

## Instructions for Transferring Data from USDA Certification Tools

The majority of the data entered into the Certification Tool may be transferred into other age grade groups that may be offering the same items or into another version of the tool through the copy and paste functions built into Excel. The steps below instruct on how to use these functions to transfer data for the applicable tabs.

### All Meals Tab:

SFAs may copy and paste the meal name, meat/meat alternate, grains information (columns 1-3) from one version of the tool to another version to facilitate data entry. Milk data may also be copied and pasted from the All Meals tab.

To copy and paste data from the All Meals tab:

Step 1: Highlight columns 1-3b

1	2	3	3a	3b
<b>Meal Name</b> <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	<b>Meat/Meat Alternate (oz equivalents)</b>  Enter the total meat/meat alternate ounces offered with this meal	<b>Grains (oz equivalents)</b> <b>**NOTE: Grains may be offered as ounce equivalents or bread servings</b>		
		Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	2.00	2.50	2.00	0.50
1	Pork and rice	2.00	2.00	2.00
2	Ground beef mac	2.50	3.00	1.00
3	Chicken salad	2.00	2.00	2.00
	2.00	2.00	2.00	

Step 2: Right click and select copy, use the copy button from the top tool bar in Excel, or click the CTRL key and "c" key together to copy. There will be a moving dotted line around the 5 columns. This mean the cell contents are activated to be copied.

Step 3: Open the new or other version of the Certification tool. Put your cursor in the first open row in the Meal Name column:

1	2	3	3a	3b
<b>Meal Name</b> <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	<b>Meat/Meat Alternate (oz equivalents)</b>  Enter the total meat/meat alternate ounces offered with this meal	<b>Grains (oz equivalents)</b> <b>**NOTE: Grains may be offered as ounce equivalents or bread servings</b>		
		Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	2.00	2.50	2.00	0.50
1				



Step 4: Right click and select paste, use the tool bar at the top of Excel or click the CTRL key and letter “v” keys together to paste the copied data into the new or other Tool. Columns 1-3b should now be populated with the data from the previous version of the Certification Tool.

1	2	3	3a	3b
Meal Name <i>Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank if the component was not offered with the meal. ** DO NOT DELETE ROWS**</i>	Meat/Meat Alternate (oz equivalents)	Grains (oz equivalents) <b>**NOTE: Grains may be offered as ounce equivalents or bread servings</b>		
	Enter the total meat/meat alternate ounces offered with this meal	Enter the total grains ounces/bread servings including whole grain rich and desserts offered with this meal	Of the grains offered with this meal, enter the number of ounces/bread servings that are whole grain rich	Of the grains offered with this meal enter number of ounces/bread servings that are grain based desserts
<i>Example: Chicken nuggets w/ roll and honey sauce</i>	2.00	2.50	2.00	0.50
1 Pork and rice	2.00	2.00	2.00	
2 Ground beef mac	2.50	3.00	1.00	1.00
3 Chicken salad	2.00	2.00	2.00	
4 Baked Cajun Fish	2.00	2.00	2.00	
5 Cheese pizza	2.00	2.00	2.00	

The same steps may be followed above for copying the data in the Milk column(6) to the new or other Certification tool

**All fruit, fruit juice, vegetable, vegetable juice information must be reselected. Information selected in drop down arrows may not be copied and pasted to the new or other version.**

Information in the SFA notes may also be copied and pasted to the new or other version by following the copying and pasting steps above. The entire box can be highlighted or selected and then copied and pasted to the revised tab.

**Daily Tabs:**

Data cannot be transferred from the previous version of the tool. Information on these tabs must be must be reselected.

**The above steps may be used for the Breakfast Certification Tool Worksheets as well to facilitate the data entry process.**

**Simplified Nutrient Assessment Tab:**

Main Dish information in columns M2-M5 and Other item information in columns O1-O4 may be copied and pasted to the new or other version.

Step 1: Select/Highlight the information in columns M2-M5 in the Main Dish Section. Note that information in column M1 is already populated from the All Meals tab. Only columns M2-M5 should be selected.

**Main Dish Simplified Nutrient Data Entry**

Enter the calories and saturated fat for one serving of the main dish and the number of servings planned during the week. Only include the calories and saturated fat for the main dish and any components included as part of the main dish. The number of planned serving should include all sites serving the menu type.

M1	M2	M3	M4	M5
Meal Name This column is pre-populated with the meal names entered on the "All Meals" tab	Main Dish The part of the meal associated with the information entered in columns M3-M5	Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week
Example: Chicken nuggets w/ roll and honey sauce	Chicken Nuggets	250	4	100

Step 2: Step 2: Right click and select copy, use the copy button from the top tool bar in Excel, or click the CTRL key and "c" key together to copy. There will be a moving dotted line around the 3 columns. This mean the cell contents are activated to be copied.

Step 3: Open the new or other version of the Certification tool. Put your cursor in the first open row in column M2.

**Main Dish Simplified Nutrient Data Entry**

Enter the calories and saturated fat for one serving of the main dish and the number of servings planned during the week. Only include the calories and saturated fat for the main dish and any components included as part of the main dish. The number of planned serving should include all sites serving the menu type.

M1	M2	M3	M4	M5
Meal Name This column is pre-populated with the meal names entered on the "All Meals" tab	Main Dish The part of the meal associated with the information entered in columns M3-M5	Calories/serving (kcal)	Saturated Fat/serving (g)	Number of planned servings for the week
Example: Chicken nuggets w/ roll and honey sauce	Chicken Nuggets	250	4	100
Pork and rice				
Ground beef mac				



Step 4: Right click and select paste, use the tool bar at the top of Excel or click the CTRL key and letter "v" keys together to paste the copied data into the revised tool. Columns M2-M5 in the revised version should now be populated with the data from the previous version of the Certification Tool.

**Main Dish Simplified Nutrient Data Entry**

of the main dish and the number of servings planned during the week. Only include the calories and its included as part of the main dish. The number of planned serving should include all sites serving the menu type.

	M2	M3	M4	M5
entered	<b>Main Dish</b> The part of the meal associated with the information entered in columns M3-M5	<b>Calories/serving (kcal)</b>	<b>Saturated Fat/serving (g)</b>	<b>Number of planned servings for the week</b>
	Chicken Nuggets	250	4	100
	Roast Pork	142	3	500
	Ground beef mac	377	5.8	500

The same steps may be followed to copy and paste data from the previous version to the new or other version for columns O1-O4 in the Other Items information section.

**Other items: Sides, Desserts, Condiments Nutrient Data Entry**

**Options for the fruit, vegetable, and milk assessment must be reselected.**