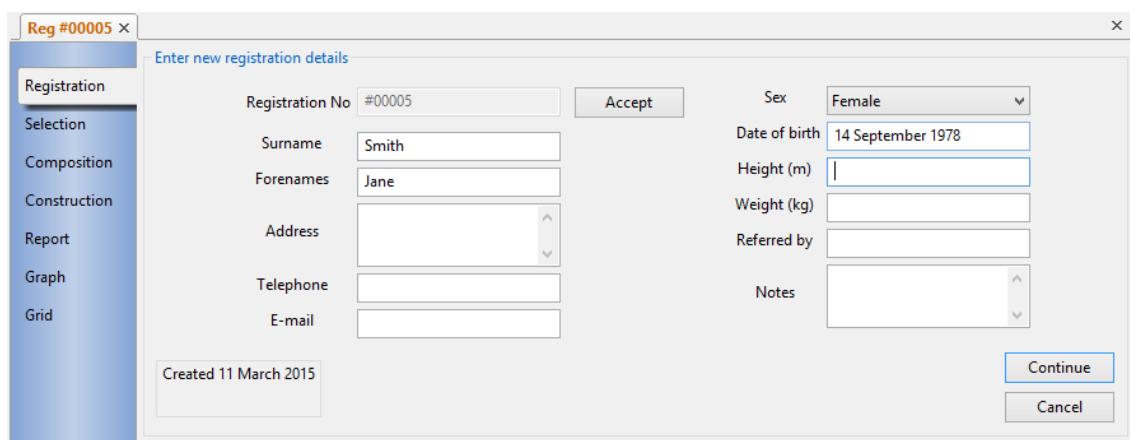
From the **File** menu, select *New*

-or-

From the toolbar, click on the **Create new analysis** button 

-or-

Press **Ctrl** and **N**



The assessment analysis notebook is similar to the ones opened for recipes and for menus, except there is an extra tabbed page in front if the **Selection** tab, entitled **Registration**. It is this page which is opened first.

For a new registration, enter a unique registration number or code to identify the individual being registered. Hospital-based users, for example, will probably use a patient's hospital number, but any coding system may be used. It can contain letters, numbers and other separating punctuation characters and be up to 16 characters long.

If you do not wish to allocate explicit registration numbers you can let the software allocate one for you: leave the Registration No field blank, click **Accept** and the next available code in the sequence beginning #00001 will be used. You can choose whether or not to include the allocated # (hash) number on reports in

the **Details** tab of the report designer - select **Design report** on the **View** menu or click the **Design** button when a report is being viewed.

Open an existing registration:

From the **File** menu, select *Open*

-or-

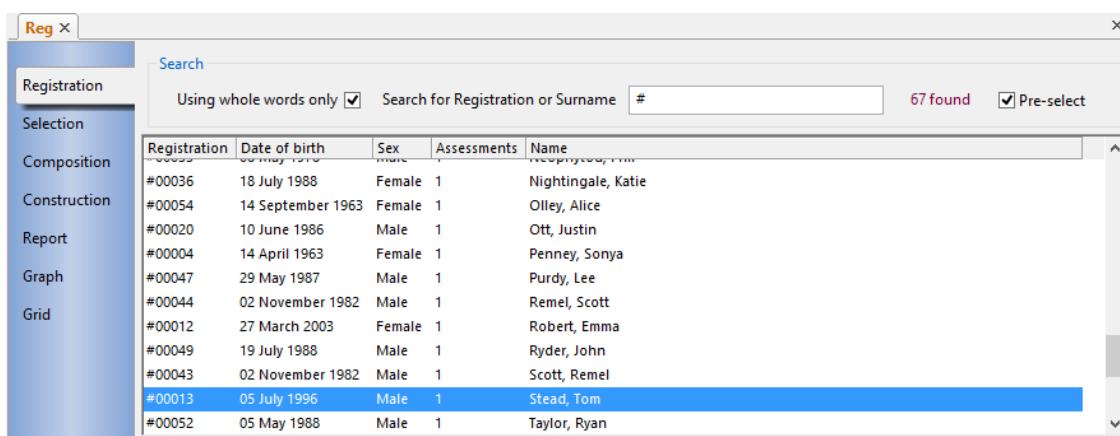
From the toolbar, click on the **Open existing analysis** button 

-or-

Press **Ctrl** and **O**

If the registration is one you have used recently, you can open it from the list of recently used items that appears at the foot of the main **File** menu by clicking on its registration code.

If you want to look at an existing registration and/or assessment and be sure that you do not make any changes inadvertently, select [view-only mode](#) before you open it.



The screenshot shows the 'Reg' window with a search interface. On the left, there's a sidebar with buttons for 'Registration', 'Selection', 'Composition', 'Construction', 'Report', 'Graph', and 'Grid'. The main area has a 'Search' header with options 'Using whole words only' (checked), 'Search for Registration or Surname' (#), '67 found' (checkbox checked), and 'Pre-select' (checkbox checked). Below the search bar is a table with columns: Registration, Date of birth, Sex, Assessments, and Name. The table lists 67 registration records. The record with registration #00013 and name Stead, Tom is highlighted with a blue selection bar.

Registration	Date of birth	Sex	Assessments	Name
#00036	18 July 1988	Female	1	Nightingale, Katie
#00054	14 September 1963	Female	1	Olley, Alice
#00020	10 June 1986	Male	1	Ott, Justin
#00004	14 April 1963	Female	1	Penney, Sonya
#00047	29 May 1987	Male	1	Purdy, Lee
#00044	02 November 1982	Male	1	Remel, Scott
#00012	27 March 2003	Female	1	Robert, Emma
#00049	19 July 1988	Male	1	Ryder, John
#00043	02 November 1982	Male	1	Scott, Remel
#00013	05 July 1996	Male	1	Stead, Tom
#00052	05 May 1988	Male	1	Taylor, Ryan

You can search for registration records either by number or by surname using the same techniques as when [searching for foods and ingredients](#). Depending whether you tick *Using whole words only*, matching records will be displayed as you enter individual letters or enter words..

To obtain a complete list of all registrations, if not already showing, enter a space character into the search field or ensure that the *Pre-select* box is ticked.

Version 6.70.20 of Dietplan introduced the use of *User Groups*. During the setting up of [Dietplan users](#) by an administrator it is possible to designate any user as a member of one of the defined [user groups](#) (or of None). After that, registration records created by a group member will only be visible to members of that group. That is, each group will only be able to access its own registrations and assessments. Registrations created by a user who is not a member of any group will be accessible to everyone, as before.

The registrations that match your search criteria will be shown in the scrolling list below the search fields. Initially in surname order, you can click any of the column headings in the list to sort by that column. A second click on the same heading will reverse the sort order for that column.

You can browse through the registration list using either a single mouse click or with the cursor up/down keys. Details of the currently highlighted registration appear in the fields in below the selection list. Make your selection with a double click on the list item or press the **Enter** key.

Save registration:

There is no explicit action necessary to save the details of a registration. It is done automatically as you leave the Registration page of the assessment notebook, either by clicking **Continue** or selecting one of the other notebook page tabs.

Close registration:

Having opened or created a registration record, the normal action would be to continue and open or create an assessment. However, to close the registration at this point:

From the **File** menu, select *Close*, or *Close all* to close all the open notebooks

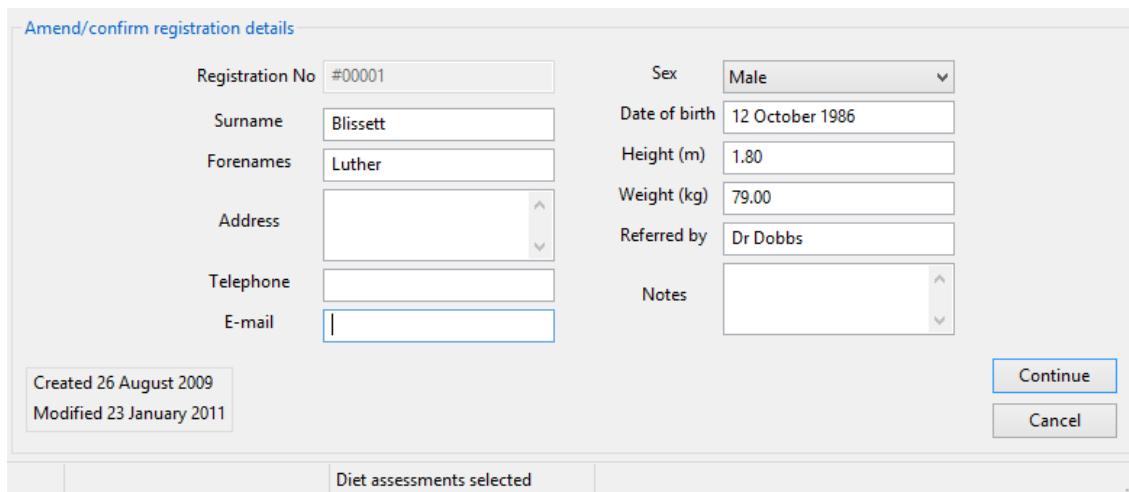
-or-

From the toolbar, click on the Close analysis button 

7.2 Entering personal details

Personal registration details are stored in the database. They are stored separately from assessments themselves because any person can have an unlimited number of assessments and this ensures that the same details are available to each assessment and avoids re-entry and duplication of the data. The saved details identify the person and provide information to permit the appropriate [dietary reference values](#) to be calculated. They can also record additional information that can be chosen for inclusion in the assessment report.

The recording of personal data on computer in the United Kingdom is regulated by the Data Protection Act. You should ensure that you comply with its requirements before entering such information.



Amend/confirm registration details	
Registration No	#00001
Surname	Blissett
Forenames	Luther
Address	(Text area)
Telephone	(Text area)
E-mail	(Text area)
Sex	Male
Date of birth	12 October 1986
Height (m)	1.80
Weight (kg)	79.00
Referred by	Dr Dobbs
Notes	(Text area)
Created 26 August 2009 Modified 23 January 2011	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Diet assessments selected	

Surname is the only mandatory item. *Sex* and *Date of Birth* are both used in the calculation of [dietary reference values](#), so if either are omitted, the selection and calculation of DRVs is disabled in all subsequent assessments.

Contact details like postal *Address*, *Telephone* number and *E-mail* address are all optional.

Sex can be selected from a drop-down list and *Date of Birth* can be entered in a [variety of formats](#). If you do not know the exact date of birth, enter either the full year of birth e.g. **1969** or the current age e.g. **23**. The age will be converted to the year of birth and redisplayed. Dates in the future are not allowed.

Height in metres and *Weight* in kilograms can be included, for reference, on the printed report and are used for the computation of the body mass index. The weight, if specified, is also used in the calculation of the EAR values for energy.

The *Referred by* field can be used to identify of the source of referral of the subject, for any other information you wish, or simply left blank.

You can also include a free-text *note* of any length which, if present, will be printed on the report. This is in addition to the notes and comments that can be included with each individual assessment.

When all the details have been entered or amended correctly, click the **Continue** button or the **Selection** tab of the analysis-notebook to move to the next stage of the analysis, which is to open or create an assessment.

7.3 Working with assessments

After confirmation of the registration details, the **Selection** page of the assessment analysis notebook shows a list of all the person's saved assessments.

No 007 Bond, James Male Born 27 October 1936				Assessments: 6
Date	Days	Type	Title	
10 Jan 2007	6	Averaged	CD_wk 1	
17 Jan 2007	6	Averaged	CD_wk 2	
24 Jan 2007	6	Averaged	CD_wk 3	
31 Jan 2007	6	Averaged	CD_wk 4	
07 Feb 2007	5	Averaged	CD_wk 5	
28 Feb 2007	6	Averaged	CD_wk 8	
New Select this to create a new assessment				

To create a new assessment, highlight and select the last item in the list, coloured blue.

You can browse through the assessment list using either a single mouse click or with the cursor up/down keys. Details of the currently highlighted assessment appear in the fields in below the selection list. Make your selection with a double click on the list item or press the **Enter** key. The fields in the *Enter/confirm assessment details* section of the notebook page become active and you can add or edit their contents.

Save assessment:

When you have made amendments to an existing assessment or added all the details of a new one, you must save it in the database:

Click the **Save** button in the assessment notebook's **Composition** page

-or-

From the **File** menu, select *Save*

-or-

From the toolbar, click on the Save analysis button 

-or-

Press **Ctrl** and **S**

It is not necessary to supply or to keep track of individual, unique codes for assessments. This is handled automatically by Dietplan which links all the assessments through the person's unique registration code number.

Alternatively, you can choose to have the assessment saved automatically after each food is added: Select **Edit** and **Preferences** and from the *Behaviour Preferences* tab, select *Auto-save analysis after every food entered*. This will apply to all future analyses until you change it.

If you have made changes to an existing assessment and you would like to keep the original as well as the new details, from the **File** menu, select *Save As* and you will be prompted for a new title to help you to distinguish them.

If you have locked the database by using the [view-only](#) option, all these ways of performing a save will be inactive.

Delete assessment

To delete an assessment, recall it as above and, from the **File** menu, select *Delete*

Close assessment:

To close an assessment

Click the **Close** button in the assessment notebook's **Composition** page

-or-

From the **File** menu, select *Close*, or *Close all* to close all the open notebooks

-or-

From the toolbar, click on the Close analysis button 

You will be asked to confirm if you try to either close the assessment or exit Dietplan without saving any additions or alterations.

7.4 Entering assessment details

When starting a new assessment you can choose the assessment Type to be either an [Averaged intake](#) or an [Intake diary](#) as in the examples below.

Once the assessment is created, after clicking **Continue**, it is not possible to change from one type to the other. So at this point a dialog pops up asking you to confirm your choice. You can suppress this by de-selecting *Confirm assessment type when creating new* in **Edit | Preferences**.

Dietplan7 User Guide

Enter new assessment details

Date	11 March 2015	Type	Averaged intake	Title	4 day assessment. Week 1
At assessment date					
Height (m)	1.80				
Weight (kg)	79.00				
Target weight (kg)	79.00				
Reference values	DRV	Amend			
			Food categories	Set up	
Created 11 March 2015			<input type="button" value="Continue.."/> <input type="button" value="Cancel"/>		

For an averaged intake assessment you need only specify the *number of days* over which the foods being entered were consumed. No information is recorded about when each food was eaten. At the end, an analysis can be produced that reports both the total and average daily intake. If your assessments are all usually for the same number of days, you can set a default value using the *Defaults* option in the [preferences](#) function. Each new assessment will show this value automatically and it can be altered if required.

Enter new assessment details

Date	11 March 2015	Type	Intake diary	Title	7 day food diary
At assessment date					
Height (m)	1.80				
Weight (kg)	79.00				
Target weight (kg)	79.00				
Reference values			RDA	Amend	
			Food categories	Set up	
Created 11 March 2015			<input type="button" value="Continue.."/> <input type="button" value="Cancel"/>		
Scope					
Max number of days					
Max meals per day					
Max courses per meal					
Date of day 1 or select its weekday					
<input type="radio"/> No <input checked="" type="radio"/> Yes					
Enter meal times					

An intake diary assessment records consumption on individual days and also (optionally) at individual meals and courses within meals. So it is necessary to specify the *maximum number of days* (and meals and/or courses) that will be entered. The foods in each defined sub-group are all entered separately so that each can be analysed separately as well as being analysed in specific combinations of groups.

For many assessments, an averaged intake analysis is sufficient and, because there is more work involved in entering a full intake diary, it is probably not necessary to select this type unless you really need the more detailed breakdown it provides.

It is not necessary to use all the levels of detail unless you wish to. If you do not want meals broken down into individual courses, for example, leave *Max courses per meal* blank and enter all the foods, eaten within each meal, together in the same group. Any grouping level left blank will be omitted from displays and

reports. You can [name your groups](#) from the defaults, for example, Course 1, Course 2, Course 3... etc. to whatever is most appropriate, and save the names in each individual assessment.

Two additional, optional items can also be specified in an intake diary: the date of each day and the time of each meal. The dates are specified by entering the date, or day or the week, of day 1 and subsequent values are calculated from this, assuming the days are contiguous. Either enter the date of day 1 in the appropriate box or select the day of the week from its drop-down list. Click *Yes* or *No* in the *Enter meal times* radio box if you want to record meal times or not. The times themselves are entered in the [Add items](#) dialog when foods are added to the diary on the *Composition* page. The time of each meal, as HH:MM, must be entered if *Yes* is selected. If either of these items are recorded, their values appear on the *Grid* page and in csv (spreadsheet) export files.

The *Assessment date* is used to calculate the person's age and age-related [dietary reference values](#). By default this is the date the assessment is entered into Dietplan but it can be amended here.

You can optionally enter a *Title* or a brief description of the assessment for inclusion in reports and to assist in identifying it during retrieval.

A snapshot of the persons current *Height* and *Weight* is taken from the registration record and saved along with the assessment so that future changes in height and weight do not alter historical values. These are shown in the dialog and they can be altered if you need to change them. You can also enter a *Target weight* and it will be used in the calculation of reference values instead of the actual weight.

There is an option to choose dietary reference values (DRV) or recommended daily allowances (RDA) for the assessment. To set them up, click the adjacent **Set up** button and enter or select the appropriate details. When set, the button title changes to **Amend**.

In a similar way, you can also select and set categories for the assessment. The purpose and use of this described in detail in the section on [Category coding](#).

The dates of creation and latest change (if different) are displayed. These fields are maintained by the program itself and cannot be altered. If Dietplan user accounts have been enabled, the users responsible are also shown.

When all the details have been entered or amended, click the **Continue** button or the **Composition** tab of the analysis-notebook to move to the next stage.

7.5 Using the assessment composition page

The composition page of the assessment notebook is where all assessment foods are added and the food list and nutrient values of the assessment are displayed. The page varies slightly in appearance depending on whether an [averaged intake](#) or an [intake diary](#) is being entered.

The screenshot shows a window titled "Reg #00001 X" containing three main sections:

- Registration:** A vertical sidebar on the left with buttons for Registration, Selection, Composition, Construction, Report, Graph, and Grid.
- Nutrient Intake:** A scrollable table showing nutritional values for various nutrients. The columns include Nutrient, Unit, Intake, per day, and per 100g. A yellow background highlights the entire table area.
- Summary:** A section on the right showing summary totals for the assessment. It includes fields for Days: 4, No of items: 25, Food weight: 9378g, and Poly/Sat fat ratio = 1.1. Below this is an Energy profile table.

Food Sources: A scrollable table below the Nutrient Intake table, listing food items with their source, reference number, and weight. The columns are Source, RefNo, Weight, and Food or ingredient.

Action and Page Buttons: On the right side, there are three buttons under the heading "Action": Add item, Comment, and Save. Below them is a group of five buttons under the heading "Page": << Back, Report, Graph, Grid, and Close.

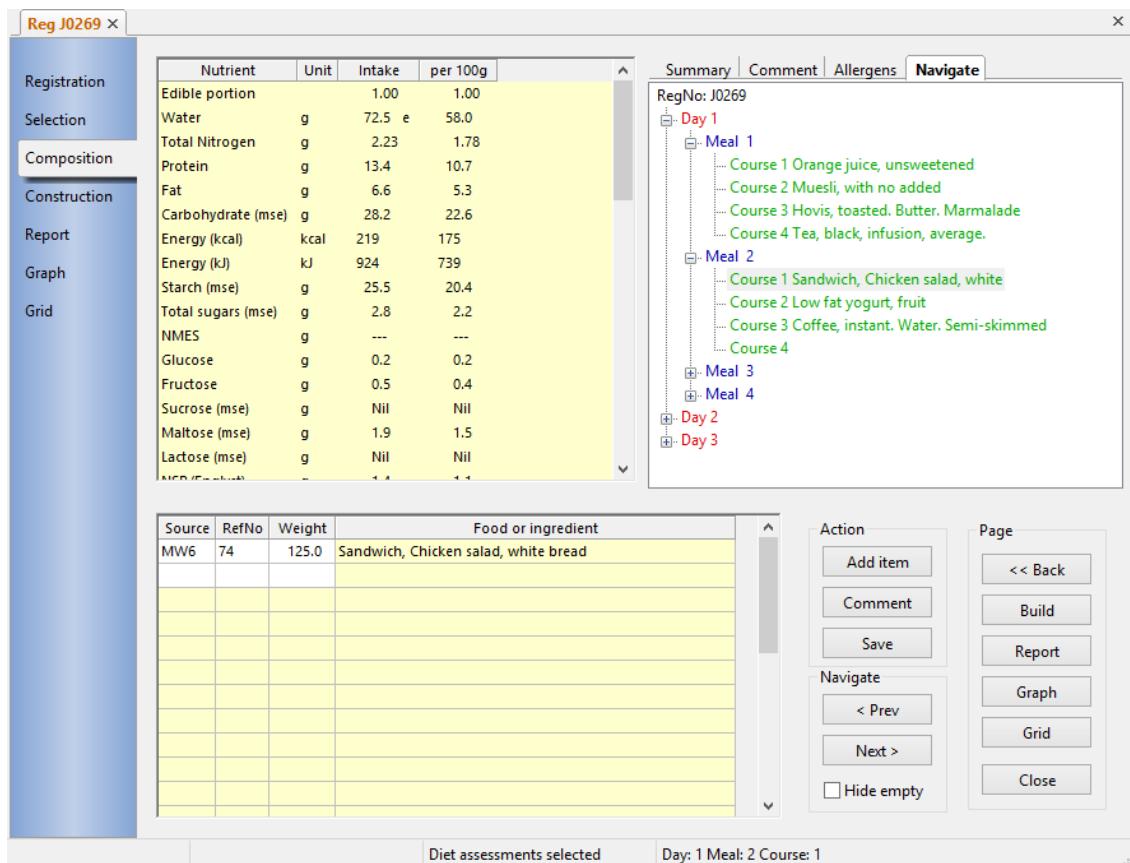
A page displaying an averaged intake assessment contains three separate, individually resizable window panes and two groups of buttons. The upper-left, scrollable display shows the values of the [currently selected set of nutrients](#). Each nutrient shows its total quantity, the quantity per day (if applicable), the [dietary reference value](#) (if selected) and the quantity per 100 grams. A single-character [qualifying indicator](#) is also shown alongside each nutrient total, if appropriate. The window has a pale-yellow (by default) background to indicate that the contents are read-only.

The lower-left, scrollable display shows a list of the food source and reference codes, weights and names. The *Source*, *RefNo* and *Weight* columns in the window have a white background, indicating that the contents can be added or edited directly, if required. While not as flexible as adding items using the [add-foods](#) button, you may find it convenient for adding foods whose codes are known, or for making adjustments to a food weight. You can also select one or more complete rows of foods to [cut, copy or paste](#) them into any other open analysis notebook.

The upper-right, display shows read-only, summary totals for the assessment on one tab and an editable text box in another where free-text [comments](#) or other notes can be entered.

The *Action* group of three buttons enables you to add [foods and other recipes](#) or [comments](#) to the assessment or to [save](#) it in the database.

The second, *Page* group of five buttons enables you to switch to any of the other analysis-notebook pages, namely, **Back** (Selection), **Report**, **Graph** or **Grid**, or to **Close** the assessment.



A page displaying an intake diary assessment contains three separate display-windows and three groups of buttons. At any one time, the contents of the windows refer to the current group within the assessment, such as *Day 2, Meal 3, Course 2* as illustrated. The identity of the current group is always displayed in the Status bar at the bottom of the main window. It is also shown in the **Summary** and the **Navigate** tabs in the upper-right window. To review the contents of the entire assessment, select **Review diary contents** on the **Tasks** menu.

The contents of the upper and lower-left, scrollable displays are the same as for the average intake assessment described above.

The upper-right, tabbed-display has a **Summary** tab containing read-only, summary totals for the current group, a **Comment** tab with an editable text box where free-text [comments](#) or other notes can be entered, and a **Navigate** tab where the whole assessment structure is displayed as an expandable tree. Clicking on an individual leaf node of the tree selects the corresponding assessment group in the other windows.

The **Action** group of three buttons enables you to add [foods and recipes](#) and [comments](#) to the assessment and to [save](#) it in the database.

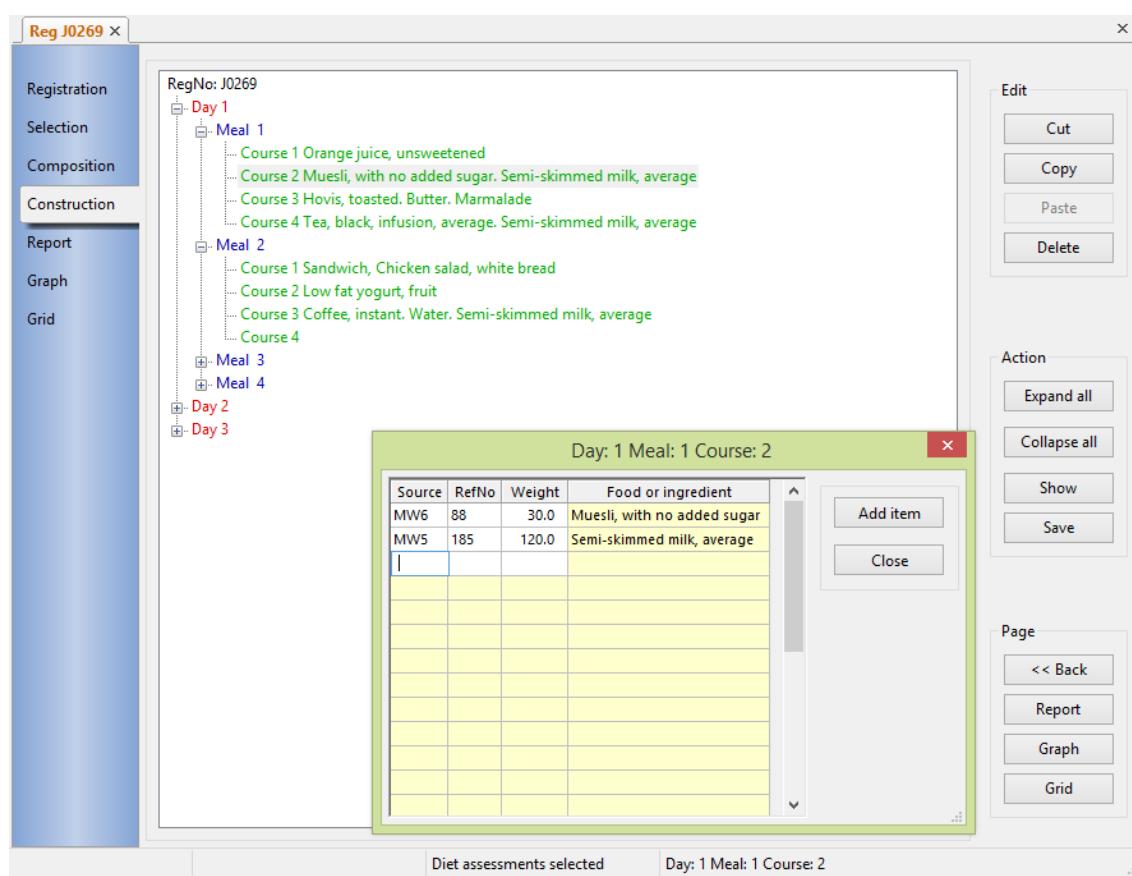
The foods in each part of the assessment must be added into the correct group, corresponding to the day, meal and course. In addition to selecting the required section using the tree view as described above, you can also use the **Next** or **Previous** buttons in the **Navigate** button group to move forward or go back one group at a time. You can also use designated keyboard combinations and items on the **Tasks** menu to move between the groups. See the section titled **Navigate between analysis groups**.

The **Hide empty** check box inside the *Navigate* group can be used to conceal all empty assessment groups in the tree view. Not every meal you enter is likely to have the same number of courses, for example, and you can exclude the unused groups by clicking this box. It will probably be more useful to do this after the whole assessment has been entered, but you can check and uncheck the box whenever you wish and the tree view will alter to reflect your choice.

The third, *Page* group of six buttons enables you to switch to any of the other analysis-notebook pages, namely, **Back** (Selection), **Build** (Construction), **Report**, **Graph** or **Grid**, or to **Close** the assessment.

7.6 Using the assessment construction page

The construction page of the assessment notebook is active only when assessment food diaries, not averaged assessments, are being processed. It is similar to the small **Navigate** window on the composition page in that it shows a tree-view of the whole assessment but it occupies the whole notebook page and it contains all the tools needed to build and maintain assessment diaries.



The entire assessment is displayed as a tree, with the whole assessment at the root and branching into days, meals, and courses depending on how the assessment structure has been defined. The food items in the assessment are shown as the leaves of the tree. Varying amounts of detail can be displayed by clicking the plus (+) and minus (-) boxes at the tree nodes or you can click the **Expand all** or **Collapse all** buttons.

If a leaf node is selected, i.e. highlighted by clicking on it, the **Show** button is active and using it displays a dialog containing a grid showing the food items in that part

of the assessment. The grid is the same as the one for the corresponding assessment section on the composition page. You can also add or edit food items in this grid or use the **Add item** button in the dialog in the same way as on the composition page.

The construction page also contains buttons that enable you to **Copy**, **Cut**, **Paste** or **Delete** whole sections of the assessment, pasting either to a selected part of the same assessment or to another assessment open in a different notebook. The operations can be carried out at any 'level', that is you can copy and paste an entire day to another day, a meal to a meal etc. even a whole assessment to another assessment. Whatever level you choose, all the food items contained within that level are copied, cut, pasted or deleted. If the receiving level already contains food items you can choose either to replace or merge them with the items being added.

7.7 Review assessment diary contents

For intake diary assessments, which have their foods and ingredients divided into different intake groups, the list of foods in the lower-left window of the Composition page of the analysis notebook only shows the content of the current group.

To view of the contents of the whole analysis, from the **Tasks** menu, select *Review menu/diary contents*.

Contents of assessment diary J0269 3 day food diary						
Day	Meal	Course	Source	Ref	Qty	Food item
1	1	1	MW6	1126	100	Orange juice, unsweetened
1	1	2	MW5	185	120	Semi-skimmed milk, average
			MW6	88	30.0	Muesli, with no added sugar
1	1	3	MW5	41	54.0	Hovis, toasted
			MW5	306	10.0	Butter
			MW5	1008	16.0	Marmalade
1	1	4	MW5	185	30.0	Semi-skimmed milk, average
			MW6	1106	250	Tea, black, infusion, average
1	2	1	MW6	74	125	Sandwich, Chicken salad, white bread
1	2	2	MW5	257	90.0	Low fat yogurt, fruit
1	2	3	MW6	1092	1.00	Coffee, instant
			MW5	1186	250	Water
			MW5	185	40.0	Semi-skimmed milk, average
1	3	1	MW6	927	50.0	Avocado, average
			MW6	1199	20.0	Mayonnaise, reduced calorie
			MW5	639	15.0	Prawns, boiled
1	3	2	MW5	395	70.0	Lamb, chops, loin, lean and fat, grilled
			MW5	661	120	New potatoes, boiled in unsalted water
			MW6	761	60.0	Runner beans, boiled in unsalted water
1	3	3	MW5	894	140	Fruit salad, homemade
1	3	4	MW5	1109	250	White wine, dry
1	4	1	MW5	1071	175	Horlicks powder, made up with semi-skimmed m

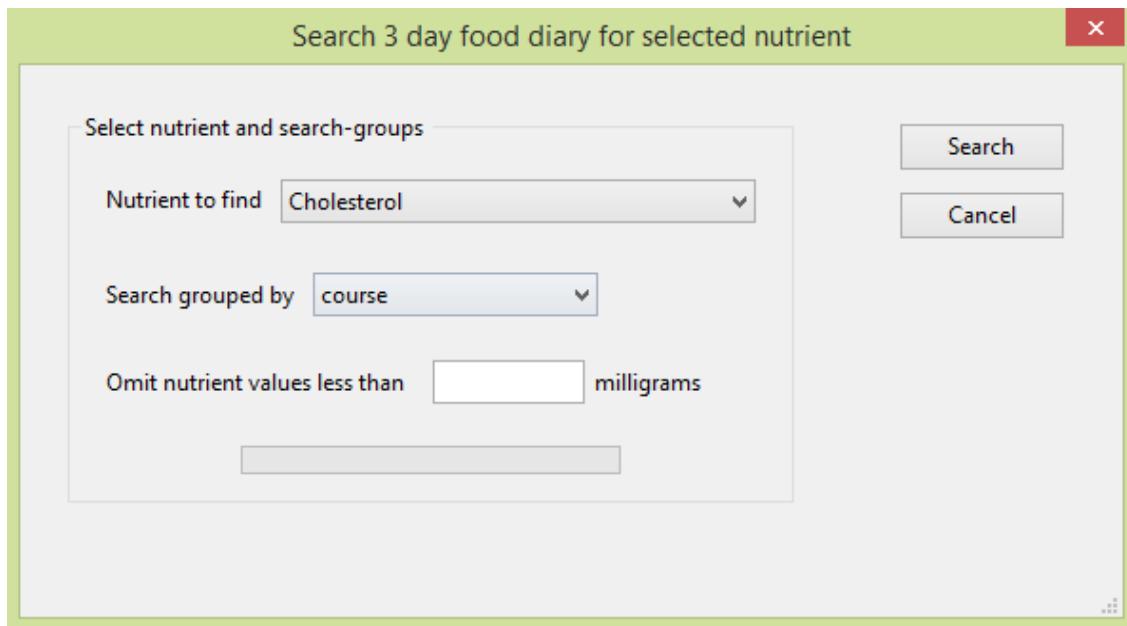
You can click on any column heading to sort by that column. Click again to reverse the sort order.

Click **Save** to bring up a file selection dialog to specify the name of a text file where the list, as seen, will be saved. Click **Print** to send the text of the list to a printer.

7.8 Search assessment diary for nutrient

From the **Tasks** menu, choose *Search menu/diary for nutrients*

Display the values of a chosen nutrient in specified sections of an [intake diary](#) assessment, in ascending or descending order.



The *Nutrient to find* is chosen from a drop-down list by highlighting the one you require. You can decide what groups are to be searched, that is, per day, per meal, per course or per choice. You can also specify a threshold limit for the nutrient content, below which groups will be excluded from the list.

When you click **Search** a progress bar indicates the progress of the scan through the diary.

Milligrams of cholesterol in each course of assessment diary for J0269 Jones, Bridget			
Day	Meal	Course	Quantity
1	1	1	0.0
1	1	2	8.4
1	1	3	23.0
1	1	4	2.1
1	2	1	32.5
1	2	2	3.6
1	2	3	2.8
1	3	1	16.5
1	3	2	74.9
1	3	3	0.0
1	3	4	0.0
1	4	1	4.2
2	1	1	0.0
2	1	2	0.0
2	1	3	6.4
2	1	4	2.1
2	2	1	0.0
2	2	2	13.8
2	2	3	0.0

Click on a column heading to sort by that column. Repeat to reverse the sort order

You can alter the order in which the list is displayed by clicking on any of the column-header labels. One click will sort the list in ascending order of the selected column and a second click will reverse the sorted order.

You can also highlight any row and display the full nutrient composition of the selected food by either double-clicking the row, pressing the keyboard **Enter** key, or clicking on the **Show details** button.

You can also click the **Save** button to put the list into a text file with a name of your choice and save it, or the **Print** button to produce a simple text-only listing on your printer.

Click the **Back** button to return to the previous dialog and make a different selection

8. Tasks

8.1 About tasks

The topics in this section document the items on the **Tasks** menu and describe the things that can be done with an analysis regardless of its type whether it is a recipe, a menu or a personal assessment. Not all the tasks are applicable to every type of analysis so to find out about the tasks appropriate to a specific analysis type, read the section on [Recipes & Dishes](#) or [Meals & Menus](#) or [Personal Diet Assessments](#) and follow the links there that point back into this section.

Two other facilities are also described here under tasks but which are not actually on the **Tasks** menu but on the **File** menu and the toolbars. These are the **Import** and **Export** functions.

8.2 Selecting the type of analysis

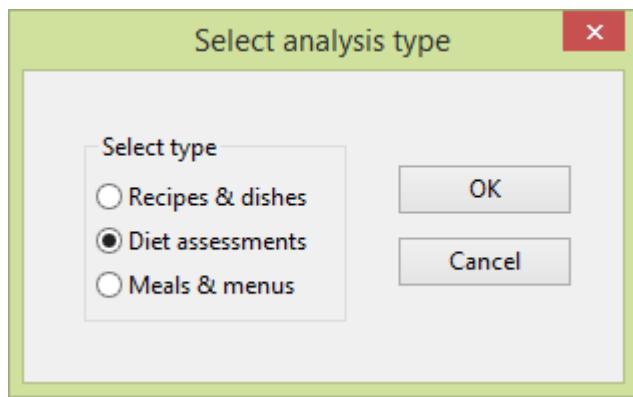
Dietplan can be used for the nutritional analysis of recipes, menus (meal plans) and personal diets. Before starting an analysis, you must choose which type you are going to use. There are several ways to do this and can choose the method you find most convenient.

From the **Tasks** menu, choose *Select analysis type*

-or-

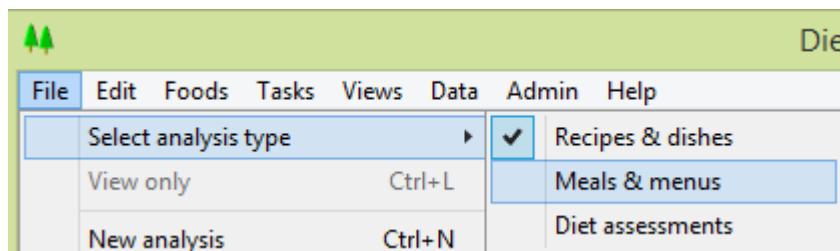
Press **Ctrl + T**

The following dialog appears :



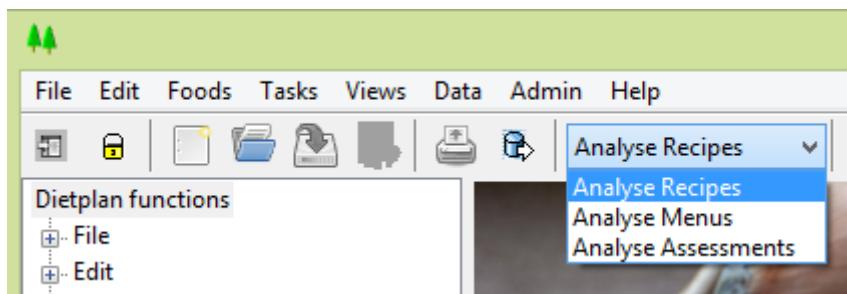
The current selection is highlighted. To change it, click one of the other types, then the **OK** button.

Alternatively, from the **File** menu, pause with the mouse cursor over *Select analysis type* until a sub-menu pops up



The current selection is checked. Highlight a new selection and click on it.

The easiest way of selecting or changing the current analysis type is to select it from the drop-down selection list on the main tool-bar.



The currently selected analysis type is displayed in the second status pane at the bottom of the main Dietplan window. Your selection remains the same until you change it.

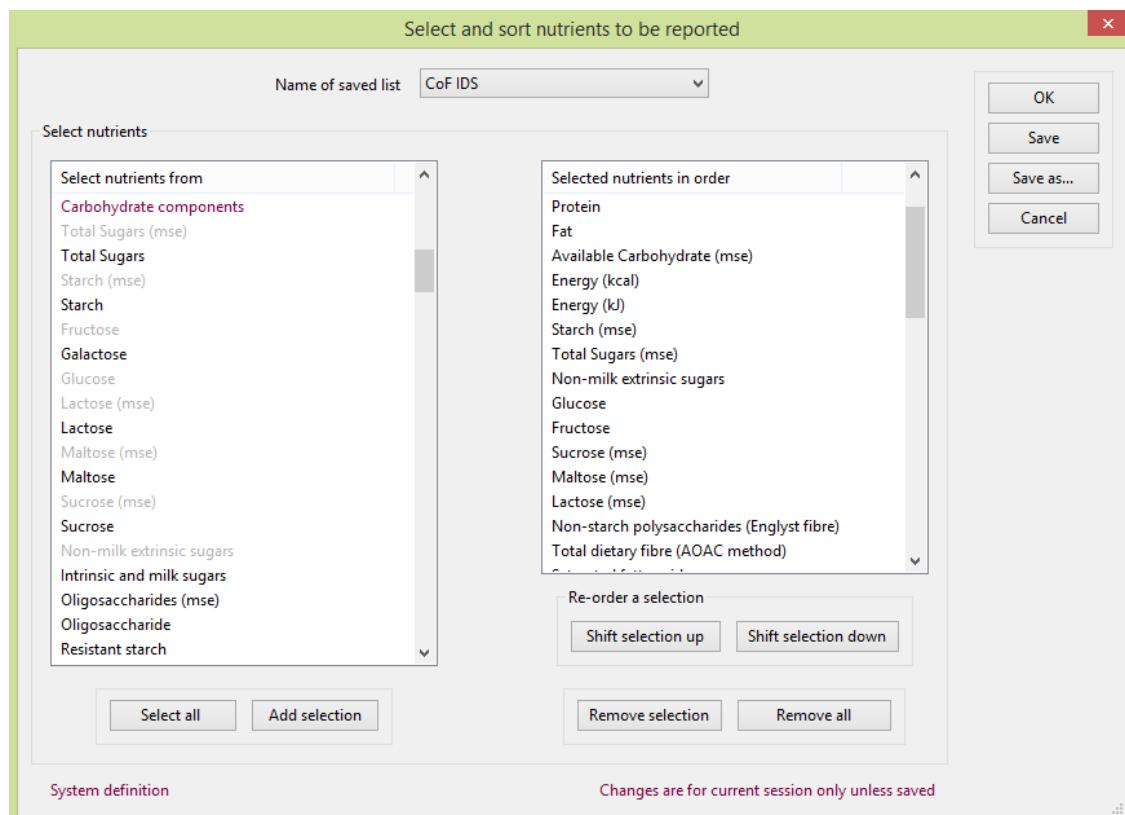
8.3 Select and sort nutrients

From the **Tasks** menu, choose *Select nutrients to display*

-or-

Click the select-nutrients button on the toolbar.

Create or recall a list that specifies the nutrients to be shown in every recipe, assessment and menu analysis and the order in which they are displayed. New lists are given a name of your choice and you can have as many lists as you wish.



The dialog contains two scrolling panes.

The left, *Select nutrients from*, pane contains a list of all the available nutrients, grouped logically under their sub-headings. The list includes only the nutrients that

currently have any values in the database. Previously all known nutrients were included even if they had no values, for example nutrients only used in the USDA table when that table had not been imported.

The right, *Selected nutrients in order*, pane contains the list of nutrients currently selected, shown in the order in which they will be displayed.

You can [highlight one or more nutrients](#) from the left pane that are not already in the selected nutrients list and click **Add selection** to copy them into the current list on the right. Similarly, you can highlight one or more nutrients in the right pane and click **Remove selection** to delete them from the current list. You can start with an empty list by using **Remove all**. To change the order of the selected nutrients in the list, highlight one or more nutrients to be moved and click **Shift selection up** or **Shift selection down**. For each click, the highlighted items will move up or down one place relative to the rest of the list.

You can begin with any previously saved nutrient list by selecting it from the drop-down choice box. Dietplan has a number of pre-defined lists, including the nutrients and nutrient order in the published 5th and 6th editions of *The Composition of Foods*. These are **System definitions**, as indicated at the foot of the dialog, and cannot be altered, although you can make changes and click the **Save as** button to create a new list using a different name.

Similarly, if individual user accounts have been set up, any lists created by a system administrator, using the [standard nutrient lists](#) dialog on the **Admin** menu, will appear as **Standard definitions** which also cannot be changed but, like a system definition, can be copied using **Save as**. A list that you create or copy and save with a name of your own appears as a **User definition** and it can be altered and edited as required.

All saved system, standard and user lists appear in the drop-down selection list of the *Name of saved list* field.

To delete a list, select it, use the **Remove all** button to clear it and then **Save** the empty list.

The grouping of the nutrients in the *Select nutrients from* pane is mainly self-explanatory. The **Food labelling** group contains nutrient values that are based on the data from *The Composition of Foods* but are computed in a slightly different way. These comply with the EU requirements for food labelling: *Regulation (EU) 1169/2011 of the European Parliament*. These values are used automatically when food label data is requested, but they can also be added individually to your nutrient lists in their own right.

The **Properties** group contains items that are not strictly nutrients, such as **edible proportion** and **specific gravity** that come directly from the UK food tables. Others, like **served edible proportion** and **specific gravity, conv.** are derived and are user-modifiable values.

Served edible proportion (SEP) is the usable proportion of a food in terms of the actual nutrient values for that food, rather than the food-preparation wastage factor that is sometimes given as the **edible proportion** (EP). For example, for food MW6 748, *green beans, raw*, the EP is given as 0.83 but the total nutrient weight per 100 grams is almost 100 grams, so the SEP is calculated as 1.0. However, for UKN 18-211, *pork chops with bone*, the EP is 0.86 as is the total

nutrient weight per 100 grams, so the SEP is set the same as the EP. SEP values are used during the computation of **Nutrient contribution by weight** graphs.

Specific gravity, conv is the value of specific gravity used to convert a quantity to grams if it is input as a [volumetric unit](#). Its value can be set by a system administrator using the [add new nutrients to foods](#) option. If the food is one of the few with a **specific gravity** value in the UK food tables, the specific gravity, conv field is initialised with the same value

There are two nutrient groups containing fatty acids. The first, **Fatty acids**, contains the fatty acids, using the structure-based nomenclature used in the latest **Fatty acids** supplement (1999). The other, **Undifferentiated fatty acids**, uses the non-structure-based nomenclature first introduced with the **Fish & fish products** supplement (1993) and used until the **Meat & meat products** supplement (1997). Use of fatty acids from the former, more recent group is recommended. They should not be mixed.

Finally, the **Minerals** group has a derived item at the end called **Salt equivalent**, the number of grams of common salt that would be need to supply the quantity of sodium present in the analysis.

8.4 Food search methods

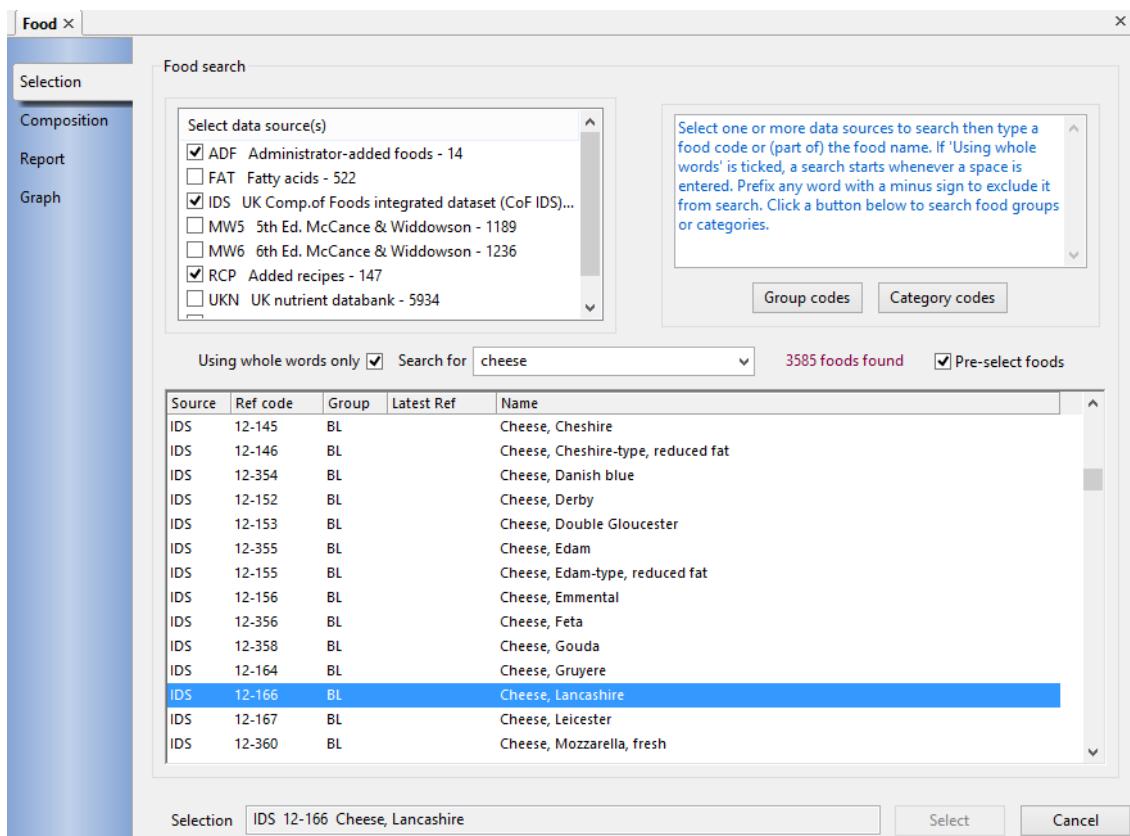
Foods and ingredients can be located with food source and reference codes, by name or partial name, by food group or by food category. The same methods can be used in any dialog or selection panel labelled Food search.

The recent 7th edition of *The Composition of Foods* uses sequential food publication codes between 1 and 1180, while the Integrated Data Set uses a selection of unique databank reference codes from the range 11-001 to 50-1188. So the 7th edition foods have both a unique databank reference code and a publication code.

To handle these different coding systems, and to allow the addition of foods from other sources, Dietplan uses two fields to identify each food - a data-source and a food-reference code. The data-source is a three-letter code that is unique to each code set and we use **MW7**, **ID2** and **UKN** to distinguish 7th edition, Integrated Data Set, version 2 and full set of UK databank foods respectively. **RCP**, **USF** and **ADF** are also used to identify recipes and user-added foods. For each data-source any alpha-numeric food-reference codes can be used to identify its foods, provided that the codes are unique within that group.

If you import any of the [additional food tables](#) each table you import also has a unique data-source code, for example Danone Baby Nutrition (**DBN**) and Tillery Valley Foods (**TVF**).

In Dietplan7, everywhere that a food can be specified, there are fields for both the data-source and the food-reference code. In cases, where you are searching for foods, the data-source is specified as a list of check-boxes via which one or more sources can be searched simultaneously. Your current data-source list is always remembered and will be used on each occasion until it is changed.



After one or more sources have been specified, foods and ingredients can be located by food code, by food group or category, or by specifying words or partial word strings from the food name. The search is performed based on the information that is entered into the Search for field. The field also has a drop-down box that holds a list of the last 16 searches performed, any of which can be selected and repeated if required. You can alter the number of saved searches using the **History** tab in **Edit | Preferences**.

Searches are done automatically as data is entered into the Search for field. The search behaviour is modified by the settings of two check boxes in the search dialog, both of which are remembered between searches. If *Pre-select foods* is ticked, all foods from your selected data sources are pre-loaded into the list of foods when the selection dialog or panel first opens. If you don't want this behaviour or it delays the opening of the dialog for too long, uncheck the box. If *Using whole words only* is ticked, searching is only done when complete words are entered, otherwise a search is done as each letter is typed. The end of a word is detected by the typing of a space or tab - so you need to put a space, tab or press **Enter** after the last word in your search entry.

The Composition of Food tables are not consistent in their use of singular and plural names for food items so whenever a singular name is entered, the search also includes the plural version of the name. For example entering *potato* will find foods containing either *potato* or *potatoes*.

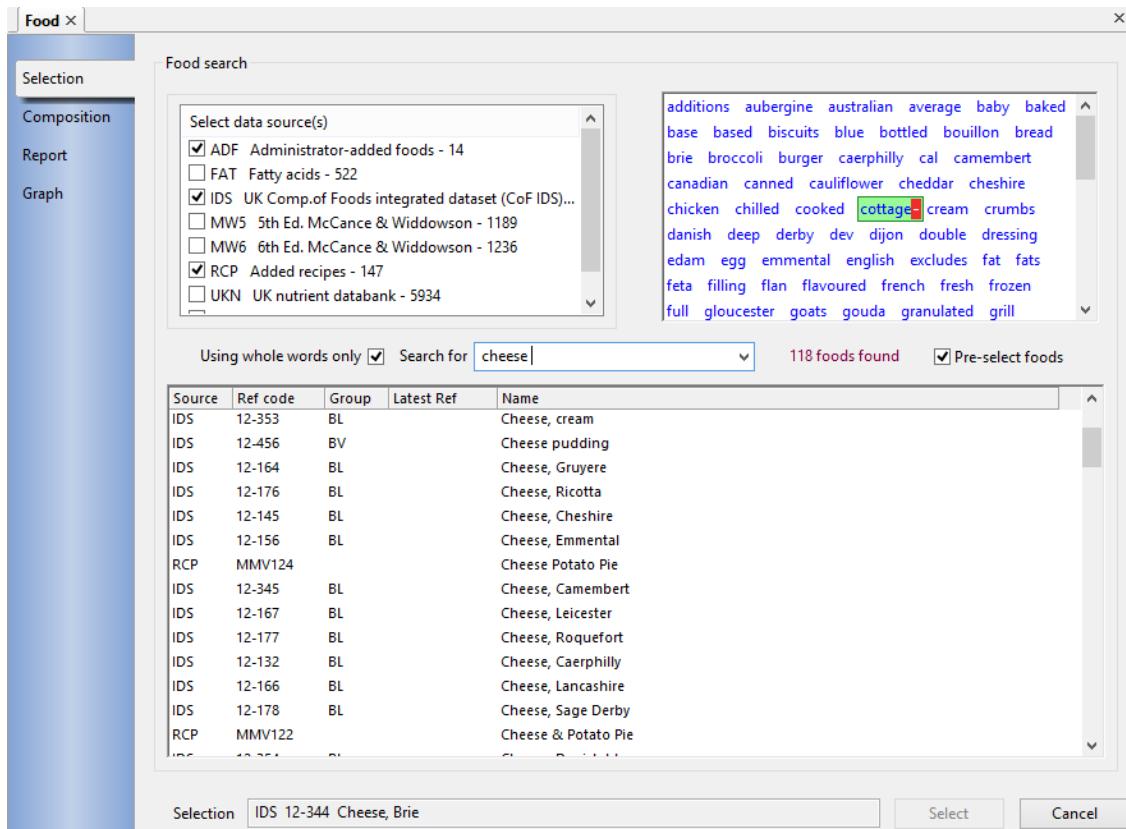
To obtain a list of all foods from the selected data sources if they are not pre-selected, enter a single space character (or an asterisk *, which is retained for compatibility with earlier versions).

You can include as many words or partial word strings as you wish in your search. If you want to find foods where a particular word or string is not in the name,

prefix the string with a - (minus sign) e.g. **-water** to exclude all foods with water anywhere in the name.

Every food has an associated food group and often a sub-group, allocated in *The Composition of Foods*. The simplest way to search for foods by group code, or by a category code that you yourself have assigned, is to use the group and category buttons in the food-search panel to pick the code(s) you want and have them loaded automatically into the search string.

The results of searches are presented in a list, which can be scrolled if there are more matches than can be displayed at once.



When *Using whole words only* is ticked and the search returns more than one food a display window appears after each search operation. This display, dubbed the *word cloud*, contains all the unique words, in alphabetic order, from the foods that were found during the search. As you move the mouse over this display, the word under the cursor is highlighted with a green background with a red background containing a minus (-) sign at the end. A click in the green area will add that word into the search criteria and repeat the search immediately, while a click in the red area repeats the search with that word specifically excluded. This is a way of rapidly homing-in on the food you require, especially if your initial search produces a long list.

Previous versions of the program presented the foods in alphabetical order. The order is now modified by how soon in each food name the search word(s) appear so, for example, if searching for the word **cheese**, *Cheese, Brie* appears before *Cauliflower cheese* which appears before *Aubergine, stuffed with vegetables, cheese topping*.

To obtain a strict alphabetic listing, click the *Name* column heading, and again to reverse the sort order. Similarly, you can click the other column headings of the list to sort in the order of that column.

To select a food from the list, highlight it using either the mouse or the **cursor up/down** keys, and press **Enter**, or double-click on the required item.

Search for Recipes, Menus and Registrations

All other search dialogs now behave in a very similar way to food searching - without the options for specifying data sources, food groups or categories. For each search type, the options to *Pre-select items* and *Using whole words only* can be specified and remembered between searches. The ways of including or excluding words and word strings are the same.

8.5 Add food or ingredient to analysis

To add a food or ingredient (including a recipe) into any analysis

Click the **Add item** button in the **composition** page of the analysis

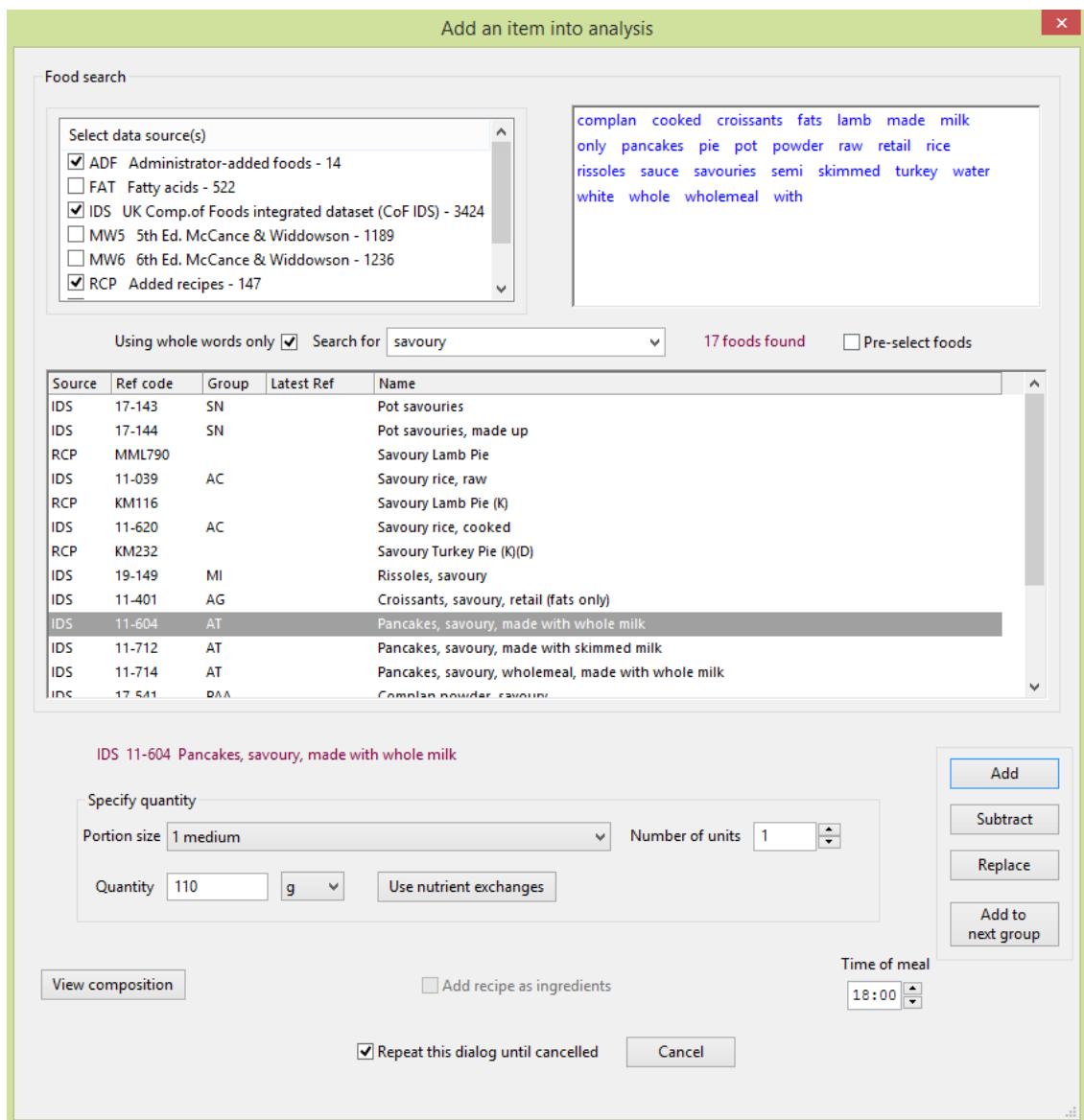
-or-

Press **Ctrl** and **F**

-or-

From the **Tasks** menu, select *Add food/ingredient*

This presents a data-entry dialog through which you identify the food or ingredient to be added and the quantity required. The ways of specifying or searching for foods are described under [food search methods](#).



When a food has been selected, its data-source code, food-reference code and name will be displayed in the *Specify quantity* panel. If you want to add the contents of a recipe into the analysis, perform a search as above ensuring that **RCP** is one of the data-source items that are ticked.

Food quantity

Once a food has been selected, you are asked to specify the quantity you require. You can specify the quantity in grams, ounces (Imperial Measure), millilitres, or any other [units defined by the system manager](#) by selecting the required units from the drop-down list. The default units of input can be changed using the [preferences](#) option.

Any food quantity that is presented can be accepted or modified as you wish. Use the edit keys to alter any value or simply type in the new value over the suggested one. Quantities can be entered from 0.1 gram upwards, with an accuracy of 0.1 gram. Up to 8 significant figures (100 million grams) can be displayed in normal decimal notation and larger quantities use [scientific \(E format\) notation](#), so there is no practical limit to the quantities and totals that can be handled.

Portion sizes

Many foods have one or more portion sizes defined. If the *Portion size* choice field is enabled, you can open the drop-down list of portion types and select the one you require. If you wish, you can then select the *Number of units* field and select the number of portions you require; the default is 1. The amount of food for this size and number of portions is calculated automatically and displayed in the *Quantity* field.

Nutrient exchange values

You can also express the food quantity in terms of the [nutrient exchange value](#) by clicking on **Use nutrient exchanges**. Choosing this shows a *nutrient* field with a drop-down list of nutrient names, from which you select one to be calculated. A new field called *Exchange value* also appears in which to enter the quantity of the nutrient, in the units shown, that is required from the food. The corresponding amount of food is then calculated and displayed in the *Quantity* field.

Display the composition of food

If you wish to see the nutrient content of the food before adding it, click the **View composition** button. A pop-up list appears, showing the nutrient content of the specified quantity of the food.

Meal times

If foods are being added into an intake diary assessment and the recording of meal times was specified, a data entry field will appear for this and you will be required to enter a time for each individual meal in the diary. Enter the values for the hours (HH) and minutes (MM) in 24 hour format or use the spinner buttons to set the appropriate values.

Add the food to the analysis

Once the food has been identified, enter the required quantity or select one of the suggested portion sizes and click **Add**. The food is added into the analysis and the contents of the main analysis window are updated to include the new item.

Alter a food quantity after entry

To alter a food quantity after it has been added, select the food again and enter a quantity that is the *difference* between the amount in the analysis and the quantity you actually want and click **Add** or **Subtract** as appropriate. The quantity in the analysis will then be adjusted by this amount. Subtracting more of a food than is currently present effectively reduces the quantity to zero and the food itself is removed from the analysis.

You can also adjust the food quantity by entering the new quantity that is required and clicking on **Replace**. The original quantity is overwritten by the new value.

Add a series of foods to the analysis

You can choose the action that is taken after a food has been added. If you tick *Repeat this dialog until cancelled* at the bottom of the add-foods dialog, the dialog is cleared but remains visible, enabling you to add more foods. This is repeated until you click **Cancel** in the dialog. If the box is not ticked or the tick is removed, the dialog closes after the food has been added and it is then necessary to re-open the dialog to add another food.

8.6 Add or edit food directly in analysis

The list foods and ingredients that appears in the lower-left window of the composition page for every analysis is drawn on a grid whose elements can actually be entered or edited in situ. This is an alternative way of adding or amending foods and quantities in the analysis instead of using the **Add item** button.

The range of facilities is more restricted using this method, for example it is not possible to search for foods or ingredients. But if you know exactly which food codes you want to add, or if you just want to alter an existing quantity, you may find this way quicker and more convenient. It is a particularly quick way to remove a food from the list entirely, simply select the *Weight* cell, type **0** (zero), and press **Tab** or click another cell. The whole row containing that food will be removed.

To alter an existing grid cell, click on it with the mouse. To begin entering a new food, click on the first empty cell at the foot of the current list. In each case, the cell is an editable field. In the *Source* column you can enter any valid, three letter data-source. Invalid characters are ignored but if you enter any character(s) that identify a data-source uniquely, the source code will complete automatically, for example you can enter **I** for **ID2** or **7** for **MW7**. In the *RefNo* column, enter a valid food code from the data-source you have chosen. On exit from the cell, the food name will appear in the, read-only *Food or Ingredient* column; otherwise the name remains blank. In the *Weight* column, enter or edit the numeric quantity you require. Use the **Tab** key or the mouse to move between cells. The **Enter** key cannot be used to navigate between cells as it is used as a quick-access key for the Add item button.

When editing a grid row, text is drawn in red during the time that the row contents are incomplete or invalid. On successful completion of the additions or changes, the colour changes to black.

If you want to abandon changes before they are complete, you can:

- Click a cell while holding down **Ctrl** key to restore the cell to its original value
- Click a row while holding down **Shift** key to restore whole row to its original values
- Click anywhere while holding down **Alt** key to restore contents of all red cells to their original values

8.7 Cut and paste foods and ingredients

The list of foods and ingredients that appears in the lower-left window of the composition page for every analysis is drawn on a grid whose elements can be highlighted and then copied or cut and pasted into any other food list.

To avoid activating the [grid-cell editing](#) functions when using the **Shift** and **Ctrl** keys, click on the food name column while making your selections.

To highlight rows to be copied or moved

For adjacent rows, either hold down the left mouse button while over the first row and drag the mouse down to the last row, then release the button or hold down the **Shift** key and click on the first and the last rows.

For non-adjacent rows, or to add individual rows to or remove them from an existing selection, hold down the **Ctrl** key and click on the required row, repeating as necessary.

To highlight all the rows

From the **Edit** menu choose *Select all* or press **Ctrl** and **A** together

To copy your selection

From the **Edit** menu, select *Copy* or press **Ctrl** and **C** together.

To move (cut) your selection

From the **Edit** menu, select *Cut* or press **Ctrl** and **X** together.

To delete your selection

From the **Edit** menu, select *Delete* or press **Ctrl** and **Delete** together.

To paste your selection

You can copy or move your selection to any other open analysis or into any other menu group or assessment diary page in the same analysis. Select the receiving analysis using the tabs along the bottom of the main workbook. If this analysis has more than one section, i.e. there is a **Navigate** tab in the top-right window, select the required (Day, Meal, Course) group so it is displayed. Then, from the **Edit** menu select *Paste* or press **Ctrl** and **V** together.

8.8 Add notes and comments

Click the **Comment** button in the analysis **Composition** page

-or-

Click the **Comment** tab in the analysis **Composition** page

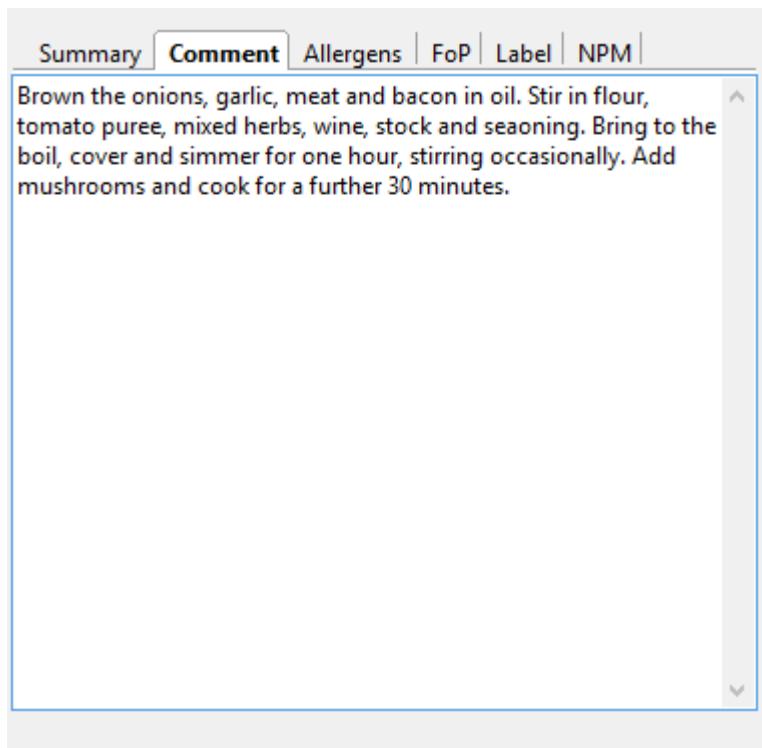
-or-

Press **Ctrl** and **R**

-or-

From the **Tasks** menu, select *Add remark/comment*

Select this option if you want to add free text to your analysis.



Type your text directly into the comment-tabbed window. It will automatically word wrap at the end of each line, but you can press **Enter** at any time to start a new line.

Use the mouse or cursor keys to position the cursor over any existing text and insert more text or use the delete or backspace keys to correct errors. You can use the **Copy** (Ctrl+C), **Cut** (Ctrl+X) and **Paste** (Ctrl+V) keys to insert, delete or move blocks of highlighted text.

If the entry window becomes full it will scroll down automatically to allow more text to be entered without limit.

You can choose to include this text with your analysis when you create a report.

8.9 Navigating analysis groups

Some types of analysis, that is, menus and [intake diary](#) assessments, require you to divide the analysis into a specified number of days, meals, courses and choices of dishes. These are referred to as analysis groups and the foods intended for, or consumed in each individual group are entered and stored separately within each group.

In the main analysis window, the current group is always shown, at the top of the window shown on the **Summary** tab as the **Day**, **Meal**, **Course** and, where applicable, **Choice** number. Only those items appropriate to the current analysis are shown. So, for example, if you have not chosen to divide your analysis into individual courses, the **Course** field will not be shown. The current group is also shown highlighted in the window on the **Navigate** tab.

When entering or reviewing the contents of an analysis in the main window, you need to be able to navigate, or move, between analysis groups. In addition to the individual methods detailed below, you can always use the tree in the **Navigate** window to click on the group node you require, which selects it immediately. If the

destination group is not showing, it may be necessary to expand the view by clicking on + where the branch is collapsed.

To move or return to the first analysis group in the sequence :

Press **Ctrl** and **Cursor-Up**

-or-

In the **Tasks** menu, select *First group*

To move to the next group in sequence :

Click the **Next>** button on the composition page of the analysis

-or-

Press **Ctrl** and **Cursor-right**

-or-

In the **Tasks** menu, select *Next group*

To move to the previous group in sequence :

Click the **Prev** button in the main analysis window

-or-

Press **Ctrl** and **Cursor-left**

-or-

In the **Tasks** menu, select *Previous group*

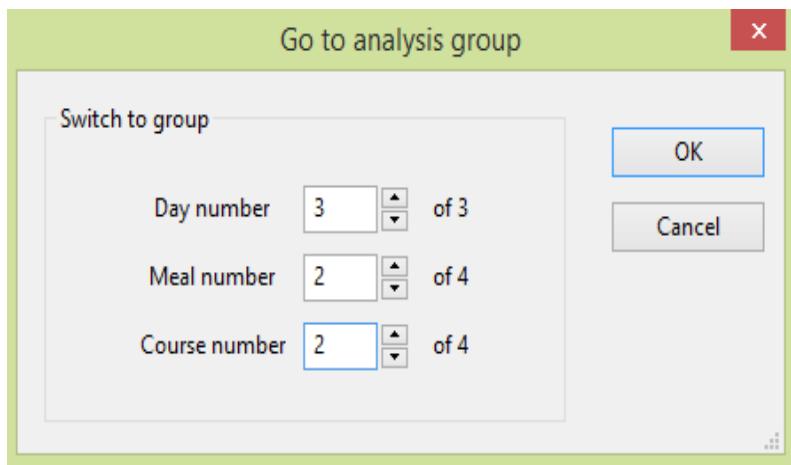
To move to a specific group

Press **Ctrl** and **G**

-or-

In the **Tasks** menu, select *Go to group*

Then select the group you require by entering the appropriate numbers or clicking the up or down arrows on the spinner

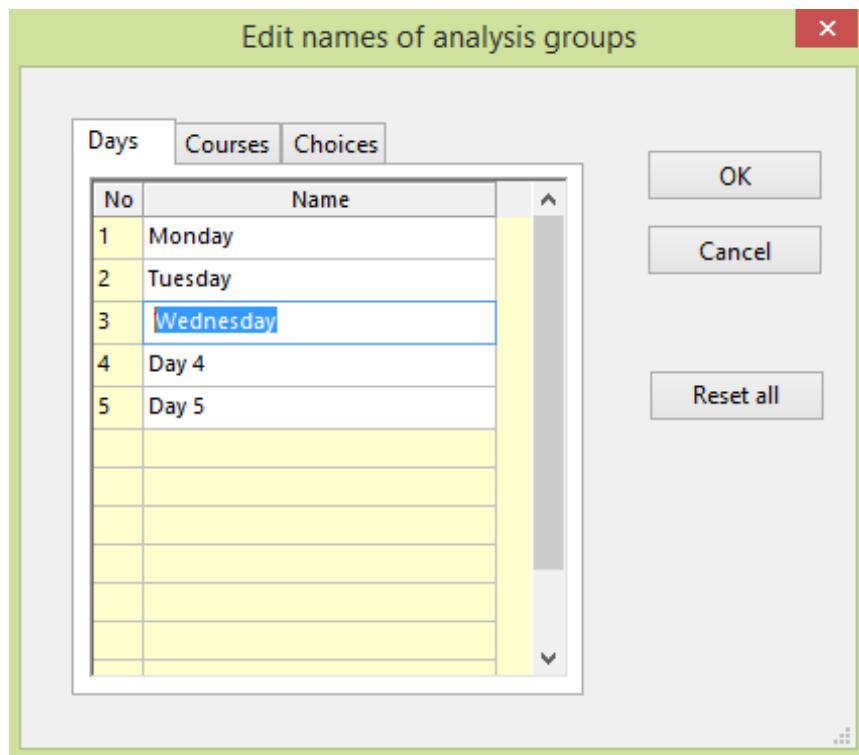


Click **OK** to go to the selected group. Both the main analysis window and the navigation tree view will be updated with this group.

8.10 Naming analysis groups

When first created, [analysis groups](#) have the default names Day 1, Day 2, ... and Meal 1, Meal 2... etc. but you can change these names for each individual analysis. You can use any set of names that best suits, for example, a school meals menu could be given day groupings of **Week 1 Monday**, **Week 1 Tuesday** etc. Each day, meal, course and choice group can be named as you wish.

To change any name, from the **Tasks** menu, select *Edit group names*

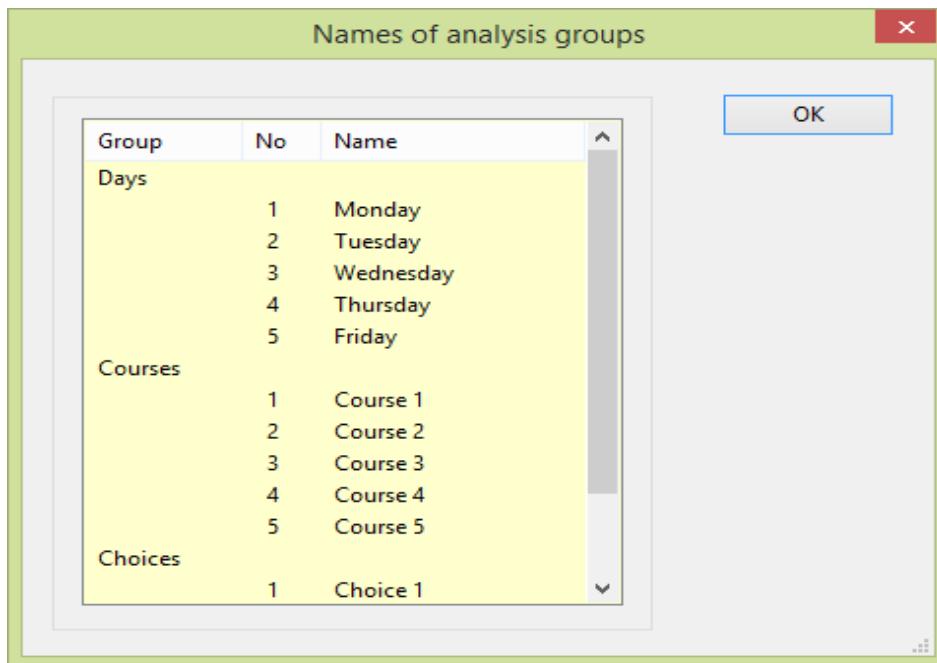


In the *Select type* radio box, select which group name you wish to alter - Day names, Meal names etc. Only the groups that have been set up can be named.

Then, in the grid, enter or amend each of the names in that group and repeat for each type of group as required.

All the names you define will be saved along with the analysis and will remain associated with that individual analysis until you change them. The navigation tree view in the main analysis window will be updated to use the names you have entered.

To review the complete set of names, from the **Tasks** menu, select *Review group names*.



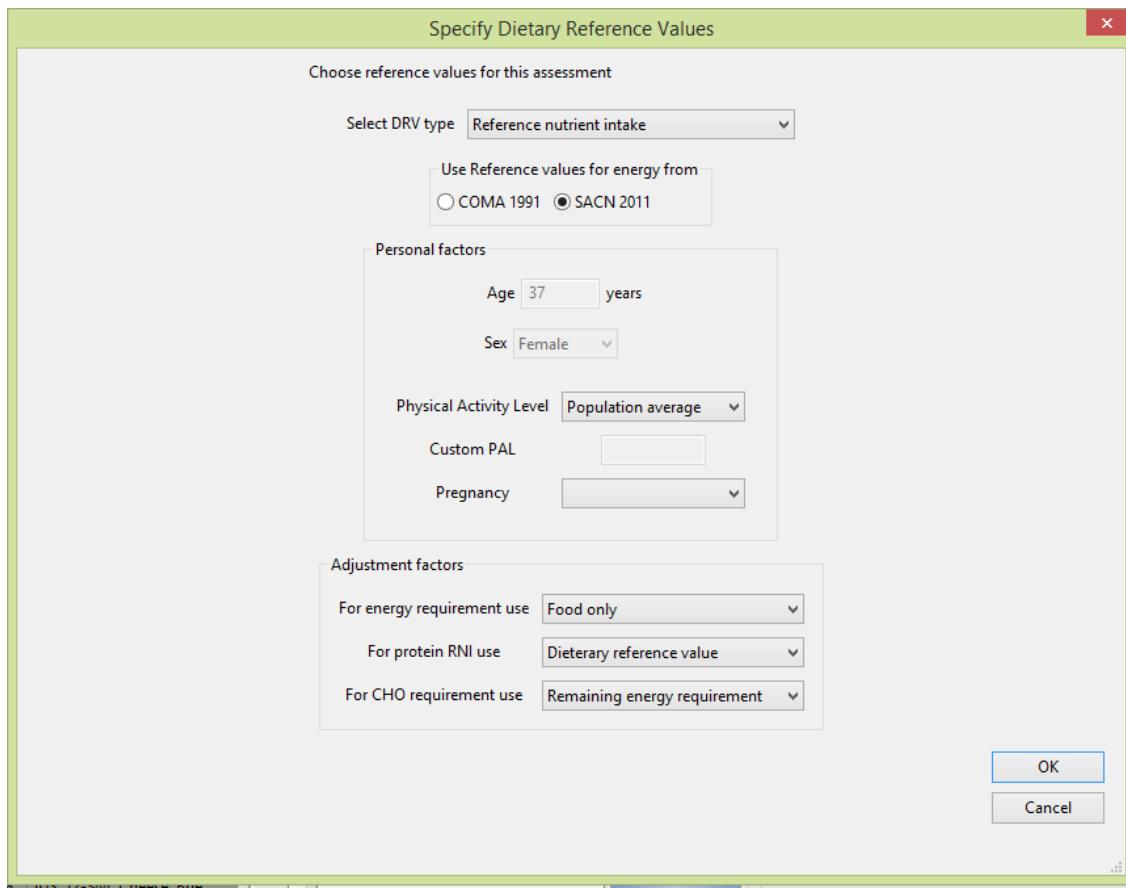
8.11 Using dietary reference values

Dietary reference values are set up in the **Selection** page of each analysis notebook.

Click the button labelled **Add** or **Amend** in the panel labelled *Target DRV* (recipes), *Nutritional guidelines* (menus), or *Dietary reference values* (assessments).

-or-

From the **Tasks** menu, select *Dietary reference values*



This dialog allows you to select one of the sets of Dietary reference values recommended by COMA (1991) and SACN (2011), namely, [Reference Nutrient Intake](#), [Estimated Average Requirement](#) or [Lower Reference Nutrient Intake](#). You can also give values to the various parameters that affect the DRVs.

If you are specifying DRVs for a particular individual, their age and sex from the personal details entered earlier are displayed but cannot be altered here. Age is computed from the date of birth to the date of the current assessment.

If you are doing a recipe or menu analysis, that is not associated with any particular individual, you can, if you wish, provide a set of "target" DRVs by specifying an appropriate age and sex.

There are fields in the dialog where you can specify the person's activity level and state of pregnancy or lactation. These are disabled where the person's age or sex is not appropriate. They are multiple-choice fields, click the drop-down box to select the one you require. It is not essential to choose activity levels, but doing so will produce a closer estimate of energy requirements.

You can choose whether the target energy requirements should be met from food alone or from food plus alcohol. You can also decide whether to take the target protein intake as the DRV, which is a fixed quantity, or to use 15% of the energy DRV that protein provides to the population as a whole.

The value for carbohydrate can be chosen either as the one that provides the recommended percentage contribution to energy, or as the one that will provide the balance of the energy requirement that is not supplied from other sources.

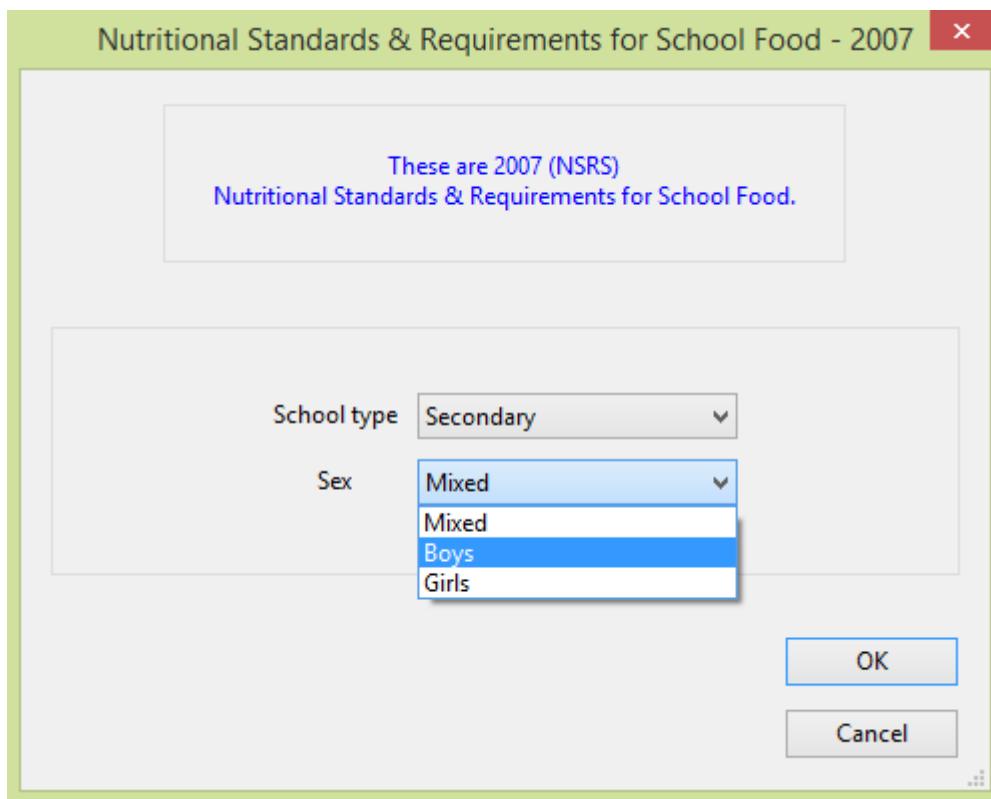
When you click **OK**, the specified set of DRVs are calculated and these will appear alongside each constituent nutrient in displays and in reports. The current settings are stored when the analysis is saved.

The only type of DRV defined by COMA for carbohydrate, fats and energy are Estimated Average Requirements (EAR) so these are always used irrespective of your choice of DRV type for the other nutrients. If RNI or LRNI values have been selected, an asterisk indicates any values that are EAR.

8.12 Guidelines for school meals

For menus only, instead of setting dietary reference values, you can also select the Nutritional Standards & Requirements for School food 2007 (NSRS).

Select **NSRS** in the *Nutrition standard* selection box on the **Selection** page of a menu and click the button labelled **Add** or **Amend**



The type of school can be specified in terms of pupil gender and age range. Select the appropriate settings from the drop-down list in each case.

Unlike dietary reference values, the school meal guidelines often recommend minimum or, in some cases, maximum nutrient levels. These are shown on screen and in reports using the **>** (greater than) and **<** (less than) symbols, for example **> 65.2 g CHO** or **< 6.0 g saturated fats**.

8.13 Data export

The contents of any analysis can be written to an export file in a standard, comma-separated variable (**csv**) format that can be imported into other spreadsheet and statistical analysis software.

To initiate the export of data from an open analysis, click the **Export** button on the **Grid** page of the analysis notebook.

To select one or more sets of data to be exported:

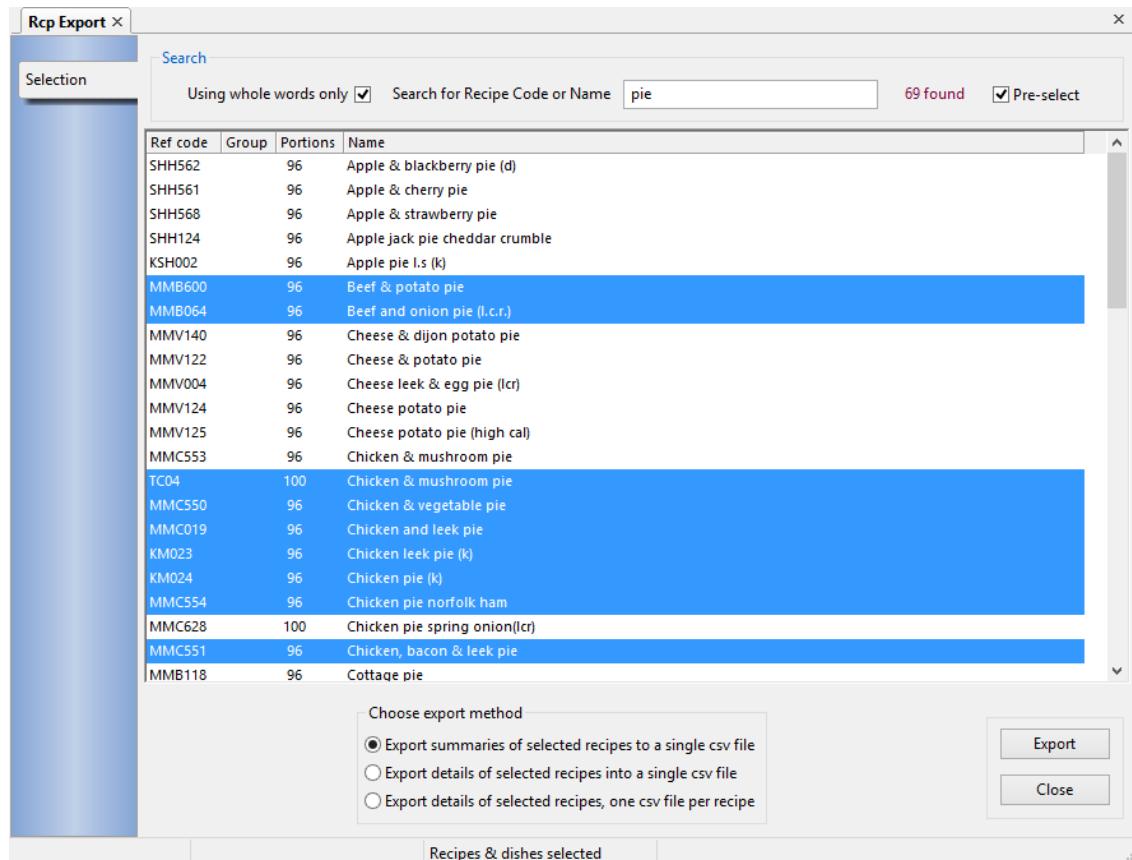
From the **File** menu, select *Export to spreadsheet*

-or-

From the toolbar, click on the Export button 

-or-

Press **Ctrl** and **E**



You can search for and select analyses of the currently selected type, that is, recipes, menus or assessments.

Enter your search criteria into the *Search for* field in exactly the same way as when you locate an analysis to open it.

The matching items are listed and you can select one or more to be exported.

To select a block of adjacent items, hold down the **Shift** key and click on the first and last items in the group. The whole block will be highlighted. To add non-adjacent items, or to remove an item from the selection, hold down the **Ctrl** key and click on the required item.

Use the *Choose export method* radio-box to export summaries of your selected items into a single file or to export details of each selected item into a single file or to separate files.

When you click the **Export** button, you can choose or confirm the output file name if there is a single file, or select/confirm the destination directory for multi-file creation. By default, each file name will be the corresponding recipe, menu or

registration code and have the extension **.csv**. Spreadsheet programs like Open Office Calc, Microsoft Excel and Corel Quattro-Pro can recognise and import **.csv** files automatically so the file extension should not be changed. By default the files are saved in the **csvexports** folder of your Dietplan7 work area, but you can change the folder using the [Preferences](#) option.

By default, fields containing nutrient values are formatted as when they appear on the corresponding **Composition** page of each analysis. That is, zero values show as **Nil**, missing values as **---** and other values may be non-numeric or have a non-numeric suffix. If you require that only numeric nutrient values are exported, select *Exported nutrients to contain only numeric values* in the *Spreadsheet export* tab of **Edit | Preferences**.

8.14 Data import

Dietplan has a data import module that can be used to import recipes and menus from other software such as catering packages. Although it is completely general purpose in design, the module needs to be tailored to the specific formats of the data being exported by the catering software provider.

This has been done for providers of software, such as *Manna* (Oracle UK) and *Menumark* (Datasym) and the import module is enabled in the Dietplan software licences of their customers. The import module is disabled by default, but if you have a requirement for importing recipes or menus from any source, please discuss this with Forestfield Software.

Once enabled, importing data is completely automatic. Data files are placed into a pre-agreed directory and Dietplan looks there for any waiting files whenever it is run by a user with appropriate privileges. The file contents are validated before any action is taken and are only processed if they are error free. An acknowledgment file is created for each data import file that contains details of all actions, errors and queries.

When the data import module is active, you can select *View imported files* from the **File** menu to view or edit the most recent data and acknowledgment files or to select and view any other file in the import folder.

8.15 Category coding

8.15.1 Category coding

This is an optional but a powerful feature of Dietplan for declaring and defining dietary categories and then assigning them to individual analyses and/or to foods and ingredients.

For example, you could define a category of *Vegetarian* and start a new analysis, say a recipe, and declare it to be vegetarian. Then as foods and ingredients or other recipes are added, any items that were not themselves vegetarian would raise a warning. The whole purpose of category coding is to help to ensure that the recipes, menus or assessments you are working on comply with any criteria you have set for them.

While some categories can be defined and computed from the nutrient values held in the database, such as *Low fat* or *High energy*, using arbitrary threshold values, many if not most categories can only be declared, as they depend on food characteristics about which no quantitative information is available. Examples of such declarations are *vegan*, *halal*, *nut-free*, *no added colouring* etc. Ideally, every

food in the database needs to be flagged whether or not it complies with each of the declarations. It soon becomes apparent that, not only does there need to be common agreement on the exact interpretation of a declaration, but also much work is necessary to achieve the tagging of each food. The implementation of category definitions in Dietplan, so far, acknowledges this, and the facilities provided may still be useful in conditions that are not ideal.

A number of predefined categories have been included with the installed version of Dietplan, mainly as examples of how they appear and work. The intention is for you to define and set up categories yourself, as you need them. You can delete all the existing examples if you wish; from the **Admin** menu, choose **Food categories**, then *Delete all category definitions*. The exceptions are the *FVN* and *DFVN* - [Dried] Fruit, Vegetables & Nuts - categories that are needed for the [Nutrient Profiling Model](#) for recipes.

The initial declaration and setting up of category definitions requires system administration rights, which give you access to the **Admin** menu.

The first stage is the allocation of a name, a (mnemonic) code and a type to each new category. A category can be one of three types: **Computed**, **Declared** or **Private**. A computed category also requires a definition of the logical rules of the underlying computation. From the **Admin** menu, choose **Food categories**, then *Define dietary categories* - [see next section](#).

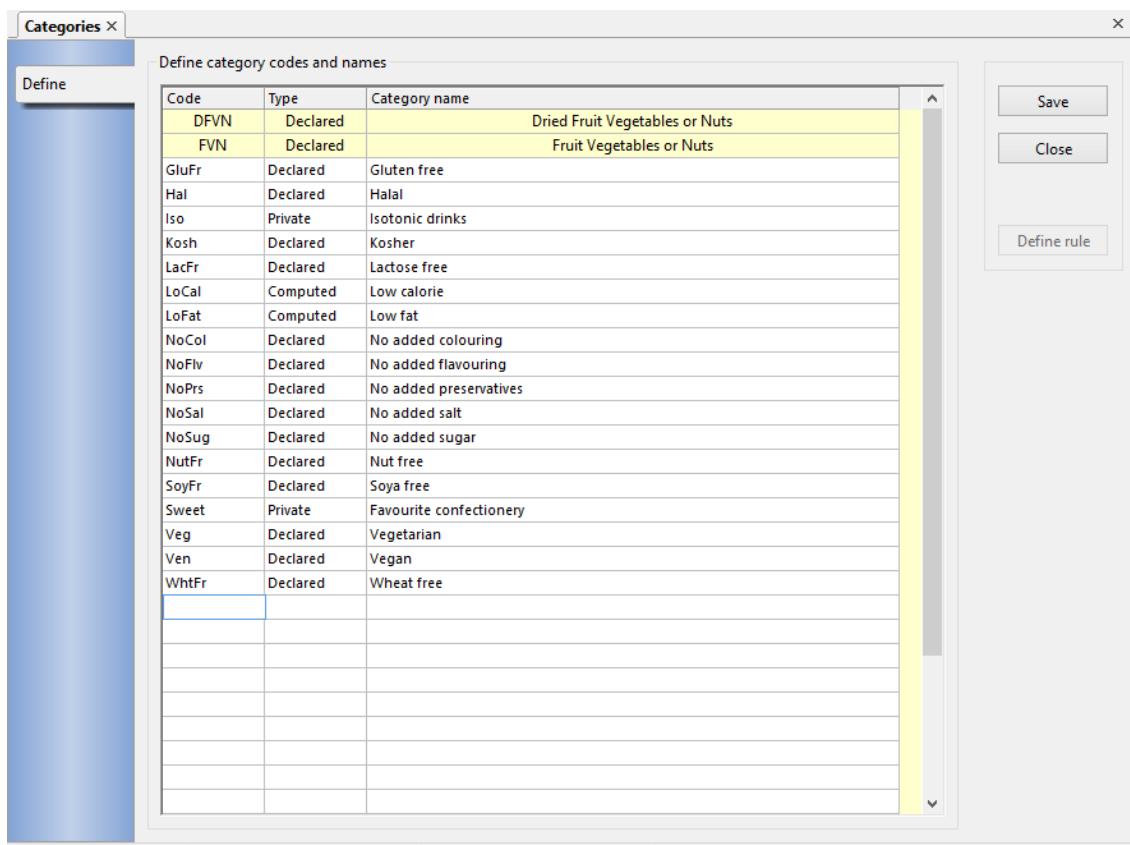
In the second stage, declared and private category types require some or all of the foods in the database to be tagged as being included in, or specifically excluded from the category. From **Admin | Food categories**, select *Foods in a specified category* or *Categories for a specific food*. See [Add categories to foods](#)

The third and final stage is to place an analysis into one or more of the defined categories. From the **Tasks** menu, select **Dietary categories**. See [Add categories to analysis](#).

8.15.2 Define dietary categories

From the **Admin** menu, choose **Food categories**, then *Define dietary categories*

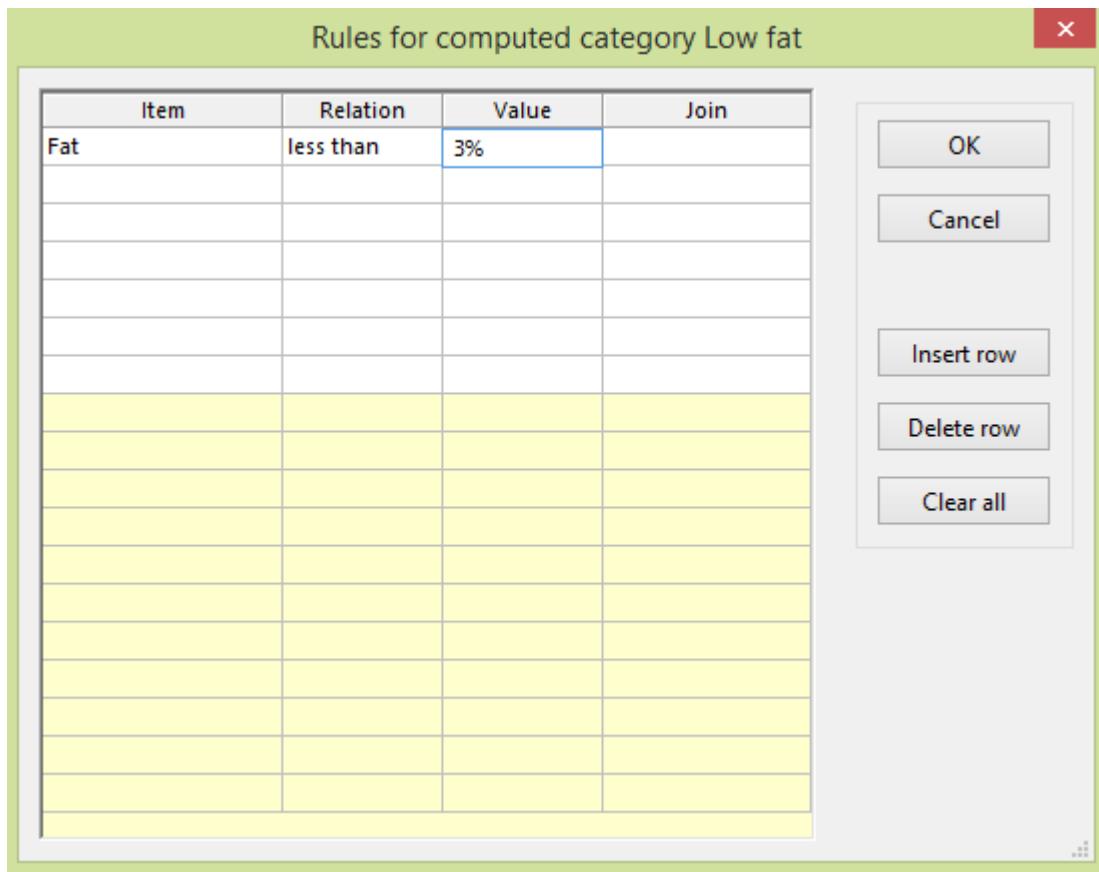
Decide on a descriptive name for each new category, together with a brief and unique code. There is no restriction on the format or length of the code. Its purpose is to act as an abbreviation for the full name, so a mnemonic or acronym would be helpful but a long code would be self-defeating. Each category is also given a type, one of **Computed**, **Declared** or **Private**.



The **Code** and **Category name** columns of the entry grid contain editable fields where the values can be entered directly. On entry to the **Type** field, a drop-down selection list is available to select the appropriate type.

Declared and **Private** types are very similar, in that they both require foods in the database to be tagged as being included in or excluded from that category. Both types appear in the list called up by the **Category codes** button on the [Search foods](#) panel, which means that either type can be used to list all the foods in that category. However recipes, menus and assessments can only be given categories that are **Declared** (or **Computed**) types. So while a **Declared** category needs to be something that is meaningful in which to put, say, a recipe, a **Private** category can contain any arbitrary set of foods you like. You can use it, for example to contain all high-energy food supplements so that they are all listed when you do a food search on that category, or you could use it just to group together, and return a list of all your favourite deserts.

When you have defined a **Computed** category, the **Define rule** button is enabled whenever any of the cells in that row are in focus (highlighted with a thicker blue box). Click this to continue and define the computing rules.



Each rule is a series of statements of the form:

Item Relation Value Join

For example:

Fat less than 15 AND
Sat.fats less than 5

Item is the name of a nutrient, selected from the drop-down list that appears when a cell in the column is activated. **Relation** can have the value *less than*, *equal to* or *greater than*, again selected from a drop-down list.

Value is a numeric or symbolic value that is typed into the editable grid cell.

Join can have the value *AND* or *OR* or *<blank>*, selected from a drop-down list.

If there is more than one statement line, the **Join** operator shows how they are to be combined logically. The item on the last line is always blank.

Value can be a simple number that is calculated as an absolute value e.g. *fat less than 50* (grams - per portion), or it can be followed by **%** e.g. *fat less than 5%* (percentage weight). It can also be entered in the form **Vxxx** where **V** is the letter 'V' and xxx is zero or more letters and/or numbers, used only for identification. In this last case, the actual numeric (or percentage) value is entered and saved when an analysis is put into this category. So a recipe that is a main dish, for example, can be given a value for, say, **calories less than** that is different from a recipe that is a desert. In other words, each analysis can hold its own, independent values for the same category definition.

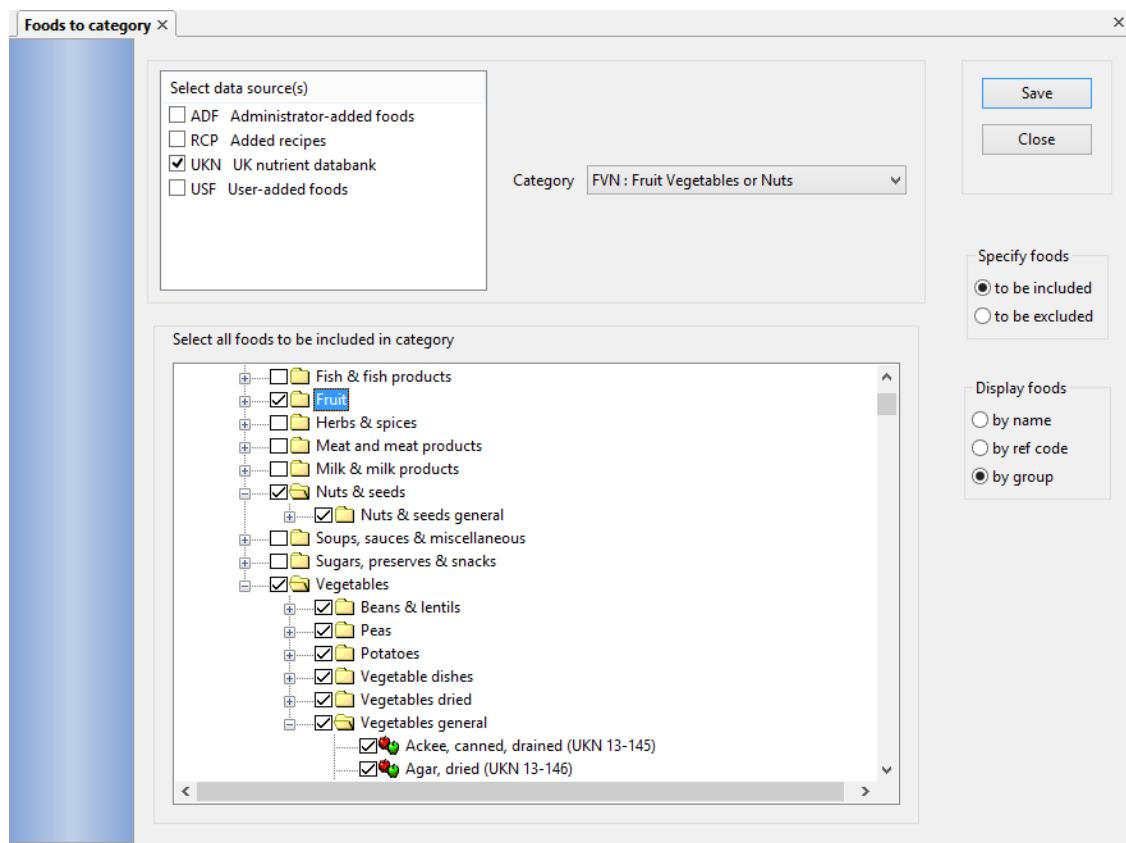
The effect of the rule is that it must calculate out to be **True** for the analysis to which it is being applied, in order for the category itself to be declared true for that analysis.

There is no restriction on the number of statement lines in the rule definition. To assist in editing the rule you can use any of the **Clear**, **Insert row** or **Delete row** buttons.

8.15.3 Add categories to foods

You can either pick a single category then add foods into it, or you can choose a single food then select the categories it belongs to.

From the **Admin** menu, choose **Food categories**, then *Add foods into a category*



In the panel labelled *Select food source(s) and category* you can tick all the food data sources to be categorised. Sources **MW5**, **MW6**, **IDS** and **FAT** do not appear because they are only aliases pointing to their real identities in **UKN**. Choose the category into which you are going to add foods from the drop-down list of **Declared** and **Private** categories.

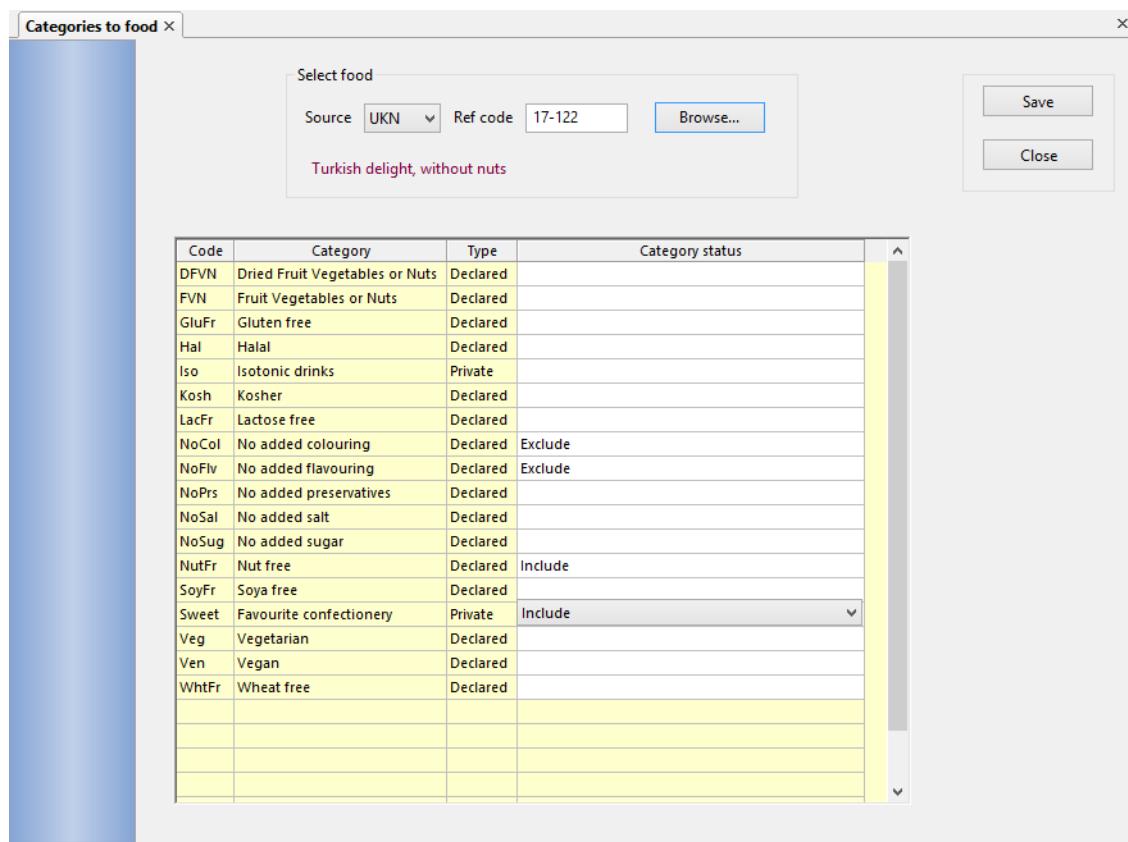
You do not need to flag every single food as being included in or excluded from a category. Each food can be in one of three states: **Included**, **Excluded** or **Unknown**. When a category is first defined, all the foods are, by default, in the **Unknown** state. Later, you can decide whether or not to raise a warning when unknown-state foods are added into an analysis with this category. In the **Specify foods** radio-box, select either *to be included* or *to be excluded*. You can have a mixture of both types saved for any category. Then, in the **Display foods** radio-box, select to have the foods displayed by food group, by name or by reference code. Displaying foods by group as in the example above, can make it easier in some cases to select a whole group or sub-group at a time by ticking the box further up

the hierarchy, which automatically selects all the items below. For example, in the illustration, all the foods in the groups *Fruit*, *Herbs & spices*, *Nuts & seeds* and *Vegetables* are all being included into the *Vegetarian* category by ticking each of the groups. Another example would be to exclude all *Milk and milk products* from the *Lactose-free* category.

Whichever method you use to display them, proceed through the tree of foods and tick each group or individual food to be included/excluded for this category as appropriate.

Click **Save** to update all the foods in the database with your selections.

To add the categories for a specific food, from the **Admin** menu, choose **Food categories**, then *Add categories to a food*.



With this option, select a specific food and, from the list of all the declared and private categories, tick the corresponding box to explicitly include or exclude the food, or leave both boxes blank to put the food into the unknown-state for that category. Click **Save** to update the database with your choices.

Note that in both the above methods, it is not meaningful to **exclude** any food from a **Private** category, as this type of category is only ever used to produce a list of **included** items during a [food search](#).

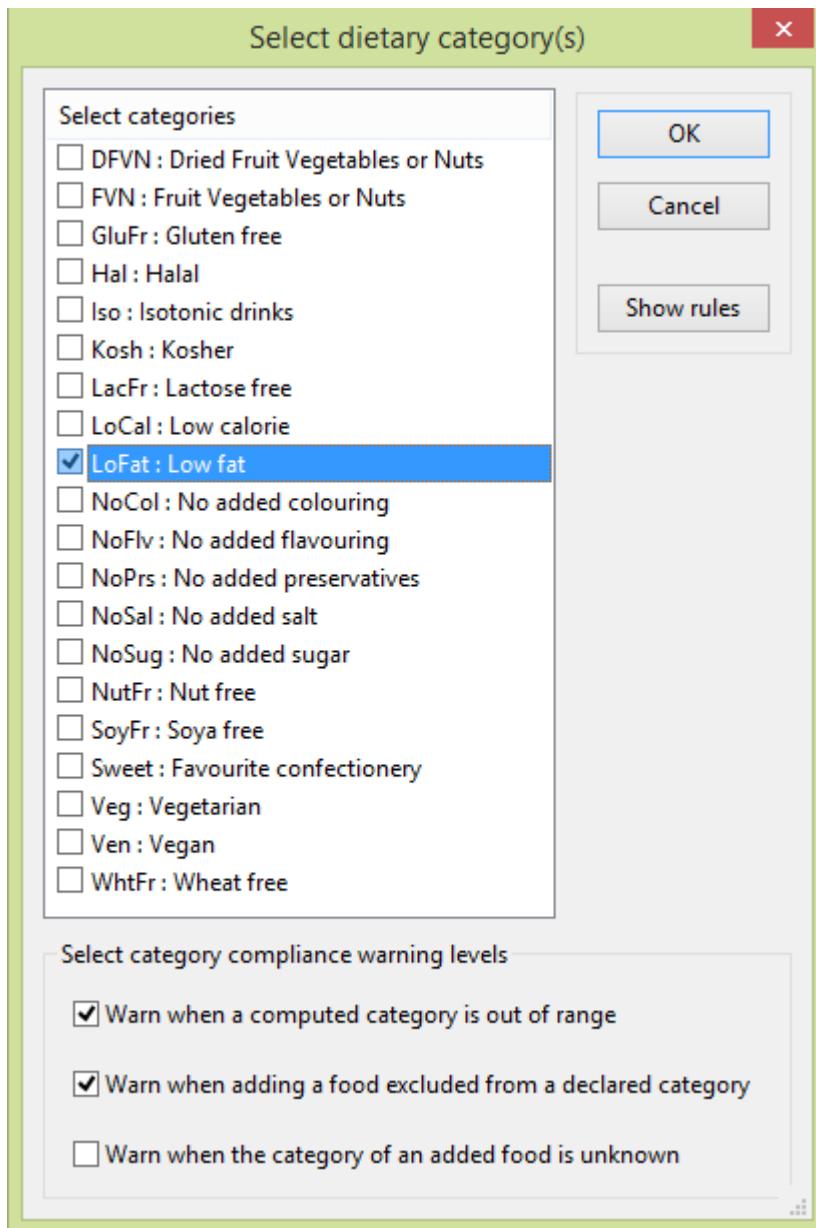
8.15.4 Add categories to an analysis

Categories can be added to an analysis in the **Selection** page of the analysis notebook.

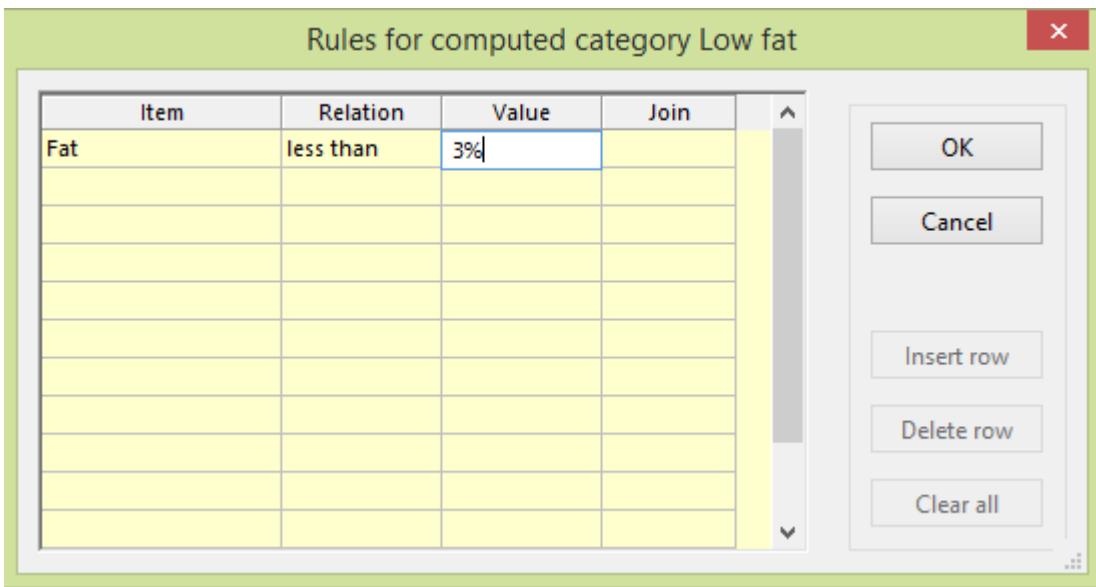
Click the button labelled **Set up** or **Amend** in the panel labelled **Food (or Recipe) categories**.

-or-

From the **Tasks** menu, select *Dietary categories*



A multiple-selection list of all the **Computed** and **Declared** categories allows you to select the one(s) that apply to this analysis. When a **Computed** category is highlighted, the **Show rules** button is active, and clicking it will display the definition. If the definition contains any values that are specific to the analysis, then if the category is selected another dialog appears in which the analysis-specific value can be entered.



In the example above, the value of the amount of fat was set as **Vxx** when the rule was defined, meaning that the actual level is different for each individual analysis. So it is necessary now to enter the value for this specific one.

Enter values into all fields that are not read-only, that is, with a white background. **Value** can be a simple number that is calculated as an absolute value e.g. *fat less than 3* (grams - per portion), or it can be followed by **%** e.g. *fat less than 3%* (percentage weight).

Click **OK** when all required values have been supplied. These are saved with the individual analysis and are used to compute the state of the category whenever it is needed.

You can set three types of warning to inform you, as you add foods and ingredients to the analysis, when category codes are not compliant. It is possible to set more than one type of warning.

- Warn if adding the food will make the analysis fail a computed category, such as Low-calorie
 - Warn if a food is added that is explicitly excluded from a declared category.
 - Warn if the category of the added food is unknown.

The effect of the last item is to permit only those foods that have been explicitly **included** in the category. You may not wish to set this warning level unless you have gone through the whole database and included all the qualifying foods.

Note that setting the warnings will apply to **all** analyses that have had categories set. Your selections of warnings are stored and remain current until you change them, by re-opening this dialog from within **any** analysis. There is an option in your [preferences](#) to apply these warnings, or not, whenever an analysis is recalled from the database and first opened

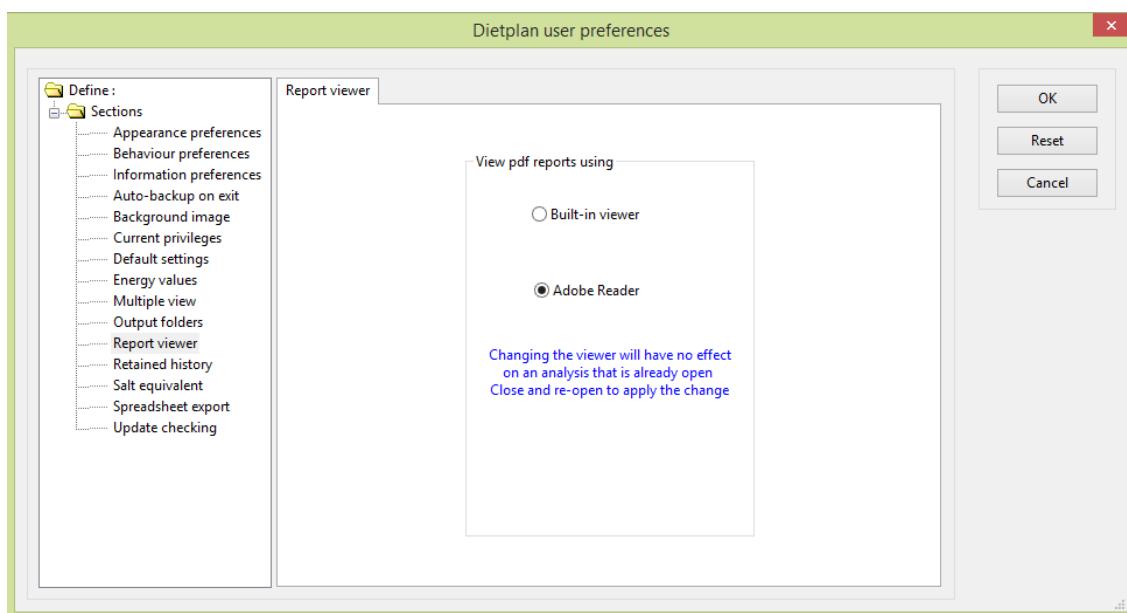
9. Views

9.1 Reports

9.1.1 Create report

Dietplan7 produces reports in [portable document format](#) (PDF), that can be both printed and saved, and the saved versions can be viewed using freely-available tools like Adobe Reader. Although the contents of PDF files can be altered using specialised software, they are much more secure from casual or inadvertent alteration than if saved in a proprietary word-processor format.

Dietplan7 contains its own software for viewing and printing PDF reports. It can also recognise if Adobe Reader is installed (Windows only) and embeds Adobe Reader into the standard report-viewing page of each analysis. All versions of Adobe Reader are supported, from Version 5 through to the most recent, at the time of writing, Version 11. The most recent version is always recommended and there is a copy that can be installed from the Dietplan7 distribution CD if you have permission to do so. You can switch between using Adobe Reader and the internal viewer using the [Preferences](#) option on the **Edit** menu.



Every analysis notebook has a **Report** page as do a number of other types of notebook, such as the *Composition of Foods* and *Recipe Summaries*.

To create a report for the current analysis, from the **Views** menu, select *Create report*

-or-

Click the **Report** button on the Composition page of the analysis

-or-

Click on the **Report** page tab of the analysis notebook

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Food quantities :

Src	Ref	Weight	Percent	Food or Ingredient
UNKN	17-063	500.0	2.9	Sugar, white
UNKN	50-1186	500.0	2.9	Water
UNKN	14-098	2000.0	11.8	Fruit pie filling
UNKN	50-309	2000.0	11.8	Margarine
UNKN	11-031	4000.0	23.5	Wheat flour, white, plain
UNKN	14-005	8000.0	47.1	Apples, cooking, stewed without sugar
	Total	17000.0	100.0	

Front of pack nutrition labelling :

Nutrient	per 100g	%RI	per 177g serving	%RI	
Energy kJ	877	10%	1553	18%	
Energy kcal	209	10%	371	18%	
Fat	10g	14%	18g	25%	Med
Saturated Fat	<0.1g	0%	<0.1g	0%	Low
Total Sugars	8.7g	9%	15.3g	17%	Med
Salt	0.30g	5%	0.50g	8%	Low

Food label information :

Nutrient	per 100g	per 177g serving	NRV		
Energy	kJ kcal	877 209	1553 371	18% 19%	8400 2000
Fat of which Saturates	g	10.0	17.6	25%	70
Carbohydrate of which Sugars	g	0+ 26.3	46.7	18%	20 260
Protein	g	8.7	15.3	17%	50
Salt	g	2.6	4.6	9%	6
	g	0.3	0.5	8%	

Above is an example report using the Dietplan internal viewer. Like Adobe Reader, the whole report can be viewed in a single scrolling window and there is a toolbar at the top of the window that performs a similar range of functions. From left to right, these are: Print, Save, First page, Previous page, Next page, Last page, Display/Enter page number in page range, Zoom out, Zoom in, Select zoom value, Fit page to width and Fit page to height.

If you change your choice of viewer via [Preferences](#), reports already opened are not affected by the change but all reports created subsequently will be displayed using your chosen viewer.

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The screenshot shows a report titled "Rcp SHH562" in Adobe Reader. The report content includes:

- Food quantities :**

Src	Ref	Weight	Percent	Food or Ingredient
UKN	17-063	500.0	2.9	Sugar, white
UKN	50-1186	500.0	2.9	Water
UKN	14-098	2000.0	11.8	Fruit pie filling
UKN	50-309	2000.0	11.8	Margarine
UKN	11-031	4000.0	23.5	Wheat flour, white, plain
UKN	14-005	8000.0	47.1	Apples, cooking, stewed without sugar
		Total	17000.0	100.0
- Front of pack nutrition labelling :**

Nutrient	per 100g	%RI	per 177g serving	%RI	
Energy kJ	877	10%	1553	18%	
Energy kcal	209	10%	371	18%	
Fat	10g	14%	18g	25%	Med
Saturated Fat	<0.1g	0%	<0.1g	0%	Low
Total Sugars	8.7g	9%	15.3g	17%	Med
Salt	0.30g	5%	0.50g	8%	Low
- Food label information :**

Nutrient	per 100g	per 177g serving	NRV
Energy	kJ	877	18%
	kcal	209	2000
Fat	g	10.0	25%
of which			
Saturates	g	0+	20
Carbohydrate	g	26.3	260
of which			
Sugars	g	8.7	90
Protein	g	2.6	50
Salt	g	0.3	6

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Dietplan7 (c) Forestfield Software Ltd 1991-2015

Above is an example of a report in Dietplan7 using Adobe Reader. You can navigate the pages and choose the magnification in a similar way to the internal viewer using the built-in toolbar.

Outside the scrolled viewing window, the controls are common to both viewers. Use the [Design button](#) to open a report-definition dialog where you can set up a new, or recall an existing report definition.

To save the contents of the report to a file :

Click the **Save** button on the **Report** page

-OR-

From the **File** menu, select **Save**

-OR-

From the Dietplan or the viewer toolbar, click on the Save button

-OR-

Press **Ctrl** and **S**

You can choose or confirm the output file name and folder. By default, the file name will be the corresponding recipe, menu or registration code and have the extension **.pdf**. External viewers recognise and import **.pdf** files automatically, so the file extension should not be changed. By default the files are saved in the **reports** folder of your Dietplan7 work area, but you can change the folder using the [Preferences](#) option.

There is also a radio box where you can choose to save reports and graphics in Libre/Open Office (.odt) format. Libre Office and Open Office are free software packages very similar to pre-2007 editions of Microsoft Office. So, if reports are saved in this format, you can use Libre Office to load and customise them in the same way as any other word-processor document. Libre Office can then save documents in Microsoft Office (.doc) format and more recent versions of Microsoft Office can read Libre Office (.odt) format documents directly.

To print the contents of the report :

Click the **Print** button on the **Report** page

-or-

From the **File** menu, select *Print*

-or-

From the Dietplan or the viewer toolbar, click on the Print button 

-or-

Press **Ctrl** and **P**

Using either viewer, a printer dialog appears, from which you can choose the destination printer, the number of copies, and the range of pages you would like printed. The dialog that appears depends on the version of Windows you are running.

The **Refresh** button is now obsolete. It was needed in earlier versions of Dietplan because changes made to an analysis did not automatically update a report that was already open. Such changes now do so, but the button has been retained for the time being.

To return to the composition page of the analysis notebook, from the report page, click Back.

9.1.2 Define report content

The appearance and content of your reports can be defined and saved. You can save as many different definitions as you like and recall and use them as required.

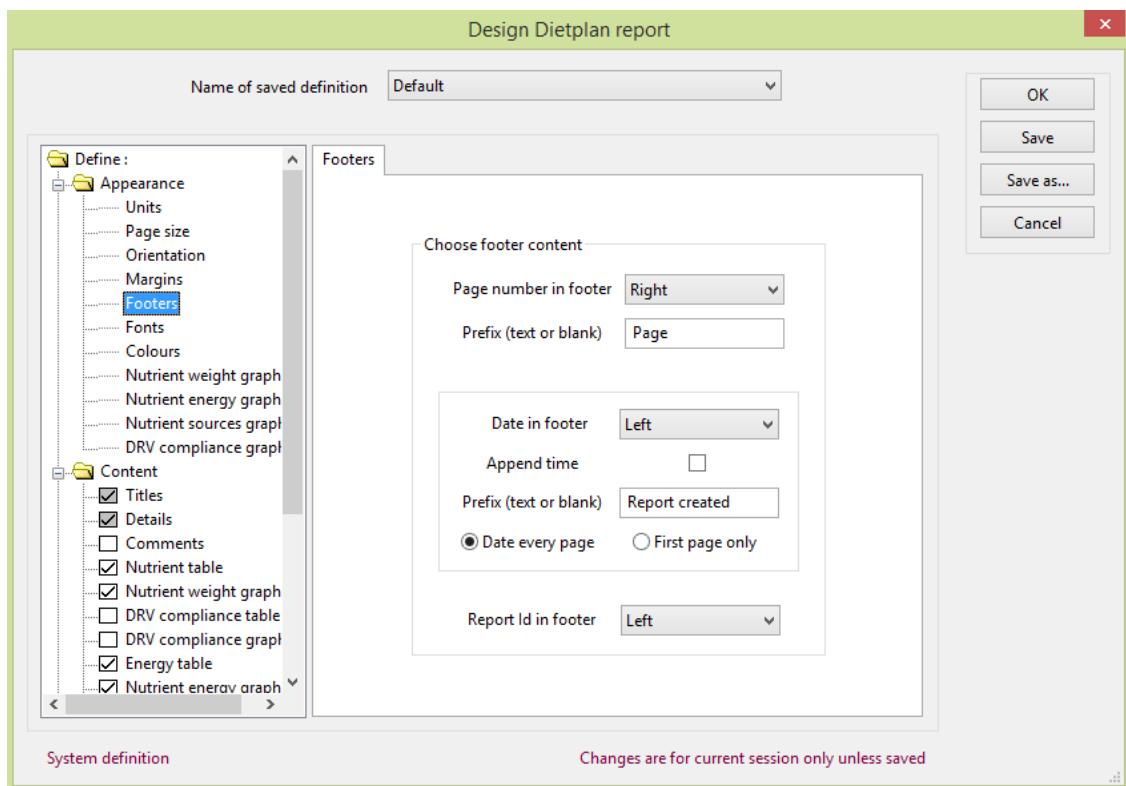
From the **Views** menu, select *Define report*

-or-

Click on the **Design** button on the **Report** page of the notebook

-or-

Press **Ctrl** and **D**



There is one pre-defined report definition, called *Default*. This shows as a **System definition** in the lower left corner of the dialog, indicating that it cannot be changed, although you can save alterations under a different name using the **Save as** button.

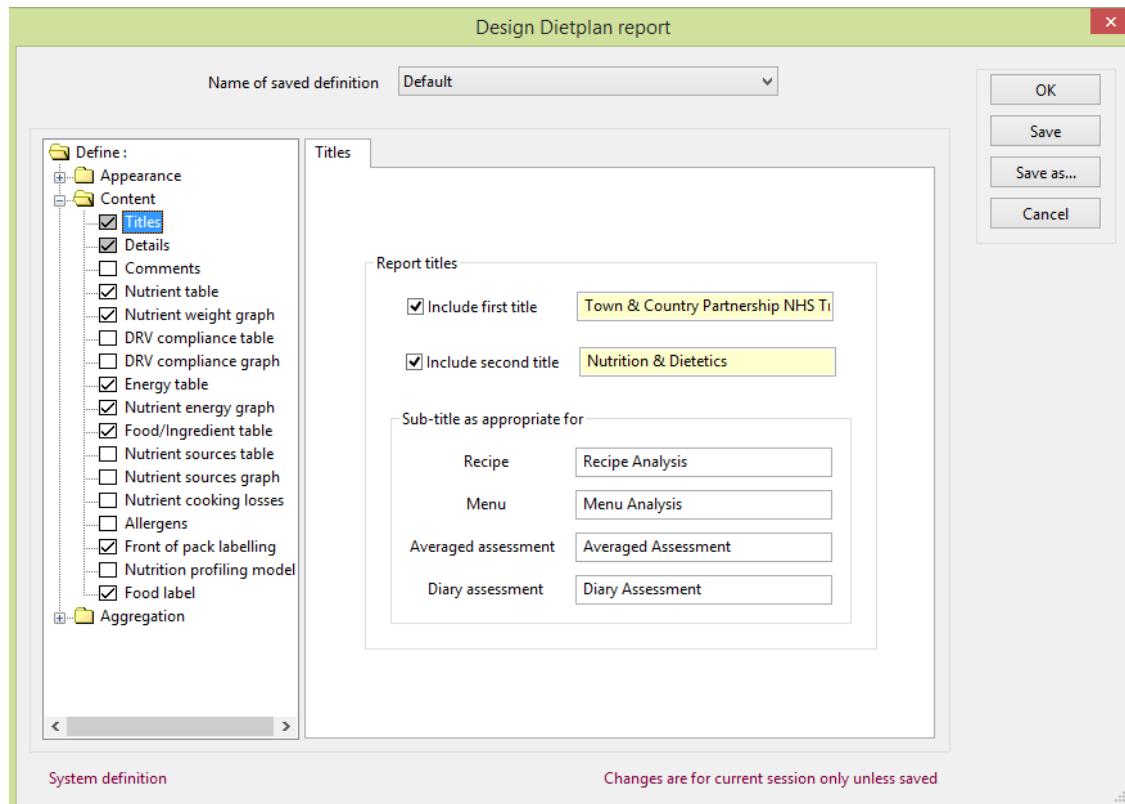
Similarly, if individual user accounts have been set up, any definitions created by a system administrator, using the [Define standard reports](#) dialog on the **Admin** menu, will appear as **Standard definitions** which also cannot be changed but, like a system definition, can be copied using **Save as**. A definition that you create or copy and save with a name of your own appears as a **User definition** and it can be altered and edited as required.

All saved system, standard and user definitions appear in the drop-down selection list of the *Name of saved definition* field.

The left-hand panel of the dialog contains a tree of items that can be selected and defined. Highlighting an item brings up an associated set of fields in the right-hand panel that you can set up and alter, as required. In the example above, the *Page numbers* item is selected, and you can specify the format and location of the page numbering, and associated elements, in your report.

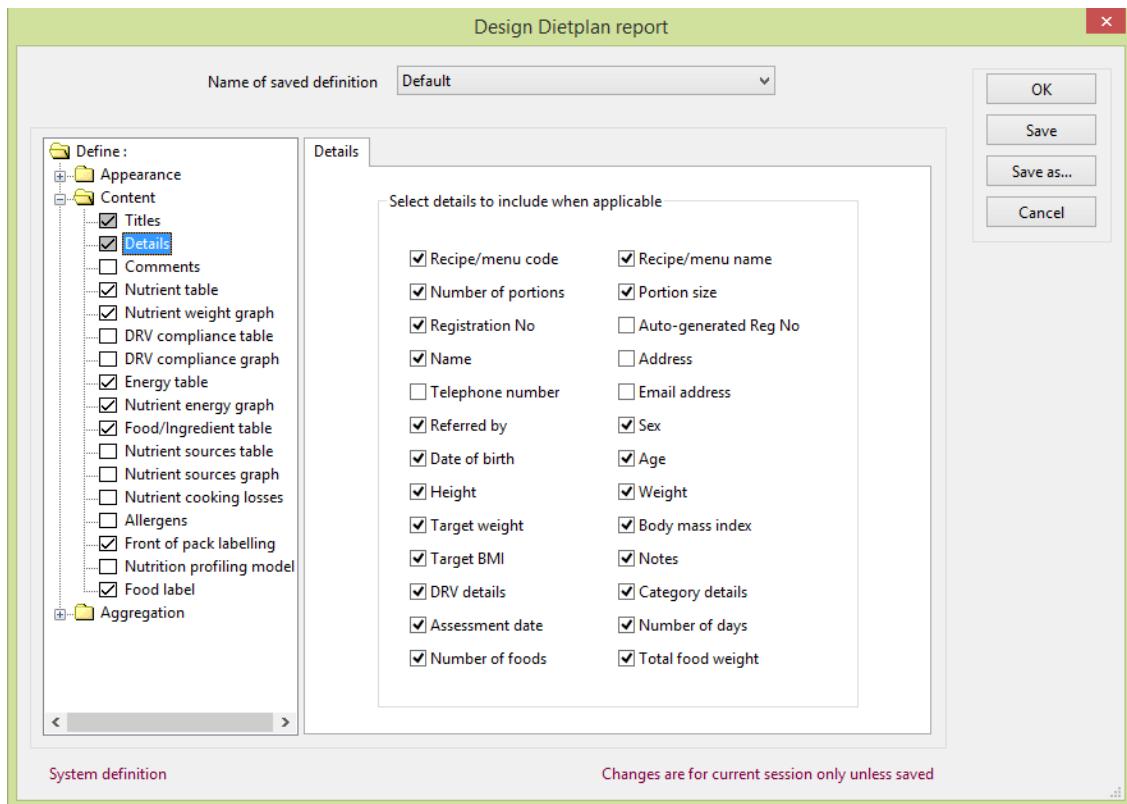
The selection tree has three main branches. The **Layout** branch contains items that affect the format and appearance of the report. The **Content** branch lets you select the items to be included in the report and the details of their appearance. The **Aggregation** branch is only enabled for reports that contain [analysis groups](#), that is, menus and [intake diary](#) assessments. When active, you can select which days, meals and courses are to be reported and how they are to be combined. See: [Selecting analysis groups](#). As the selections you can make in the aggregation branch depend on the structure of each individual analysis, they are not saved in the report definition but must be altered from the default selections as required; the selections you make are remembered for as long as the analysis is open.

The **Content** branch of the tree has a selection box beside each item and, when the box is ticked, that item will be included in the report. The first two items, *Titles* and *Details* are permanently ticked, but when you highlight either, you can choose the details to appear in these report sections.



The first and second lines of the main title come from your Dietplan licence and cannot be changed. But you can use the selection boxes to choose whether or not to include them. You can also specify what sub-title appears for each type of analysis. If made blank, no sub-title appears for that analysis type.

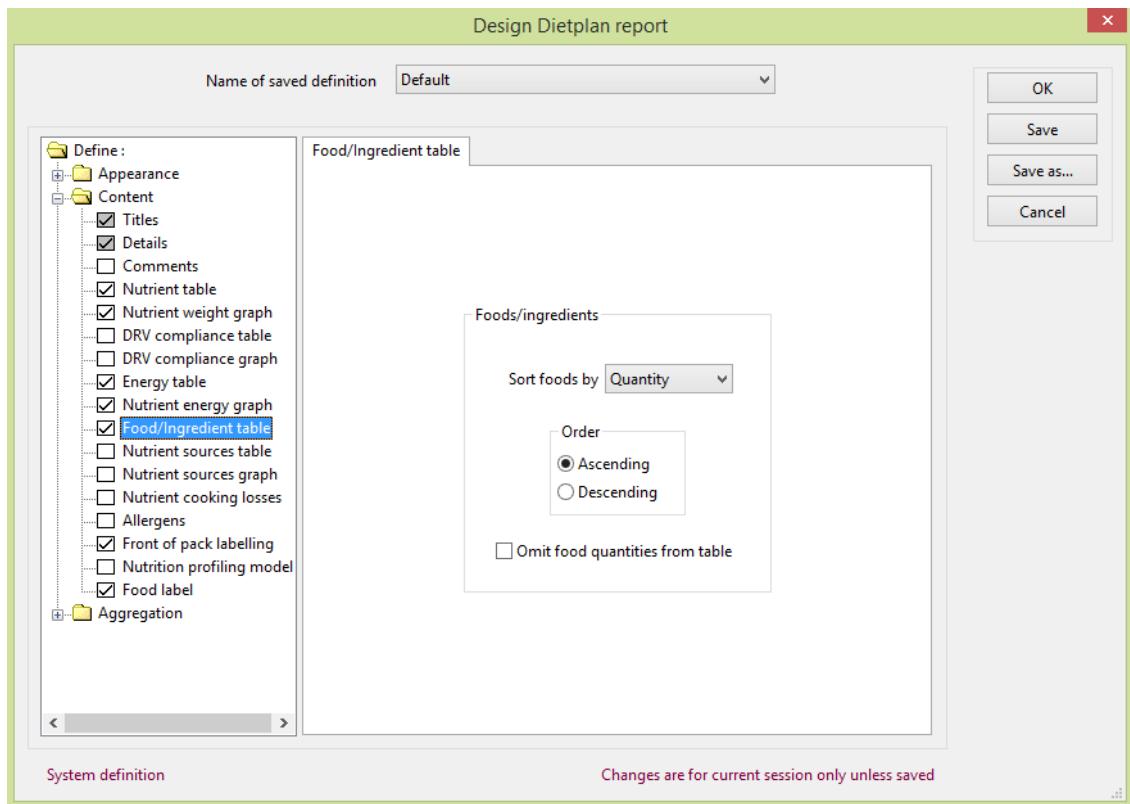
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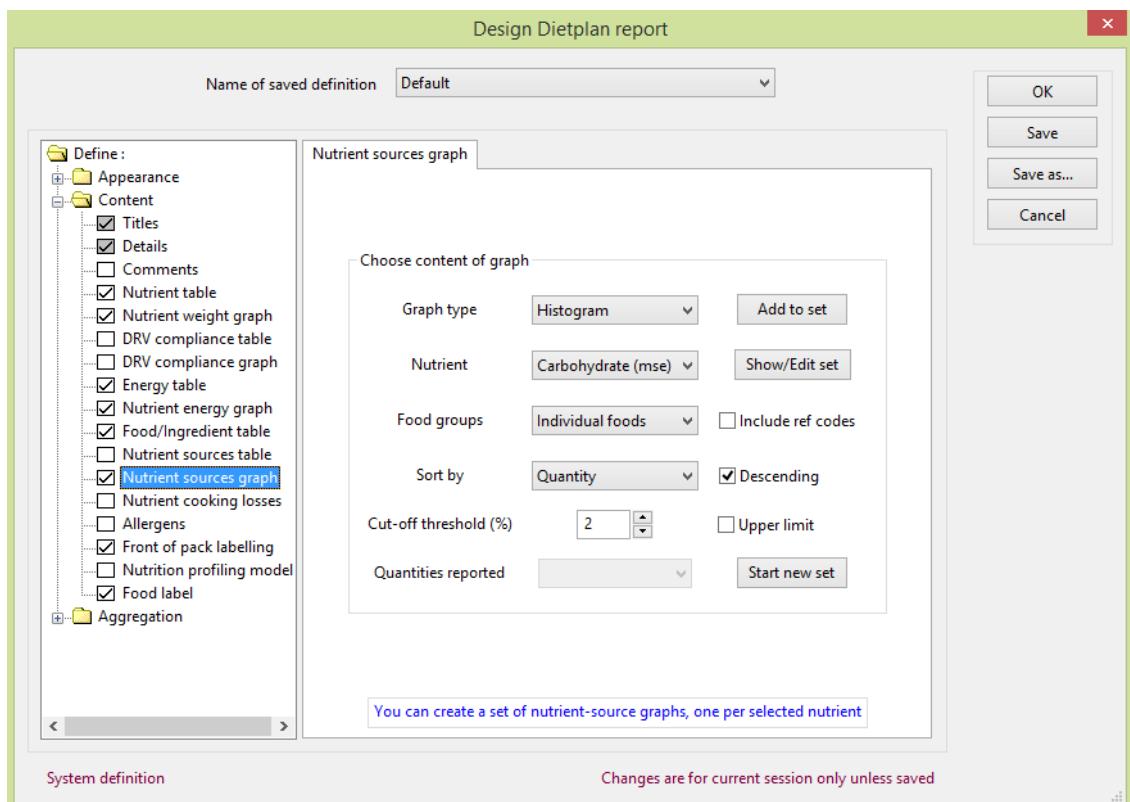
Each report begins with a section containing the identifying details of the analysis together with other parameters. Each detail can be selected for inclusion, or can be omitted, by making the appropriate selections in the *Details* panel. Not every detail is applicable to all types of analysis and, if selected, will be ignored where they do not apply.

Each of the other sections of the report can be selected or omitted as required. As each section is highlighted, the right-hand panel shows any variables that can be set or selected within the section. For example, if you include a table of the foods and ingredients in the analysis, you can specify how the list is sorted, and whether or not ingredient quantities are to be revealed.

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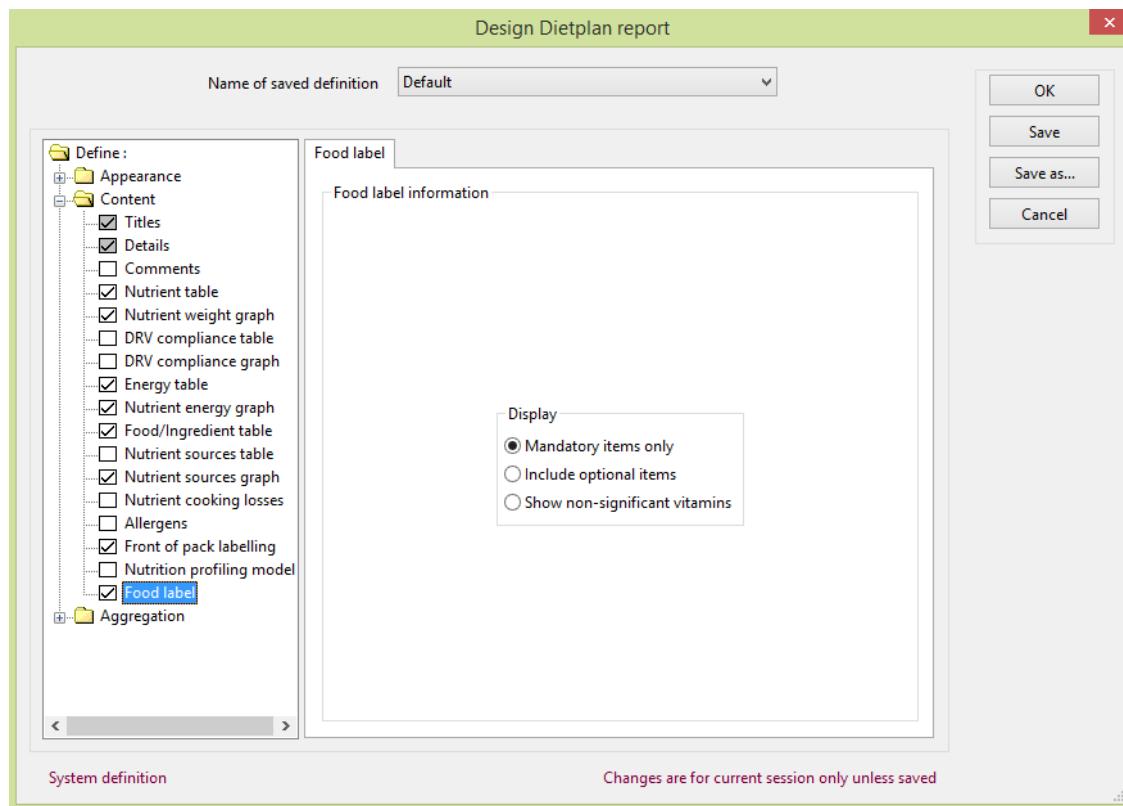


Each of the graphs, which can also be [viewed independently](#), can also be selected for inclusion in the report.



The details of how to set up each type of graph are described in the sections on each [individual graph type](#).

One other item that can be included in the report is a food-labelling section. This produces information in the format and using the nutrient and energy conversion factors specified in the EU regulations. The selection check-box for food labelling is only enabled when the current analysis is a recipe.



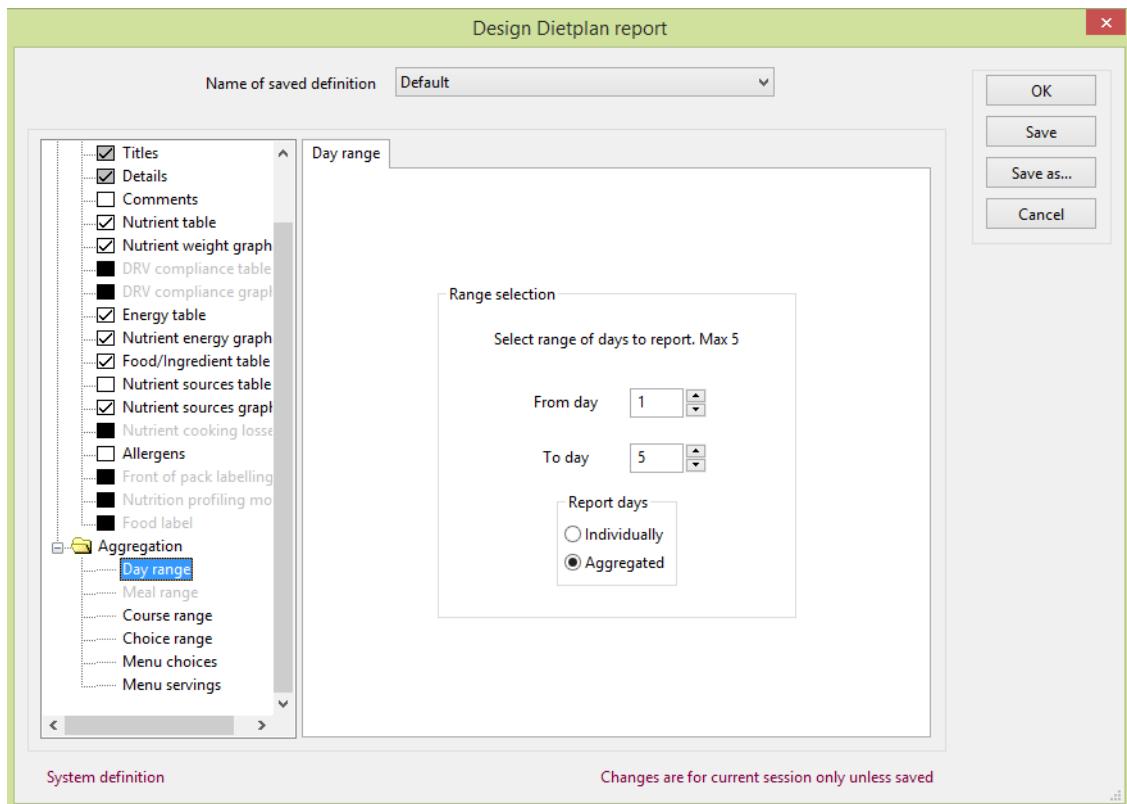
You can choose to show just the mandatory items or include the optional macro nutrients together with a list of vitamins and minerals that have values greater than 15% of the [N.R.V.](#) You can also show the vitamins and minerals that have less than the significant 15% value.

Click the **Save** button to store changes to any User definition. To save the changes to any definition under a new name, leaving the contents of the original intact, click **Save as** and supply a new name when requested.

9.1.3 Selecting analysis groups

Some types of analysis, that is, menus and [intake diary](#) assessments, require you to divide the analysis into a specified number of days, meals, courses and choices of dishes. These are referred to as analysis groups and the foods intended for, or consumed in each individual group are entered and stored separately within each group.

When you create a report or a graph in an analysis containing groups, the **Aggregation** branch of the selection tree in the report or the graph definition dialog is active and the group types that have been defined can be highlighted. A selection dialog corresponding to the highlighted group is displayed in the right-hand panel.



For each active level of grouping, you can specify the range to be included and whether individual members of the group are to be presented **Individually** or **Aggregated**. For example, you could choose to report Days 2 through to 4 individually, and to aggregate all the meals each day, which would produce the separate nutrient intake for each of the days.

In the hierarchy of days, meals, courses and choices, if you choose to aggregate at a particular level then all the groups below that level are also, automatically, aggregated. For example, if you aggregate all the meals over a day, it is not then possible to report the courses or choices individually within each meal.

In a menu analysis, if menu choices are permitted, two additional items are enabled in the aggregation branch: [menu choices](#) and [menu servings](#). These are the same functions that are accessible through the **Tasks** menu, but they are also available here at the point of report or graph creation.

There are more reporting options in the **Choice range** selection group than in the day, meal or course ranges.

In addition to being able to report the choices *individually* or *aggregated*, you can report *served proportions* or *selected choices*, provided that the relevant [servings](#) or [choices](#) have been entered.

9.1.4 View saved report

After you have saved a Dietplan7 report as a [PDF](#) file, as well as being able to view the report using programs like Adobe Reader, either stand-alone or from inside your web-browser, you can also view it from within Dietplan itself.

From the **Views** menu, select *View saved report*

Choose the report from the **Open file** menu that appears, by default this shows the files in the **reports** folder of your Dietplan7 storage area, or the folder you

have chosen for saving reports by using the [preferences](#) option; but you can navigate to any other folder you wish.

Once selected, the report is opened in its own single-page notebook, using your preferred report viewer.

9.2 Graphs

9.2.1 Show graphs

Dietplan7 produces a number of types of graph that can be viewed on screen and, optionally, both printed and saved. The saved graphs can be viewed using your web-browser. You can also choose the same graphs for inclusion in a [Dietplan report](#)

The content and appearance of your graphs can be defined and saved using a [graph-definition dialog](#). You can save as many different definitions as you like and recall and use them as required.

Every analysis notebook has a **Graph** page, as do other types of notebook, such as the [Composition of Foods](#).

Four types of graph are available:

[Nutrient weight profile](#)

[Nutrient energy profile](#)

[Nutrient sources](#)

[Compliance with DRVs](#)

To create a graph for the current analysis:

From the **Views** menu, select *Show graphs* then select the graph type you require from the sub-menu.

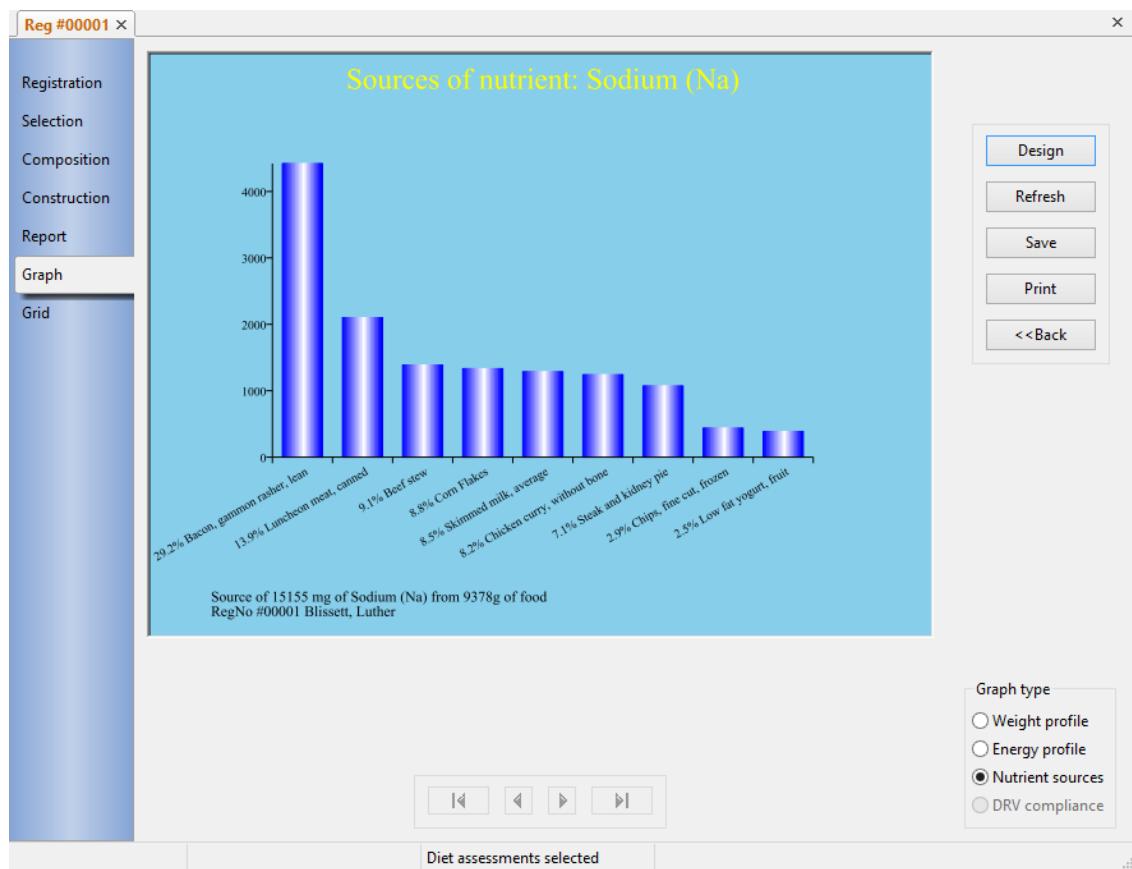
-or-

Click the **Graph** button on the **Composition** notebook page of the analysis

-or-

Click on the **Graph** page tab of the analysis notebook

In the last two cases, the most recently selected graph type will be created immediately. Select a different type from the radio-box on the graph notebook page.



If the graph extends over more than one screen page, use the set of buttons to select the first, previous, next and last screens. Use the **Design** button to open a [graph-definition dialog](#) where you can select and save the appearance and content of the different graph types.

The **Refresh** button is now obsolete. It was needed in earlier versions of Dietplan because changes made to an analysis were not automatically reflected in a graph that was already open. Such changes now update the graph automatically, but the button has been retained for the time being.

To save a graph to a file:

Click the **Save** button on the **Graph** page

-or-

From the **File** menu, select **Save**

-or-

From the toolbar, click on the Save button

-or-

Press **Ctrl** and **S**

You can choose or confirm the output file name and folder. The graph will be saved in [portable network graphics](#) format, and by default, the file name will be the corresponding recipe, menu or registration code and have the extension **.png**. Web browsers and picture viewers recognise and display **.png** files automatically, so the file extension should not be changed. By default the files are saved in the

graphs folder of your Dietplan7 work area, but you can change the folder using the [Preferences](#) option.

To print the graph:

Click the **Print** button on the **Graph** page

-or-

From the **File** menu, select *Print*

-or-

From the toolbar, click on the Print button 

-or-

Press **Ctrl** and **P**

The displayed graph is converted into PDF format and printed. At the moment it simply formats the graph to fill a complete A4 page and is preceded by a printer-selection dialog.

9.2.2 Define graphs

The appearance and content of your graphs can be defined and saved. You can save as many different definitions as you like and recall and use them as required.

From the **Views** menu, select *Define graphs*

-or-

Click on the **Design** button on the **Graph** page of the notebook

There is one pre-defined report definition built into Dietplan, called *Default*. This shows as a **System definition** in the lower left corner of the dialog, indicating that it cannot be changed, although you can save alterations under a different name using the **Save as** button.

Similarly, if user accounts have been set up, any definitions created by a system administrator, using the [Define standard graphs](#) dialog on the **Admin** menu, will appear as **Standard definitions** which also cannot be changed but, like a system definition, can be copied using **Save as**. A definition that you create or copy and save with a name of your own appears as a **User definition** and it can be altered and edited as required.

All saved system, standard and user definitions appear in the drop-down selection list of the *Name of saved definition* field.

The left-hand panel of the dialog contains a tree of items that can be selected and defined. Highlighting an item brings up an associated set of fields in the right-hand panel that you can set up and alter, as you require.

The selection tree is divided into three main branches. The **Appearance** branch contains items that affect the format and appearance of the graphs. Currently the only items in this branch allow the background colour of each type of graph to be individually changed from its default sky-blue to white - potentially saving ink if the graph is printed. The **Content** branch lets you select the items to be included in the report and the details of their appearance. The **Aggregation** branch is only enabled for items that contain [analysis groups](#), that is, menus and [intake diary](#).

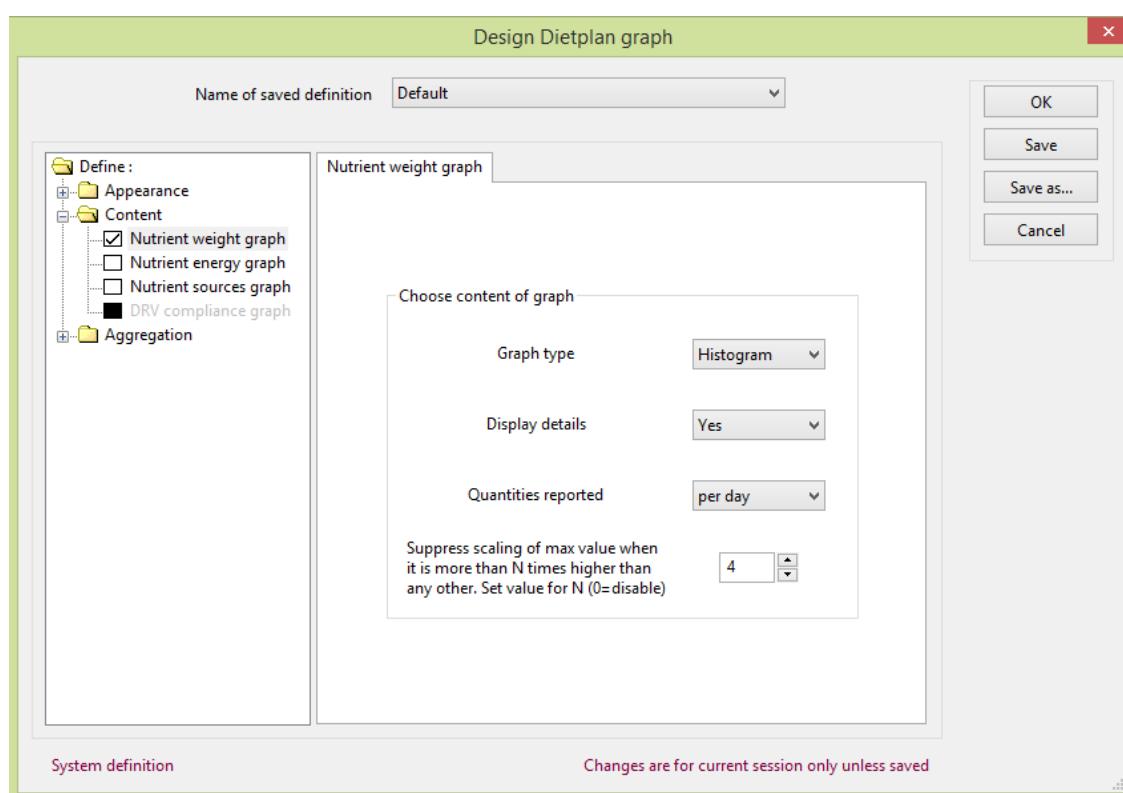
assessments. When active, you can select which days, meals and courses are to be included and how they are to be combined. See: [Selecting analysis groups](#). As the selections made in the aggregation branch depend on the structure of each individual analysis, they are not saved with the graph definition but must be altered from the default selections as required; the selections you make are remembered for as long as the analysis is open.

The **Content** branch of the tree has a selection box beside each graph type and, when the box is ticked, that type of graph will be created. Only one type can be selected at a time, although the set up details for a graph can be displayed in the right-hand pane and altered without actually selecting the graph itself. The details of how to set up each type of graph are described in the sections on each [individual graph type](#).

Click the **Save** button to store changes to any User definition. To save the changes to any definition under a new name, leaving the contents of the original intact, click **Save as** and supply a new name when requested.

9.2.3 Graph nutrient contribution by weight

Shows the contribution to total weight of each of the macro-nutrients: protein, fat, carbohydrate, alcohol, water etc.

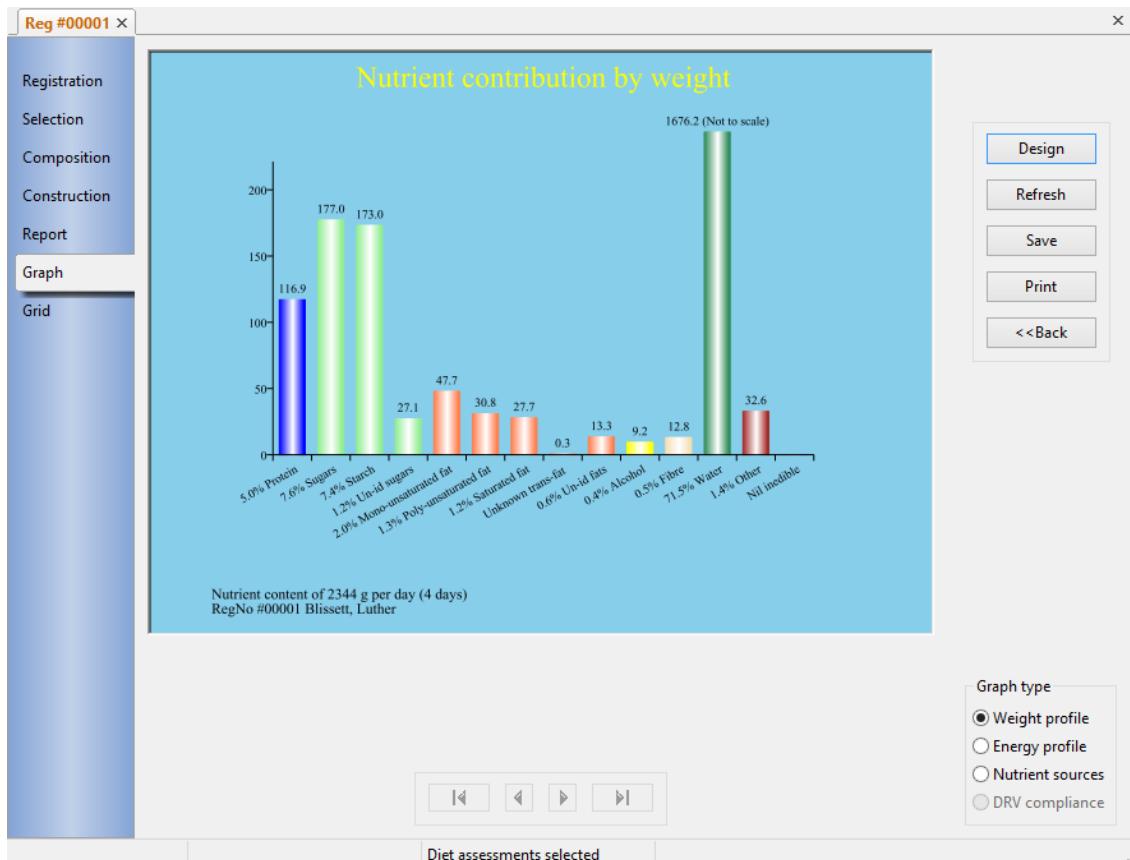


You can choose the *Graph type* to be *Bar graph*, *Histogram* or *Pie chart*. With a pie chart or a histogram, you can choose *Display details*, and either show just the basic protein, fat, CHO and alcohol or include the details of sugar, starch and the different types of fat.

If your analysis includes information by portion or by day, meal or course, you can set the *Quantities reported* to either the total or the average value of any of these.

When the subject of the graph has a high water content, it can dominate a bar graph or histogram making it difficult to see the contributions of the other

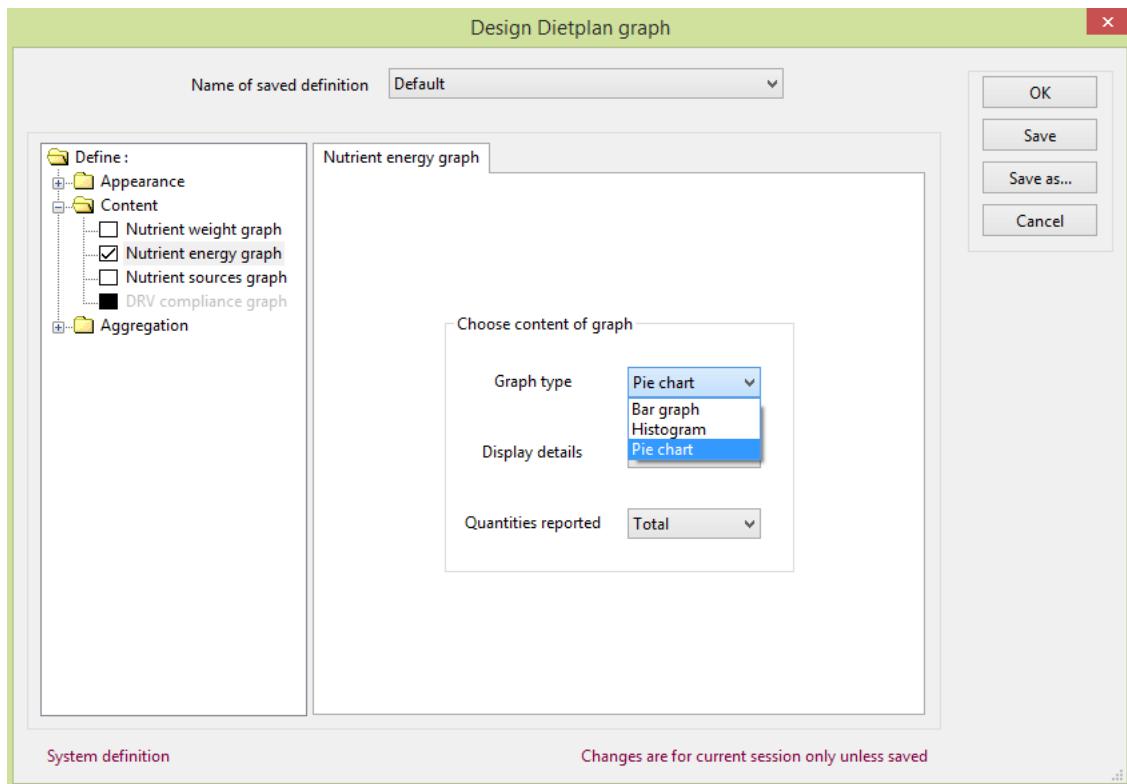
nutrients. There is also the option to suppress the scaling of any nutrient that is more than **N** times higher than any other. You can set the value of N, which has a default value of 4. Setting N to zero prevents any suppression. The effect of this can be seen below :



The water content is more than 70% compared to the next highest contribution, from sugars, of less than 8%. But because the water is not drawn to scale, the contribution of the other nutrients can be seen clearly.

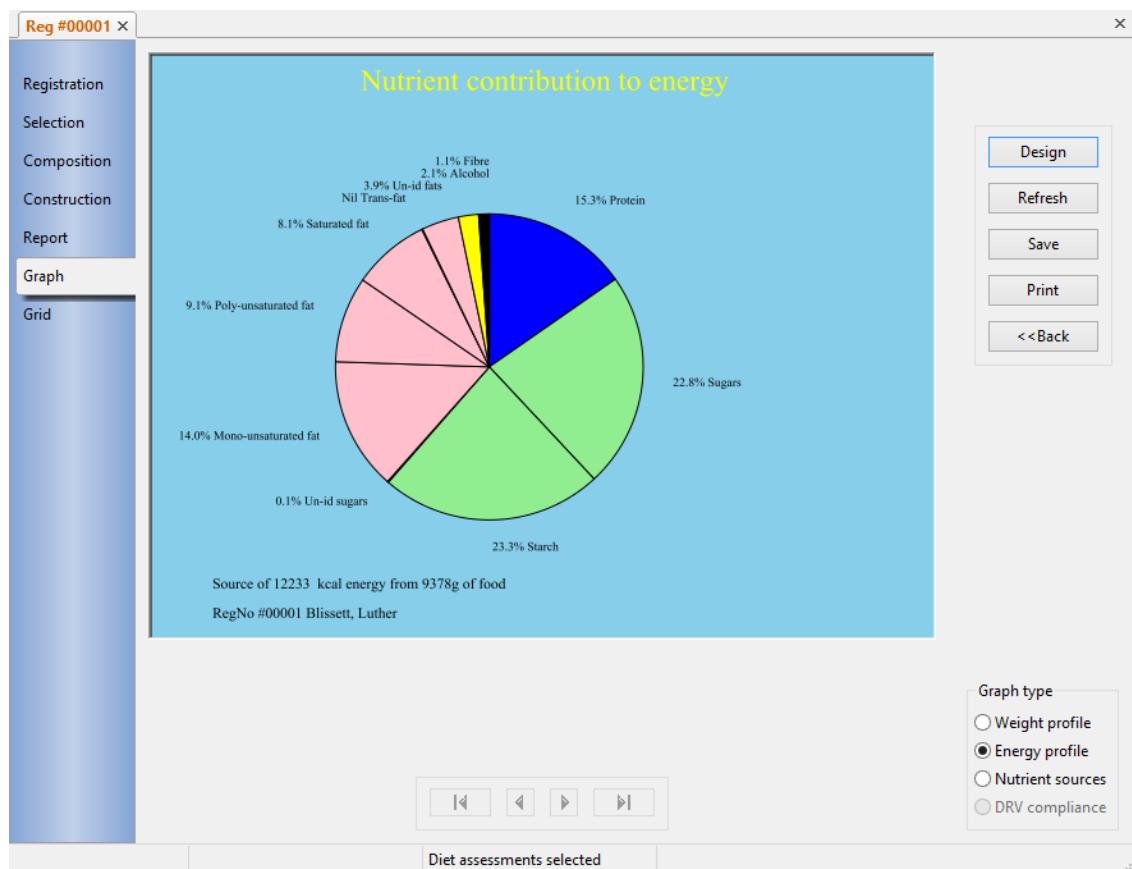
9.2.4 Graph energy contributions

Shows the contribution to total energy from protein, fat, carbohydrate and alcohol using the currently defined set of [energy conversion factors](#).



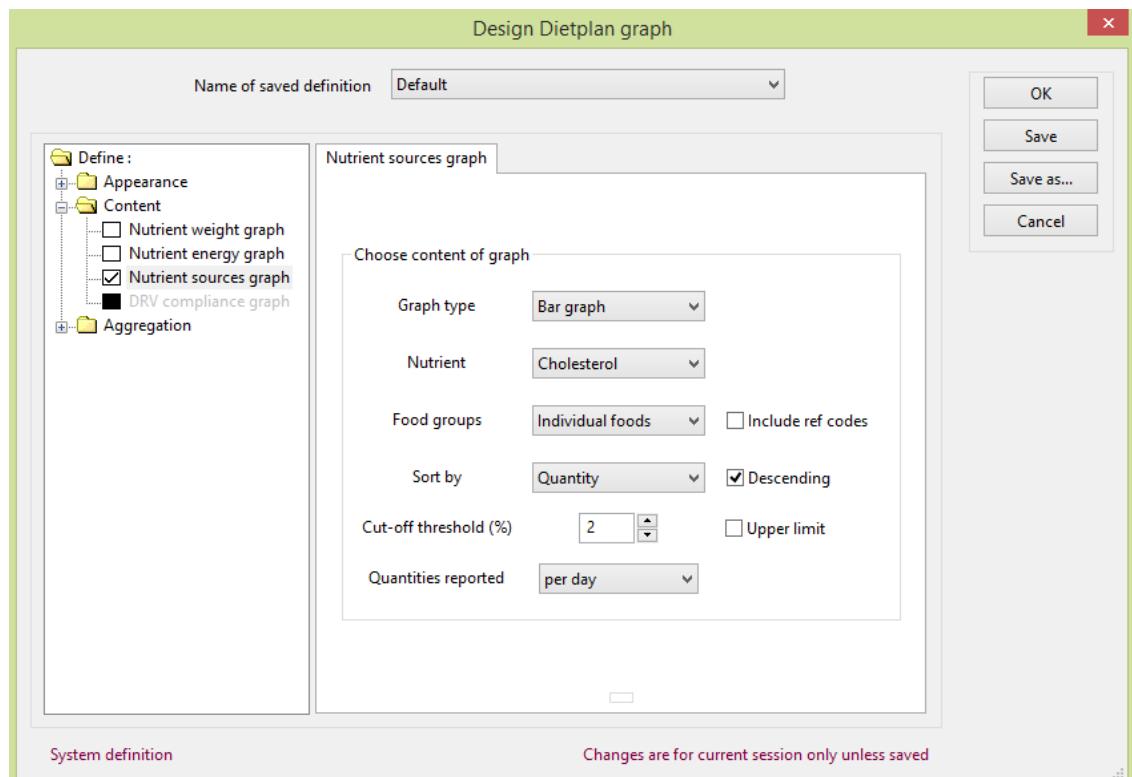
You can choose the *Graph type* to be *Bar graph*, *Histogram* or *Pie chart*. With a pie chart or a histogram, you can choose *Display details*, and either show just the basic protein, fat, CHO and alcohol or include the details of sugar, starch and the different types of fat.

If your analysis includes information by portion or by day, meal or course, you can set the *Quantities reported* to either the total or the average value of any of these.



9.2.5 Graph sources of a nutrient

Choose any nutrient from your current selection list and produce a graph showing the percentage contribution of each food or group of foods in the analysis to the nutrient total.



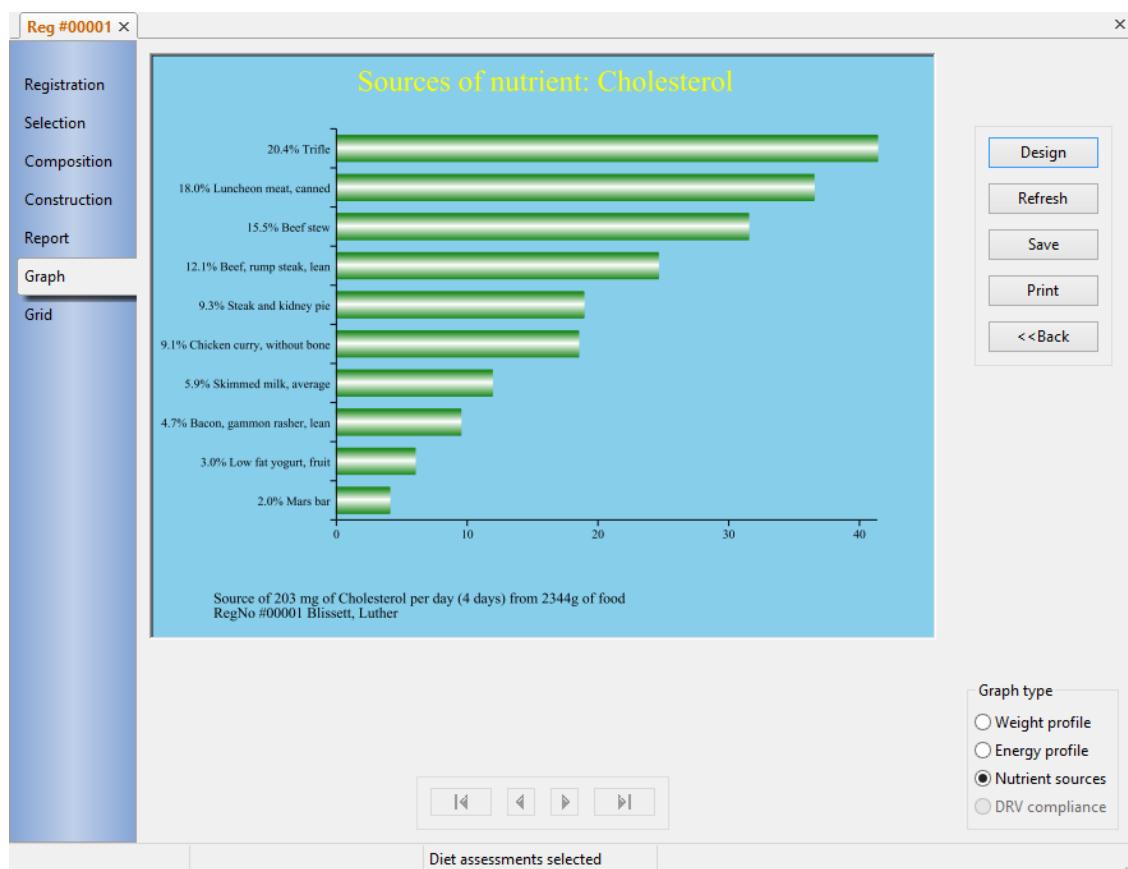
You can choose the *Graph type* to be *Bar graph*, *Histogram* or *Pie chart*.

Select the required *Nutrient* from the drop-down list that contains your [current selection of nutrients](#).

Use the *Food group* field to report the percentage nutrient content for each *Individual* food in the analysis, or to group foods together using the three letter [food group](#) codes used in the UK food tables. You can group the foods at *Level 1*, *Level 2*, or *Level 3* that is, use one, two or three letters of the hierarchical group code. For example, a level 3 group code is **BTQ**, Low fat spreads whereas at level 2 it would be contained in the group **BT**, Butter & related fats while at level 1 it would be part of **B**, Milk & milk products.

The nutrient contributions can be *sorted* in ascending or descending order of quantity, or in order of food/group code or food/group name. You can also specify a lower or an upper *cut-off threshold* as a percentage below / above which foods or groups are omitted from the graph.

If your analysis includes information by portion or by day, meal or course, you can set the *Quantities reported* to either the total or the average value of any of these.

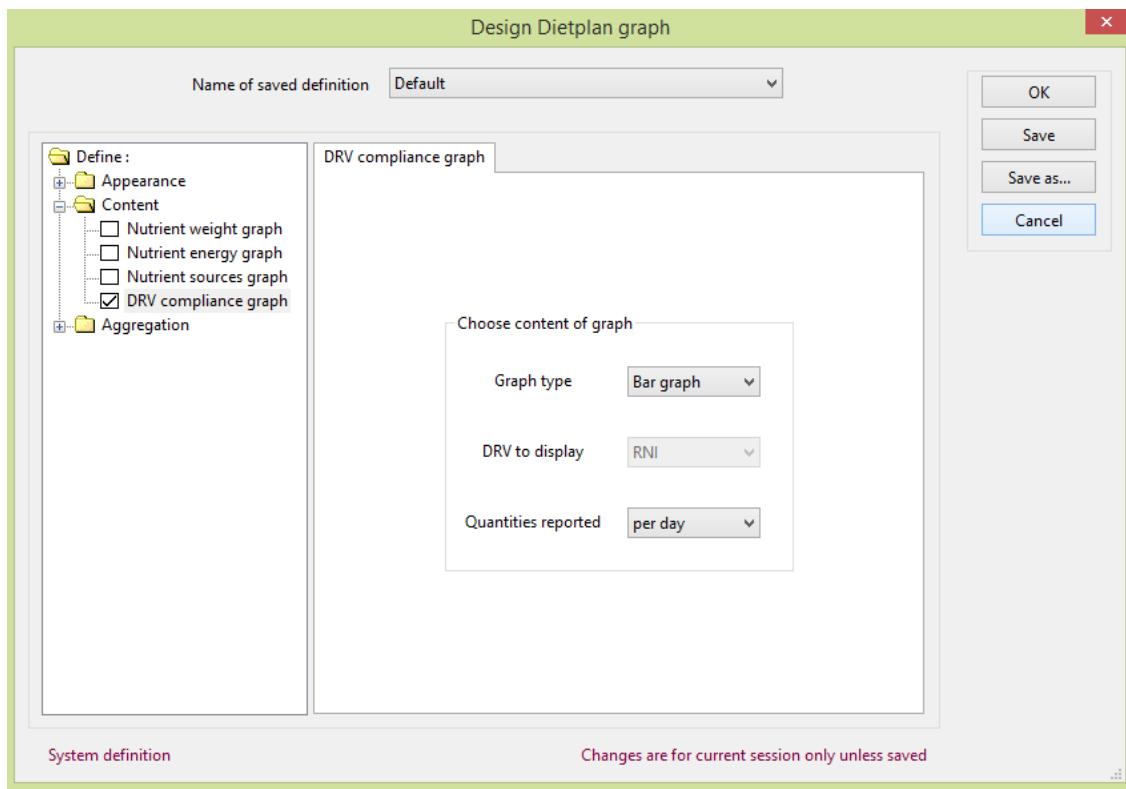


9.2.6 Graph actual v recommended intake

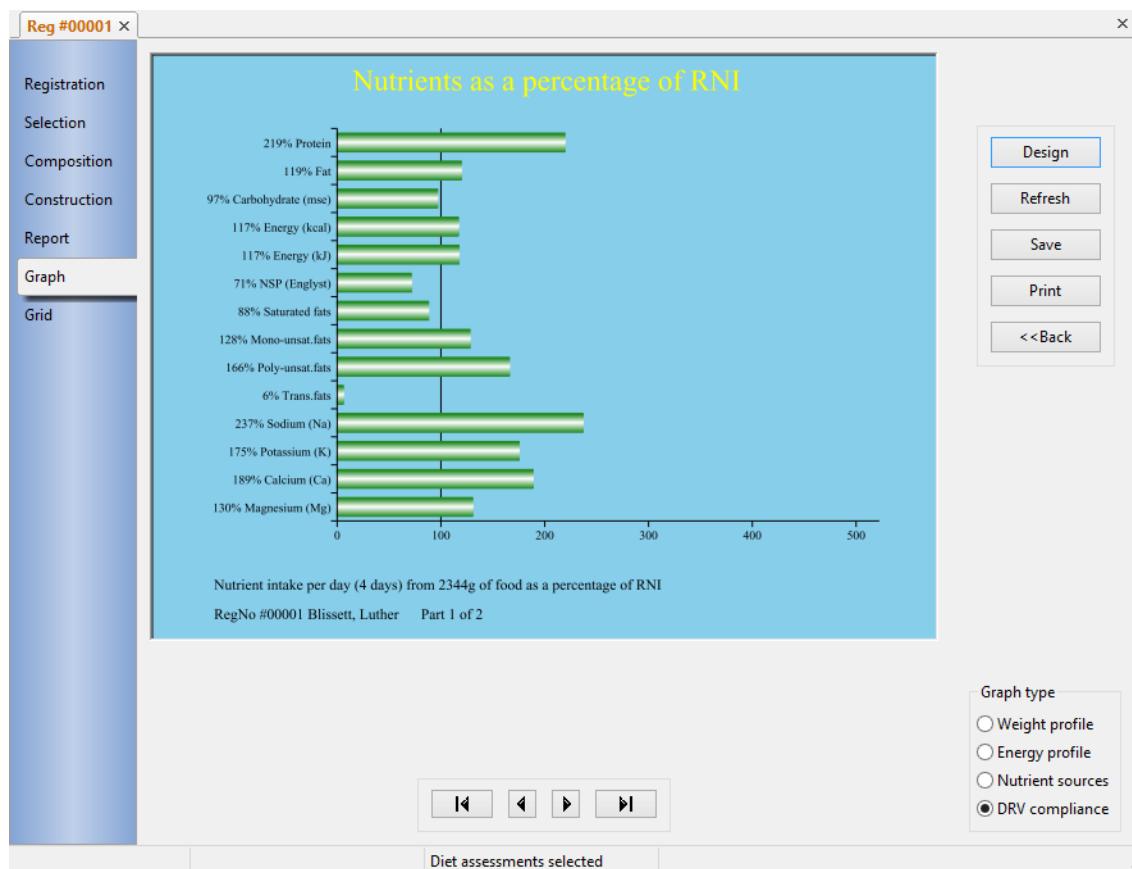
For each selected nutrient in the analysis, the graph shows the actual quantity of the nutrient as a percentage of the [dietary reference value](#).

This graph can only be produced if DRVs have been specified for the analysis. If this has not yet been done, from the **Tasks** menu, select *Dietary reference values*. See [Using dietary reference values](#).

Not all nutrients have a dietary reference value, any missing are omitted from the graph.



You can choose the *Graph type* to be a *Bar graph* or a *Histogram*. A pie chart is not possible for this type of graph. Select the required *DRV to display* from *RNI*, *EAR* or *LRNI* and, if possible, set the *Quantities reported* to *per day*. As DRVs are defined as a daily-recommended intake, selecting any other reporting quantity is not meaningful.



9.3 Grids

9.3.1 Show grid

It is possible to produce a grid view of any analysis, which is a spreadsheet-style view showing all the foods (rows) against all the [current selected set of nutrients](#) (columns).

From the **Views** menu, select **Spreadsheet grid**

-or-

Click the **Grid** button on the **Composition** notebook page of the analysis

-or-

Click on the **Grid** page tab of the analysis notebook

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J0269 Jones, Bridget. 10 November 2010. 3 day food diary														
Day	Meal	Course	Source	Ref	Group	Food or Ingredient		Quantity	Edible	Water g	Tot.N2 g	Protein g	Fat g	C
1	1	1	MW6	1126	PE	Orange juice, unsweetened		100.0	1.00	89.2	0.08	0.5	0.1	
1	1	2	MW6	185	BAH	Semi-skimmed milk, average		120.0	1.00	107.8	0.62	4.0	1.9	
1	1	2	MW6	88	AI	Muesli, with no added sugar		30.0	1.00	2.3	0.50	3.1	2.3	
1	1	3	MW6	1008	SC	Marmalade		16.0	1.00	4.5	0+	0+	Nil	
1	1	3	MW6	306	OA	Butter		10.0	1.00	1.6	0.01	0.1	8.2	
1	1	3	MW6	41	AF	Hovis, toasted		54.0	1.00	12.7	1.10	6.5	1.4	
1	1	4	MW6	185	BAH	Semi-skimmed milk, average		30.0	1.00	26.9	0.16	1.0	0.5	
1	1	4	MW6	1106	PAA	Tea, black, infusion, average		250.0	1.00	248.8	0+	0.2	0+	
1	2	1	MW6	74	AB	Sandwich, Chicken salad, white bread		125.0	1.00	72.5	2.23	13.4	6.6	
1	2	2	MW6	257	BN	Low fat yogurt, fruit		90.0	1.00	69.3	0.58	3.7	0.6	
1	2	3	MW6	1186	WV	Water		250.0	1.00	250.0	Nil	Nil	Nil	
1	2	3	MW6	185	BAH	Semi-skimmed milk, average		40.0	1.00	35.9	0.21	1.3	0.6	
1	2	3	MW6	1092	PAA	Coffee, instant		1.0	1.00	0+	0.03	0.1	0+	
1	3	1	MW6	639	JK	Prawns, boiled		15.0	1.00	10.5	0.54	3.4	0.3	
1	3	1	MW6	1199	WCG	Mayonnaise, reduced calorie		20.0	1.00	11.9	0.03	0.2	5.6	
1	3	1	MW6	927	FA	Avocado, average		50.0	1.00	36.2	0.15	0.9	9.8	
1	3	2	MW6	395	MAE	Lamb, chops, loin, lean and fat, grilled		70.0	1.00	32.6	2.63	16.4	20.3	
1	3	2	MW6	661	DAE	New potatoes, boiled in unsalted water		120.0	1.00	96.6	0.29	1.8	0.4	
1	3	2	MW6	761	DB	Runner beans, boiled in unsalted water		60.0	1.00	55.7	0.11	0.7	0.3	
1	3	3	MW6	894	FA	Fruit salad, homemade		140.0	1.00	115.2	0.15	1.0	0.1	
1	3	4	MW6	1109	QE	White wine, dry		250.0	1.00	243.1	0.05	0.2	Nil	
1	4	1	MW6	1071	PAA	Horlicks powder, made up with semi-skimmed milk		175.0	1.00	140.7	1.19	7.5	3.3	
1	4	1	MW6	1054	SEA	Kit Kat		35.0	1.00	0.7	0.42	2.6	9.1	
2	1	1	MW6	1126	PE	Orange juice, unsweetened		100.0	1.00	89.2	0.08	0.5	0.1	
2	1	2	MW6	867	FA	Bananas		100.0	1.00	75.1	0.19	1.2	0.3	
2	1	3	MW6	107	AM	Crispbread, rye		20.0	1.00	1.3	0.32	1.9	0.1	
2	1	3	MW6	264	BL	Cottage cheese, plain		40.0	1.00	31.4	0.79	5.0	1.7	
2	1	4	MW6	185	BAH	Semi-skimmed milk, average		30.0	1.00	26.9	0.16	1.0	0.5	
2	1	4	MW6	1106	PAA	Tea, black, infusion, average		250.0	1.00	248.8	0+	0.2	0+	
2	2	1	MW6	205	AE	Pizza, vegetarian		150.0	1.00	76.7	2.58	16.2	10.3	
2	2	2	MW6	292	BN	Yogurt, greek style, fruit		100.0	1.00	73.5	0.76	4.8	8.4	
2	2	2	MW6	1109	PC1	Feta, diced		220.0	1.00	220.0	0+	0+	Nil	

The grid is displayed in a scrolling window on the analysis **grid** page. You can resize or maximise the main Dietplan window to show as much of the grid as possible. The grid itself has a light yellow background, indicating that all the information is read-only.

Click any column-heading to sort the grid in the order of that column. Click again to sort in reverse order.

Click the **Export** button to [write the contents of the grid](#) to a comma separated value (csv) file that can be imported by spreadsheet or statistical analysis software. By default, fields containing nutrient values are formatted as when they appear on the corresponding **Composition** page of each analysis. That is, zero values show as **Nil**, missing values as **---** and other values may be non-numeric or have a non-numeric suffix. If you require that only numeric nutrient values are exported, select *Exported nutrients to contain only numeric values* in the *Spreadsheet export* tab of **Edit | Preferences**.

The **Print** button can be used to obtain a hard-copy printout of the grid. It is produced in a number of sections and on multiple pages if necessary.

9.4 Queries

9.4.1 Create lists

Lists are created by running queries on the Dietplan7 database. The procedure for creating them is similar for each type of list.

From the **Views** menu, select *Lists* and from the sub-menu, choose one of

Foods, Recipes, Menus, Registrations or Assessments

Select the type of list you require from the items in the chosen sub-menu

For *foods* you can produce lists

- by name
- by reference code
- by food group code
- by food category

The lists in this sub-menu can also be called directly from the main **Foods** menu

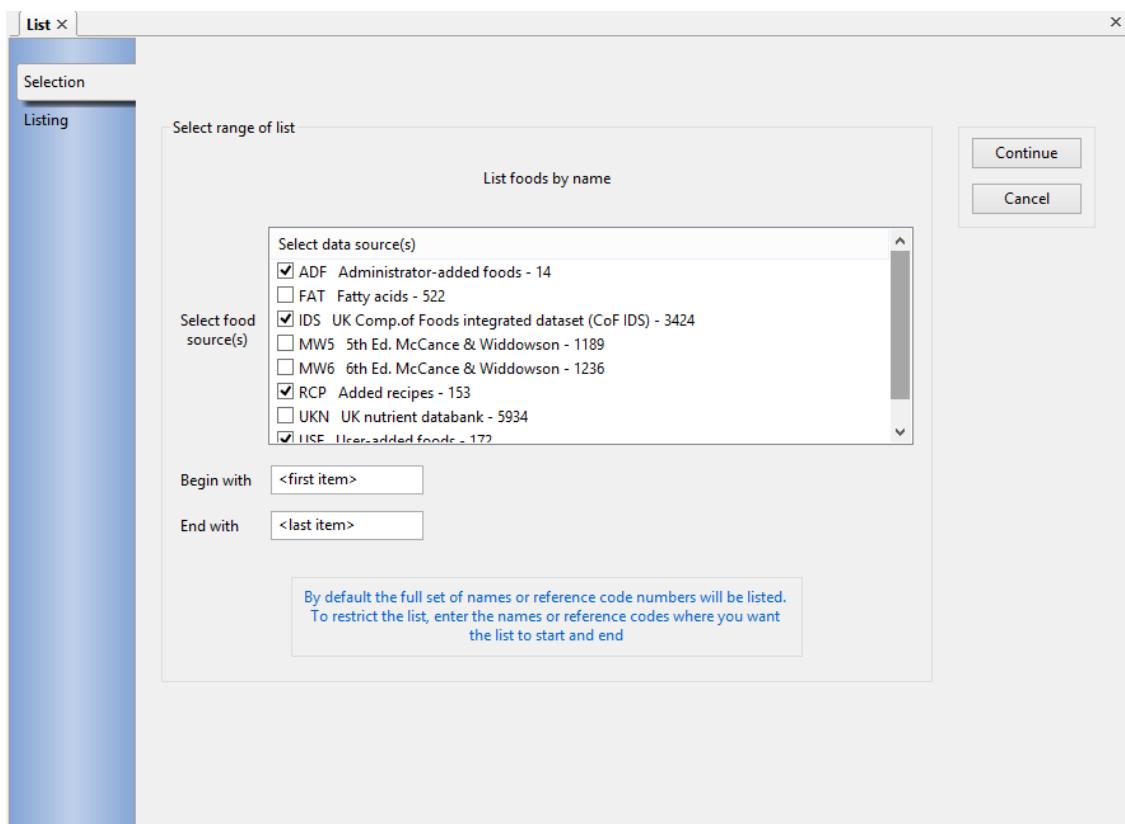
For *recipes* and *menus*, you can produce lists

- by name
- by reference code

For *registrations* and *assessments*, you can produce lists

- by surname
- by registration number

Selecting a list of any type opens a notebook containing two pages, labelled **Selection** and **Listing**.



For food lists only, you can select which food sources are to be included; tick the checkbox for each data source that you want to include in the list. By default, all lists will contain the full range of qualifying items but you can use the *Begin with* and *End with* fields to restrict that range by entering starting and/or ending values for the attribute the list is being produced by. If the list is *by reference code*, enter the reference code(s) where the list is to begin and/or end. Similarly if the list is *by name*, enter suitable values for either or both ends. For example *apples* and *pears* will list all the foods with names beginning alphabetically between these two values.

When all your criteria have been entered, click **Continue**. The list will be created and displayed in the **Listing** page of the notebook. You can tab back and forth between the two pages, amending the criteria as necessary.

Foods by name			
Source	Ref	Group	Name
IDS	18-590	MEE	Venison, raw
IDS	18-491	MEE	Venison, roast
IDS	11-065	AD	Vermicelli, raw
IDS	17-239	QG	Vermouth, dry
IDS	17-240	QG	Vermouth, sweet
IDS	13-393	DG	Vine leaves, preserved in brine
IDS	15-611	DR	Vine leaves, stuffed with rice
IDS	17-339	WY	Vinegar
IDS	12-907	BNS	Virtually fat free/diet yogurt, fruit,twin pot (fats only)
USF	08.04		Vooma energy gels
IDS	11-524	AM	Wafer biscuits, filled
IDS	11-509	AM	Wafers, filled, chocolate, full coated
IDS	11-679	AP	Waffles
USF	09.14		Waitrose breaded chicken breast chunks
USF	09.09		Waitrose breaded king prawns
USF	09.10		Waitrose filo king prawns
USF	09.06		Waitrose Good to Go salmon & cucumber sandwich
USF	09.07		Waitrose GTG egg and cress sandwich
USF	09.13		Waitrose Lemon Sole Goujons
USF	09.05		Waitrose spinach and ricotta ravioli
USF	02.04		Waitrose tomato and basil sauce
USF	07.05	DR	Waitrose vibrant and fruity red cabbage
IDS	17-047	OC	Walnut oil
IDS	14-879	GA	Walnuts
IDS	14-887	GA	Walnuts, weighed with shells
IDS	11-107	ABE	Walnuts, weighed with shells

The list is displayed in a scrolling window and the number of items in the list is displayed below, alongside four action buttons. The list is presented in the requested order, but can be re-ordered on any column by clicking on the title of the column. A second click on the same column label will reverse the sort order.

As data sources **MW5**, **MW6**, **IDS** and **FAT** are sub-sets of the complete **UKN** table, if the list criteria include more than one of these sources, the resulting list will probably contain duplicates.

Click **Save** to bring up a file selection dialog to specify the name of a text file where the list, as seen, will be saved. Click **Print** to send the text of the list to a printer. **Back** will return to the **Selection** page of the notebook, and **Close** will shut the list notebook.

9.4.2 MW7 publication numbers

The complete set of foods in the UK nutrient databank is contained in the range of food reference codes between 11-001 and 50-1188. Historically these derived from the 5th edition of *The Composition of Foods* together with all the published supplements. Each supplement was given a prefix, beginning with 11- for *Cereals and Cereal Products*, and ending with 19- for *Meat Products and Dishes*. Adding the prefix 50- to the range of 5th edition food codes completed the set.

In Dietplan, this complete set of UK foods has **UKN** as its data source mnemonic code although, by default, this set is not visible as it contains all the foods ever published, from the 5th edition to date, including all the now obsolete foods. To see the full UKN set, select [Include all archived UK foods](#) on the **Admin** menu. The

data set **ID2** uses the same food codes as **UKN** but contains only the current set of UK foods.

The foods in the published 7th summary edition of *The Composition of Foods* are all contained in the **UKN** and **ID2** data sets, but they also have a sequential publication number, beginning with 1, in the order they appear in the printed publication. In Dietplan, you can reference foods from the 7th edition, using the publication number, by using the data source code **MW7**.

To see a cross-reference of the publication codes with the corresponding codes in the **UKN**/**ID2** datasets, from the **Views** menu, select **MW7 publication numbers**

Food publication numbers for 7th ed. uk composition of foods			x
Publ No.	UK Food Ref.	Name	Latest Ref
1	11-906	Bran, wheat	
2	11-1045	Cornflour	
3	11-901	Couscous, plain, raw	
4	11-902	Couscous, plain, cooked	
5	11-895	Flour, chapati, brown	
6	11-897	Flour, rye	
7	11-898	Flour, soya	
8	11-892	Flour, wheat, brown	
9	11-887	Flour, wheat, bread/strong, white	
10	11-886	Flour, wheat, white, plain, soft	
11	11-888	Flour, wheat, white, self raising	
12	11-889	Flour, wheat, wholemeal	
13	11-905	Poletta, hydrated, raw	
14	14-843	Quinoa, raw	
15	11-907	Wheatgerm	
16	11-868	Rice, brown, wholegrain, raw	
17	11-869	Rice, brown, wholegrain, boiled in unsalted water	
18	11-885	Rice, egg fried, ready cooked, re-heated	
19	11-968	Rice, pilau, plain, homemad	
20	11-884	Rice, ready cooked, plain, re-heated	
21	11-881	Rice, savoury, dried, cooked	
22	11-857	Rice, white, basmati, raw	
23	11-858	Rice, white, basmati, boiled in unsalted water	
24	11-860	Rice, white, basmati, easy cook, boiled in unsalted water	
25	11-878	Rice, white, Italian Arborio risotto, raw	
26	11-879	Rice, white, Italian Arborio risotto, boiled in unsalted water	
27	11-861	Rice, white, long grain, raw	
28	11-862	Rice, white, long grain, boiled in unsalted water	
29	11-864	Rice, white, long grain, easy cook, boiled in unsalted water	
30	11-872	Rice, wild, raw	
31	11-873	Rice, wild, boiled in unsalted water	

1180 items found

<< Back Save Print Close

This produces a listing of the selected set of publication numbers inside a scrolling window, together with a count of the number of items in the list. The list is in publication number order, but can be re-ordered on any column by clicking on the title of the column. A second click on the same column label will reverse the sort order.

Click **Save** to bring up a file selection dialog to specify the name of a text file where the list, as seen, will be saved. Click **Print** to send the text of the list to a printer and **Close** to dismiss the list

10. Data

10.1 Add or Edit USF food

To add a new USF food, from the **Data** menu, select *Add USF food*.

or

To edit an existing USF food, from the **Data** menu, select *Edit USF food*.

Foods can be added locally into the database and are allocated the data source code **USF** (user added food). However, if your installation of Dietplan has been configured with individual user accounts, a user with Administrator privileges and access the **Admin** menu can remove or restrict your access to this option. If the option is removed, and only administrator added **ADF** foods are permitted, the menu option will be disabled. If access is restricted you will be able to see and use **USF** foods you have added yourself but not those added by other users. If access is not restricted you can use, and alter, foods added by other users but in the same way they can use and alter foods that you yourself have added.

The screenshot shows the 'Alter USF' dialog box. At the top, there's a 'Selection' section with 'Source' set to 'USF', 'Ref code' 'WTR035', and buttons for 'Accept' and 'Browse..'. To the right are 'Save' and 'Close' buttons. The main area contains fields for 'Name' ('Waitrose spaghetti bolognese'), 'Description' ('Free range egg pasta topped with a rich beef, tomato and red wine sauce'), and a large 'Notes' text area. Below these is a 'Food group' dropdown set to 'MR Meat dishes'. On the left, a vertical navigation bar lists 'Selection', 'Allergens', 'Portions', and 'Nutrients'. Under 'Allergens', there's a table for 'Declared allergens' showing 'Cereals containing gluten' and 'Egg and products' both marked as 'Yes'. There's also an 'Edit' button. Under 'Portions', there's a table for 'Portion sizes' showing '1 average serving' with a quantity of '400', also with an 'Edit' button. The bottom section, 'Defined nutrients', contains a table with the following data:

Nutrient	Quantity	Units
Protein	6.8	grams
Fat	4.4	grams
Available Carbohydrate (weight)	13.7	grams
Energy (kcal)	124	kilocalories
Energy (kJ)	521	kilojoules
Total Sugars	0.1	grams
Saturated fatty acids	1.6	grams
Salt equivalent (Na x 2.5)	0.400	grams

You can use any food codes you wish within the **USF** group. It can contain letters, numbers and other punctuation characters and be up to 16 characters long. If you are not concerned about the value of the code you can let the software allocate one for you: leave the Ref code field blank, click **Accept** and the next available code in the sequence beginning *F00001* will be used.

You cannot alter any foods that have data-source codes other than USF but you can make a copy of any food then edit and save it as you wish. To base your USF on an existing food in the database, click **Copy from** and identify or search for the food you want to use as a model. The nutrient details of this food are copied

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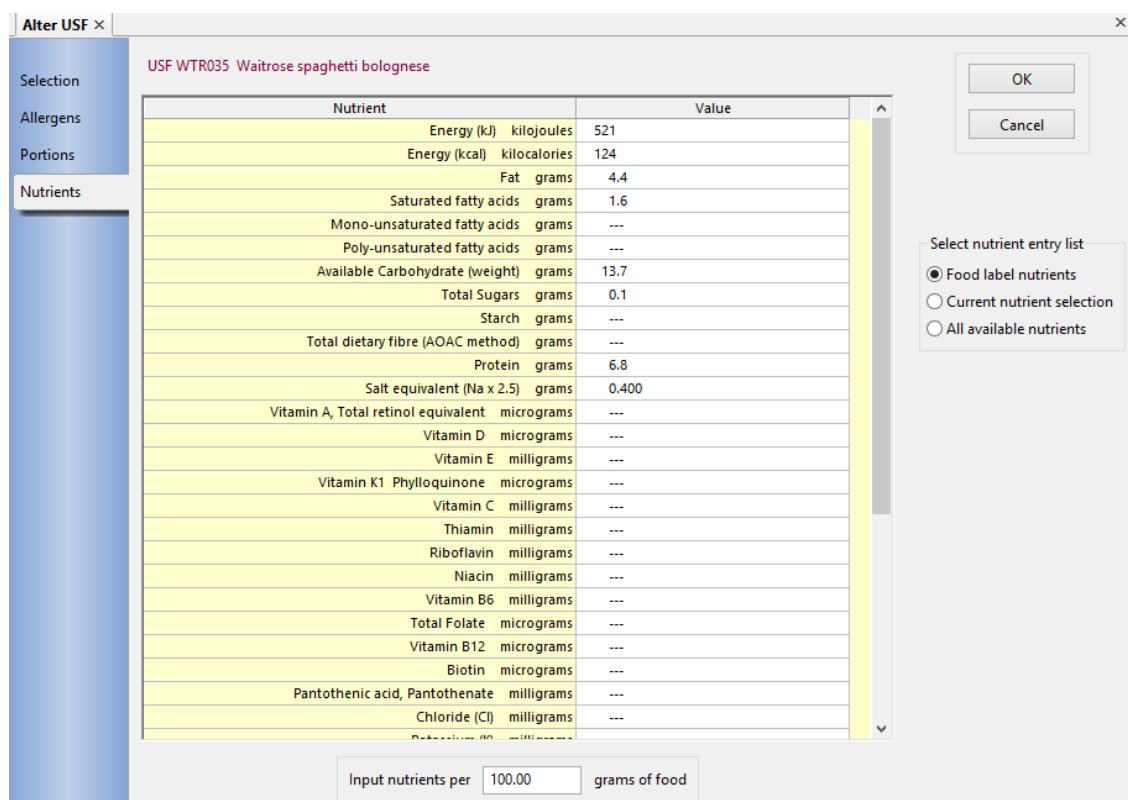
into the new food and you can then amend them as you wish. Add or edit the *Name* of the food and the optional *Description* and *Notes*. Use the drop-down list to select a suitable *Food group* .

The *Declared allergens*, *Portion sizes* and *Defined nutrients* fields will be empty initially or will contain values from the food you have copied. To add or amend values, click the corresponding **Edit** button.



Each of the 14 allergens can be declared **Yes** or **No** or left as **---** (not known) via the drop-down selection box beside each one. Click **OK** when finished to return to the original Selection page.

The page for adding or altering portion sizes is identical to the one used by the [food portion sizes](#) option on the **Admin** menu



The Nutrients page contains a radio box that switches the nutrient input panel between the set of food-label nutrients (the default), your currently selected nutrient list and all the available nutrients. Via your currently selected nutrient list you can tailor both the number and the order of the nutrients to be input and you can set up and recall different lists by using the [Select nutrients](#) button or menu item.

When the food is first created and is not based on an existing food, all its nutrients are initialised to **missing value**, indicated by three dashes (---). You need only enter values for the nutrients you want, but some simple checking is done to ensure that the values are consistent. Click on or use the cursor **Up** and **Down** keys to highlight each required nutrient in turn, and enter the quantity of that nutrient contained in 100 grams of the food in the units shown. If you want to enter the nutrient quantities relative to any quantity other than per 100 grams, enter that quantity in the *Input nutrients per ___ grams of food field*. The amounts you enter will be converted to the equivalent amounts per 100 grams of food before being saved.

You can add various qualifying codes to the numerical values. Append a **d** to indicate the nutrient has been computed by a derived or difference method, or append an **e** if the value is an estimate. Use **0+** to show that traces of a nutrient are present and **++** if it is present in significant but unknown amounts. If a nutrient value is missing or unknown, use a blank or dashes **---** to show this. Only enter **0** or **0.0** if the amount of the nutrient really is zero. Click **OK** when finished to return to the original Selection page

When all the required allergen, portion and nutrient values have been supplied, click **Save** on the Selection page. The food is added to or altered in the database and is immediately available for use. If a food is edited that is already being used in any analysis, when that analysis is next opened, a warning will be given that the food has changed. This will recur until the analysis itself is resaved, effectively accepting the change.

To delete an added food, recall it using the **Edit USF food** option and, from the **File** menu, select *Delete*. A warning message will be displayed if the food is being used in any analysis in the database. You can still continue and delete the food but then, when any such analysis is recalled it will warn that one of its ingredients is missing.

You can also delete one or more user-added foods in a single operation using the [Delete Dietplan records](#) option on the **Admin** menu, although in that option, no checks are currently made whether the deleted foods are being used.

10.2 Export database records

From the **Data** menu, select .

This performs the same functions as [Export Dietplan records](#) on the **Admin** menu but, unlike that item, which requires System Administrator rights, this one is available to all users.

10.3 Import database records

From the **Data** menu, select *Import database records*.

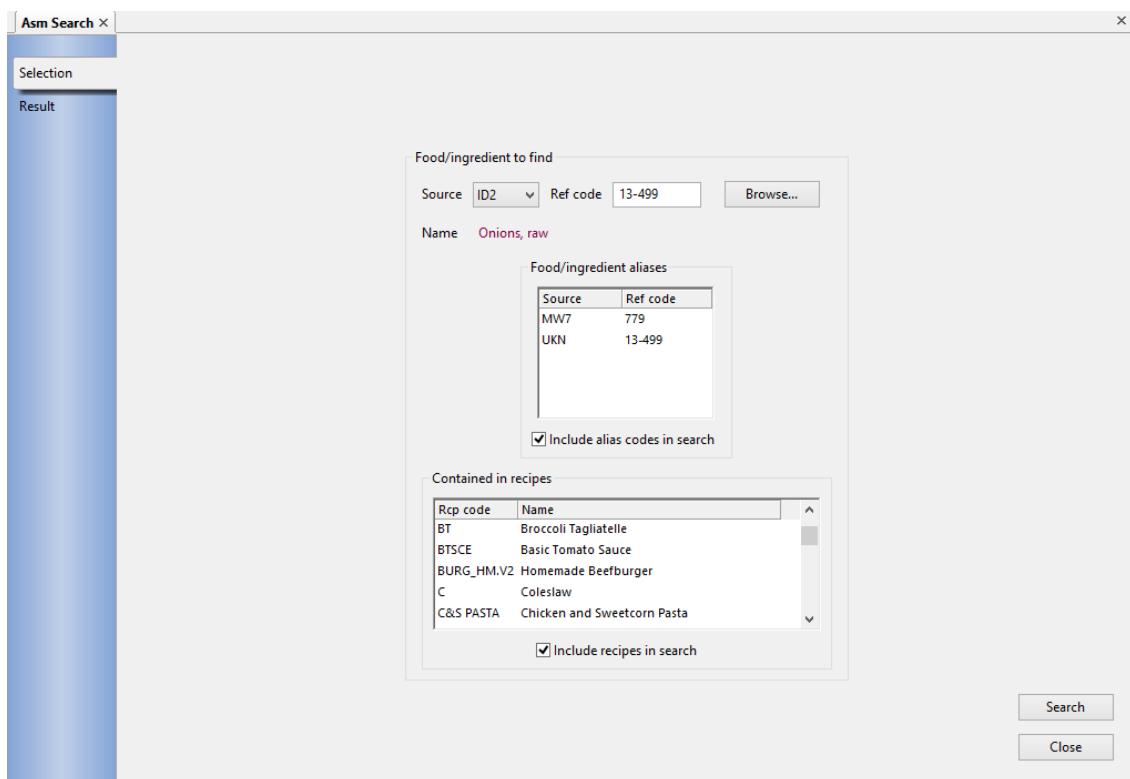
This performs the same functions as [Import Dietplan records](#) on the **Admin** menu but, unlike that item, which requires System Administrator rights, this one is

available to all users. If your assigned privileges do not permit writing to the main, shared database, the records you import will be saved in your private database partition.

10.4 Search analyses for a food item

From the **Data** menu, select *Search analyses for a food item*.

This will search through your saved analyses and report which ones contain the specified food or ingredient. The type of analysis searched is the current selection of recipes, menus or assessments.



Enter the data source and food code of the food or ingredient to be found or click **Browse** to search and select the food by name. If the food also appears with a different food code in another data source, for example it appears in both ID2 and MW7 you can select if all its aliases are to be included in the search. Similarly, the food might have been used in one or more recipes that are subsequently included in menus or food diaries so a preliminary search is done for the food in all recipes - plus recipes that in turn contain those recipes. A list of all such recipes is displayed and you can choose whether they are also to be included in the search. The results of the search are displayed on a separate notebook page when the **Search** button is clicked.

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Asm Search x

Assessments containing food/ingredient ID2 13-499 Onions, raw or equivalent item

Regno	Date	Name	Day	Meal	Course	Source	Ref code	Quantity
09FB2N1RCT	20:Feb:09	Rachael's diet diary				ID2	13-499	65.00
09FB2N1WWS	06:Mar:09					ID2	13-499	42.00
09FB2N1ZZ	06:Mar:09	Three day diet plan for zhongxin				ID2	13-499	54.00
09FB3N1AED	13:Feb:09					ID2	13-499	82.00
10FB2N1CHV	04:Mar:09	Catrin Hobbs Diet Diary				ID2	13-499	66.00
10FB2N1DPM	09:Mar:09	3 Day Dietary Survey				ID2	13-499	10.00
10FB2N1GRM	09:Mar:09	Gareth's 3 day diary				ID2	13-499	120.00
10FB2N1JAM	09:Mar:09	3 day weight Diary				ID2	13-499	52.00
10FB2N1RAC	09:Mar:09					ID2	13-499	100.00
10FB2N1RCH	06:Feb:10	Rebecca Hogwood				ID2	13-499	80.00
10FB2N1SN	09:Mar:09	4 days				ID2	13-499	67.00
10FB2N1SOC	09:Mar:09	Sophies diet diary				ID2	13-499	28.00
10FB2N1TLL	09:Mar:09	Lawson				ID2	13-499	12.00
10FB2NI_BULLOC	09:Mar:09	Amy's Diet Diary				ID2	13-499	76.00
10FBMN03CMD	09:Mar:09					ID2	13-499	48.00
10FBMN03NH	08:Mar:10	Daily intake				ID2	13-499	44.00
10FBMN03XDO	09:Mar:09	XO dietary assessment				ID2	13-499	133.00
10FBMN03JL	09:Mar:09	A 3 day diary				MW7	779	190.00
10FBMN03YJL	09:Mar:09	A 3 day diary				ID2	13-499	190.00
10FBMN03PRA	08:Mar:10	Weighed Food Intake				ID2	13-499	129.00
8790	16:Nov:08					ID2	13-499	360.00
8790	16:Nov:08	cabbage soup				ID2	13-499	360.00
16013490	24:Jan:10	averaged intake				ID2	13-499	140.00
18007698	28:Jan:10	Weighed Diet Diary				ID2	13-499	35.00
18007698	28:Jan:10	Weighed Diet Diary				ID2	13-499	56.00
FBMN03RJP	08:Mar:10	dietary assessment				ID2	13-499	104.00
FBMN03RJP	08:Mar:10					ID2	13-499	62.00
FD021780	09:Mar:09	Cabbage soup diet				ID2	13-499	240.00

87 items found

[<<Back](#) [Save](#) [Print](#) [Close](#)

11. Other options

11.1 Setting your preferences

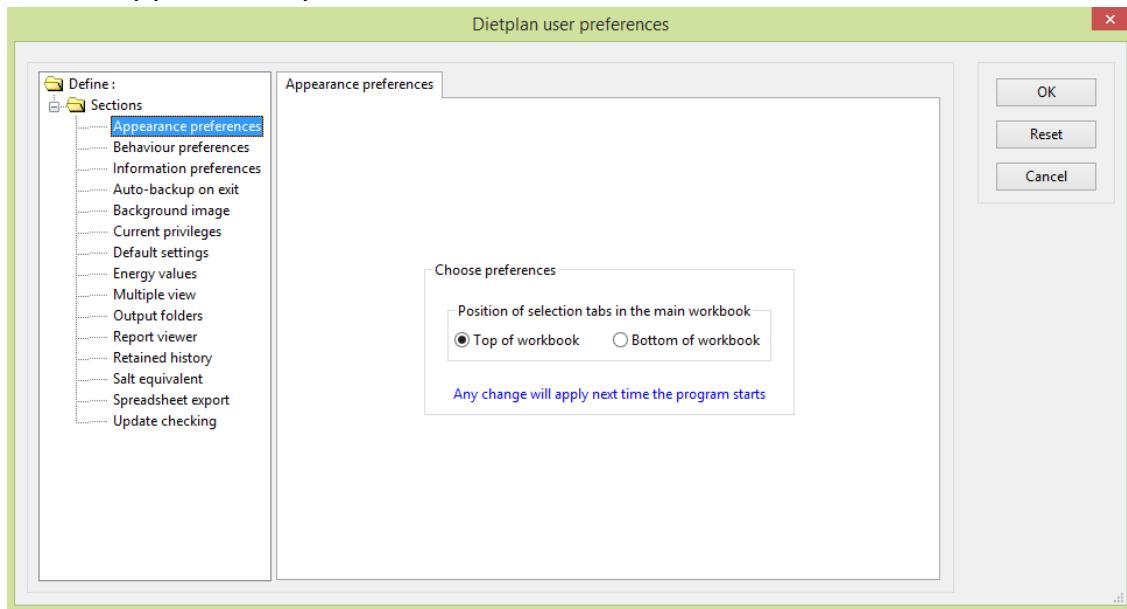
From the **Edit** menu, select *Preferences*

Many settings can be made that affect the behaviour of Dietplan. Your choices take immediate effect and remain in force until changed. However, unless individual user accounts have been set up, someone else using the program might also change them.

A dialog appears, containing a selection tree on the left and a panel with various selectable fields on the right. The panel changes according to the item currently highlighted in the selection tree. The items on each panel are described below. To record a preference, click on the appropriate item in the selection tree and make your changes to the item(s) in the corresponding panel. Click **OK** to save your selections and dismiss the dialog.

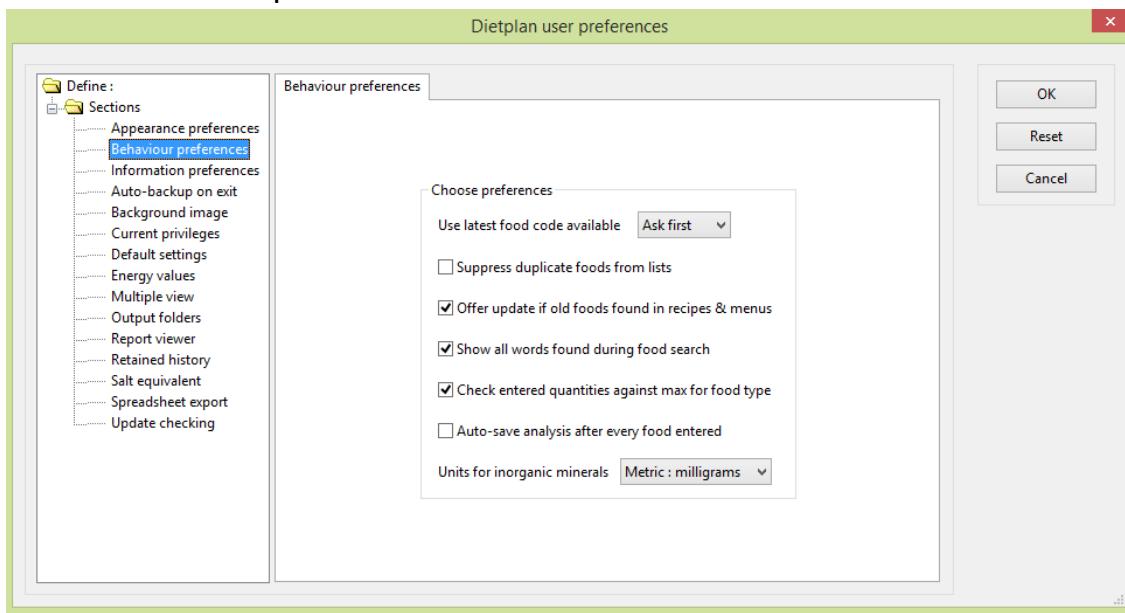
If you click the **Reset** button, the fields in all the panels will be set to the default values that were set when Dietplan was first installed and these will be saved as your current preferences when you click **OK**. This will also reset the saved sizes and positions of your main window and all the pop-up dialogs back to their original, default settings.

11.1.1 Appearance preferences



The only appearance that can be changed at present is the location of the tabs of the main workbook containing all the analyses and activities currently open. By default they appear along the top of the workbook screen area but you can choose to place them along the bottom.

11.1.2 Behaviour preferences



With the publication of McCance & Widdowson's 7th edition (MW7) and the revised Composition of Foods Integrated Dataset (ID2) these are the only two UK data sources available by default and they only contain the most recent foods. So unless you have chosen to [Include all archived UK foods](#) on the Admin menu, the first two preferences are not applicable. If you have included foods from the older data sources, MW5, MW6, IDS and UKN, you can define what happens when you enter one of the older foods into an analysis by setting the *Use most recent food code* field to *Never*, *Ask first*, or *Always*. Also, if you check the *Suppress duplicate foods from lists* box, only the most recent version of each food will appear in your food search-lists - there are foods in these older datasets that do not appear in later tables.

If *Offer update if old foods found in recipes & menus* is selected, when a recipe or menu is opened which contains one or more older foods you are asked if you wish to replace them with the most recent datasource and foodcode. This is in addition to [Update foods in analyses](#) on the **Admin** menu where you can replace old foods in any or all recipes, menus or assessments.

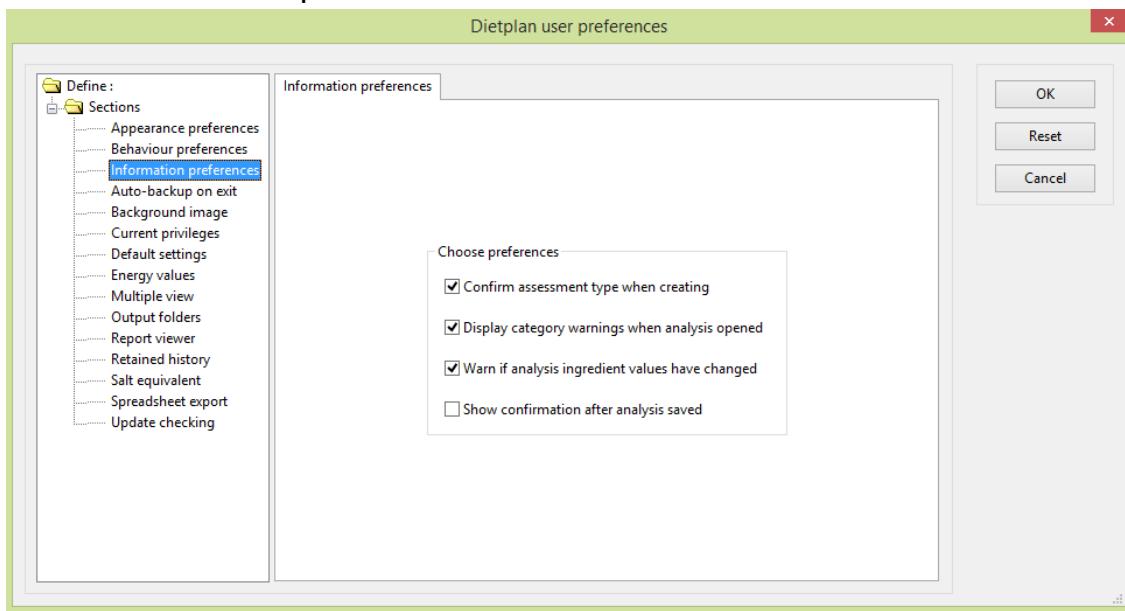
When *Show all words found during search* is selected, a window displays the unique words from all the foods found during the search. You can click on individual words to include or exclude them and repeat the search.

As a check against errors in data entry, different food groups have been assigned maximum values for the quantities that would reasonably be consumed or contained in a portion. If *Check entered quantities against max for food type* is selected, a warning is given if a larger quantity is entered.

If *Auto-save* is ticked than each analysis is automatically saved to the database every time a food or ingredient is added or altered.

When displaying and reporting the values of nutrients, you can choose the units of inorganic minerals to be presented in either *metric* (milligram) or *S.I.* (millimol) units

11.1.3 Information preferences



Confirm assessment type when creating can be selected to ask for confirmation of the type of assessment (averaged or diary) being created immediately before the choice becomes irreversible.

If you have set up dietary categories for an analysis, you will receive a warning when you add foods or ingredients that cause the analysis to fail the criteria for any of the categories, although you can ignore the warning and continue. If you would like to be informed, on recalling a saved analysis, that it is failing to comply with one or more of its categories, tick *Display category warnings when analysis opened*.

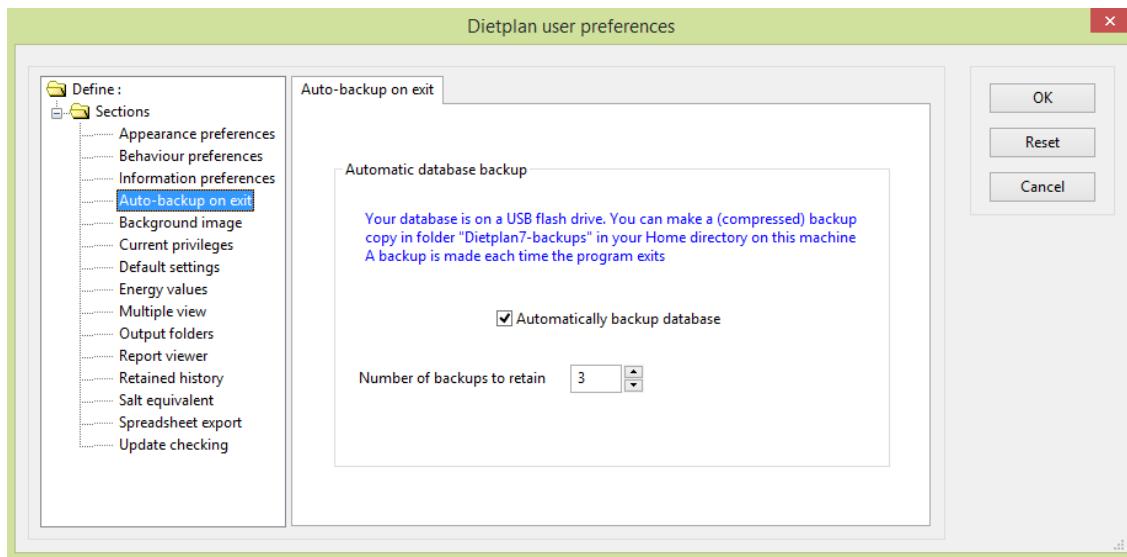
Similarly, if you would like to know if any of the foods or ingredients in an analysis have been altered since it was last saved - for example, an ingredient might be another recipe that has been changed - tick *Warn if analysis ingredient values have changed* to be informed the next time it is opened.

When you save an analysis into the database, select *Show confirmation after analysis saved* to receive a message that the save has been successful, otherwise the save is performed silently.

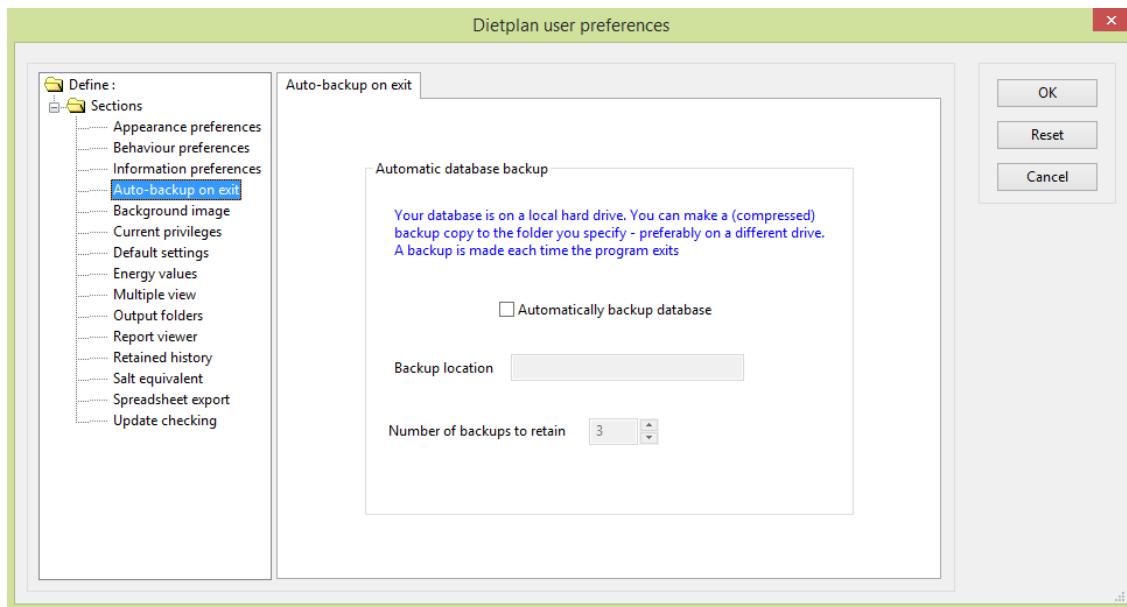
11.1.4 Auto-backup on exit

You can use this option to make a complete backup of the Dietplan7 database automatically every time you shut down the program. The backup is made in the form of a compressed Zip file that can be restored using the normal [restore function](#) on the **Admin** menu.

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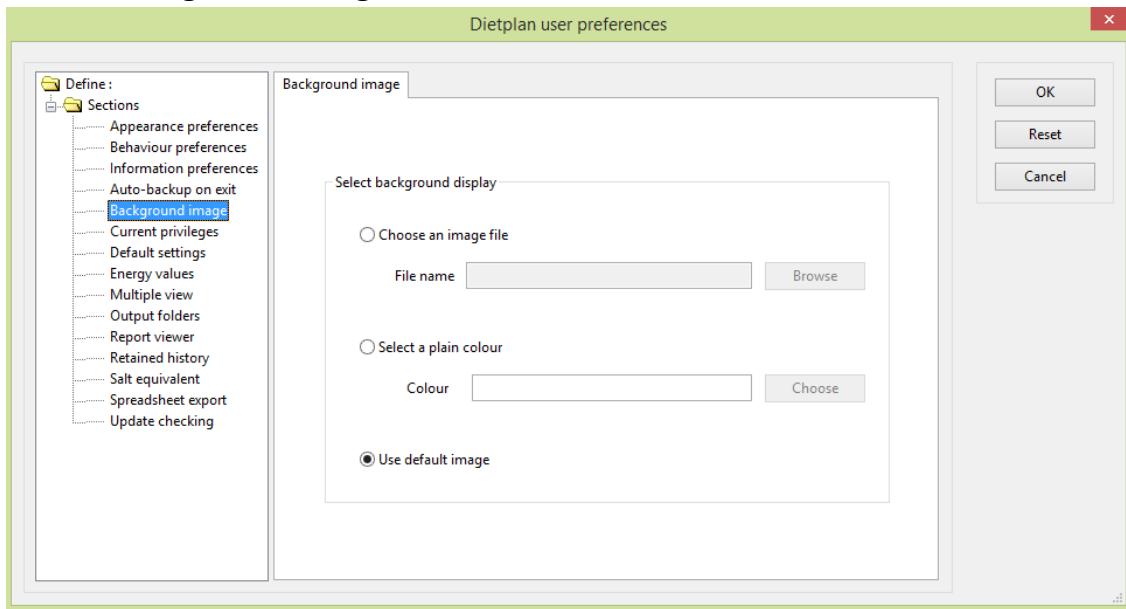
If you are running Dietplan from a USB flash drive (Dietplan Portable) the default location for the backup is in the folder **Dietplan7-backups** in your Home folder on the hosting computer.



If Dietplan is installed on your local hard drive, you can specify the backup location, which should be anywhere but the local drive, that is, on a removable drive or a USB memory stick.

In both cases you can also specify how many backups are kept before the oldest one is deleted automatically .

11.1.5 Background image

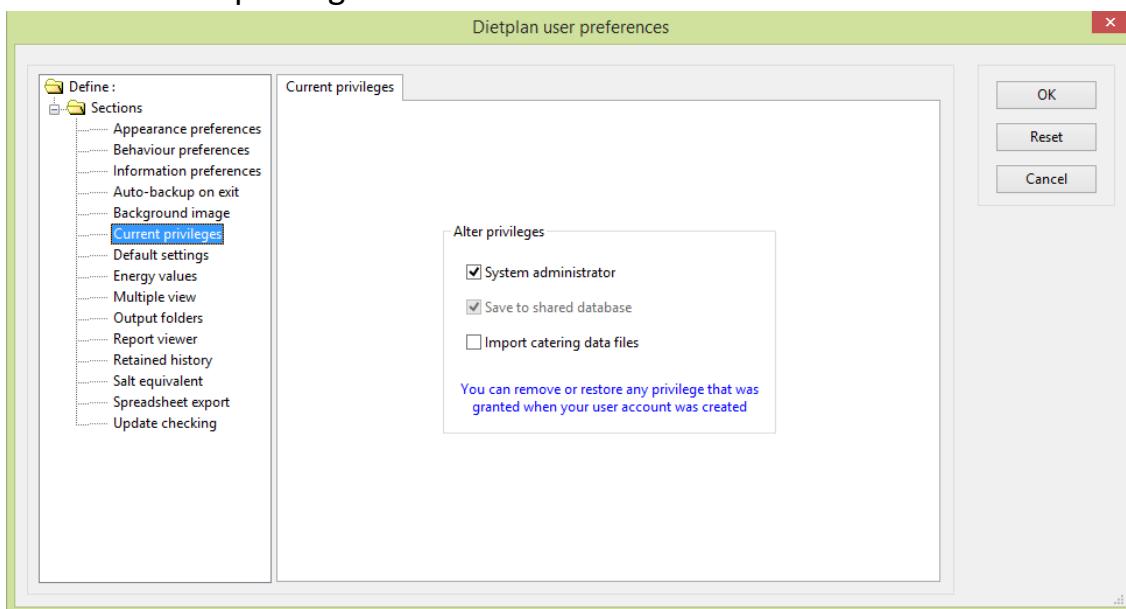


When there are no open notebooks containing analyses or other Dietplan functions, the large right-hand area of the main window is empty. Instead of displaying a blank white space you can use this option to select either an image or a plain colour to show.

If you select *Choose an image file* you can select one of the .jpg files from the folder **/resource/image** in the main Dietplan7 installation folder or you can select any .jpg image file of your own to display.

Alternatively you can *Select a plain colour* and use **Choose** to pick one or you can *Use default image* to display the image file **default.jpg**

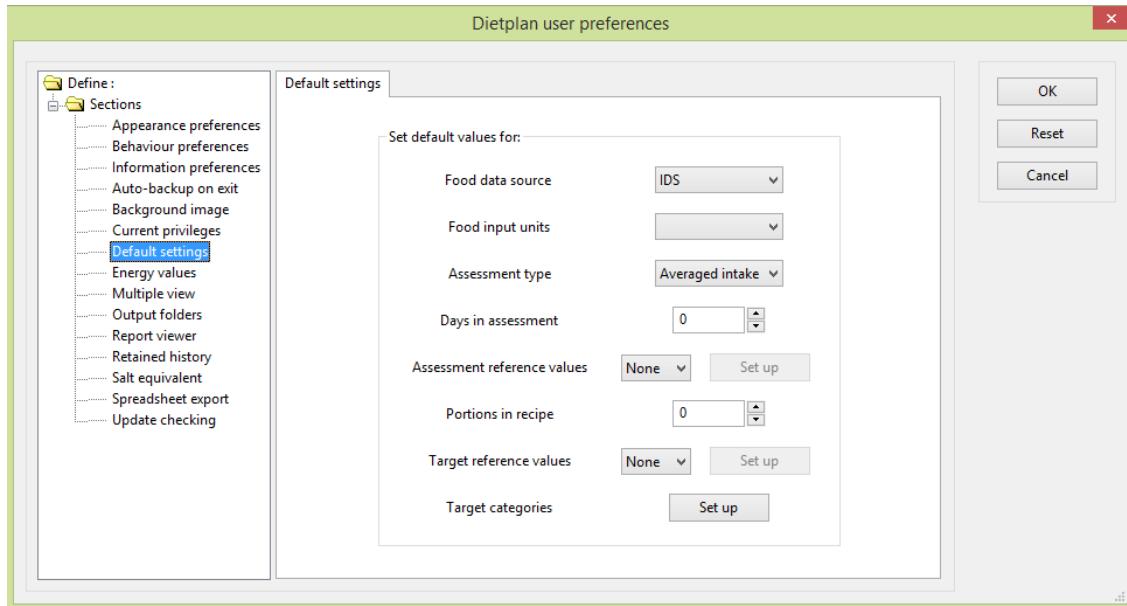
11.1.6 Current privileges



If individual user accounts and profiles have been set up by a system administrator for your installation of Dietplan, you can use this function to remove or restore any of your own privileges up to the level originally granted during user registration.

So, for example, if you have permission to save data in the main, shared database, you can turn this off in order to save instead to your own, personal, unshared database area.

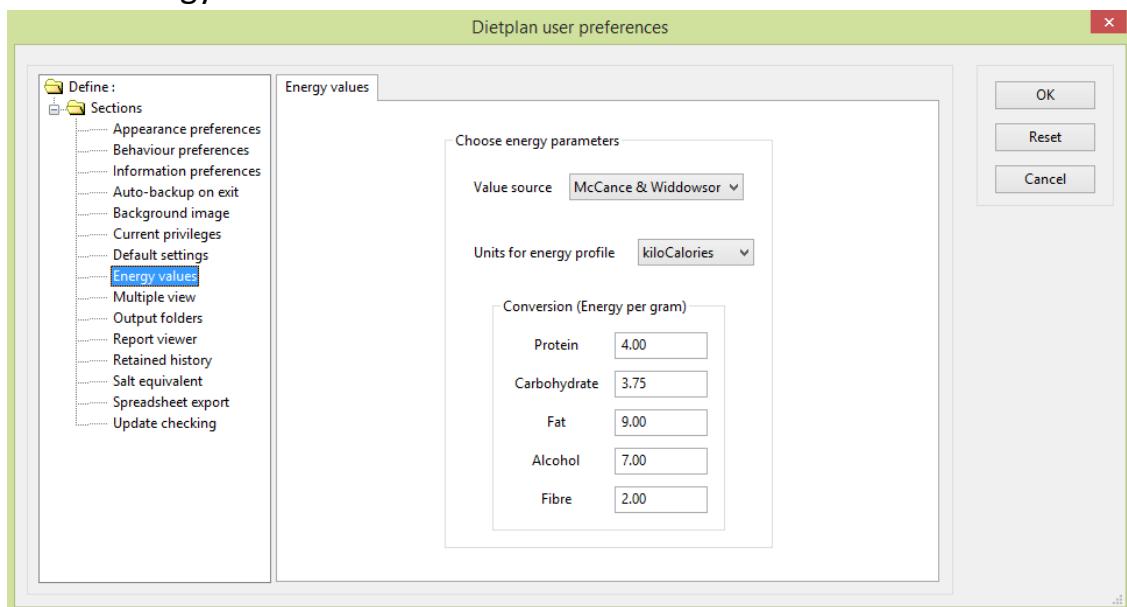
11.1.7 Default settings



You can define the default values of certain items using the fields in this panel. The default values are used as the initial values of the items when a new analysis is created. Within each new analysis you can then alter the initial values as you wish.

For example, if you mostly carry out five-day assessments using RNI dietary reference values, you can set the defaults to reflect this. Then, whenever you create a new assessment, the values for these items will already be correct most of the time. In cases where the values do not apply, you can alter the assessment values to suit.

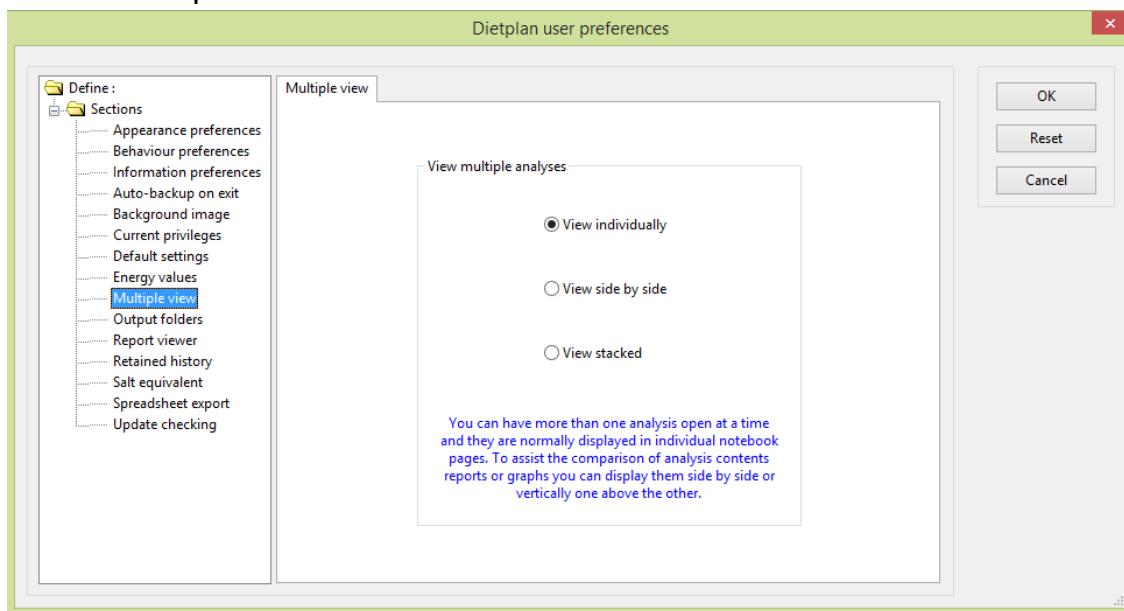
11.1.8 Energy conversion factors



Within the UK nutrient database you can alter the setting of the Value source field to use either the energy values from *The Composition of Foods* or those specified in EU regulation 1169/2011. The differences are in the way protein, carbohydrate and energy values are defined. The individual values themselves are all available separately, so either type, or both, can be selected for inclusion in your analyses, using the **Select nutrients** option. The selection you make here is only to specify which set of conversion factors is used to compute the energy profile.

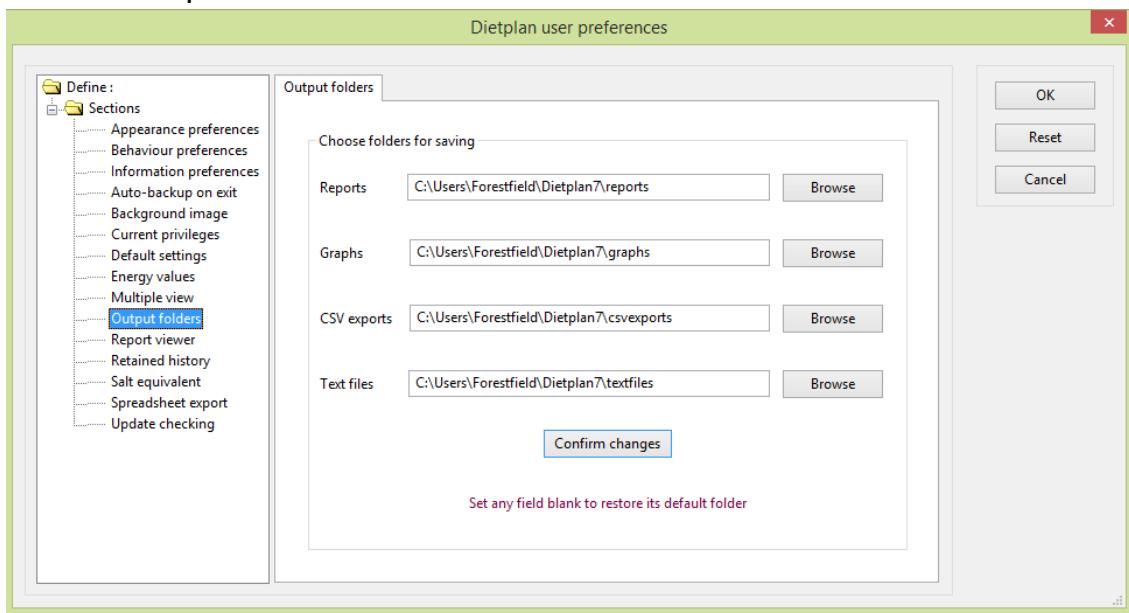
You can set the *Units for energy profile* to either *kiloCalories* or *kiloJoules*. The *conversion factors (Energy per gram)* of protein, fat, carbohydrate, alcohol and fibre can be specified individually. Edit the numeric value you wish to use for each field in turn. The energy profile will be calculated using these factors. Note that if you then alter the settings of either the *Value source* or the *Units for energy profile* fields, the conversion factors will revert to the default values corresponding to those selections, replacing any individual values you have entered.

11.1.9 Multiple view



Although you can have many analyses open at the same time, they are displayed in different notebook pages and cannot be viewed simultaneously. To assist the comparison of analysis contents, reports, graphs or grids, you can use this option to temporarily display analysis pages side by side or one above the other. Afterwards you can revert to the normal display mode by selecting *View individually*.

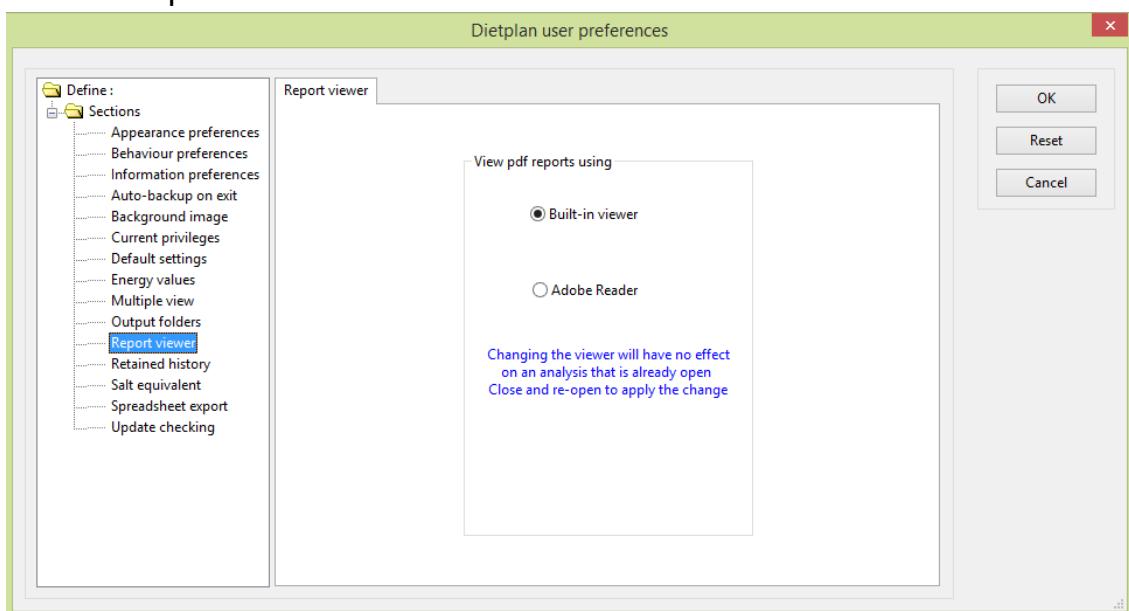
11.1.10 Output folders



By default, when you save information into individual files, they are saved in a sub-folder of your **Home** directory called **Dietplan7**. Files of different types have their own sub-folders called **reports**, **graphs**, **csvexports** and **textfiles**. If individual user accounts have been created, it is possible that your local system manager has set up different locations, which you will see in the Preferences dialog.

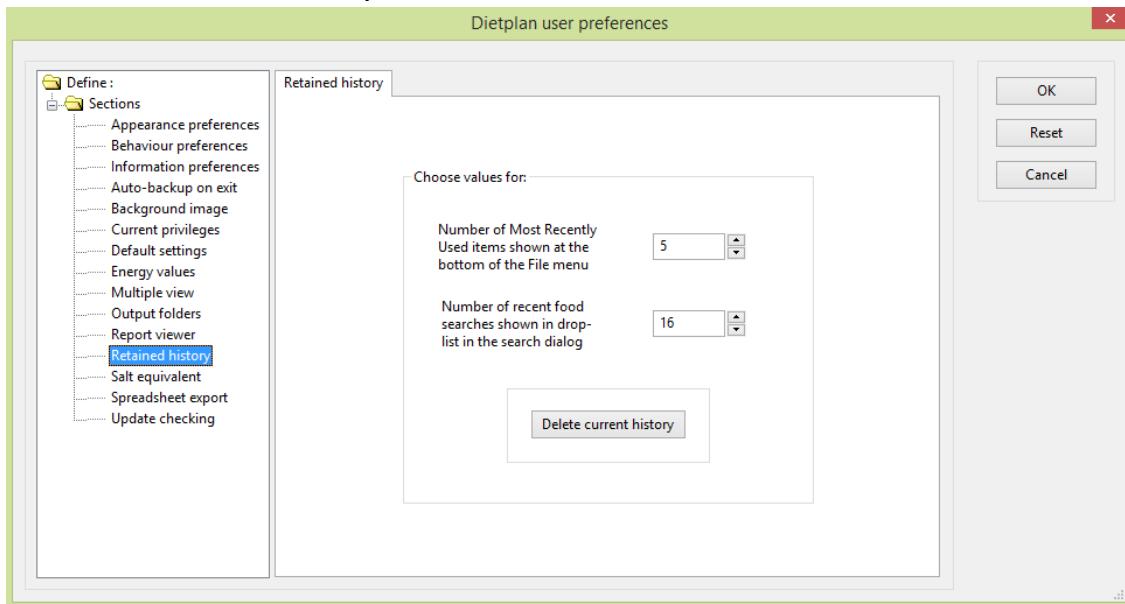
You can use the fields in this panel to specify or browse for alternative locations to save these files. You can keep the file types separate or direct them all into a common folder. You can specify or create these anywhere on your system where you have access.

11.1.11 Report viewer



The PDF files used to create reports can be previewed using the built-in PDF viewer. If you have the free Adobe Reader installed on your computer (Windows only), you can use this panel to choose which of the two viewers to use.

11.1.12 Retained history

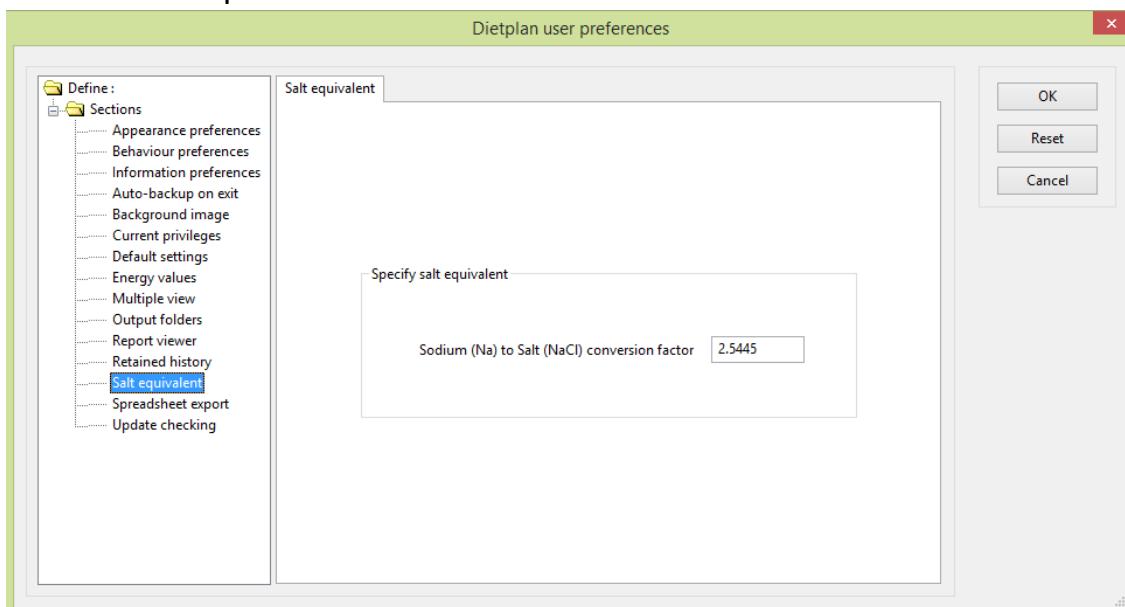


You can quickly recall any of the analyses that you have used recently by selecting them from the *Most recently used* list of items at the end of the main **File** menu. The default number of items is 5 but you can change this to any number between 1 and 16.

Similarly, when searching for foods, the criteria you have used in the most recent searches can be recalled from a drop-down list. The default number of items is 16 but you can change this to any number between 1 and 32.

You can also use the **Delete current history** button to remove the current contents of both the above lists .

11.1.13 Salt equivalent

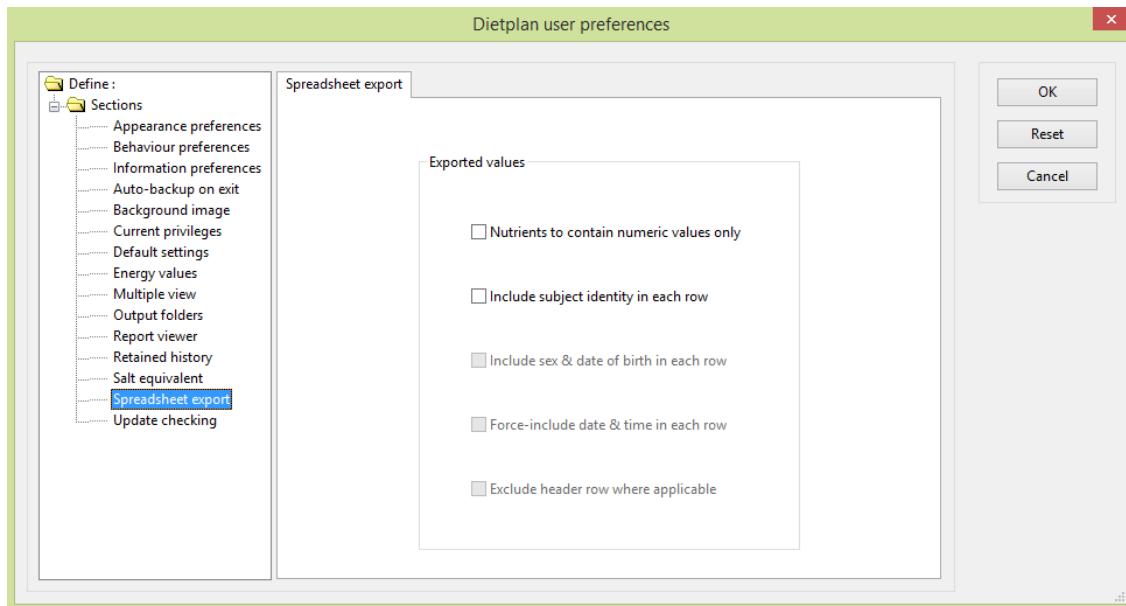


When salt equivalent is selected as a nutrient for display and no value has been explicitly provided, it is calculated from the actual sodium (Na) content using a

conversion factor based on the ratio of the molecular weights of sodium chloride and sodium. This factor is 2.5445 and is the value used by default in Dietplan.

Some prefer to accept a simpler conversion and use the value of 2.5. You can use this option to set your own preferred conversion factor and any value between 2.4 and 2.6 will be accepted.

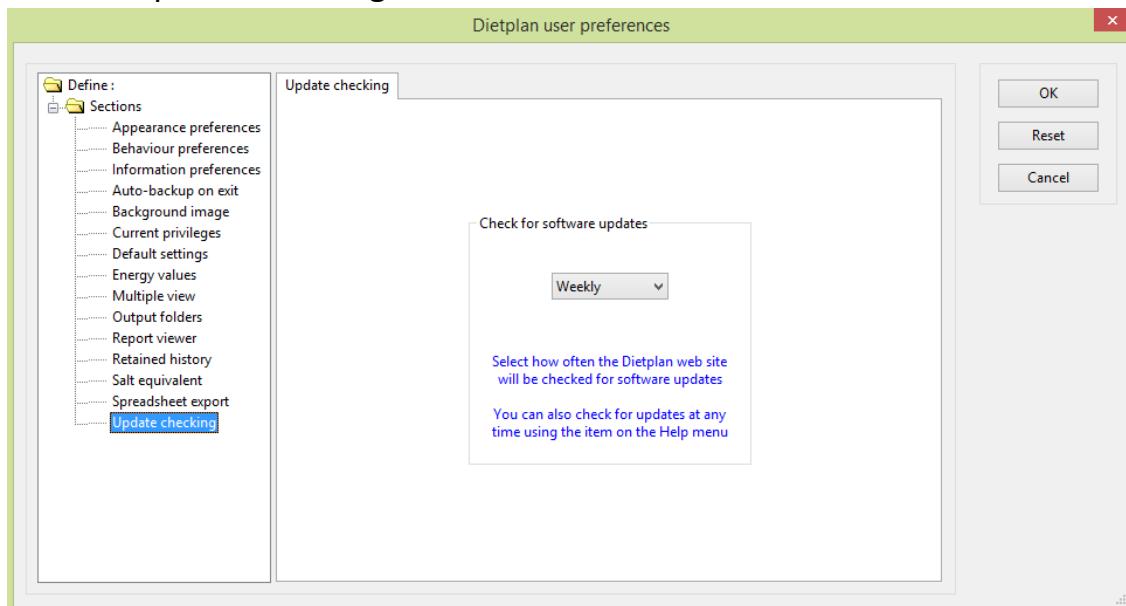
11.1.14 Spreadsheet export



Select the first option if you require the exported nutrient values to contain only numeric values with no associated text.

The remainder provide various options for repeating certain fields in each row that is output.

11.1.15 Update Checking



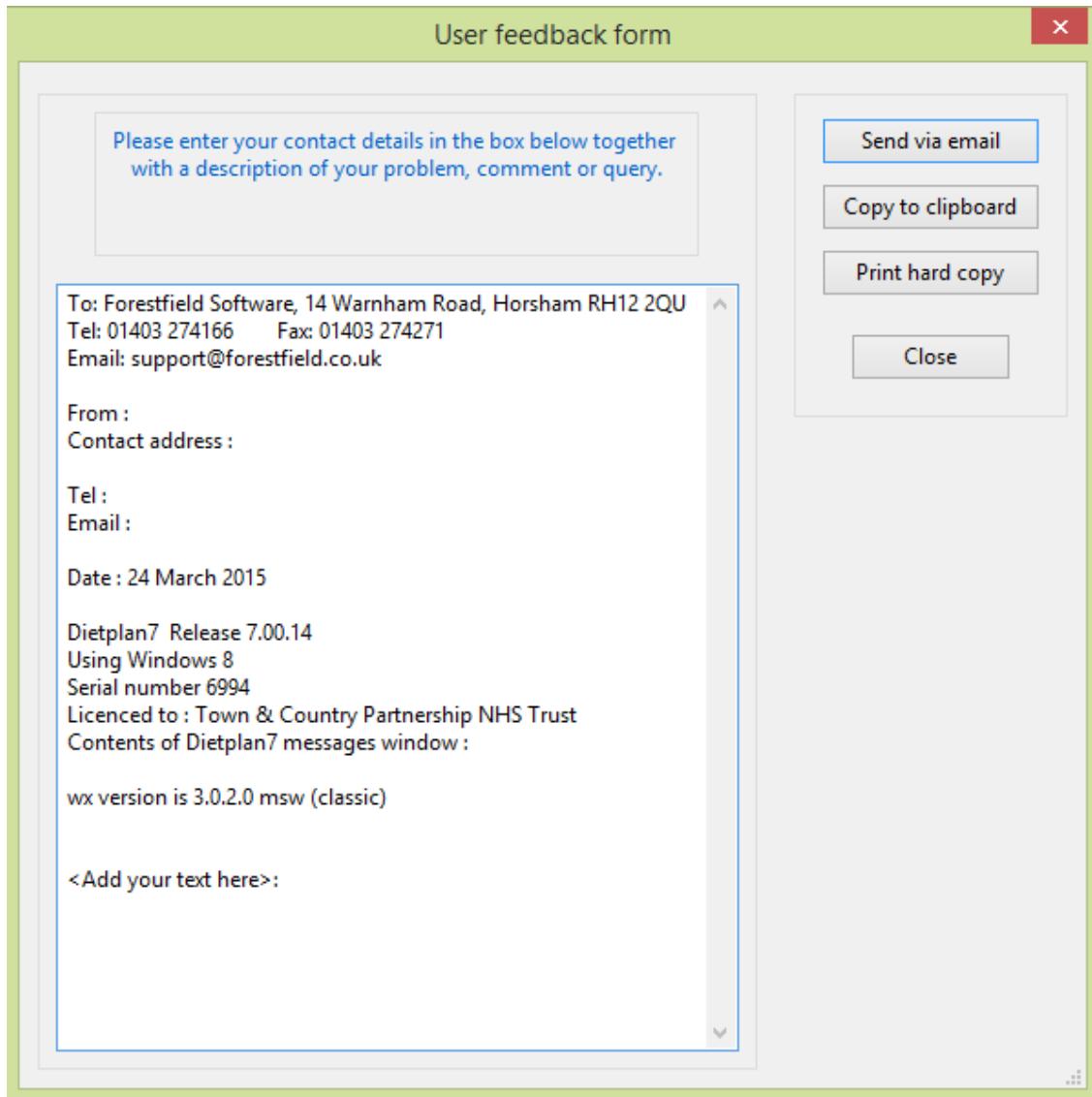
In addition to explicitly checking for available updates to Dietplan using *Check for updates* on the **Help** menu, you can set up an automatic check when Dietplan

starts running. The default setting is *Never* but you can also choose *Daily*, *Weekly*, or *Monthly* checks.

If an update is found you are informed and have the choice of installing or deferring the update.

11.2 User feedback

From the **Help** menu, select *Submit problem or query*



This option enables you to supply details of any problem, query or suggestion about any aspect of Dietplan7 and its operation. The dialog already contains some basic information about your own copy of Dietplan. You are asked to enter your own name and contact details.

If you are creating the report as a result of an error while running the program, details of the location and cause will have appeared in a pop-up window entitled **Dietplan7 messages and errors**. If you create this report while that window is still in view, the contents of the window, describing the error, will be inserted automatically into the report.

Enter any text you wish in the space indicated. You can use the cursor keys to move around the form and the usual edit keys to make corrections. When you reach the bottom of the space on screen, the window will scroll to allow you to continue typing.

Click **Send via email** to transmit the contents directly to Forestfield Software. Alternatively, use **Copy to clipboard** to make a copy of the contents that can be pasted into any other document or file you wish, or **Print hard copy** to produce a copy for your records or to fax or post to the address in the report heading.

12. System Administration

12.1 Import food tables

From the **Admin** menu, select *Import food tables*

In addition to the set of UK food tables (McCance & Widdowson) that was licenced with the purchase of your copy of Dietplan7, you can also import food tables from other sources. These are not loaded into your main database by default but can be selected and imported from special database files that contains them. The additional food tables contain food and product data from the following sources:

UK supplier product tables

- **ABT** Abbott Nutrition *
- **BKS** Brakes *
- **DBN** Danone Baby Nutrition
- **FRS** Fresenius Kabi Ltd *
- **MJN** Mead Johnson Nutrition *
- **NCC** Nutricia Advanced Medical Nutrition *
- **NES** Nestlé Health Science *
- **PSC** Pepsico International *
- **SAF** South Asian cooked foods
- **TVF** Tillery Valley Foods *

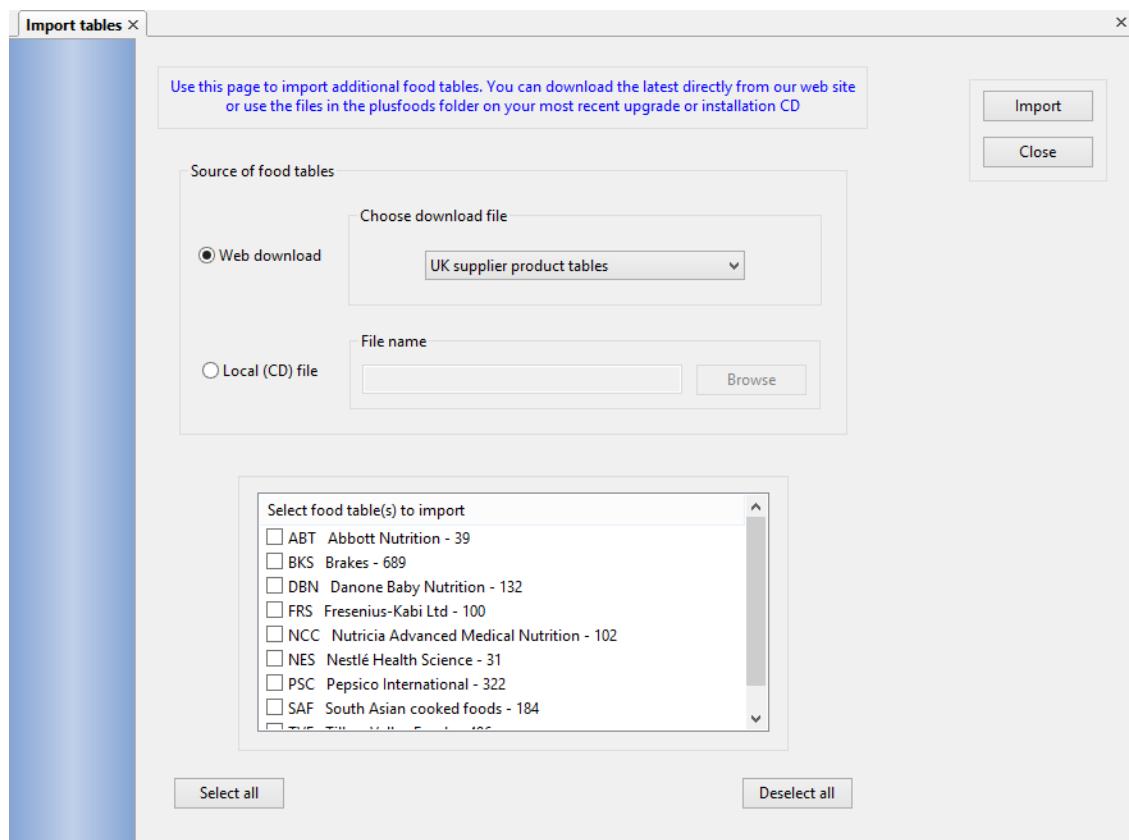
Other national food tables

- **FLV** USDA Flavonoid data *
- **IFL** USDA Isoflavone data
- **IRL** Irish Food Composition Database *
- **N10** Australia/New Zealand NUTTAB 2010
- **USD** U.S.Dept of Agriculture SR 27 2014 *

* Updated in Dietplan7

The 3-letter code that precedes each item is the data-source code that is used to access that food table after it has been imported.

The best way to obtain the tables is via the web, which ensures that you receive the latest versions of the tables. They are also available on the most recent Dietplan7 installation/upgrade CD that you have, but they will be the versions that were available at the time the CD was created.



Select either **Web download** or **Local (CD) file**. From the web you can choose either *UK supplier product tables* or *Other national food tables* and the appropriate file will be downloaded in encrypted form to a temporary location. The tables contained in that file will be displayed and you can choose to import any or all of them. Downloading and decoding the file may take half a minute or so depending on your connection speed and a progress bar is displayed while this happens.

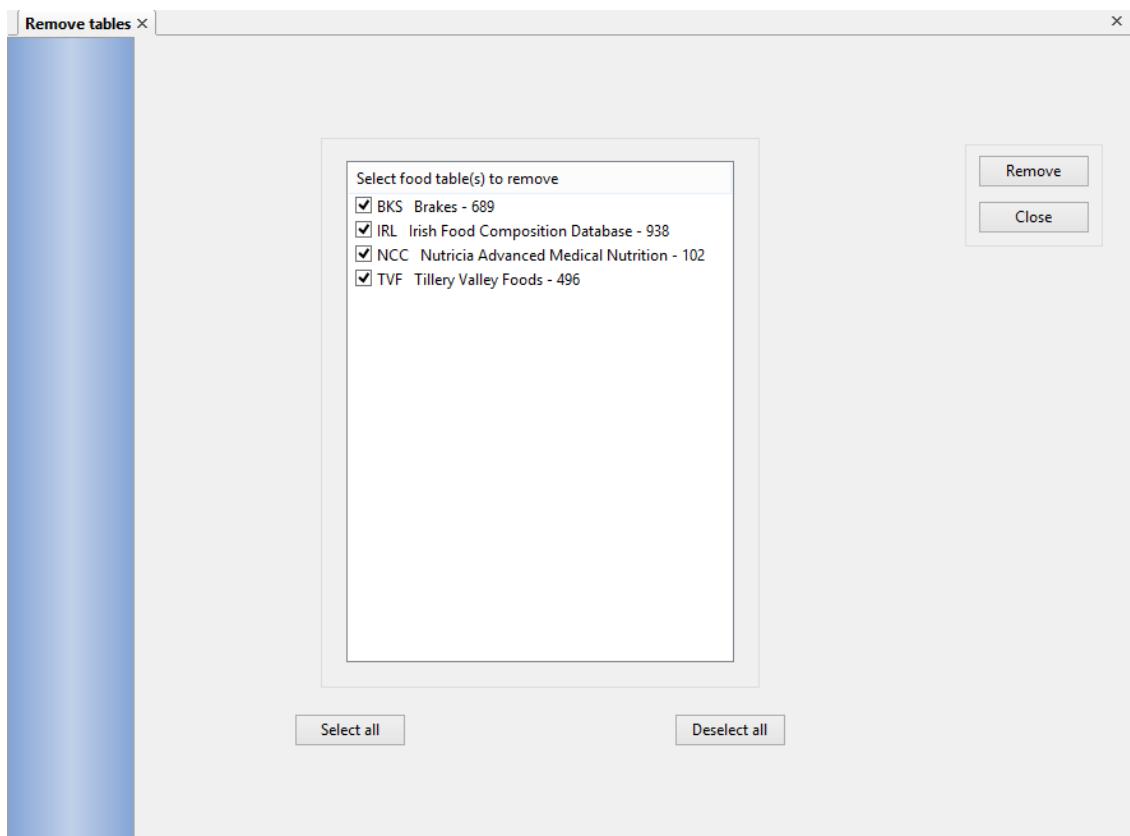
To import food tables from the Dietplan7 installation CD, insert it and cancel the Dietplan7 installation wizard if it starts automatically. From the screen above, with **Local (CD) file** selected, click **Browse** and, navigate to the *plusfoods* folder on the CD and select either *dp70additional.sl3* or *dp70national.sl3* for the UK supplier or the other national tables respectively.

Select the table(s) you want to import by ticking the box beside each item or use the **Select all** and **Deselect all** buttons as required, then click the **Import** button. The selected tables are then loaded into the Dietplan7 database while a progress indicator is displayed. They will then be available from the main database using their respective data source codes, which will now appear in all food-selection screens and dialogs. If you used the CD, it can now be removed

12.2 Remove food tables

From the **Admin** menu, select *Remove food tables*

This option can be used to remove any or all food tables previously imported with the *Import food tables* option.



All currently imported tables are displayed, each with a check box. Tick any tables you wish to delete and click **Remove**. A warning is given if you select a table containing foods that are being used in any recipe, menu or assessment and you can veto or continue with its removal.

12.3 Include all archived UK foods

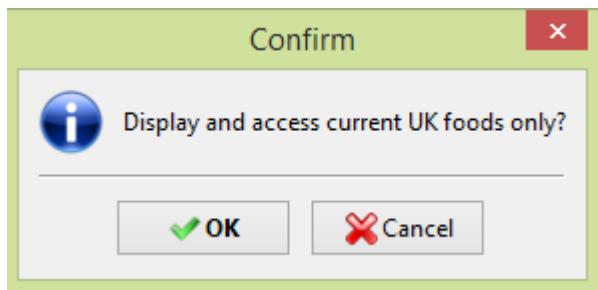
From the **Admin** menu select *Include all archived UK foods*

By default the Dietplan7 database only displays foods from the most recent sets of food tables, namely McCance & Widdowson's 7th Edition of *The Composition of Foods* (MW7) and the revised Composition of Foods Integrated Dataset (ID2). Foods from earlier datasets, those with data source codes MW5, MW6, FAT, IDS and UKN do not appear in the set of food tables available for selection although any recipes, menus or food diaries and assessments that contain these foods will use them normally as with any other selectable food.



If you would like these older foods to be available for selection and use, select this menu option and confirm the message above. After a short delay while all the archived foods in the database are flagged as available, the above data source codes will then appear in the set of codes that can be selected when searching for

foods and a tick or checkmark appears beside the *Include all archived UK foods* item in the menu. If you select the menu item again, then access to the archived food is reset and the checkmark is removed. Any archived foods added into recipes, menus or food diaries and assessments while they are available will remain unchanged.



12.4 Add or edit foods in database

Any user can add or edit their own foods in the database and they are given the data source code **USF** (User added food). From the **Data** menu, choose *Add USF food* or *Edit USF food*. On a system where multiple users are registered, these functions may have been disabled by an administrator, see below.

If user accounts have been set up, users with System Administrator privileges can use the **Admin** menu in which the item **Admin owned ADF foods** is enabled, leading to two sub-items *Add ADF food* and *Edit ADF food*, the difference being that here foods are given the data source code **ADF** (Administrator added food) and they cannot be altered by non-admin users.

The **Admin** menu also contains two other related items: **Restrict USF food access** allows users only to create, alter and use their own foods but not those of other users while **Disable USF food access** prevents users from creating or using any USF foods at all so the only foods that can be added or used are administrator added ADF foods.

The processes of adding and editing foods are identical for both USF and ADF foods and they are detailed in the section [Add or Edit USF food](#)

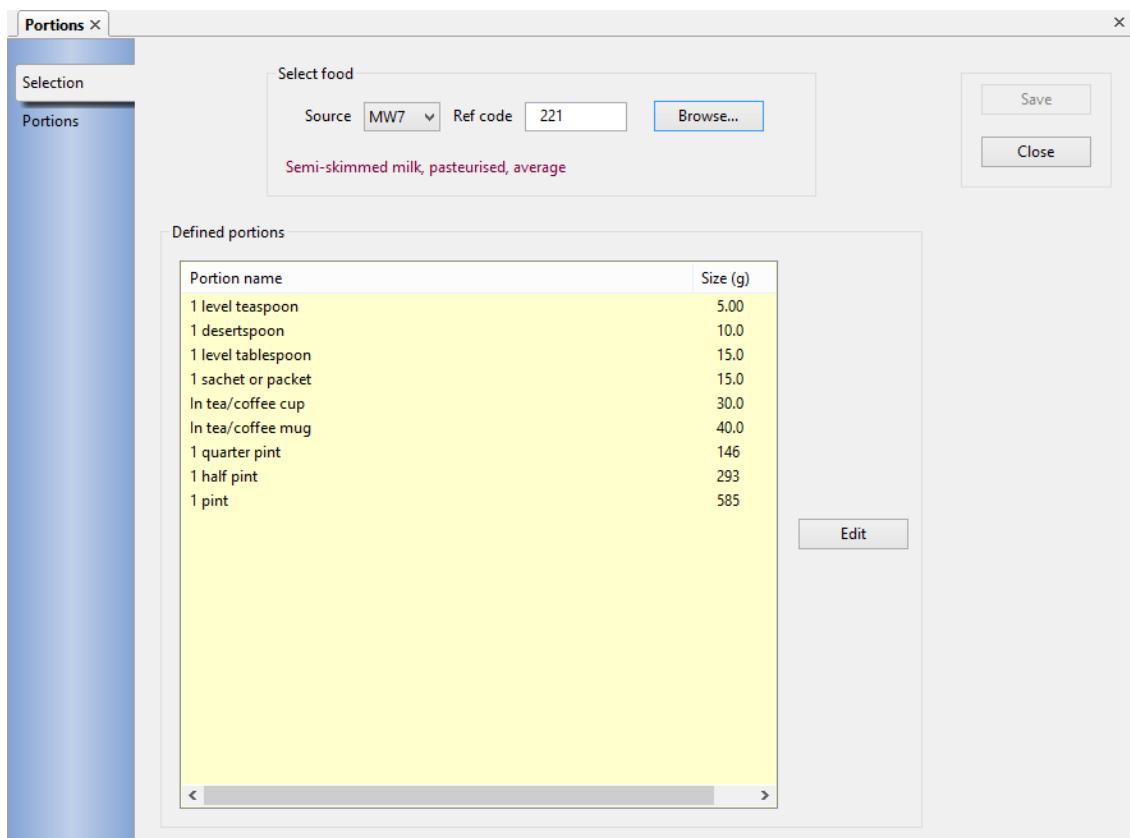
12.5 Food portion sizes

From the **Admin** menu, select *Food portion sizes*

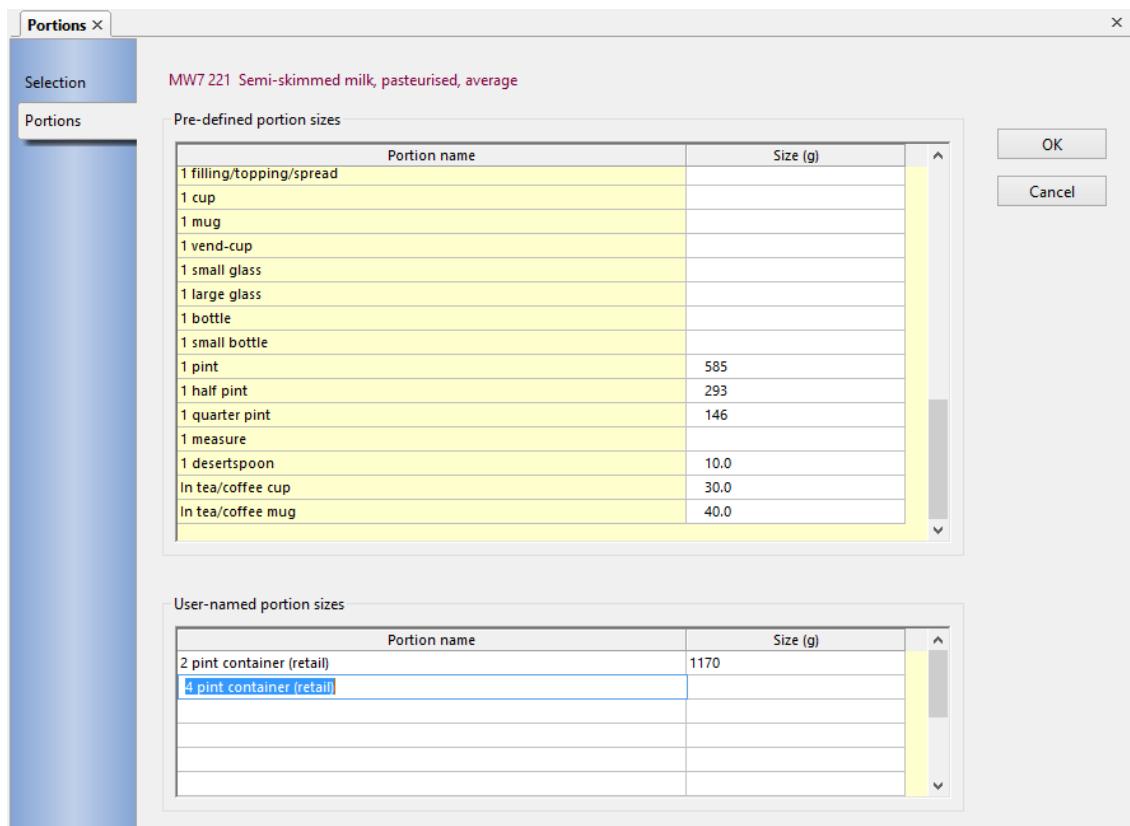
The database can store an unlimited number of different portion sizes for each food and, when the food is selected for inclusion in an analysis, you can choose any of the portion sizes that have been defined. You can also specify the number of units of that portion, for example, 3 large slices [of bread].

The database already contains portion sizes from *Food Portion Sizes* (MAFF, 3rd Ed. 2002. HMSO with permission) for many of the UK foods. You can use this option to amend any of these or to add any others you need.

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Specify the **Source** and the **Reference code** of the food you require, or click **Browse** and identify the food using any of the standard [food search methods](#). If any sizes are already defined, the portion names and quantities are displayed. To add a new portion size or to alter or delete an existing one, click the **Edit** button.



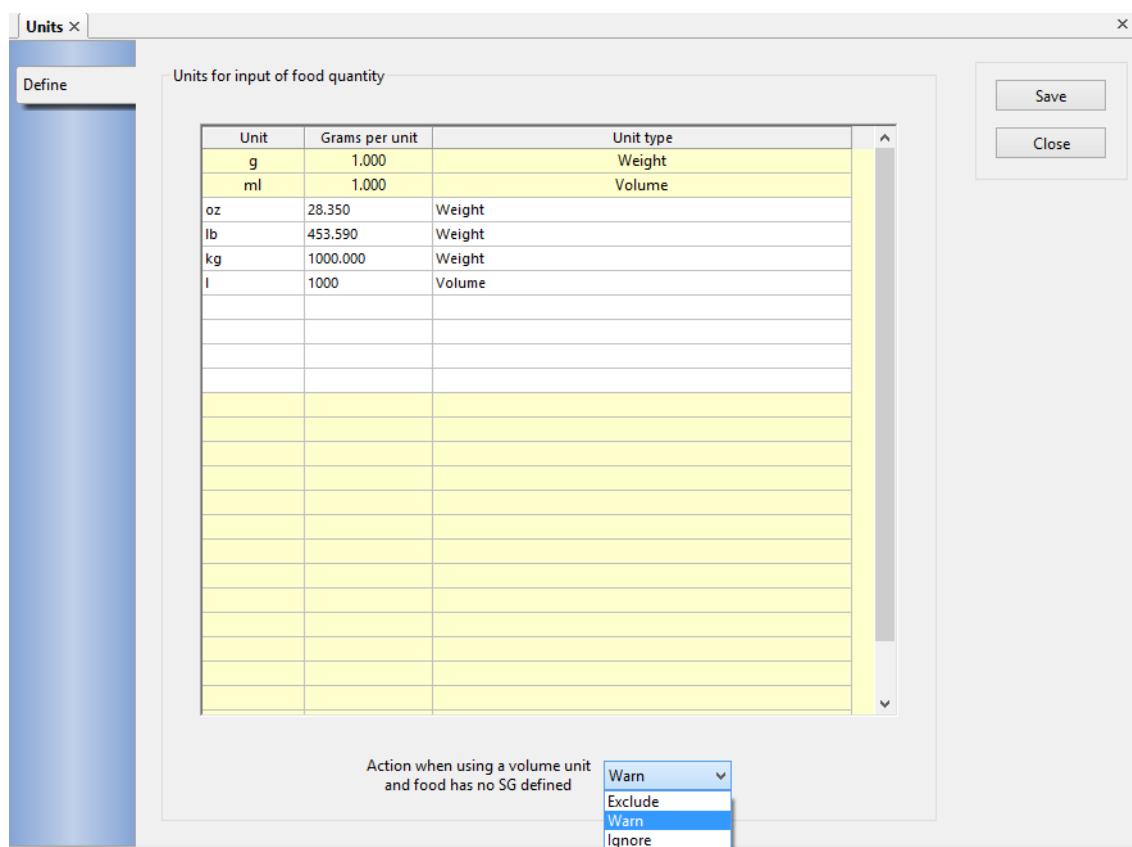
An unlimited number of different portion names and sizes can be saved for any food. The upper scrolling window displays approximately 50 pre-defined portion names against any of which you can add, alter or remove the portion size in grams. The lower scrolling window allows you to add portion names of your own for this food, and to specify the associated portion sizes. The saved set of portion sizes is the combination of names and sizes from the two windows.

When editing is complete, click **OK** to see the new set of portion sizes in the initial dialog. Click **Save** in this dialog to record your changes.

12.6 Food input units

From the **Admin** menu, select *Food input units*

Food and ingredient quantities are added into an analysis in gram weight by default and there are several other pre-defined units. You can switch between these units for data input at any time while [adding foods and ingredients](#) into an analysis. The default units can be chosen in your [preferences](#). With this option you can declare additional food units to be included in the list of choices of units. You can also remove any of the existing definitions, except **gram** and **ml**. The new units, like the others, are for input only. All quantities are converted into and stored in grams and all output is in metric units.



The dialog allows you to name the *Unit* and to specify the *Grams per unit* conversion factor to be used. That is, the conversion must be specified as the number of grams corresponding to one of the units being defined. Existing pre-defined input units that cannot be altered are shown with a yellow background.

You must also specify the *Unit type* of the item you are entering by selecting whether it is a weight or a volume unit. Volume units require the value of the Specific Gravity (SG), which is one of the 'nutrients' associated with each food. If a particular food, that you want to add by volume, does not have a value for the specific gravity, you can [add it](#) to the food yourself.

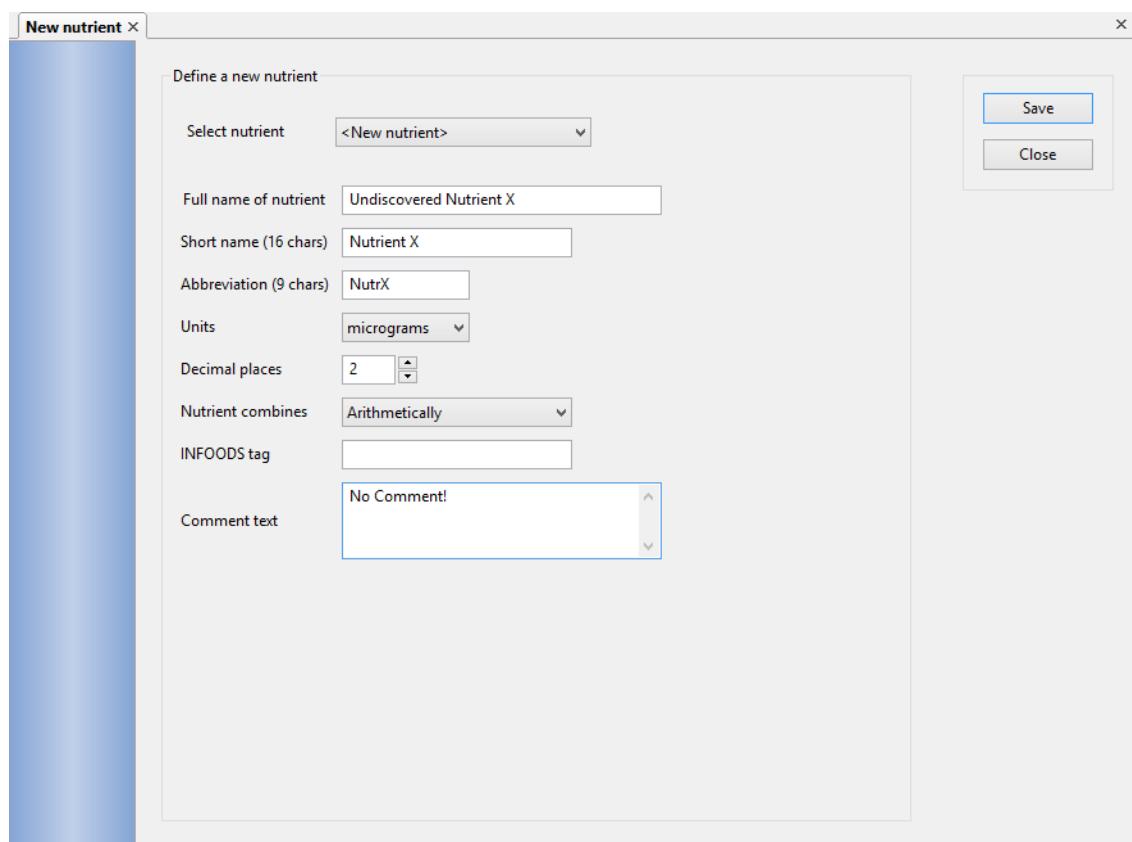
You can also select the *action when using a volume unit and food has no SG defined*, by choosing between Ignore, Warn and Fail. If you choose Ignore then specific gravity of 1.0 is used to calculate the equivalent number of grams.

Click **Save** to confirm your additions. Once defined, the new units are immediately available for use.

12.7 Define new nutrients

From the **Admin** menu, choose **Food nutrients & allergens** then select *Define new nutrients*

The database contains the definitions of around 350 constituent nutrients, although not all of these have values for every food. The full set of nutrient names can be seen in the [Select nutrients](#) dialog. In addition to these, you can define and activate new nutrients of your own and add values for them to any food in the database.



Any new nutrients already defined will appear in the drop-down list of the *Select nutrient* field and they can be selected in order to edit their properties. The list also contains a *<New nutrient>* item, which should be selected to create a new nutrient.

Enter the *Full name* of the nutrient that will appear in reports, a *Short name* of up to 16 characters for display screens and an *Abbreviation* of up to 9 characters for column headings in graphs and tables. Select the appropriate *Units* for the nutrient from the drop-down list and the number of *Decimal places* that will be used to display the nutrient values.

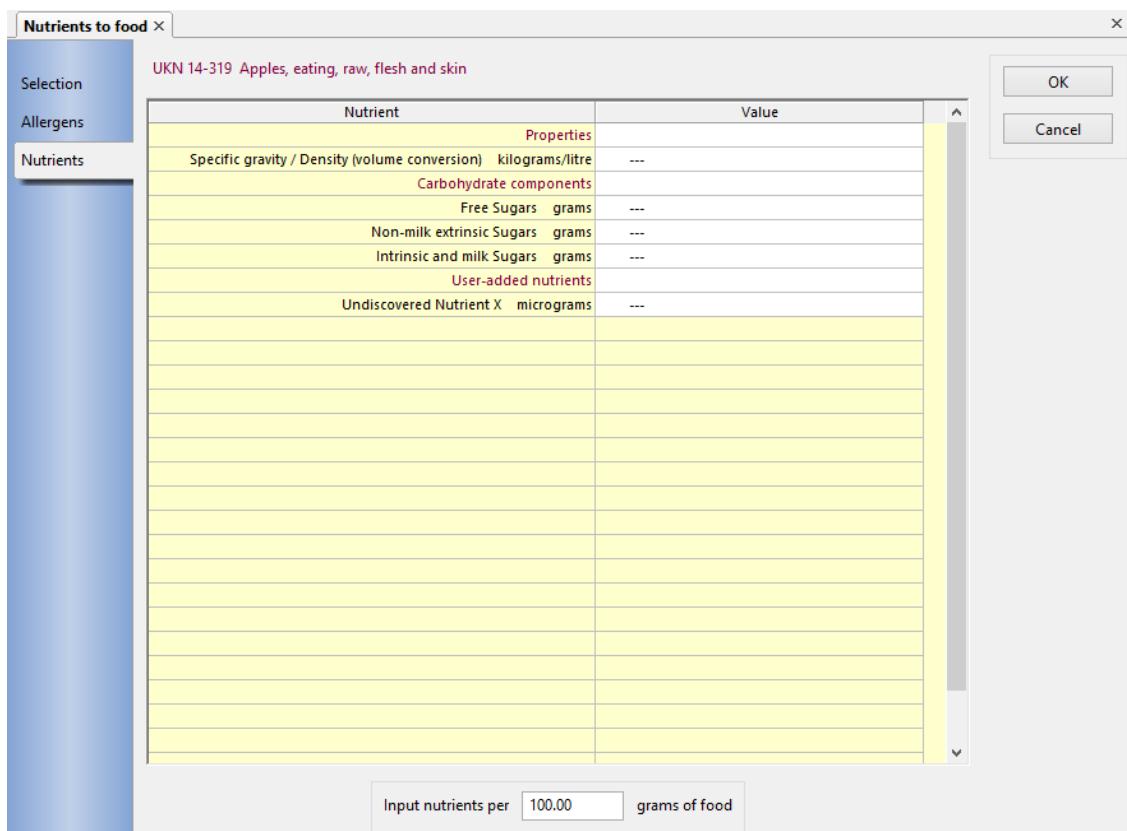
You can also add a free-text comment that will appear in the *Notes* field of the [composition of foods](#) notebook of any food that contains the nutrient

Click **Save** to activate the nutrient. It can now be added to the current set of nutrients just like any other using [Select Nutrients](#). But first you must [add values of the nutrient to foods](#) in the database

To delete an added nutrient, recall it as above and, from the **File** menu, select **Delete**. A warning message will be displayed if the nutrient is being used in any food in the database. You can continue and delete the nutrient but all the nutrient values that have been added to foods will also be deleted.

12.8 Add nutrients & allergens to a food

From the **Admin** menu, choose **Food nutrients & allergens** then select *Add nutrients & allergens to food*



This procedure is the same as [editing a user added food](#) except you can modify any food in the database as well as your own added foods. However, only your own nutrient definition(s) and the food's *Specific Gravity*, *Free Sugars* and *Non-milk extrinsic sugars* appear in the nutrient list for adding or altering.

12.9 Standard nutrient lists

From the **Admin** menu, choose *Standard nutrient lists*

This function is identical in behaviour to the [Select nutrients for display](#) function that can be called from the **Tasks** menu by any user. It is used to create or recall a list that specifies the nutrients to be shown in every recipe, assessment and menu analysis and the order in which they are displayed. Lists can be given names and saved for re-use. You can have as many lists as you wish.

The difference between the functions on the **Tasks** and the **Admin** menus is only effective, when Dietplan is set up with User Accounts and is managed by a System Administrator. Lists created and saved by the administrator are accessible to all users from the **Tasks** menu, but they are labelled as *Standard definitions* and the list contents cannot be altered. You can use this, for example, to produce departmental standard lists so that all reports contain the same information.

12.10 Define standard reports

From the **Admin** menu, choose *Define standard reports*

This function is identical in behaviour to the [define report content](#) function that can be called from the **View** menu by any user. It is used to create or recall a report definition that specifies the appearance and content of a Dietplan report. The definitions can be given names and saved for re-use. You can have as many definitions as you wish.

The difference between the functions on the **View** and the **Admin** menus is only effective, when Dietplan is set up with User Accounts and is managed by a System Administrator. Definitions created and saved by the administrator are accessible to all users from the **View** menu, but they are labelled **Standard definition** and the contents cannot be altered. You can use these, for example, to produce departmental standard definitions so that all reports have the same format.

12.11 Define standard graphs

From the **Admin** menu, choose *Define standard graphs*

This function is identical in behaviour to the [define graphs](#) function that can be called from the **View** menu by any user. It is used to create or recall a graph definition that specifies the appearance and content of a Dietplan graph. The definitions can be given names and saved for re-use. You can have as many definitions as you wish.

The difference between the functions on the **View** and the **Admin** menus is only effective, when Dietplan is set up with User Accounts and is managed by a System Administrator. Definitions created and saved by the administrator are accessible to all users from the **View** menu, but they are labelled **Standard definition** and the contents cannot be altered. You can use these, for example, to produce departmental standard definitions so that all graphs have the same format.

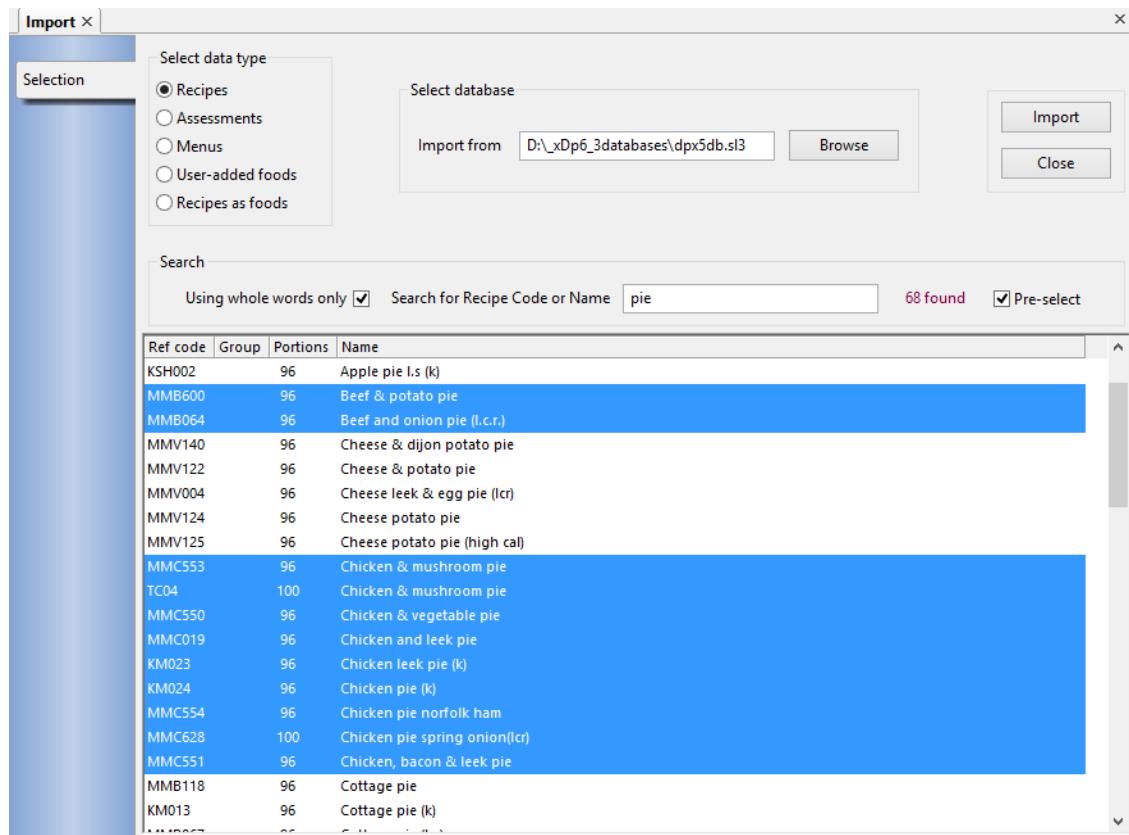
12.12 Managing your data

12.12.1 Import Dietplan records

From the **Admin** menu, select *Import Dietplan records*.

You can select recipes, menus or assessments and copy them from a Dietplan7 database file into your main database. The contents of the file will have been exported from this or any other copy of Dietplan7.

You can import different analysis types from the same file, but only one type at a time. Use the group of radio buttons in the upper-left corner to make your selection. Any user-added foods contained in an imported analysis will also be imported automatically but you can also explicitly import some or all of the user-added foods in the file by selecting the appropriate button.

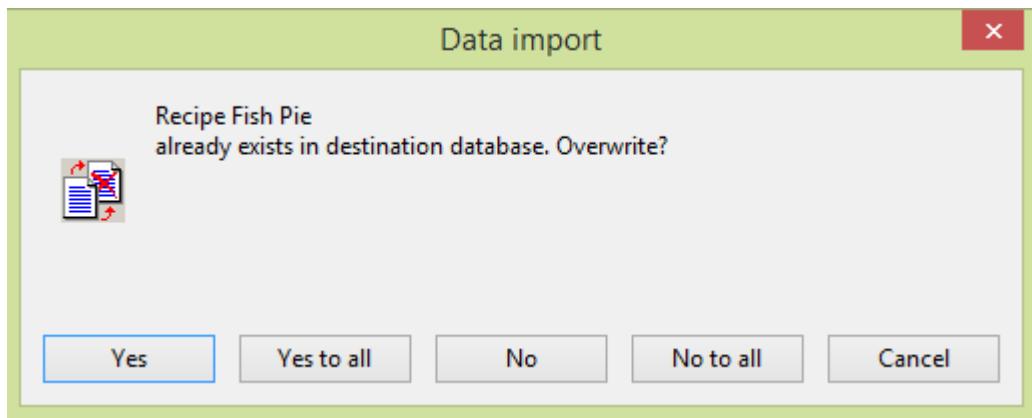


Enter, or browse for, the location and name of the file containing the records to be imported.

The usual [search methods](#) can be used to locate a list of candidates for import, or use **Pre-select** or the **Enter** key to list them all. Select the items to be exported from the returned list, click **Select all** or press **Ctrl/A** to select them all.

Click the **Import** button to copy the selected items into your Dietplan database and click **Close** to dismiss the page. To import other analysis types from the same file, select the new type and repeat the process.

If, during the import, an analysis of the same reference code already exists in the database, a message is displayed and your decision is requested, to overwrite the existing record or not.



If you decide to cancel, no records are imported, even those apparently copied before the duplicate was reported.

12.12.2 Export Dietplan records

From the **Admin** menu, select *Export Dietplan records*.

You can select recipes, menus or assessments and copy them from your main database to a Dietplan7 database file, which can be archived or sent to another Dietplan7 user, on disk or CD or as an email attachment. The contents of the file can be selectively imported into this or any other copy of Dietplan7.

You can export different analysis types to the same file, but only one type at a time. Use the group of radio buttons in the upper-left corner to make your selection. Any user-added foods contained in an exported analysis will also be exported automatically but you can also explicitly export some or all of your user-added foods by selecting the appropriate button.

Reg No	Surname	Date	Type	Description
656917	roberts	02 September 2005	Averaged	
656917	roberts	02 September 2005	Averaged	After dietary changes
656917	roberts	05 September 2005	Averaged	diet assessment between 4
656917	roberts	05 September 2005	Averaged	diet between 1
656917	roberts	05 September 2005	Averaged	dietary analysis between 3
656917	roberts	05 September 2005	Averaged	dietary assessment between - 2
656917	roberts	06 September 2005	Averaged	question
656917	roberts	06 September 2005	Averaged	question
656917	roberts	06 September 2005	Averaged	question
656917	roberts	06 September 2005	Averaged	question
656917	roberts	06 September 2005	Averaged	question
656917	roberts	06 September 2005	Averaged	question

Enter, or browse for, the location and name of a file to contain the exported records. If it is a new export, choose a name for the file and a new export file will be created, otherwise specify an existing file. Do not specify an extension to the filename (such as **.txt**). Dietplan will create an extension to the name that depends on the database management system being used. Currently it will be **.sl3**.

The usual [search methods](#) can be used to locate a list of candidates for export, or use **Pre-select** or the **Enter** key to list them all. Select the items to be exported from the returned list, click **Select all** or press **Ctrl/A** to select them all.

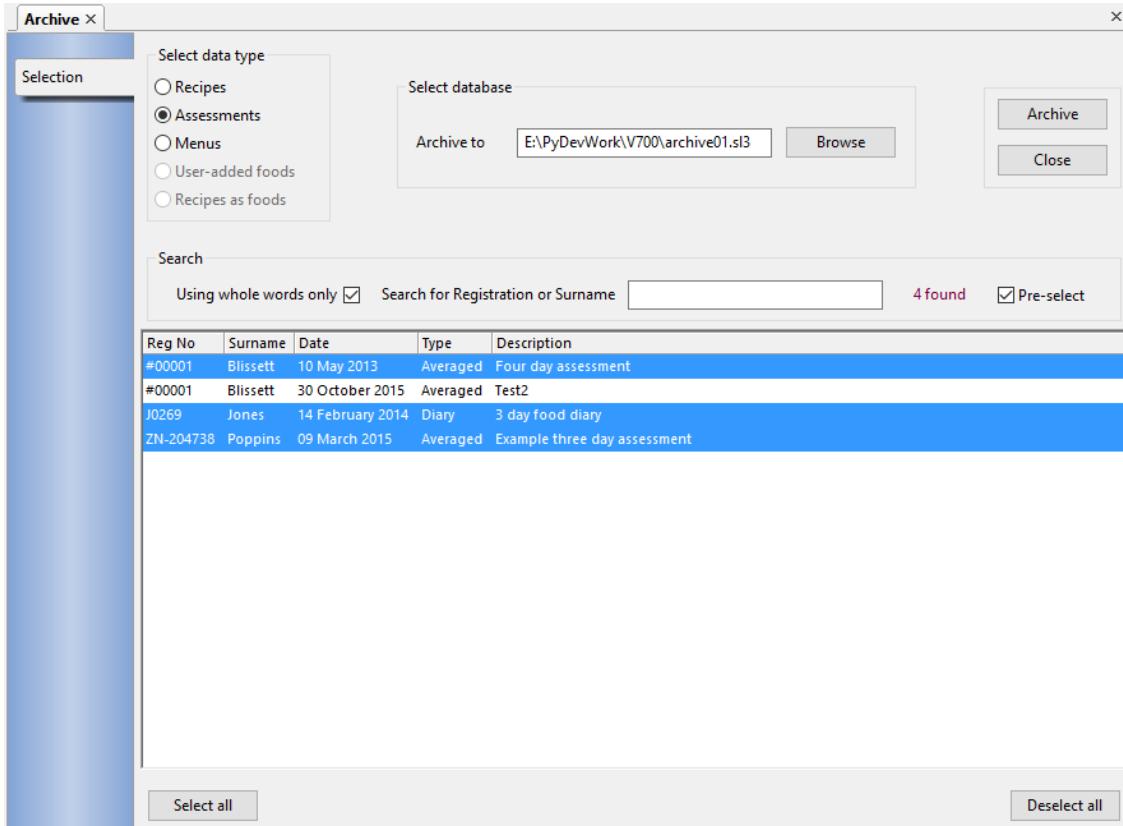
Click the **Export** button to copy the selected items into your file. To export other analysis types into the same file, select the new type and repeat the process. Click **Close** to dismiss the page.

12.12.3 Archive Dietplan records

From the **Admin** menu, select *Archive Dietplan records*.

The Archive function is equivalent to *Export* followed by *Delete Dietplan records*. You can select recipes, menus or assessments and move them from your main database to a Dietplan7 database file. The selected records are then deleted from the database. One or more copies of the archived data file should be kept securely and, if the contents are required in the future, they can be restored using the *Import Dietplan records* function.

You can archive different analysis types to the same file, but only one type at a time. Use the group of radio buttons in the upper-left corner to make your selection. Any user-added foods contained in an archived analysis will also be included automatically but will not be deleted from the database. *User added foods* and *Recipes as foods* can not be selected as a data type for archive.



Enter, or browse for, the location and name of a file to contain the archived records. If it is a new archive, choose a name for the file and a new archive file will be created, otherwise specify an existing file. Do not specify an extension to the filename (such as **.txt**). Dietplan will create an extension to the name that depends on the database management system being used. Currently it will be **.sl3**.

The usual [search methods](#) can be used to locate a list of candidates for archive, or use **Pre-select** or the **Enter** key to list them all. Select the items to be archived from the returned list, click **Select all** or press **Ctrl/A** to select them all.

Click the **Archive** button to copy the selected items into your file and then delete them from the database. The search list will then be updated to show only the items that remain, if any. To archive other analysis types into the same file, select the new type and repeat the process. Click **Close** to dismiss the page.

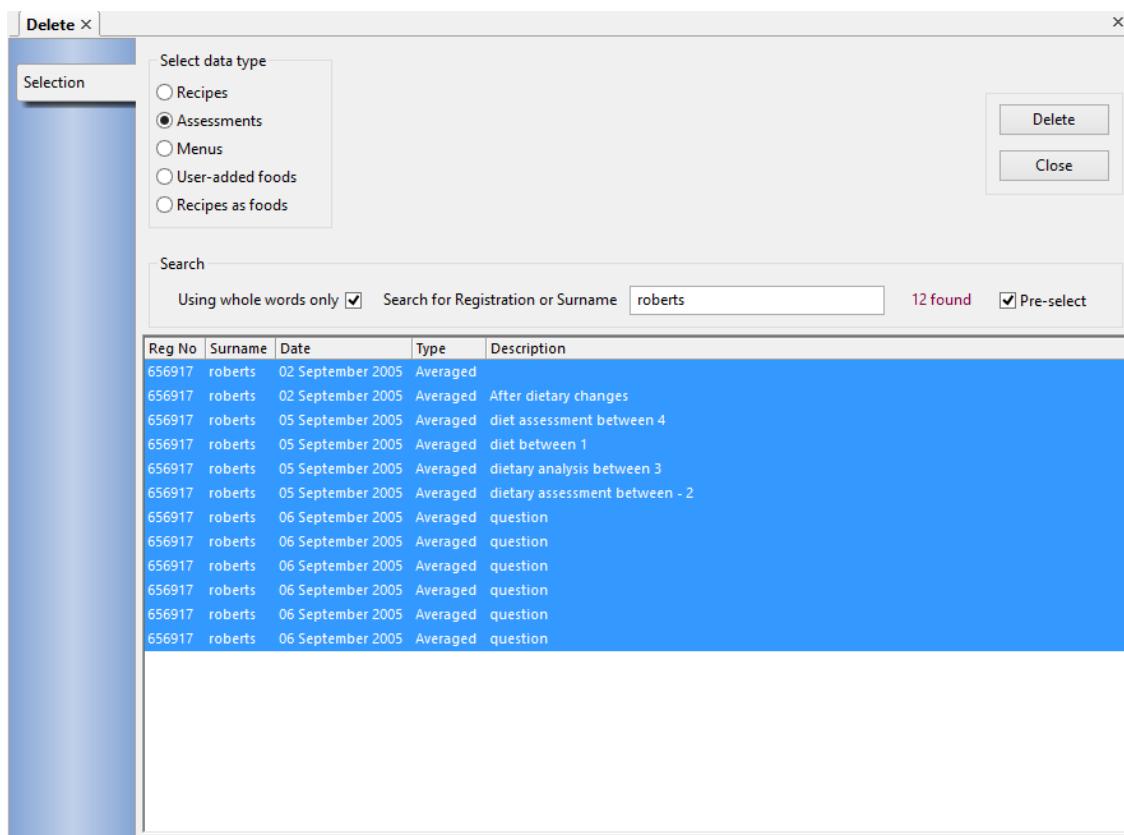
When archiving assessments, the owning registration record is also archived. During deletion, if the registration record is left owning no assessments, it too is deleted.

12.12.4 Delete Dietplan records

From the **Admin** menu, select *Delete Dietplan records*.

You can select recipes, menus, assessments or user-added foods and delete them from your main Dietplan7 database. Note that deleted items are removed permanently from the database **and cannot be recovered**. If there is the possibility of the records being required in future, use the [Archive Dietplan records](#) function instead, which will export and then delete the records.

You can only delete one type at a time. Use the group of radio buttons in the upper-left corner to make your selection. Currently no checks are made on whether a food or recipe is being used in any other analysis.



The usual [search methods](#) can be used to locate a list of candidates for deletion, or use **Pre-select** or the **Enter** key to list them all. Select the items to be exported from the returned list, click **Select all** or press **Ctrl/A** to select them all.

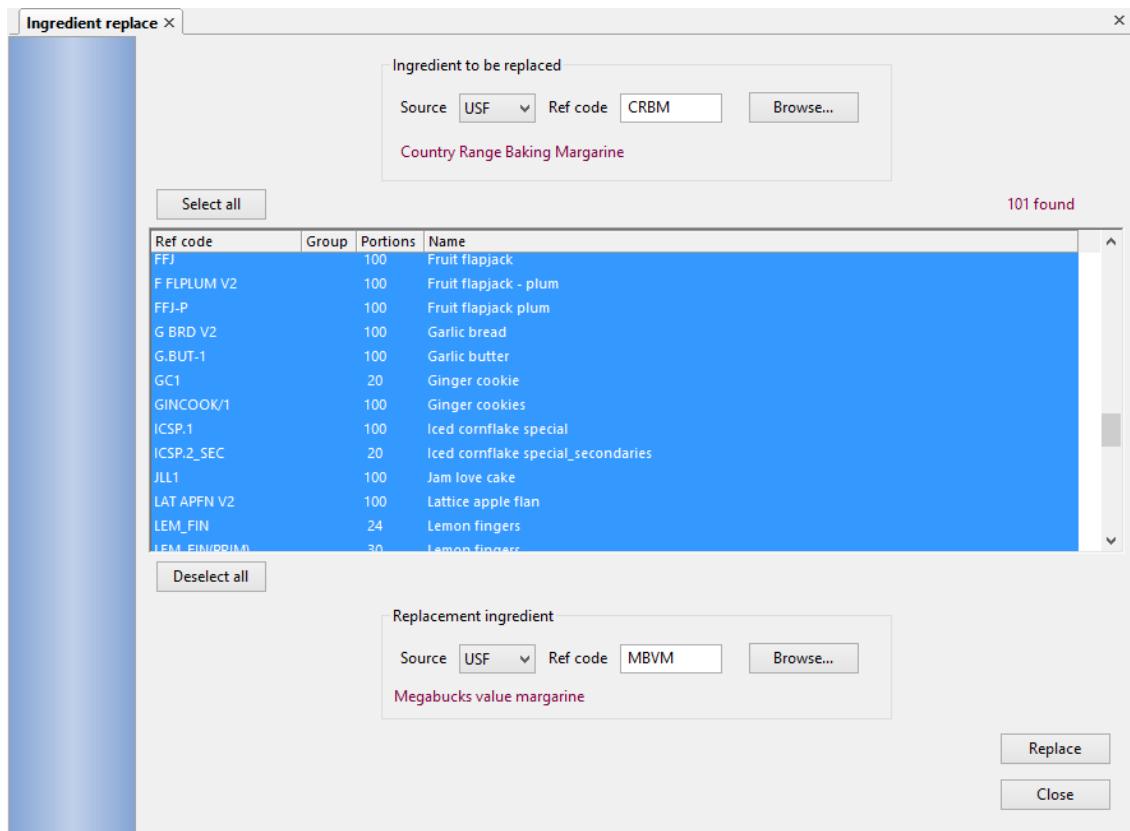
Click the **Delete** button to remove the selected items from your Dietplan database and **Close** to dismiss the page. To delete other analysis types, select the new type and repeat the process.

When deleting assessments, the owning registration record is examined. If it is left owning no assessments, the registration record itself is deleted.

12.12.5 Replace ingredient in recipes

From the **Admin** menu, choose **Recipe maintenance** then *Replace ingredient in recipes*

If you have a number of recipes that contain the same ingredient, it might become necessary to change that ingredient for another, similar ingredient in all the recipes - due to a change of supplier, for example.



Specify or **Browse** for the ingredient data-source and reference-code that you want to replace and all the recipes containing that ingredient will be displayed. Select all, or those recipes that you wish to change and then specify or browse for the replacement ingredient and click **Replace**.

12.12.6 Verify recipes

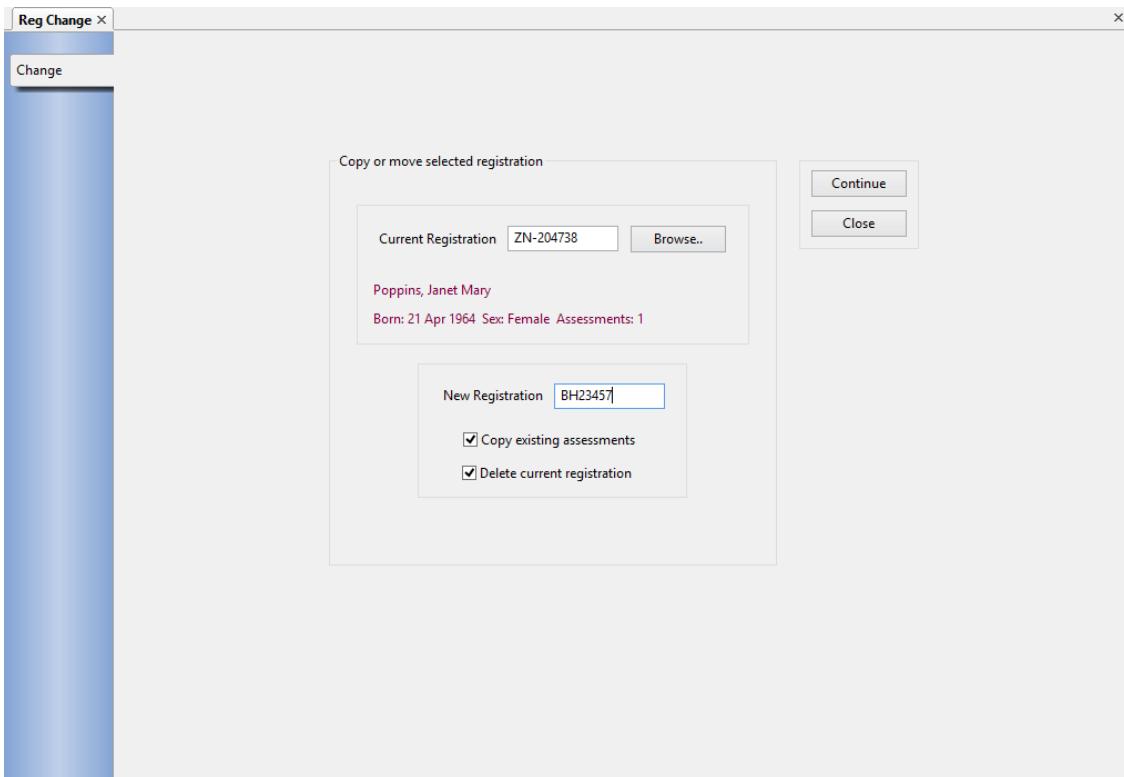
From the **Admin** menu, choose **Recipe maintenance**, then *Verify recipes*

This function scans all recipes, that may contain other recipes, that may contain other recipes etc. and reports - into the **messages and errors** window - all references to non-existent recipes and the recipe(s) that contain them.

12.12.7 Change registration number

From the **Admin** menu, choose **Registrations maintenance**, then *Change registration number*

Use this option to change an individual's current registration number with the option to copy assessments over to the new number and also to delete the original number.



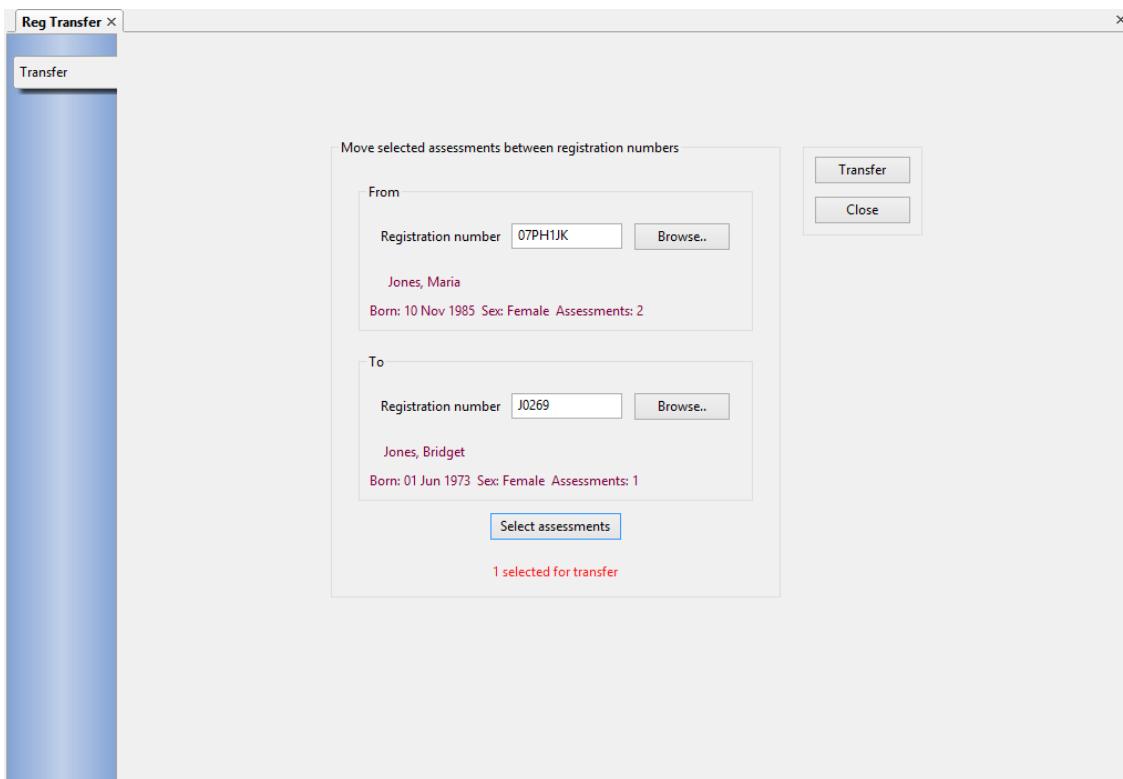
Enter the *Current Registration* number to be changed, or click **Browse** to search for it. The name, sex and date of birth of the selected individual are displayed for confirmation. Enter the *New Registration* number, which must be an unused number. Click the check boxes if you want existing assessments to be copied to the new number and if you want the old number, and its associated assessments to be deleted.

If you choose not to delete the old registration number, you will have two copies of the same personal details and assessments under two different numbers. There may be occasions, say for student exercises, when you may wish to do this.

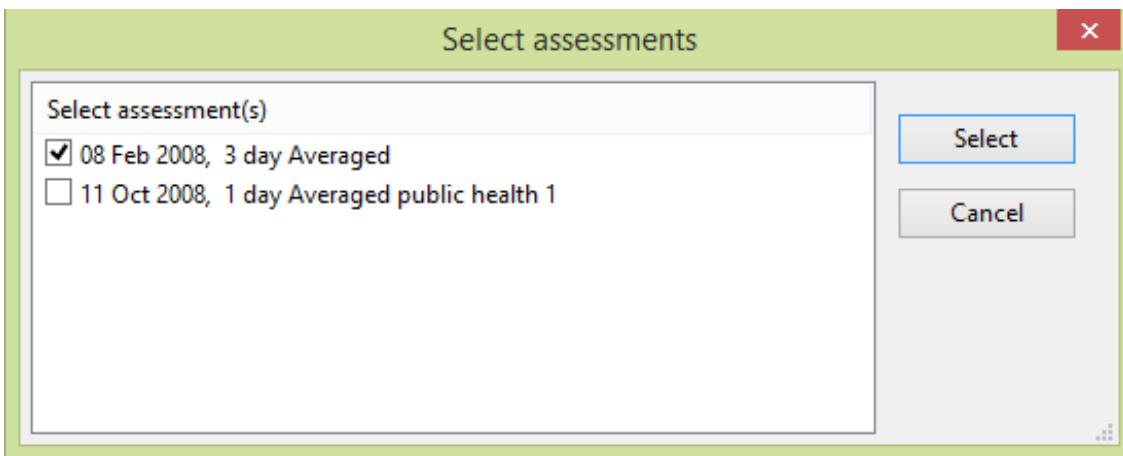
12.12.8 Transfer assessments

From the **Admin** menu, choose **Registrations maintenance**, then *Transfer assessments*

Use this option to move one or more assessments from one registration number to another. This can be used if one or more assessments are entered in error under the wrong registration number.



Enter, or click **Browse** to search for, the *Registration numbers* that you want to transfer the assessments *From* and *To* and verify the personal details to confirm that both are correct. Click **Select assessments** to produce a list of assessments currently belonging to the *from* registration

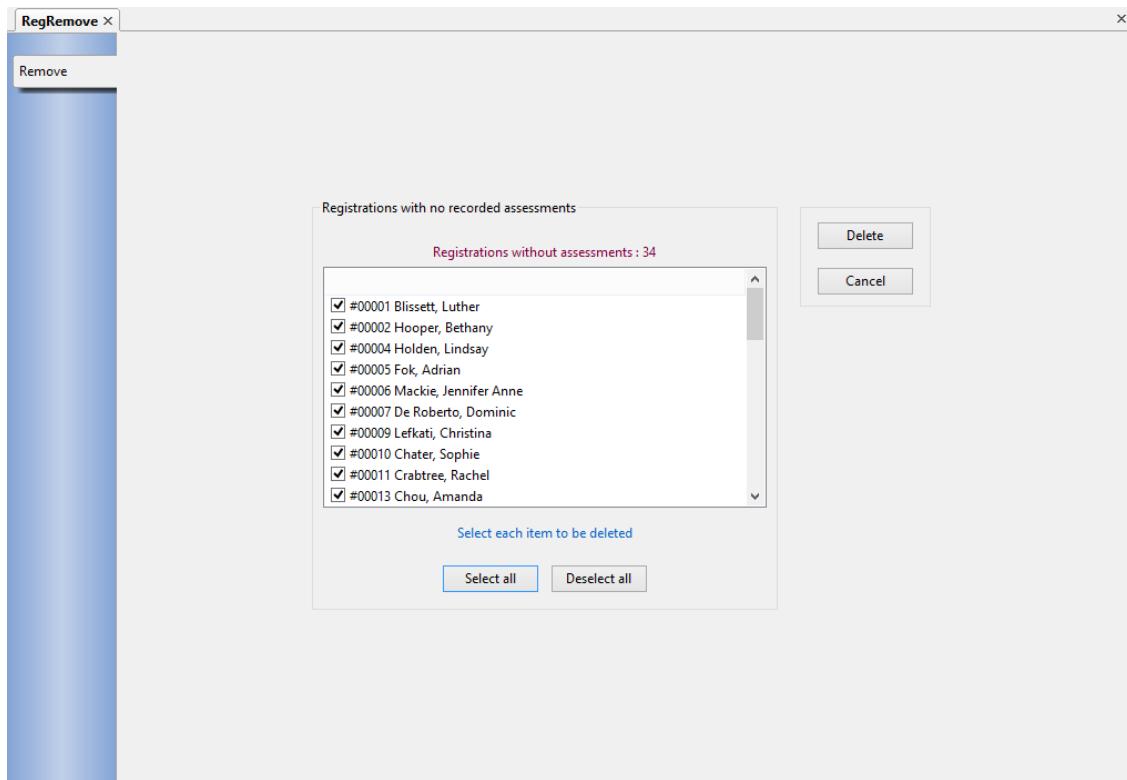


Tick the checkbox alongside each assessment that you want to transfer and click **Select**. To effect the transfer, click the **Transfer** button on the **Transfer** page of the notebook. The fields on the page are all cleared after a successful transfer.

12.12.9 Remove unused registrations

From the **Admin** menu, choose **Registrations maintenance**, then *Remove unused registrations*

Use this option to delete selected registration records from the database from a list of those with no associated assessments.

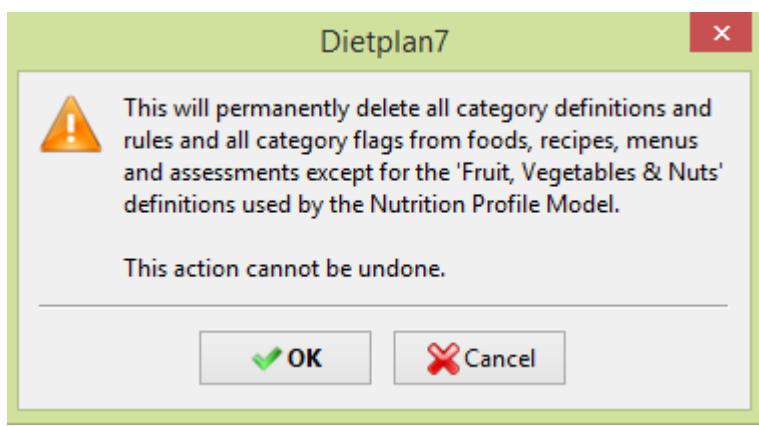


Click **Select all** to tick the checkbox alongside every registration record or tick/untick the boxes individually then click **Delete**. Once deleted, the records cannot be recovered.

12.12.10 Delete all category definitions

From the **Admin** menu, choose **Food categories**, then *Delete all category definitions*

Select this option if you would like to remove all the pre-defined category definitions before creating your own.

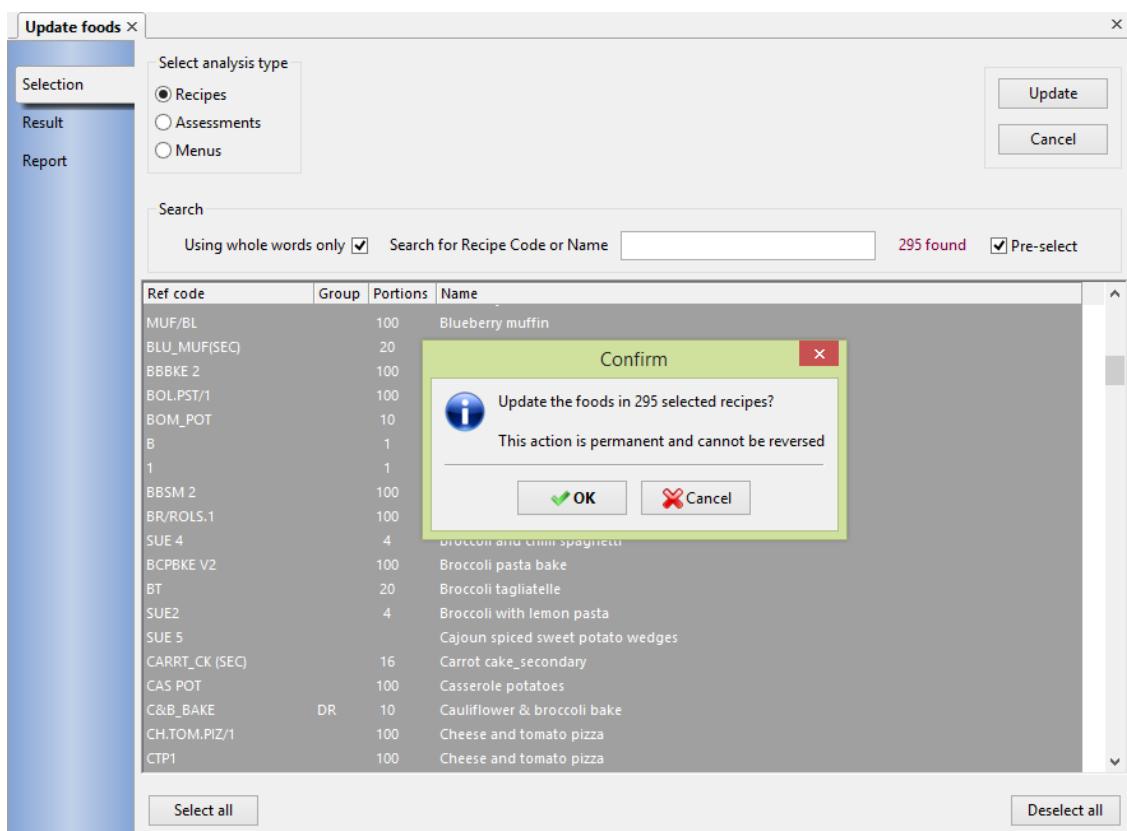


With the exception of the [dried] Fruit, Vegetables and Nuts category definitions used by the Nutrition Profile Model, every detail of the current set of category definitions and flags will be deleted. Once removed, the definitions cannot be recovered.

12.12.11 Update foods in analyses

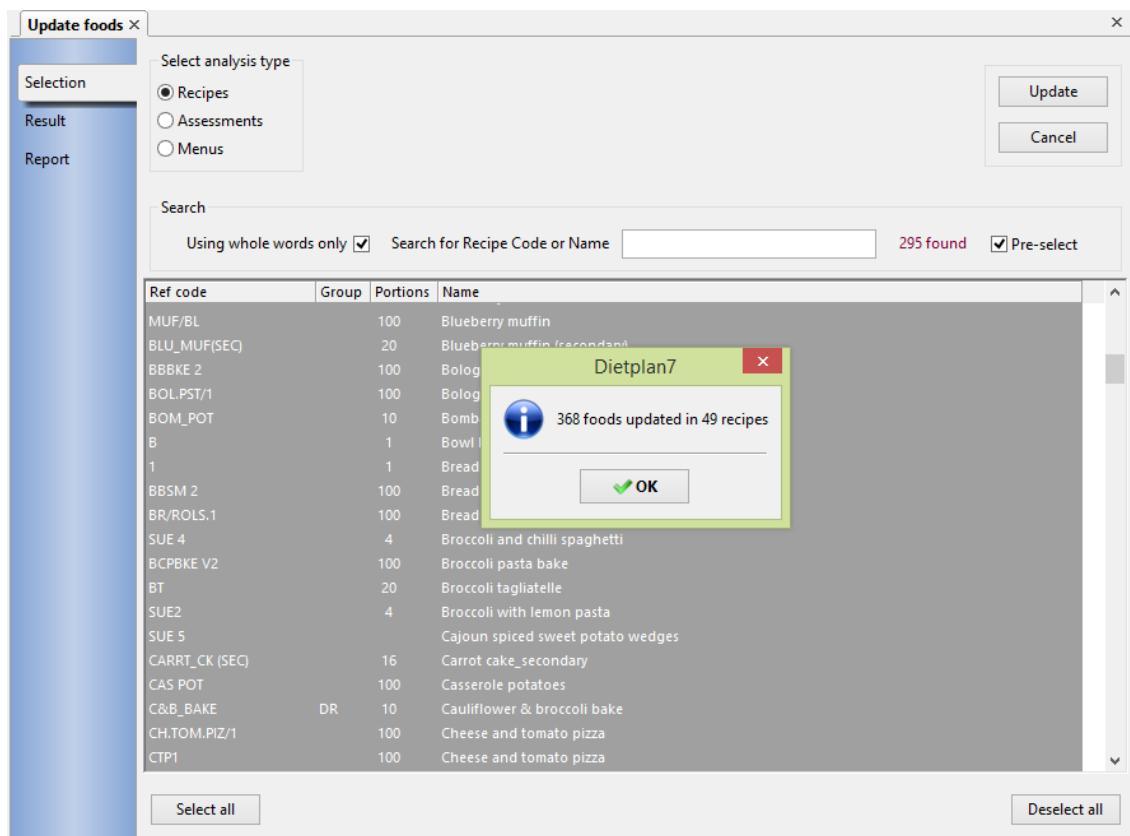
From the **Admin** menu select *Update foods in analyses*.

This function is only of use for installations that have been upgraded from the previous **Dietplan6** software that contained earlier foods from the UK Composition of Foods tables. The **Dietplan7** database contains the most recent (2014) foods from McCance & Widdowson's 7th Edition (MW7) and the revised Composition of Foods Integrated Dataset (ID2). With this option the foods in selected analyses can be updated to use the most recent food codes. While this is more likely to be of use for recipes and menus rather than historical assessments and food diaries, the latter can also be updated if required, perhaps to progress an ongoing project or study.



All the foods and ingredients in the selected analyses are examined and any with earlier data source codes MW5, MW6, FAT, IDS and UKN that have been replaced by a corresponding food in the new ID2 dataset will have its data source and food code changed to that of the replacement food.

Dietplan7 User Guide



On clicking **Update** a message is displayed showing the number of ingredients and analyses updated and, if greater than zero, this is followed by a detailed list of the affected items.

The screenshot shows the 'Update foods' dialog box with the 'Result' tab selected. At the top, it displays the message '368 foods updated in 49 recipes'. Below this is a table listing the updated items, showing columns for Ref code, Old source, Old code, New source, New code, and Name. The table includes rows for various food items like Apples, Cinnamon, Celery, Water, Lentils, Garlic, Onions, Carrots, Mushrooms, Mixed herbs, Tomatoes, Wheat flour, Sugar, Icing, Wholemeal flour, Dried skimmed milk, Yeast, Eggs, Chicken, Water, Lemons, Wheat flour, Baking powder, Wholemeal flour, Lemon curd, Eggs, Chicken, Water, and Onions.

Ref code	Old source	Old code	New source	New code	Name
APL_MUF(SEC)	MW5	1186	ID2	17-377	Water
	MW6	918	ID2	14-362	Apples, cooking, raw, peeled
	MW6	904	ID2	13-874	Cinnamon, ground
LBOL	MW6	799	ID2	13-451	Celery, raw
	MW5	1186	ID2	17-377	Water
	MW6	753	ID2	13-091	Lentils, red, split, dried, raw
	MW6	810	ID2	13-244	Garlic, raw
	MW6	827	ID2	13-499	Onions, raw
	MW6	792	ID2	13-496	Carrots, old, raw
	MW6	820	ID2	13-505	Mushrooms, common, raw
	MW6	908	ID2	13-884	Mixed herbs, dried
	MW6	861	ID2	13-518	Tomatoes, canned, whole contents
LEM_FIN(PRIM)	MW6	12	ID2	11-886	Wheat flour, white, plain
	UKN	17-062	ID2	17-062	Sugar, icing
	MW6	14	ID2	11-889	Wheat flour, wholemeal
	MW6	230	ID2	12-031	Dried skimmed milk, with vegetable fat
	MW6	1235	ID2	17-379	Yeast, dried
	MW6	339	ID2	12-938	Eggs, chicken, white, raw
	MW6	1044	ID2	17-063	Sugar, white
	MW5	1186	ID2	17-377	Water
	UKN	50-910	ID2	14-128	Lemons, whole, without pips
LLL1	MW6	12	ID2	11-886	Wheat flour, white, plain
	MW6	1219	ID2	17-355	Baking powder
	MW6	14	ID2	11-889	Wheat flour, wholemeal
	MW6	1040	ID2	17-762	Lemon curd
	MW6	339	ID2	12-938	Eggs, chicken, white, raw
	MW6	1044	ID2	17-063	Sugar, white
MAC_CHS(SEC)	MW5	1186	ID2	17-377	Water
	MW6	827	ID2	13-400	Onions, raw

Click **Report** to produce this in PDF format that can be printed or saved if required.

The screenshot shows the 'Update foods' window with the 'Report' tab selected. The title bar reads 'Forestfield Software Development System'. Below it, a message says '368 foods updated in 49 recipes'. A table lists the updated foods, categorized by source code. The table has columns: Ref code, Old src, Old code, New src, New code, and Name. The data includes entries from various sources like LBOL, LEM_FIN(PRIM), LLL1, and MAC_CHS(SEC), with details such as MW6 1186 becoming ID2 17-377, which is Water.

Ref code	Old src	Old code	New src	New code	Name
LBOL	API_MUF(SEC)	MW5	1186	ID2	17-377
		MW6	918	ID2	14-362
		MW6	904	ID2	13-874
		MW6	799	ID2	13-451
		MW6	1186	ID2	17-377
		MW6	753	ID2	13-091
		MW6	810	ID2	13-244
		MW6	827	ID2	13-499
		MW6	792	ID2	13-496
		MW6	820	ID2	13-505
LEM_FIN(PRIM)	MW6	908	ID2	13-884	
		MW6	861	ID2	13-518
		MW6	12	ID2	11-886
		UKN	17-062	ID2	17-062
		MW6	14	ID2	11-889
		MW6	230	ID2	12-031
		MW6	1235	ID2	17-379
		MW6	339	ID2	12-938
		MW6	1044	ID2	17-063
		MW6	1186	ID2	17-377
LLL1	UKN	50-910	ID2	14-128	
		MW6	12	ID2	11-886
		MW6	1219	ID2	17-355
		MW6	14	ID2	11-889
		MW6	1040	ID2	17-762
		MW6	339	ID2	12-938
		MW6	1044	ID2	17-063
		MW6	1186	ID2	17-377
		MW6	827	ID2	13-499
		MW6	836	ID2	13-524
MAC_CHS(SEC)	MW6	26	ID2	11-716	
		MW6	387	ID2	17-045
		MW6	230	ID2	12-031
		UKN	13-805	ID2	13-805
		MW6	913	ID2	13-880

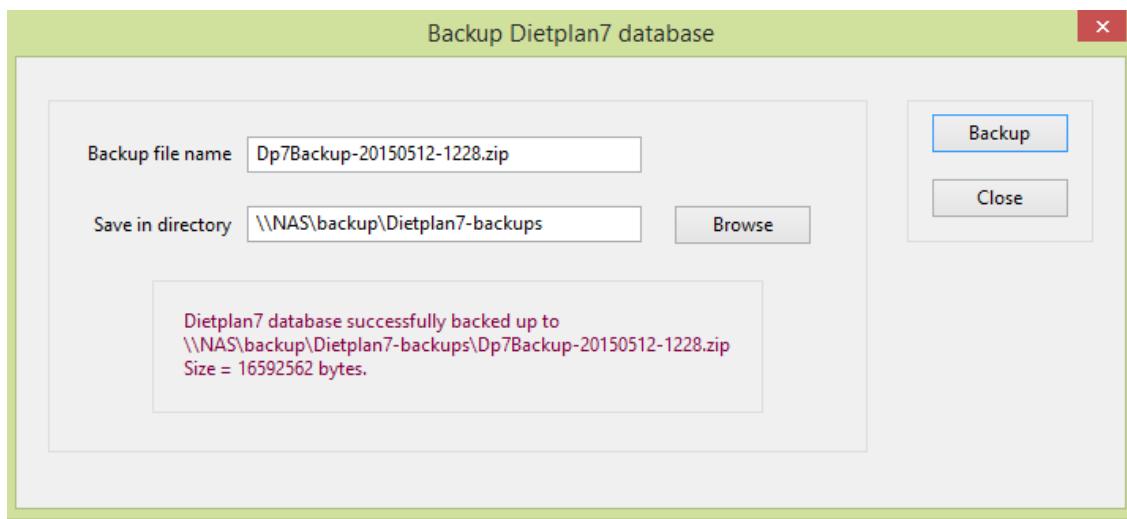
12.13 Backup and restore

12.13.1 Backup Dietplan database

From the **Admin** menu, select *Backup Dietplan database*

This allows a copy to be made of the entire Dietplan7 database. The minimum database size is about 85 Megabytes it but could be up to twice this size depending on the additional food tables and user-saved analyses it contains. The copy should be made either to a removable storage medium or across to a remote, network disk drive. The purpose of the backup is to keep copies of the Dietplan database safe from the effects of a hard-disk failure or the total loss of the computer system.

The backup takes a snapshot of the main Dietplan7 database and stores it in a compressed Zip file that is typically 4 to 6 times smaller than the original.



You can specify the name of the zip file and where it is to be created. The default name is based on the current date and time and is of the form:

Dp6Backup-YYYYMMDD-HHMM.zip

On successful completion, the full path name and size of the created backup are displayed.

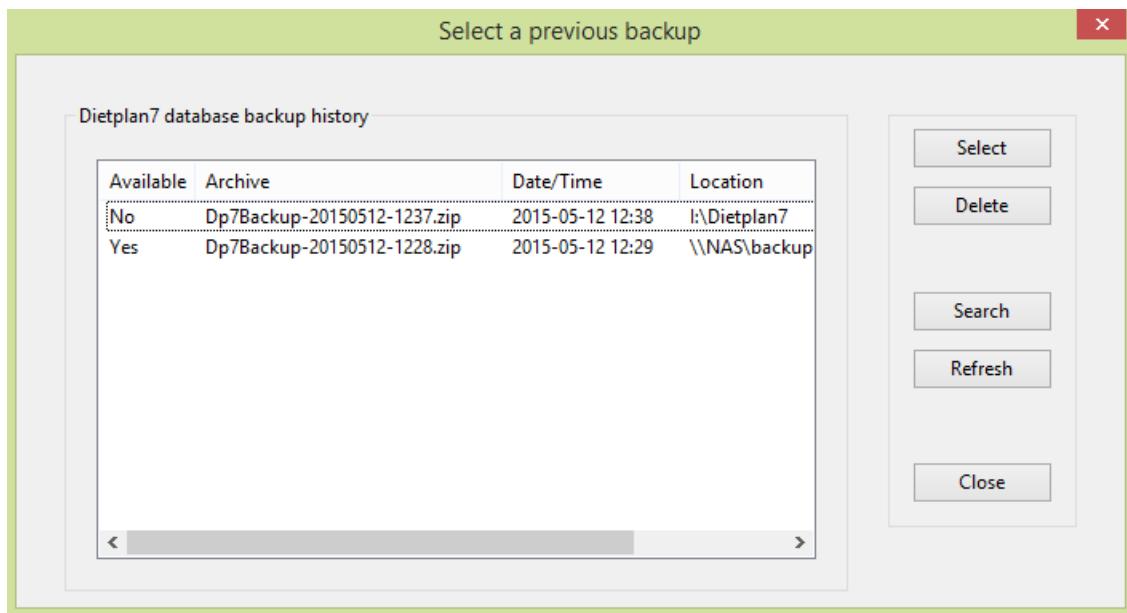
There is an option for *Auto-backup on exit* on the [Preferences](#) menu that may be of particular use if running the Portable version of the software from a USB flash drive.

The backup and restore options menu options are only enabled when no other activities are in progress, that is, no workbook pages are open. Also these options can only be used with the default embedded Sqlite database. If you have a multi-user installation with a client-server PostgreSQL or Microsoft SQL Server database, the recommended backup and restore functions associated with these database should be used.

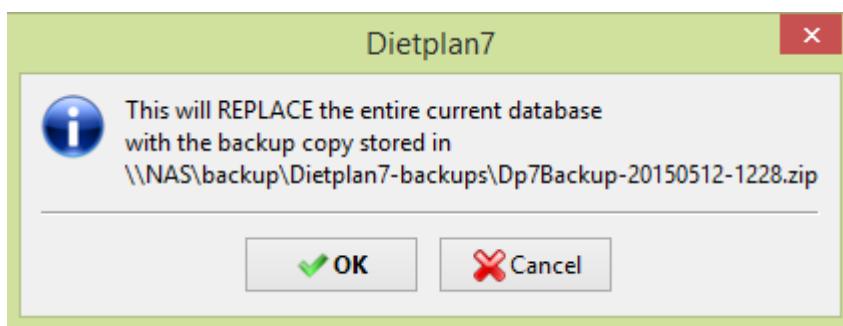
12.13.2 Restore Dietplan database

From the **Admin** menu, select *Restore Dietplan database*

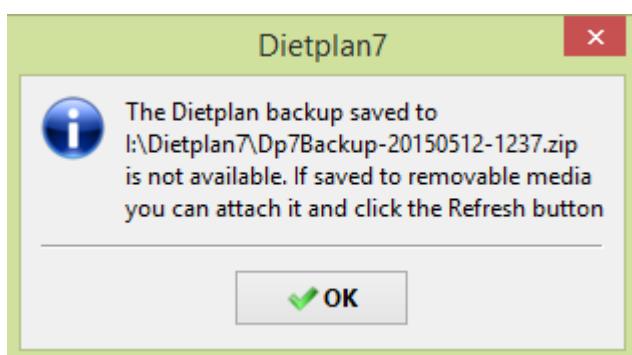
This function allows the database, perhaps of a freshly-installed copy, of Dietplan7 to be restored to the exact state of a previously backed-up copy of an entire database. With this option, data restoration is an all or nothing activity and the whole of the current database is replaced by the contents of the selected backup copy. To restore selected items from a backup into the current database without replacing it, choose [Restore selected items](#) from the **Admin** menu.



The names, dates and locations of previous backups are displayed and whether they are currently accessible on the system. You can select any of the available backups and restore it, after a confirmation message.



The following message is displayed if you select a backup that is not currently available



You can remove any item from the historical list by selecting it and clicking **Delete**. If the backup copy itself is accessible (Available= Yes) then it will be deleted, after conformation. Otherwise this only removes the history of the item.

If your current database is a new installation of Dietplan, say, following a disk failure, the backup history will not be available. In this case you can locate your backup copy by using the **Search** button.

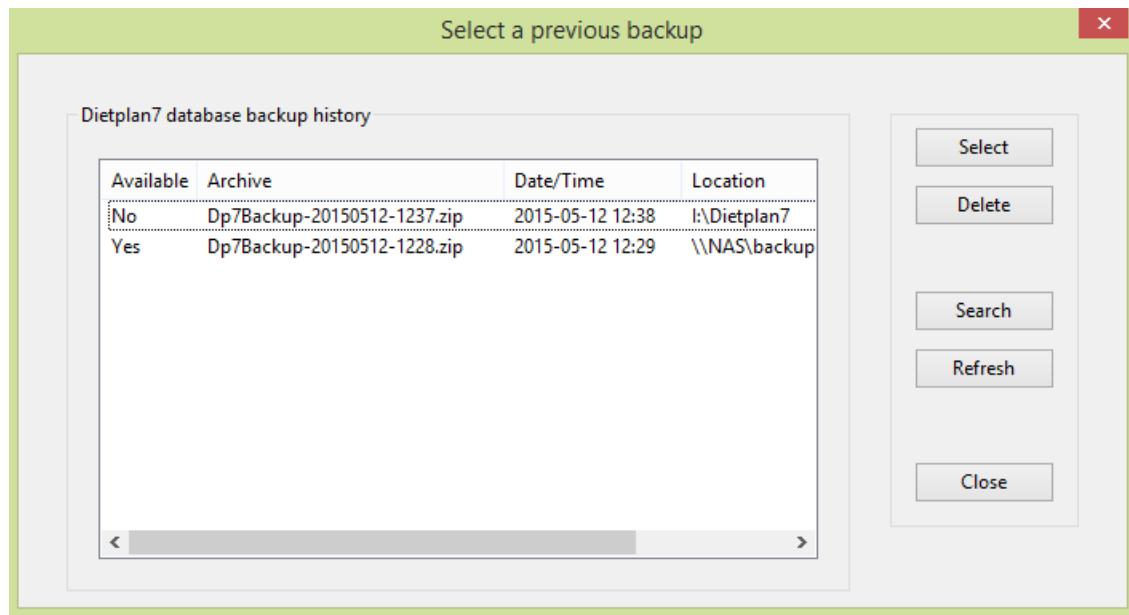
After the database has been restored a confirmation message is displayed and the program is restarted using the restored database.

12.13.3 Restore selected items

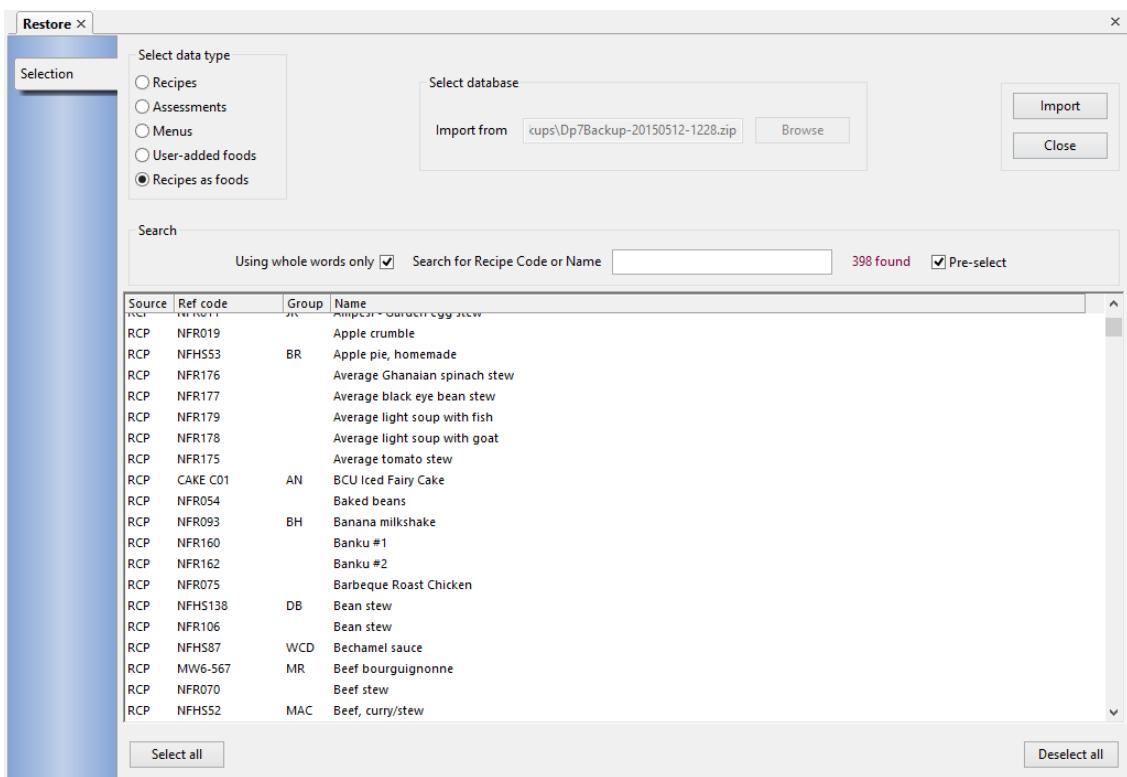
From the **Admin** menu, select *Restore selected items*

This function allows you to select an earlier database backup and restore as many individual, selected items - recipes, menus, personal assessments and user-added foods - as you wish.

The initial selection of the backup copy to restore from is identical to the selection described [in the previous section](#).



Once selected, the backed-up database is opened and the same options are available as in the [import database records](#) function described earlier.



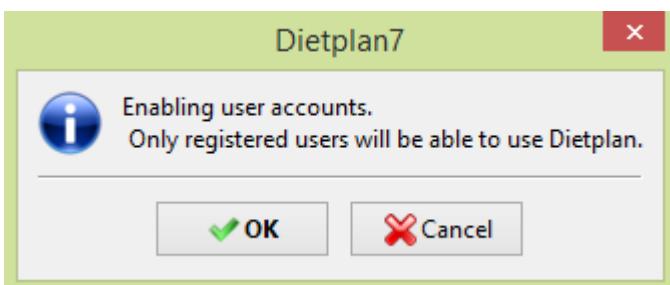
12.14 Access management

12.14.1 Enable user accounts

When first installed, Dietplan does not require users to be registered in order to use the software, and anyone can access the system administrator functions and potentially make significant changes to the system and the contents of the database. When user accounts have been set up, only registered users can access the system and only those designated as a system administrator when they are registered can use the functions on the **Admin** menu. Another significant advantage of having individual user accounts, is that each registered user can save their own personal program preferences, lists and definitions in the database.

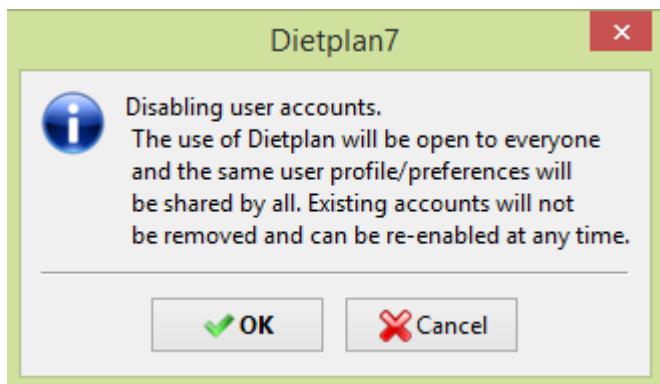
User accounts are available with the Professional version of Dietplan7, but not with the Personal version. Only a system administrator can register and specify the privileges of new users.

To activate user accounts, from the **Admin** menu, select *Enable user accounts*. Before Dietplan enables user accounts, at least one user with system administrator privileges must be [registered](#).



When user accounts have been enabled, a tick or checkmark appears beside the *Enable user accounts* item in the menu. If you select the menu item again, then

accounts become disabled and the checkmark is removed. Disabling user accounts does not delete any registered user details.



12.14.2 Register users

From the **Admin** menu, select *Register users*

Use this function to register a new user or to edit the details or delete an existing user.

User Id	Use OS Id	Administrator...	Logins	Last login	User detail
bcaa project			17	31 Jul 2014	BCAA Project
cgms			1	25 Mar 2014	CGMS Study
grirstaff1			125	19 Aug 2014	GRIR Study
gr@student1			1	25 Jul 2014	GRIR Study
gustostaff1			3	10 Sep 2014	GUSTO_Infant
gustostaff2	Yes		198	05 May 2015	GUSTO_Infant
gustostudent1			9	08 Sep 2014	GUSTO_Maternal
gustostudent3			139	17 Sep 2014	GUSTO_Infant
gustostudent4			14	17 Sep 2014	GUSTO_Infant
mtcolega	Yes	Yes	82	12 Sep 2014	GUSTO_Maternal
oralstudent			1	05 May 2015	
pala			494	17 Sep 2014	PALA
palastaff1			11	12 May 2014	
samsstaff1			258	05 May 2015	SAMS
samsstudent1			2	27 May 2014	SAMS

A notebook page is opened showing a list of all currently registered user names, their administrator privileges, the number of times they have logged in and the date of the most recent access, plus any other user details recorded.

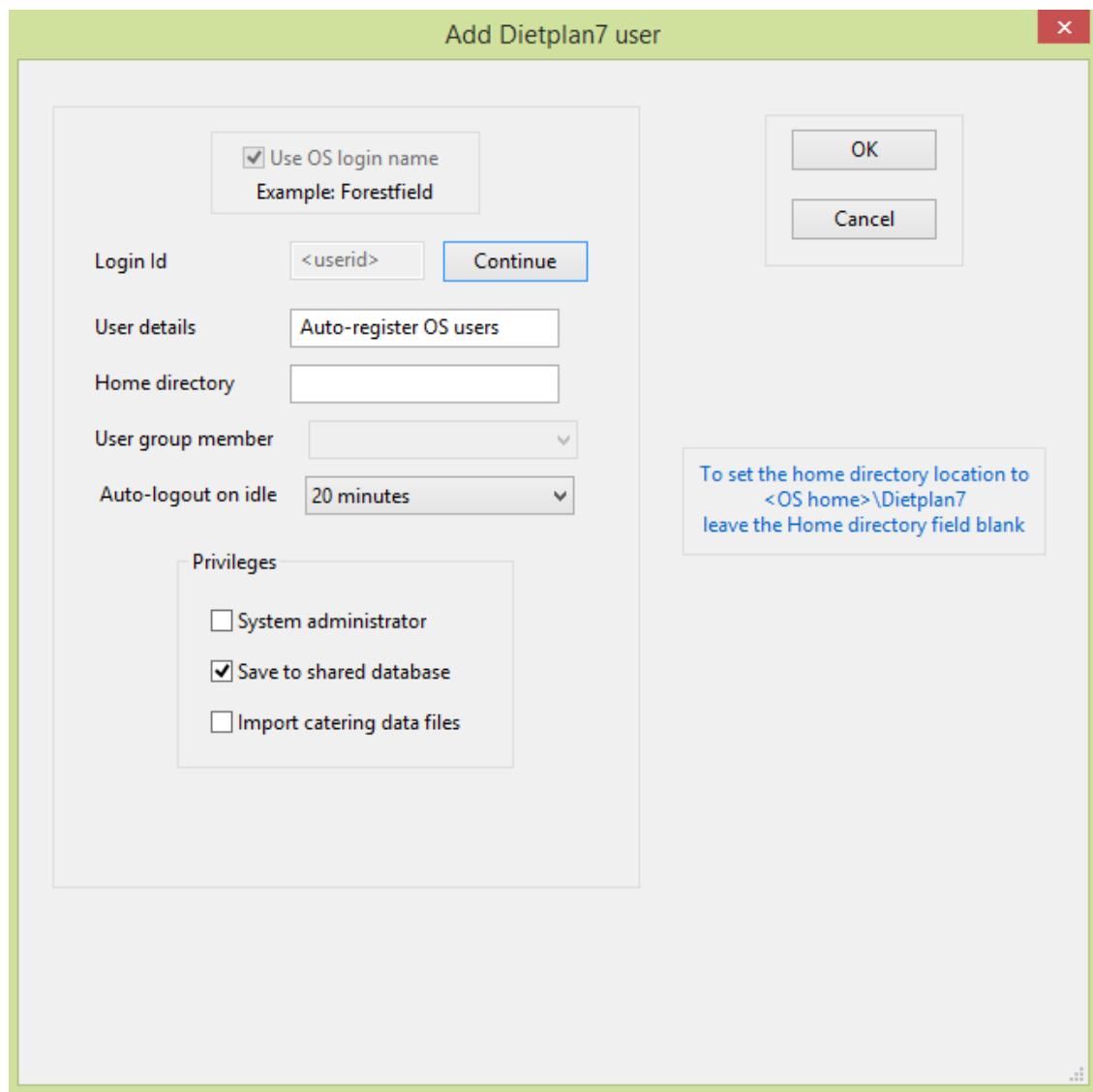
Click **Add** to create a new user registration, **Edit** to amend the details of an entry and **Remove** to delete an existing registration completely.

You can either link user registrations to their authenticated OS (e.g. Windows) account names or you can allocate each user a unique login name and associated

password. Linking a user to their OS account means that their identity is already validated and Dietplan will start without any further challenge. If you allocate a name, the user will have to supply that name and password every time they run Dietplan. This was originally the only way of setting up Dietplan user accounts but it has since been supplemented by using the OS account, which is now the recommended method. You can mix the two types if you wish, with some users gaining access via their OS identity and others needing to log in explicitly. However, explicit names cannot be used if there is a self-registering OS <userid> present as described below.

Using OS user names

Ensure that the *Use OS login names* box is checked



Initially, the Login Id field is enabled and contains the entry <userid> . This is a special, symbolic name that represents any OS (eg Windows) user who has not been explicitly registered within Dietplan. So, for example you could explicitly register one or more users and give them System administrator rights and then permit all, say, students to self-register via this symbolic entry and be given the privileges declared here in this dialog. The self-registration is automatic and transparent the first time a new user logs in. The only effect is that the real user

name, together with the login history then appears in the register of users. If you do not wish to allow auto-registration, ensure there is no registration entry with the name <userid>. To register a specific OS user, enter their exact OS Login Id.

By default the *Home directory* is **<OS home>/Dietplan7**. This is an automatically created folder/directory called Dietplan7 in the private partition or home folder that the operating system creates when it registers the user. All the user's saved reports, graphs and other files are written to subfolders (definable by the user via **Edit|Preferences**) of this home directory.

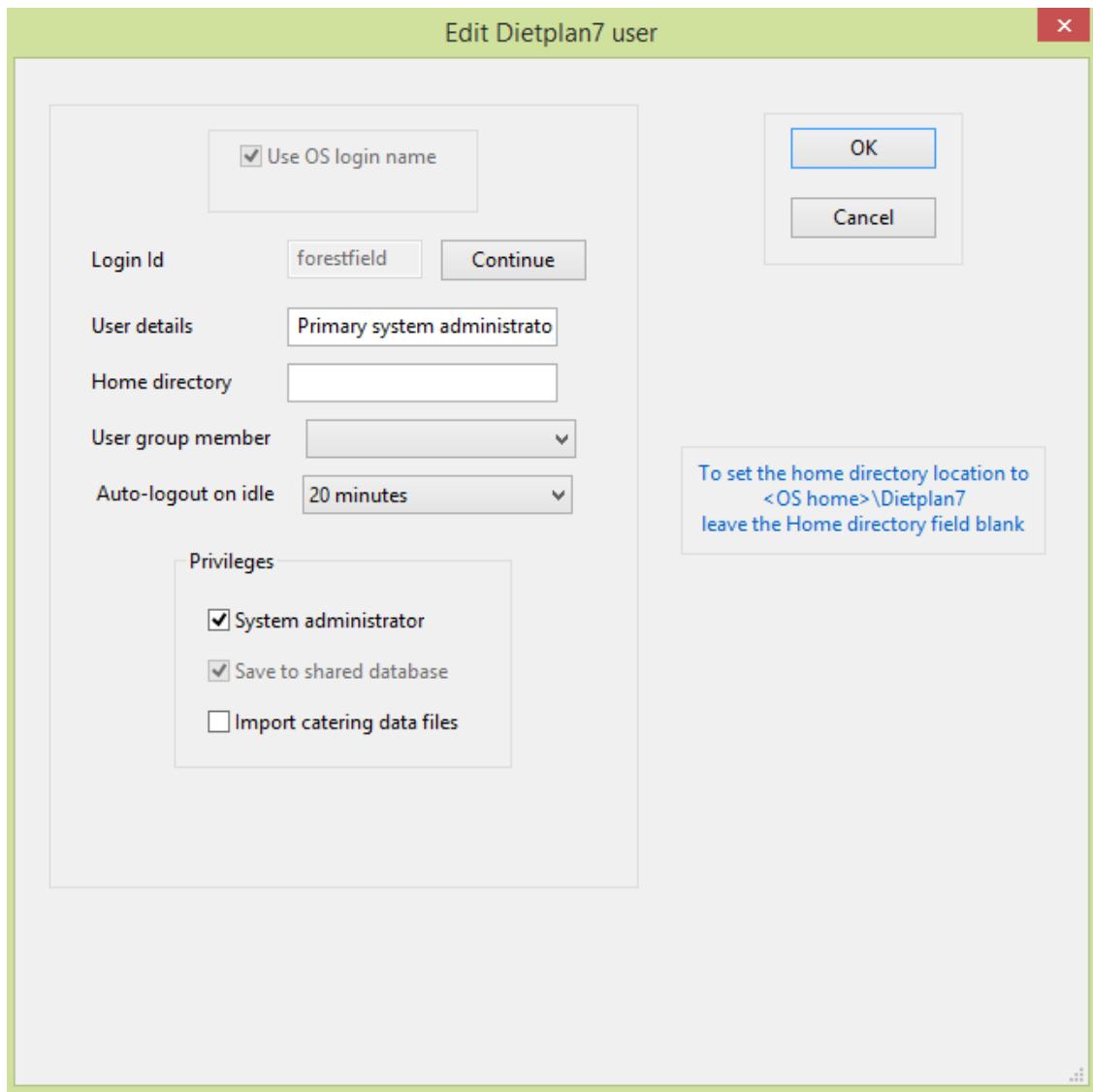
If Dietplan is installed on a network drive and so is available to multiple workstations, access is restricted to the number of concurrent users that have been licenced. To prevent an inactive user from denying access to others by failing to close down the program, an inactivity timer has been introduced. This has a default value of 20 minutes but can be set for individual users to between 5 minutes and 5 hours, or *Never*. If Dietplan remains inactive - no keyboard or mouse activity - for the specified period, after a warning message and a 30 second grace period, the user session will be terminated. Any unsaved work will be lost.

Check the boxes in the *Privileges* panel to grant these to the new user. A System administrator has full access to all the items on the **Admin** menu, including the rights to create and delete registered users.

The right to *Save to database* allows the user to save recipes, menus and assessments in the main database, where they are accessible to all other users. If this privilege is not given, the user cannot do so but can still save their work in a private database area that is created in their own home directory. To the user this appears as a seamless extension to the main database and they should not be aware of any differences.

Import catering data files appears if the Dietplan licence includes the ability to import data files from catering packages like **Manna** and **Menumark**. Enable this privilege for the users allowed to perform this task.

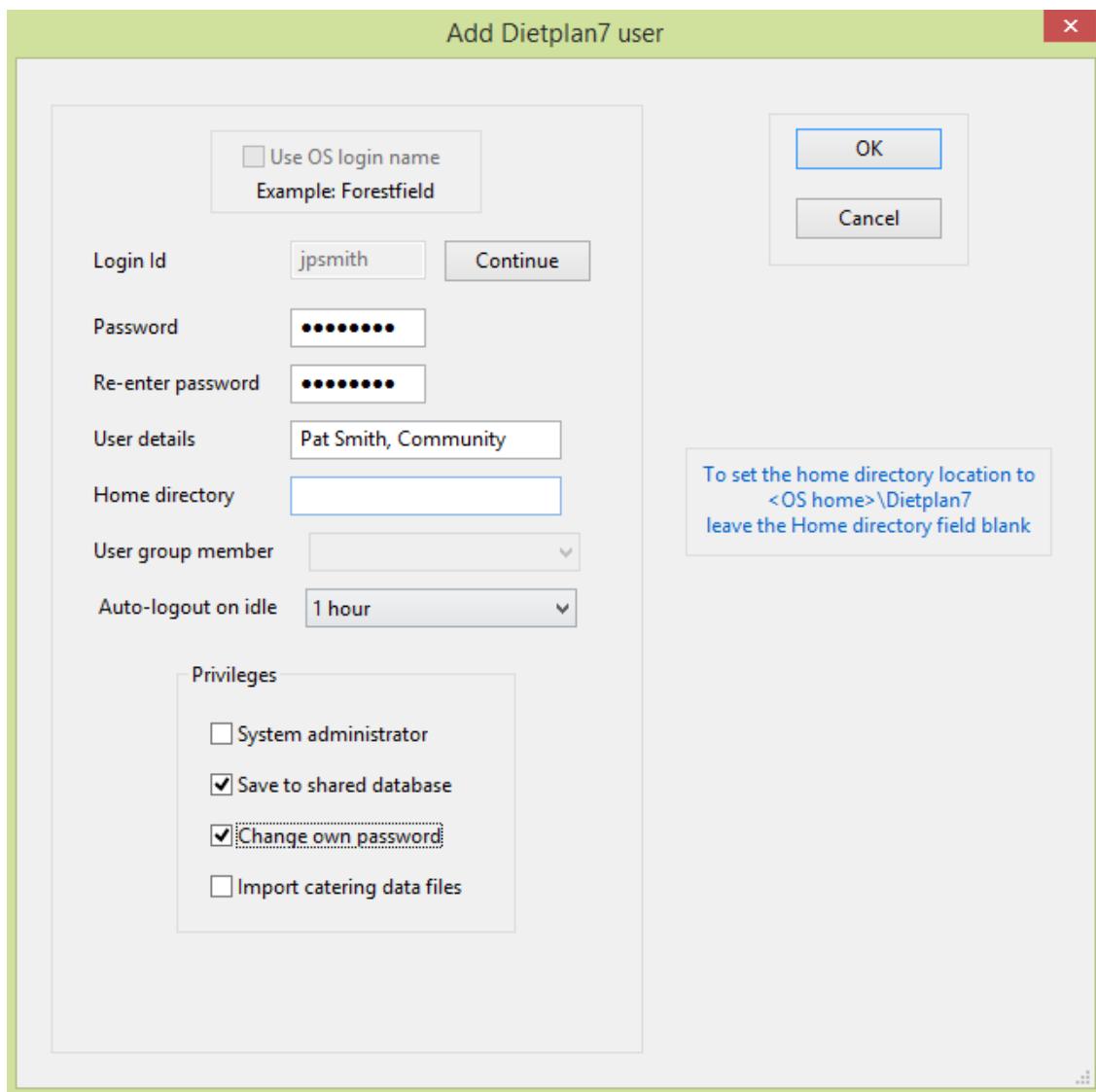
To register a specific OS user, enter their exact OS Login Id.



User details can optionally be entered to provide more information about the user's identity. They are only for information within the registration record.

Using explicit user names

Ensure that the *Use OS login names* box is **not** checked



Every registered user must be allocated a unique Login Id. There are no restrictions on the length and content of the name. It is not case sensitive.

You also need to allocate each user a password. Once it is entered, only the owner should be told, as the security of the whole system depends on the responsible use of passwords. Passwords are never displayed on screen so each must be entered twice here to confirm its validity. It is case sensitive and must be at least six characters long and should not be anything that could be guessed easily and a combination of letters and numbers is better than an ordinary word. If a user password is forgotten, replace it with a new one using the **Edit** option.

The rest of the fields are the same as when registering a user via their OS login as described above.

If *Change password* is checked, the user can change their own password at any time using the **Change password** option on the **Edit** menu.

12.14.3 Register user groups

From the **Admin** menu, select *Register user groups*

Use this function to register a new user group or to edit the details or delete an existing user group.

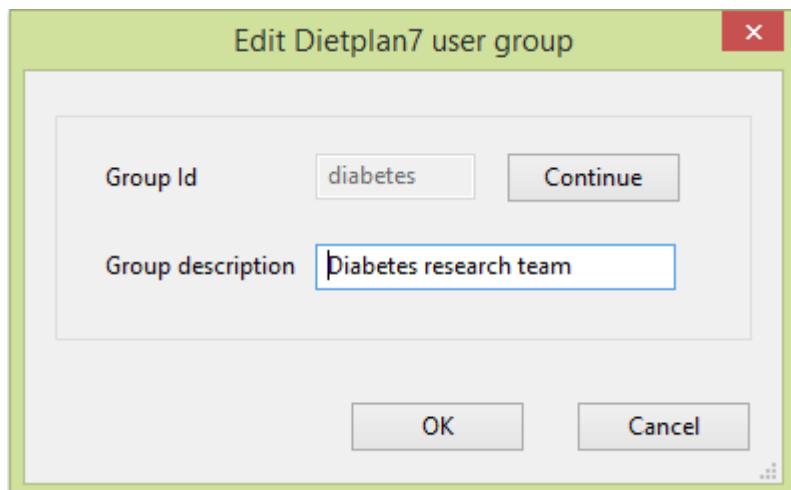
Dietplan7 User Guide

The screenshot shows the 'User Groups' screen in Dietplan7. On the left, a vertical sidebar has a blue header 'User Groups X' and a white 'Register Group' button. The main area is titled 'Registered Dietplan7 user groups' and contains a table with three rows:

Group Id	Description	Members	Saved records
diabetes	Diabetes research team	3	4
grp1	User group 1	2	2
grp2	User group 2	4	7

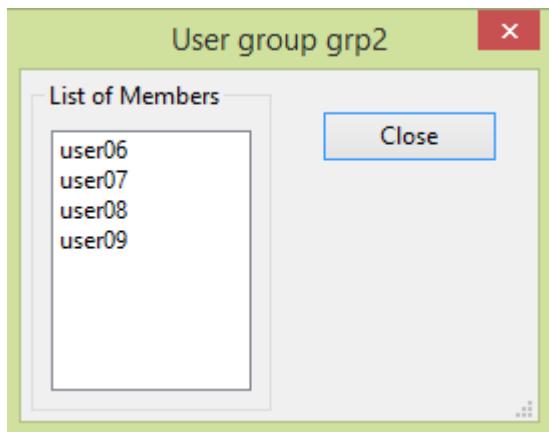
On the right side, there is a vertical stack of buttons: 'Add', 'Edit', 'Members' (which is highlighted in blue), 'Remove', and 'Close'.

Click **Add** to create a new user group or **Edit** to amend the details of an existing one.



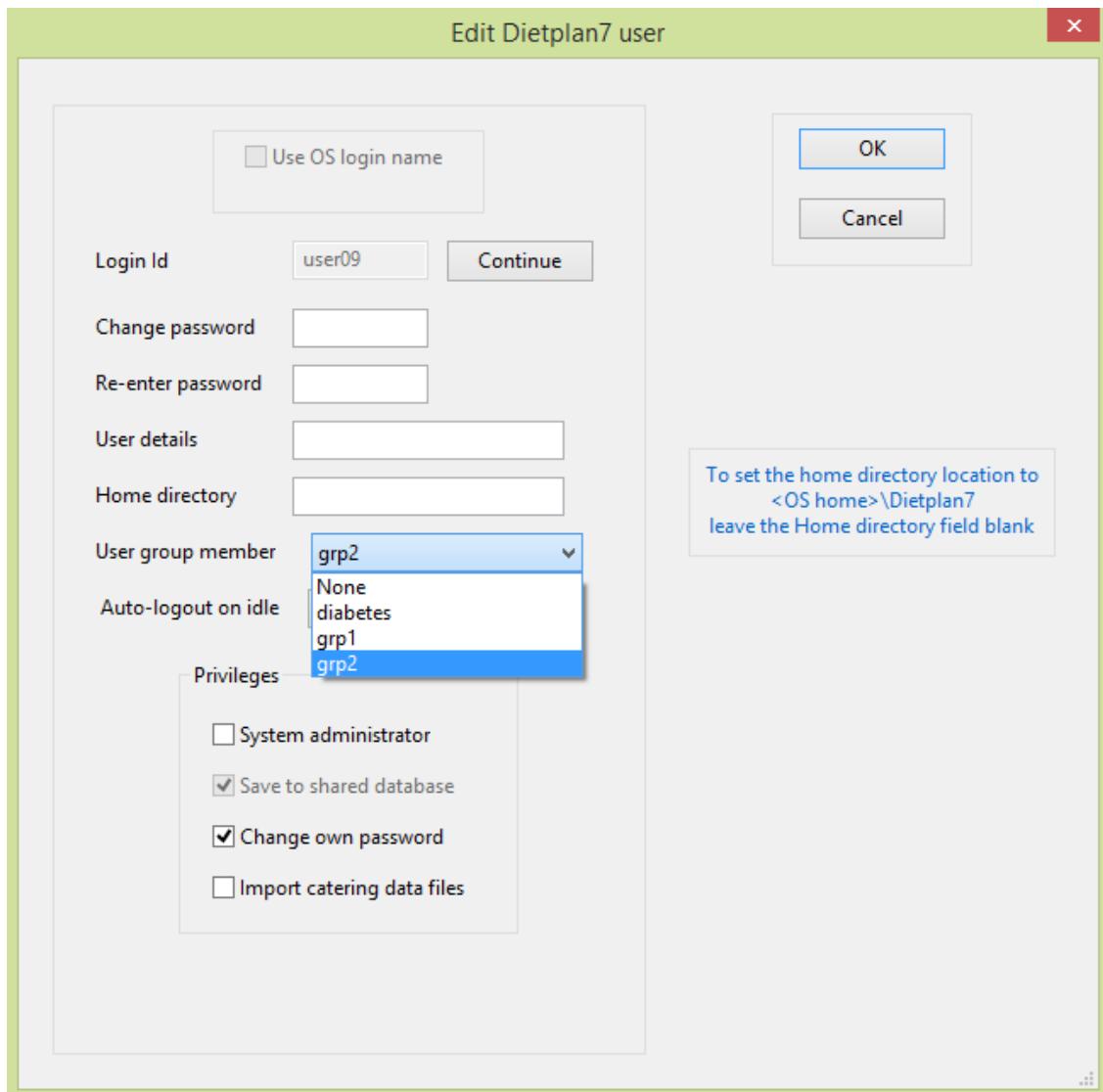
The Group Id is the item with which individual users are associated when they are made members of the group and with which new Dietplan registration records are "Created by" when any member of the group creates one. The Group Description may be used to provide any information that helps identify each group. The list of defined groups in the earlier *Register Group* screen shows the number of members (users) in each group and the number of Dietplan Registration records the group has created.

Click **Members** in this screen to display the user names belonging to the highlighted group.



A group can be deleted using the **Remove** button only if it has no members and no associated registration records.

Individual users can be added as members of a group using the **Add** or **Edit** buttons in [Register Users](#) on the **Admin** menu and selecting the appropriate Group Name from the drop down list.



A user can only be a member of one group at any time, but can be assigned to another group (or None) by editing that users record.

To summarise, user groups are used to control access to Dietplan registration records and their associated assessments. Such records created by a user belonging to any group are only visible to the members of that group and all other users are not aware of the existence of those records. As before, records created by a user who is not in any group are accessible to everyone, as are all foods, recipes and menus regardless of who created them.

13. Glossary

13.1 Analysis groups

Some types of analysis, that is, menus and [intake diary](#) assessments, require you to divide the analysis into a specified number of days, meals, courses and choices of dishes. These are referred to as analysis groups and the foods intended for, or consumed in each individual group are entered and stored separately within each group.

13.2 Averaged intake

An averaged intake assessment records the total consumption over a specified number of days with no information about when each food was eaten. At the end, an analysis can be produced that reports both the total and average daily intake.

13.3 Dietary Reference Values

A term used to cover [Reference Nutrient Intake](#) (RNI), [Estimated Average Requirement](#) (EAR) and [Lower Reference Nutrient Intake](#) (LRNI). The values recommended by the Committee on Medical Aspects of Food Policy (COMA) in 1991.

13.4 Estimated Average Requirement

For energy, protein, a vitamin or mineral, The EAR for a group of people is the amount where about half will usually need more than the EAR, and half less.

13.5 Food group

Every food in McCance & Widdowson's, *The Composition of Foods* and its supplements has been allocated a food group code of one, two or three letters. The groups are hierarchical so, for example, group **A** includes group **AB** which, in turn includes group **ABC**.

13.6 Intake diary

An intake diary records a person's consumption on individual days throughout the assessment period. The consumption of individual meals and also courses within meals can also be recorded if required. In many respects this is similar to a menu analysis except it records what is actually eaten rather than what is available.

13.7 Lower Reference Nutrient Intake

For protein, a vitamin or mineral, The LRNI is an amount of the nutrient that is enough for only the few people in a group who have low needs.

13.8 Nutrient exchange value

Nutrient exchange values answer questions of the form: what quantity of this food is required to supply 10 grams of carbohydrate? That is, you specify amount of the nutrient you want and Dietplan calculates the quantity of the food or ingredient needed to contain that amount.

13.9 Portable document format (PDF)

Originally developed by Adobe Inc. as an extension of the Postscript printing standard, PDF is now a universally accepted format for electronic documents. It is portable across all computer platforms and the internet via the freely available

Acrobat Reader and the open-source Ghostview and GhostScript tools that can be used for both viewing and printing PDF files.

13.10 Portable network graphics

PNG format is a commonly used method of storing bit-mapped images in computer files. It compresses the information to minimise the file size but the image can be reconstructed without loss. PNG format files can be displayed by a wide variety of software including most, if not all, web browsers, and image processing and desktop publishing packages.

13.11 qualifying indicator

The letters below can follow the value of any nutrient total. They mean that, for one or more contributory foods:

- d** nutrient computed by difference method
- e** nutrient quantity estimated
- +** nutrient present in significant, unknown amounts
- m** nutrient value missing

13.12 RDA

Recommended daily amount. A value required by the EC directive on food labelling.

13.13 Reference Nutrient Intake

For protein, a vitamin or a mineral, the RNI is an amount of the nutrient that is enough, or more than enough, for about 97% of people in a group. If average intake of a group is at RNI, then the risk of deficiency in the group is very small.

13.14 Scientific (E-format) notation

In scaled "E" format - the number displayed must be multiplied by the power of 10 shown after the E character.

For example: 24681E6 represents 24681 times 10 to the power 6 (i.e. times 1,000,000)

So, the quantity is 24,681,000,000

This will only happen rarely when extremely large numbers are involved. The easiest way to interpret the E notation is to mentally add as many zeros to the value as the number shown after the E.

13.15 UK Nutrient Databank

The UK Nutrient Databank is supplied and maintained by the Food Standards Agency. The material is Crown copyright and is reproduced in Dietplan under licence from the Controller of Her Majesty's Stationery Office.

The complete databank comprises food and nutrient values from the 5th, 6th and 7th summary editions of McCance & Widdowson's *The Composition of Foods* together with all the published supplements to the 4th and 5th editions plus the new and revised foods in the *Composition of Foods integrated data set*.