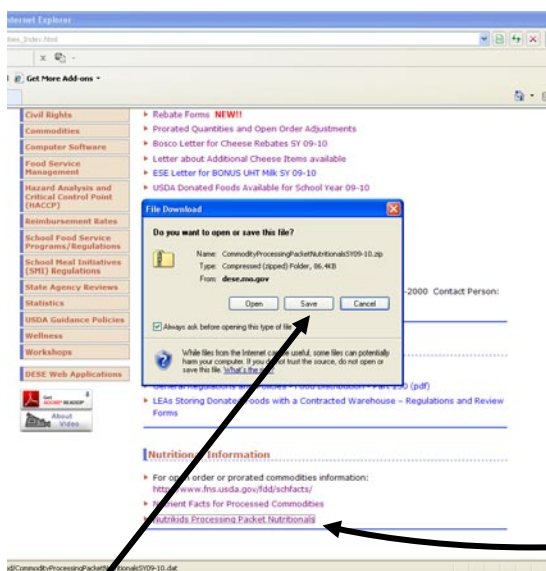


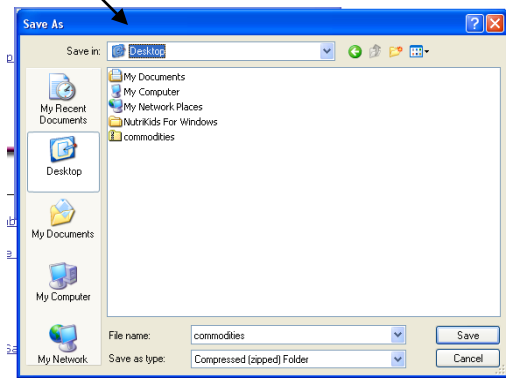
Instructions for downloading Commodity Nutrition Facts into NUTRIKIDS™

All processed commodities available to Missouri Local Education Agencies (LEAs) for school year (SY) 2011-2012 via the Processing Packet have been entered into the NUTRIKIDS™ database. Each processed commodity is listed with '11-12' at the beginning of the description. Each item has the same serving size as on the Nutrition Facts label. If you would like to download this information and use it in your NUTRIKIDS™ nutritional analysis, the instructions are listed below. The file will only transfer into NUTRIKIDS™, because it is a NUTRIKIDS™ file. If you have any questions about this process please call **Matthew Essner**, Assistant Director, **573-522-1974** or E-Mail at: matthew.essner@dese.mo.gov.

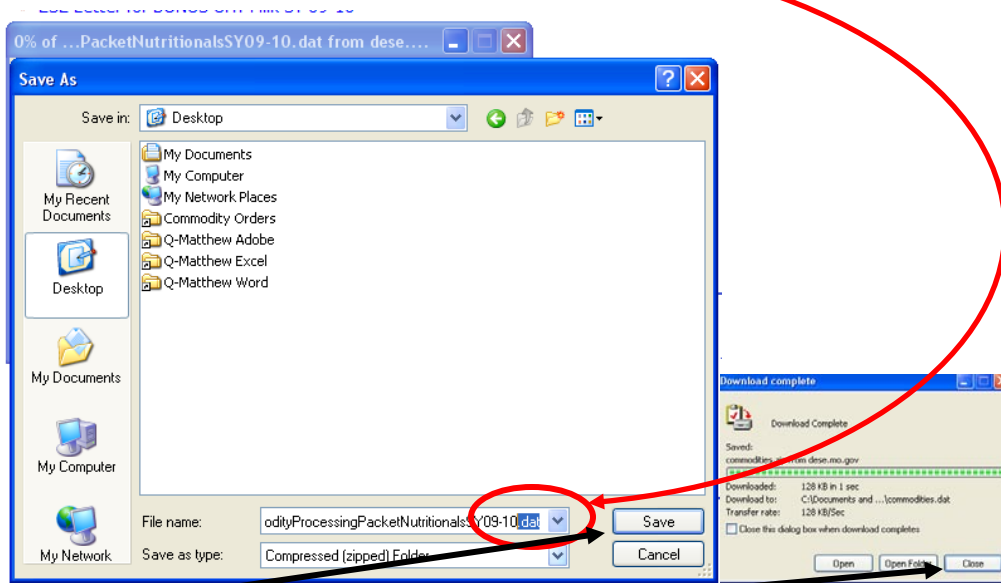
- 1) Go to the following website: http://dese.mo.gov/divadm/food/Commodities_Index.html.
- 2) Click “NutriKids Processing Packet Information” under Nutritional Information, and the following pop-up box should appear.



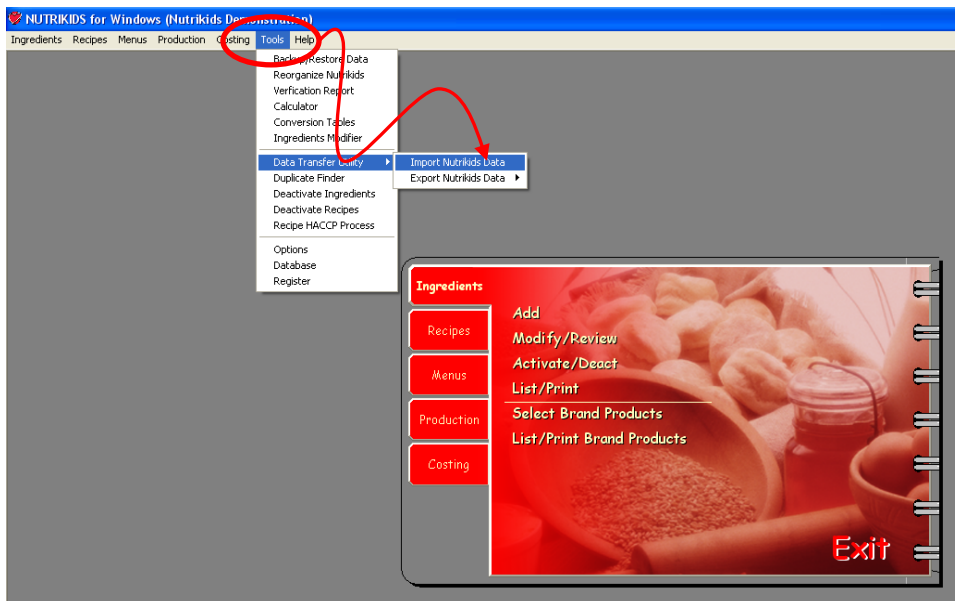
- 3) Click “Save”
- 4) Select the Desktop from the drop-down menu in the next pop-up box that appears:



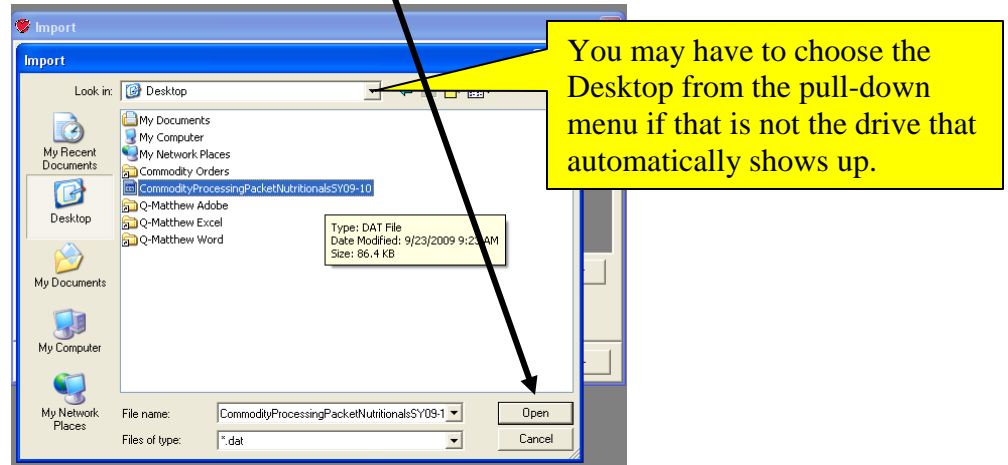
- 5) For the file name, leave CommodityProcessingPacketNutritionalsSY0910, and add: **.dat** to the end of it. (Very important to add **.dat**, if this is not entered your computer may try to save the file as a zip file and NUTRIKIDS™ will not recognize the file. If **.dat** is not added NUTRIKIDS™ will not be able to import all of these ingredients.)



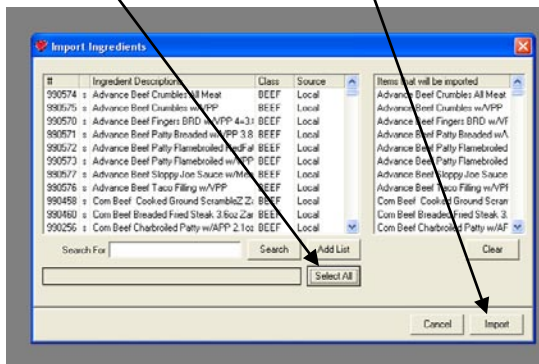
- 6) “Save” the document and “Close” the download complete dialogue box. You can actually close or minimize your internet browser as well, if you won’t be browsing the internet after completing this download.
- 7) Open NUTRIKIDS™ program from your desktop (like you normally do.)
- 8) Select from the menu bar Tools → Data Transfer Utility → Import Nutrikids Data.



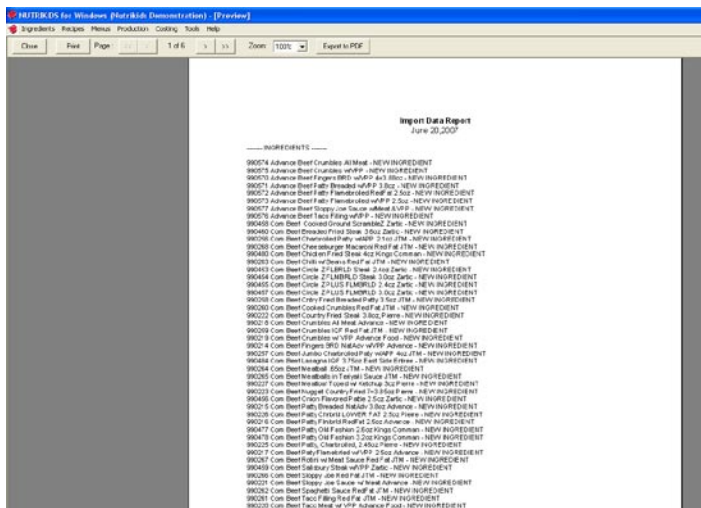
9) Select the commodities file from your Desktop → “Open”



10) Click the “Select All” button → “Import.”



11) A document (4 pages) opens detailing all of the ingredients that were imported. You can print this document if you prefer to have ingredient numbers when searching for ingredients or you can just close the document and continue in NUTRIKIDS™.

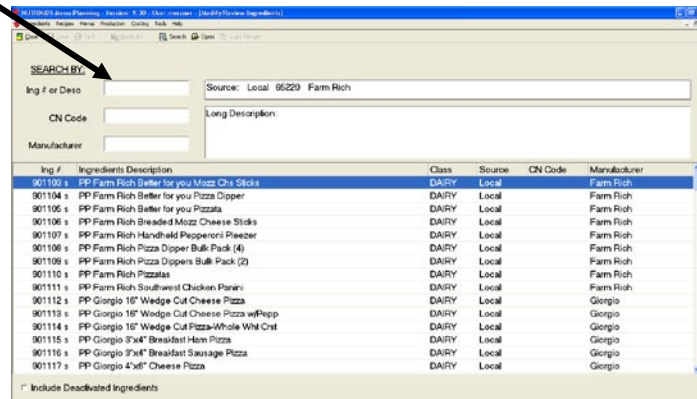


Using Imported Commodity information in NUTRIKIDS™

Now that all of the processed commodities are available in your database, they can be retrieved using the Ingredients → Modify/Review. All of the processed commodities have been listed with '11-12' at the beginning of the description for easy retrieval.

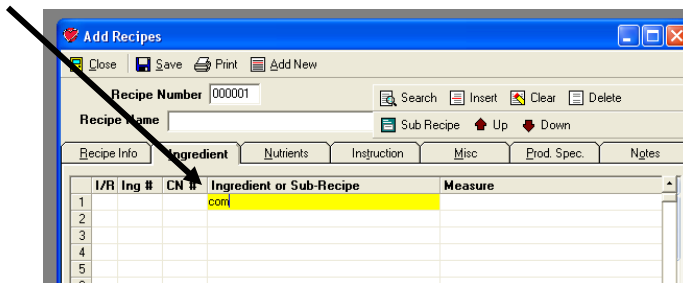
- 1) Each ingredient name starts with '11-12', then listed alphabetically by processor. This makes for easy retrieval of all of the commodities that have been listed by typing 11-12 and searching

11-12



Ingredients can also be found when entering or modifying recipes. To do this follow the same instructions as above and enter your selection in the “Ingredient or Sub-Recipe” column in the Ingredient tab of your recipe → “Enter.”

11-12



- * This will prompt the ingredients with your description to pop up and from there you can select the commodity that you will be using in your recipe.

If you have any questions please feel free to contact **Matthew Essner**, Assistant Director @ **573-522-1974** or E-Mail questions to matthew.essner@dese.mo.gov.