

## Mealtracker Support Document

**Topic:** Group Foods

**Description:** The group food feature is primarily used to reduce the number of items in a resident's dislikes list and to make updating the resident profiles quick and easy. This feature also makes diet combinations much easier.

The object of this feature is to create a group food name to include all of the foods that meet the criteria. For example, you could create a group food called Tomato Products. Then within the group, you would select all of the items on your master items list that include tomatoes. You could do the same for any common dislikes or allergies you find as you are creating your resident profiles. Common groups include Fish Group, Chocolate Group, Hot Cereal, Cold Cereal, Milk Group, Cheese Group, etc.

The benefits of using a group include:

- Time savings. For each resident profile, instead of individually choosing each of the items for a particular group, you simply choose the group name.
- Dynamic updating. If you add a new item to your Master Items List, you can add it to as many of the group foods as necessary. This automatically updates any of the profiles using the group foods.
- Additional Reporting. When using group foods you can print a report called an Allergy and Intolerance List that will detail for you all of the group foods on each resident's profile.

**Procedure:** As an example, we're going to create a group food to reflect a resident's allergies.

1. From the Food Items folder, click on View/Enter Group Foods.
2. Click on ADD on the bottom left.
3. Type in the name of the group you wish to create. In this instance we're going to call it, Tomato Allergy Group
4. After you enter the group name, highlight the group and on the right side (Group Contents) we'll need to enter the individual food items that you wish to include in this group. Type in Tomato as the key word and all the food items with the word tomato will be displayed.
5. You can SELECT ALL to select all of the items displayed or you may select individual items by clicking on each food item then clicking **Add** to add it to the group. To select more than one hold down the control key while you select each item.
6. Click the "Close" button and the items are included in that group.
7. Finally, in the Resident's profile you would include this group in the resident's Dislikes, Allergies or Item Notes instead of entering each item one by one.