

# **United States Department of Agriculture**

Food and Nutrition Service



**FNS Office of Information Technology  
Portfolio Management Division (PMD)**

**User Manual  
for  
Food Buying Guide (FBG)**

**Version 1.0**

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### Glossary

Acronym	Description
FBG	Food Buying Guide
FNS	Food and Nutrition Service
USDA	U.S. Department of Agriculture

# 1 Introduction

The Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA), has a responsibility to ensure that school nutrition professionals have the necessary knowledge to plan, purchase, prepare, and serve nourishing meals that meet Federal meal pattern requirements and meet the operational needs of school districts. The Web-based Food Buying Guide (FBG) allows for easier searching, navigating, and displaying of key information for food items.

The USDA FBG is an essential tool used to assist in:

1. purchasing the right amount of food and purchasing it most economically, and
2. determining the specific contribution each food makes toward the meal pattern requirements to ensure that meals provide necessary nourishment and meet program requirements for reimbursement.

In addition, with yield data for more than 2,200 food items, this guide can provide ideas for adding new foods or new forms of familiar foods to the menus. The FBG is widely used by school food service professionals participating in the National School Lunch Program and School Breakfast Program. It is also appropriate for use in the Child and Adult Care Food Program as well as the Summer Food Service Program.

## 1.1 Accessibility

All reports (e.g., Yield Data, Compare Food Items, Food Item Detail, Product Formulation Statements, and Recipe Analysis Workbook) on the FBG tool can be printed (as PDF) or exported and saved in the following formats: XML file, CSV (comma delimited), PDF, MHTML (web archive), Excel, TIFF file, and Word. If you have trouble accessing, printing, and saving any of these reports, please send your assistance request to [CNPNTAB@fns.usda.gov](mailto:CNPNTAB@fns.usda.gov) and you will receive a response within 48-business hours.

Please report website accessibility problems to [CNPNTAB@fns.usda.gov](mailto:CNPNTAB@fns.usda.gov) via email or using the Contact Us feature of the application (as described in section 2.4.6.2). In your message, include the page address or URL and the specific problems you have encountered.

### 1.1.1 Keyboard Navigation

The FBG application can be navigated without a mouse using the keyboard only. Use the Tab key to move between the page controls and the Enter key to make selections and press buttons.

## 1.2 Overview

### 1.2.1 Key Information

Site URL: <http://www.foodbuyingguide.fns.usda.gov>

## 1.2.2 User Groups

There are two main user groups for the FBG:

- Registered Users:** Registered users are logged in to the FBG site using their eAuthentication credentials. Using the FBG site as a registered user gives the user extra capability, such as saving analyzed recipes and a generated Favorites list. Manufacturers are also required to register to create and save Product Formulation Statements.
- Guest Users:** Public users can access key components of the FBG through the Internet without providing login credentials or creating a user account. Guest users will have access to analyze recipe and create a Favorites list. However, the Favorites list will only be generated and remain active while the user is actively using the FBG site. If the user closes the FBG site and returns to it, the Favorites list and any recipes that were analyzed will not be saved.

Each user can belong to one Organization: FNS National Office, FNS Regional Office, Vendor, State Agency, School, Child Care, Other.

The relationship between the user groups, Organizations, and available features is shown in the table below.

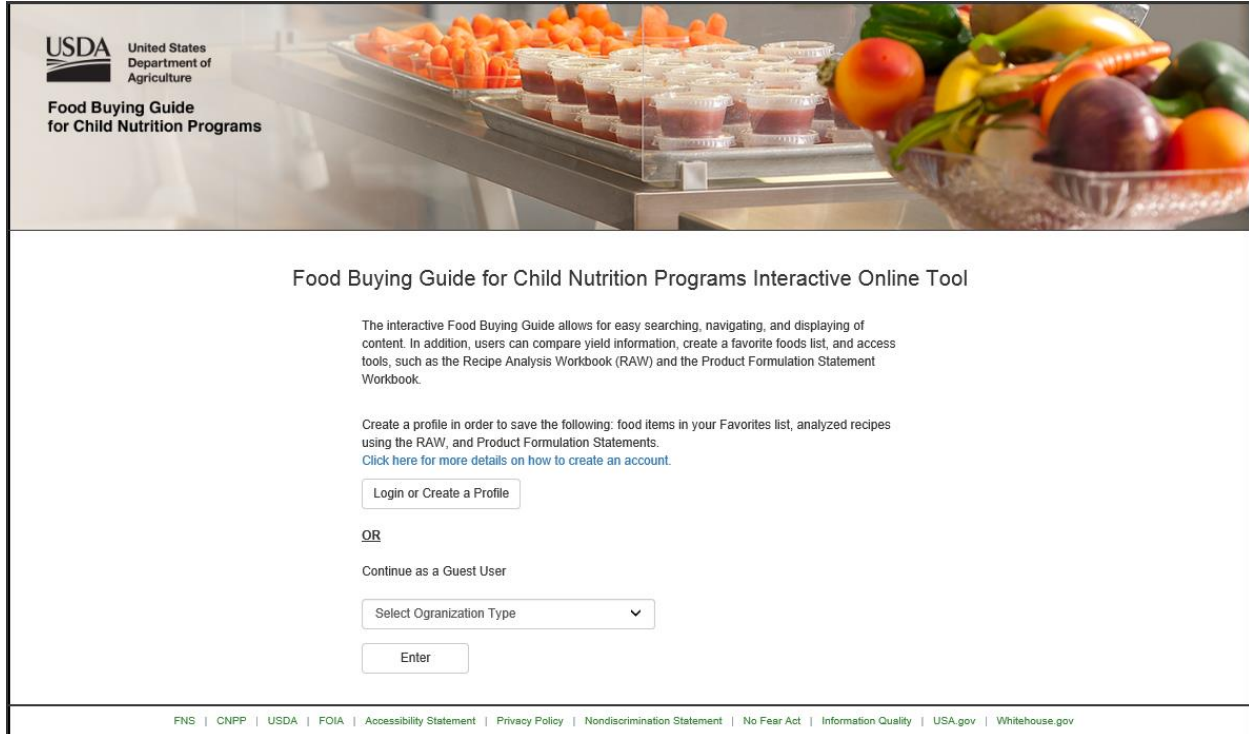
User Group	Organization	Text-only screens	Search	Favorites	RAW	PFS	Admin Features
Registered User	FNS National Office	x	x	x	x	x	
	Vendor	x	x	x		x	
	FNS Regional Office, State Agency, School, Child Care, Other	x	x	x	x		
Guest User	FNS National Office	x	x	x*	x*		
	Vendor	x	x	x*			
	FNS Regional Office, State Agency, School, Child Care, Other	x	x	x*	x*		

\* - Functionality is available, but will only be persistent during user's browser session.

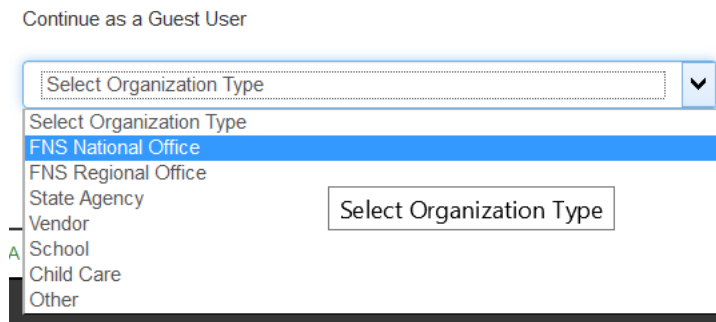
## 2 Guest User

### 2.1 Logging In

When navigating to the FBG URL, a User will first see the following Login Screen:

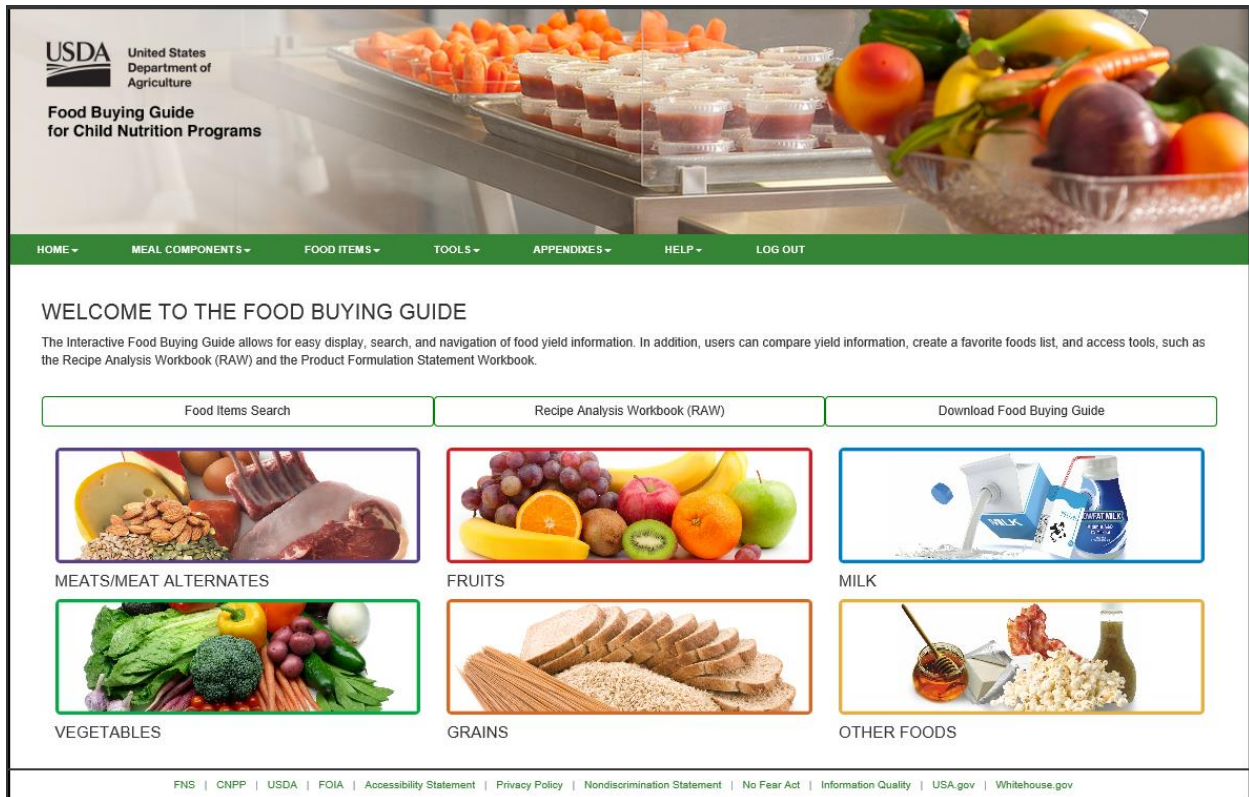


To continue as a Guest User, select an “Organization Type” from the dropdown menu and click “Enter.” Different subsets of functionality will be available depending in the “Organization Type” selected.



### 2.2 FBG Home Screen

From the main FBG Home Screen, the Guest User can use the top navigation links and main screen buttons to access information.



The links found in the top navigation of the Home Screen stay consistent throughout the application. Different subsets of functionality will be available depending in the Organization Type selected. The functions associated with each top navigation option are further described in Section 2.4.

## 2.3 Home Screen Buttons

### 2.3.1 Food Items Search

Click the “Food Items Search” button:



On the Search Food Items Screen, the user can search food items by using several search criteria. To clear selected criteria, the user can click “Reset Search.”



The screenshot shows the 'Search Food Items' interface. On the left, there are search filters: 'Keywords:' with a text input field, 'Meal Component:' with a dropdown menu set to 'All Meal Components', and 'Category:' with a dropdown menu set to 'All Categories'. Below these are 'Search' and 'Reset Search' buttons. On the right, the 'Food Items Selected for Comparison' section has a 'Compare Items' and 'Clear All' button, and a table with columns: 'Food As Purchased, AP', 'Purchase Unit', 'Servings per Purchase Unit, EP', 'Servings Size per Meal Contribution', and 'Action'. The table currently contains the text 'No item for Comparison.'. Below this is the 'Search Results' section with a table with columns: 'Meal Component', 'Category', 'Food As Purchased, AP', 'Purchase Unit', 'Servings per Purchase Unit, EP', 'Servings Size per Meal Contribution', 'Add to Compare', and 'Add to Favorites'. The table currently contains the text 'No records found.'. At the bottom, there is a footer with links: FNS | CNPP | FNCS | USDA | FOIA | Accessibility Statement | Privacy Policy | Nondiscrimination Statement | No Fear Act | Information Quality | USA.gov | Whitehouse.gov

### 2.3.1.1 Search by Keyword

In the “Keyword” text box, type in a keyword and click the “Search” button.

This close-up shows the 'Search Food Items' form. The 'Keywords:' text input field contains the word 'kale'. An orange arrow points to this field. Below it are the 'Meal Component:' and 'Category:' dropdown menus. At the bottom, the 'Search' button is highlighted with an orange arrow pointing to it, and the 'Reset Search' button is also visible.

### 2.3.1.2 Search by Meal Component

Users can also search for food items using the “Meal Component” dropdown options. To initiate a search using these search characteristics, the user fills in different fields on the same screen previously described for the keyword search.

In the “Meal Component” dropdown menu, select a meal component and click the “Search” button.


## Search Food Items

Keywords:

Meal Component:



Category:

### 2.3.1.3 Search by Category

Users can use the “Category” dropdown menu to further filter the component selected in the “Meal Component” dropdown. To search by category, select a meal component from the dropdown list, select a category from the dropdown list, and click the “Search” button.



## Search Food Items

Keywords:

Meal Component:



Category:

### 2.3.1.4 Using the Search Results

Once the user clicks “Search,” the screen will display the search results according to the criteria selected.

Search Results

Meal Component	Category	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Dark Green Vegetables	<a href="#">Beet Greens, fresh Untrimmed</a>	Pound	3.50	1/4 cup cooked vegetable	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Bok Choy, Fresh Whole</a>	Pound	14.40	1/4 cup raw, shredded vegetable (credits as 1/8 cup in NSLP/SBP and CACFP)	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Untrimmed</a>	Pound	9.80	1/4 cup raw vegetable spears	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Untrimmed</a>	Pound	9.40	1/4 cup cooked, drained vegetable spears	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Untrimmed</a>	Pound	10.20	1/4 cup cut, cooked, drained vegetable	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Florets</a>	Pound	11.50	1/4 cup trimmed cooked vegetable	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Florets, Trimmed, Ready-to-use</a>	Pound	28.80	1/4 cup cut raw vegetable	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Spears, Trimmed, Ready-to-use</a>	Pound	17.10	1/4 cup raw vegetable spears	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Spears, Trimmed, Ready-to-use</a>	Pound	13.00	1/4 cup cooked, drained vegetable spears	Add	Add
Vegetables	Dark Green Vegetables	<a href="#">Broccoli, fresh Slaw, Ready-to-use</a>	Pound	21.10	1/4 cup raw vegetable	Add	Add

1 2 3 4 5 6 7 8

2.3.1.5 Search Results – View Food Item Details

To view information about a specific food item, click the blue link of the food item name in the “Food As Purchased, AP” column.

The following food item information will be displayed on Food Item Details Screen:

Food Item Details

Meal Component	Vegetables
Category	Dark Green Vegetables
Subcategory	BEET GREENS
Food As Purchased, AP	<b>Beet Greens, fresh Untrimmed</b>
Purchase Unit	Pound
Servings per Purchase Unit, EP	3.50
Serving Size per Meal Contribution	1/4 cup cooked vegetable
Purchase Units for 100 Servings	28.60
Additional Information	1 lb AP = 0.48 lb ready-to-cook beet greens
Footnote	

View Report
Add To Favorites
Close

From this screen, the user has the following options:

- The “View Report” button takes the user to a printer-friendly view of the Item Details information.
- The “Add to Favorites” button adds the selected food item to the user’s Favorites list.
  - **NOTE:** For Guest Users, this Favorites list will only be generated and remain active while the user is actively using the FBG site. If the user closes the FBG site and returns to it, the Favorites list will not be saved.

- The “Close” button takes the user back to the Search Food Items Screen.

### 2.3.1.6 Search Results – Add Food Item to Favorites

To add food items to Favorites, click on the “Add” link of the “Add to Favorites” column of the Search Results table.

Meal Component	Category	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Dark Green Vegetables	Beet Greens, fresh Untrimmed	Pound	3.50	1/4 cup cooked vegetable	Add	Add

### 2.3.1.7 Search Results – Add Food Item to Compare Items

To compare food items, click on the “Add” link of the “Add to Compare” column of the Search Results table.

Meal Component	Category	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Dark Green Vegetables	Beet Greens, fresh Untrimmed	Pound	3.50	1/4 cup cooked vegetable	Add	Add

The food item will then appear in the “Food Items Selected for Comparison” section of the Search screen. The corresponding rows in the Search Results table will no longer have the “Add” link in the “Add to Compare” column.

#### Search Food Items

Keywords:

Meal Component:

Category:

#### Food Items Selected for Comparison

Select up to 4 food items from search results to be compared.

Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Action
Beet Greens, fresh Untrimmed	Pound	3.50	1/4 cup cooked vegetable	Remove
Broccoli, fresh Untrimmed	Pound	9.80	1/4 cup raw vegetable spears	Remove

#### Search Results

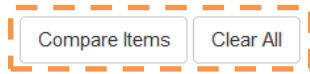
Meal Component	Category	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Add to Compare	Add to Favorites
Vegetables	Dark Green Vegetables	Beet Greens, fresh Untrimmed	Pound	3.50	1/4 cup cooked vegetable		Add
Vegetables	Dark Green Vegetables	Bok Choy, Fresh Whole	Pound	14.40	1/4 cup raw, shredded vegetable (credits as 1/8 cup in NSLP/SBP and CACFP)	Add	Add
Vegetables	Dark Green Vegetables	Broccoli, fresh Untrimmed	Pound	9.80	1/4 cup raw vegetable spears		Add
Vegetables	Dark Green Vegetables	Broccoli, fresh Untrimmed	Pound	9.40	1/4 cup cooked, drained vegetable spears	Add	Add

You can add 2 to 4 food items to compare while navigating multiple pages of search results, or after performing a different search. Food items can be removed from the “Compare” list using

the corresponding “Remove” links in the “Food Items Selected for Comparison” table. You can also clear all Compare items using the “Clear All” button.

### Food Items Selected for Comparison

Select up to 4 food items from search results to be compared.



Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Action
Beet Greens, fresh Untrimmed	Pound	3.50	1/4 cup cooked vegetable	<a href="#">Remove</a>
Broccoli, fresh Untrimmed	Pound	9.80	1/4 cup raw vegetable spears	<a href="#">Remove</a>

Press “Compare Items” button to view full detail for the food items being compared on “Compare Items” screen.

### Compare Items

Meal Component	Category	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Remove from Compare	Add to Favorites
Vegetables	Dark Green Vegetables	Beet Greens, fresh Untrimmed	Pound	3.50	1/4 cup cooked vegetable	<a href="#">Remove</a>	<a href="#">Add</a>
Vegetables	Dark Green Vegetables	Broccoli, fresh Untrimmed	Pound	9.80	1/4 cup raw vegetable spears	<a href="#">Remove</a>	<a href="#">Add</a>



From this screen, the user has the following options:

- The “View Report” button takes the user to a printer-friendly view of the selected food items’ information.
- The “Return to Search” button takes the user back to the Search Food Items screen.

## 2.3.2 Recipe Analysis Workbook (RAW)

Click the “Recipe Analysis Workbook (RAW)” button.



**NOTE: This functionality is currently under development and is not available.**

**NOTE:** This functionality will be available to Users with selected Organization other than Vendor.

**NOTE:** Guest Users will be able to use the RAW Workbook, but their analyzed recipes will not be saved if they navigate away from the FBG site and return to it in the future.

### 2.3.3 Product Formulation Statement (PFS)

Click the “Product Formulation Statement (PFS)” button.



**NOTE: This functionality is not available to Guest Users, please create an account to access it.** This functionality is available to Authenticated Users with selected Organization of Vendor or FNS National Office.

### 2.3.4 Download Food Buying Guide

Click on the “Download Food Buying Guide” button:



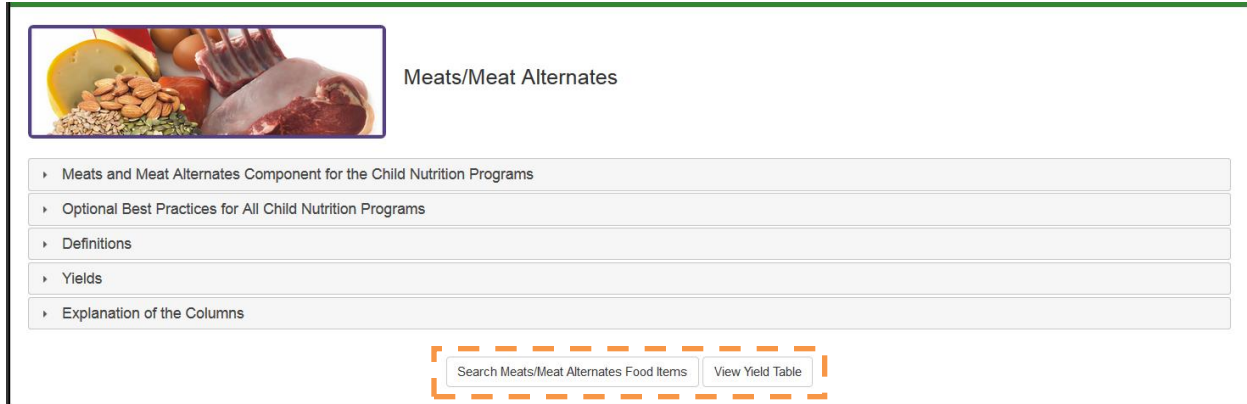
**NOTE: This functionality is currently under development and is not available.**

### 2.3.5 View Meal Component Information

To view information about Meal Components, click on the corresponding meal component image on the Home screen:



The image button directs the user to an informational screen about that Meal Component.



To view information under the sub-headings on the screen, click on the grey heading bar (i.e., “Optional Best Practices for All Child Nutrition Programs” or “Definitions”) to expand the section.

From this screen, the user has the following options:

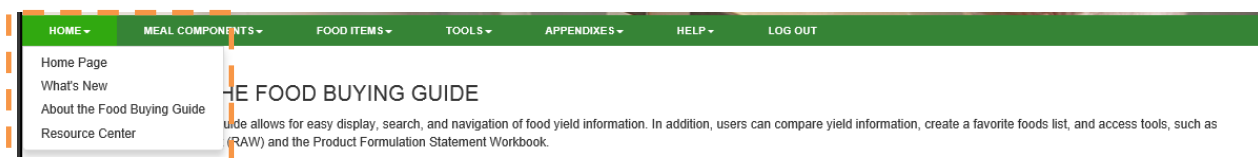
- Search meal component food items – the “Search” button takes the user to the Search Items screen with the “Meal Component” control pre-populated with the meal component being viewed.
- The “View Yield Table” button takes the user to a printer-friendly view of the selected meal component’s yield tables.

Users can use the steps outlined above to access information about each of the Meal Components.

## 2.4 Top Navigation Menus

In addition to navigating through FBG from the main screen, users can use the Top Navigation menus to access functionality within the site.

### 2.4.1 Home

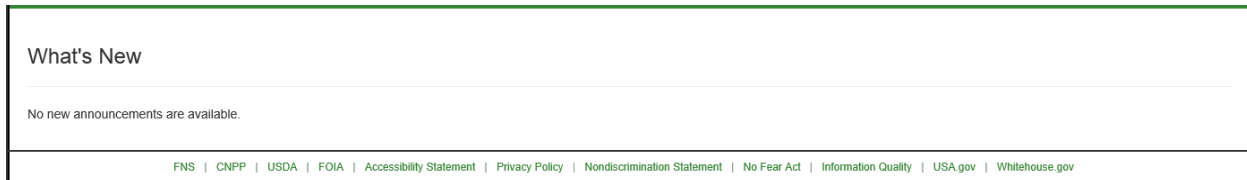


#### 2.4.1.1 Home Page

From the “Home” dropdown menu, users can view FBG Home Page screen (described in Section 2.2 above) by selecting the “Home Page” menu item.

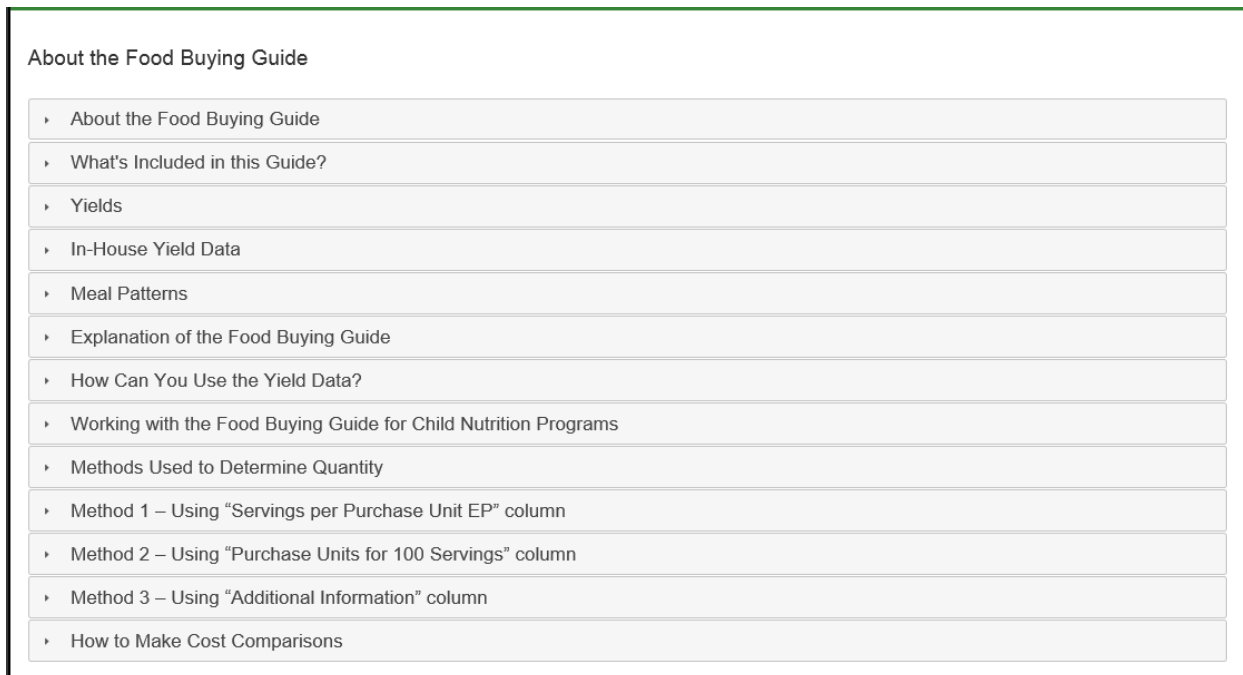
### 2.4.1.2 What's New

From the “Home” dropdown menu, users can view the list of announcements by the FNS staff by selecting the “What’s New” menu item. This menu item opens What’s New screen that lists announcements that are currently active, if any.



### 2.4.1.3 About the Food Buying Guide

From the “Home” dropdown menu, users can view the About the Food Buying Guide screen by selecting the “About the Food Buying Guide” menu item.



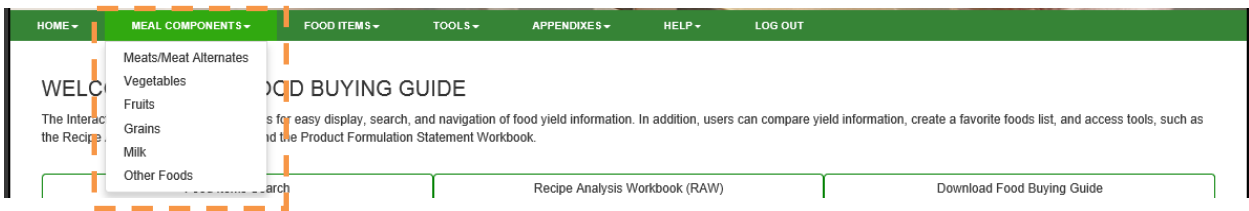
### 2.4.1.4 Resource Center

From the “Home” dropdown menu, users can view the About the Food Buying Guide screen by selecting the “Resource Center” menu item. Resource Center screen provides the user with the Child Nutrition Programs Meal Pattern charts and reference tables and figures (i.e. Decimal Weight Equivalent table) to support information found in the Food Buying Guide. By clicking on the blue links, the user can access a PDF document of the information.





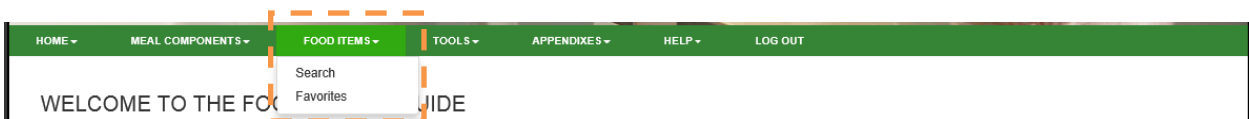
## 2.4.2 Meal Components



From the “Meal Components” dropdown menu, users can select an individual meal component to view more information specific to that meal component.

The user can navigate through the information following the same process outlined in Section 2.4.1.

## 2.4.3 Food Items



### 2.4.3.1 Search

From the “Food Items” dropdown menu, users can select “Search” menu item to reach the Search Food Items screen and search through food items following the same process outlined in Section 2.3.1.

### 2.4.3.2 Favorites

From the “Food Items” dropdown menu, users can select “Favorites” menu item to reach the Favorites List screen:

Favorites List

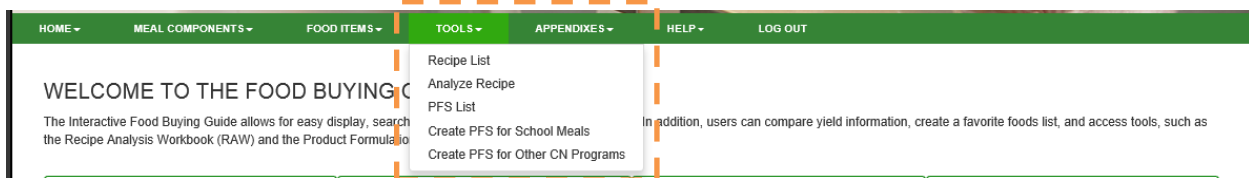
Meal Component	Category	Food As Purchased, AP	Purchase Unit	Servings per Purchase Unit, EP	Servings Size per Meal Contribution	Remove From Favorites
Vegetables	Dark Green Vegetables	Broccoli, fresh Untrimmed	Pound	10.20	1/4 cup out, cooked, drained vegetable	<a href="#">Remove</a>
Vegetables	Dark Green Vegetables	Broccoli, fresh Florets	Pound	11.50	1/4 cup trimmed cooked vegetable	<a href="#">Remove</a>
Vegetables	Dark Green Vegetables	Broccoli, fresh Florets, Trimmed, Ready-to-use	Pound	28.80	1/4 cup out raw vegetable	<a href="#">Remove</a>

1

To remove an item from the Favorites list, click “Remove” link in the “Remove from Favorites” column of the Favorites list table.

**NOTE:** For Guest Users, the Favorites list is not retained once they navigate away from the FBG Web site.

### 2.4.4 Tools

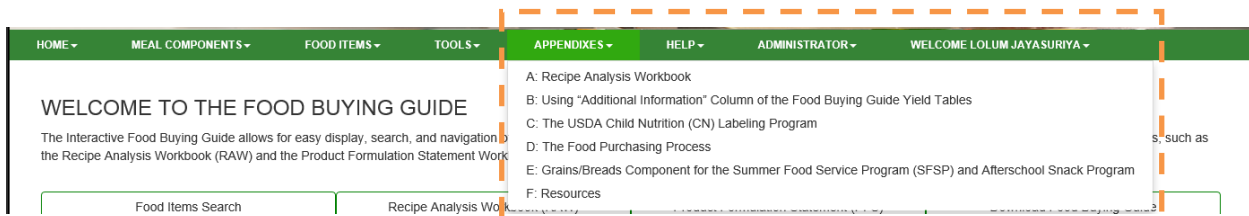


From the “Tools” dropdown menu, users can access the following:

The Tools top navigation menu provides the user with the following options:

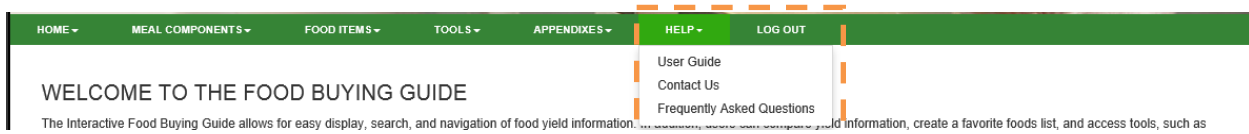
- Recipe List – list of user’s RAW (*functionality is in development and is not currently available*)
- Analyze Recipe – create RAW (*functionality is in development and is not currently available*)
- PFS List – list of user’s PFS (*functionality is not available to guest users*)
- Created PFS for School Meals (*functionality is not available to guest users*)
- Created PFS for Other CN Programs (*functionality is not available to guest users*)

### 2.4.5 Appendixes



From the “Appendixes dropdown menu, users can access more information about specific items related to the Food Buying Guide for Child Nutrition Programs.

## 2.4.6 Help



### 2.4.6.1 User Guide

From the “Help” dropdown menu, users can view access-level-appropriate User Guide in PDF format by selecting the “User Guide” menu item.

Please contact FNS through the Contact Us menu item (described below) or by emailing to [CNPNTAB@fns.usda.gov](mailto:CNPNTAB@fns.usda.gov) request the user guide in another format.

### 2.4.6.2 Contact Us

From the “Help” dropdown menu, users can contact FNS team via email by selecting the “Contact Us” menu item. This menu item opens the Contact Us screen with a form:

On the Contact Us screen, fill in the following fields:

Title (required)	Title for your email
Message (required)	Body of your email

Accessibility or Section 508-related Inquiry	Check this checkbox if you are contacting FNS regarding the application accessibility or a Section 508-related issue or inquiry. Checking this checkbox will alert FNS staff of nature of your request for faster processing.
--	---

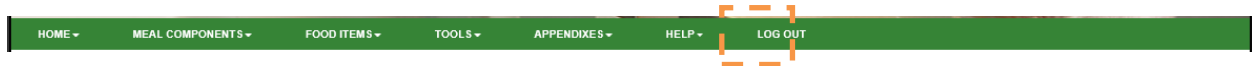
From this screen, the user has the following options:

- Send the email message to [CNPNTAB@fns.usda.gov](mailto:CNPNTAB@fns.usda.gov) using “Send Message” button. If this option is selected, the email is sent and the user is shown a conformation message.
- Cancel the action using the “Cancel” button.

### 2.4.6.3 Frequently Asked Questions

From the “Help” dropdown menu, users can view the application Frequently Asked Questions page by selecting the “Frequently Asked Questions” menu item.

### 2.4.7 Log Out



By clicking “Log Out,” the Guest User’s session ends and any temporarily saved information (Recipes, Favorites) is cleared.

## 3 Registered User

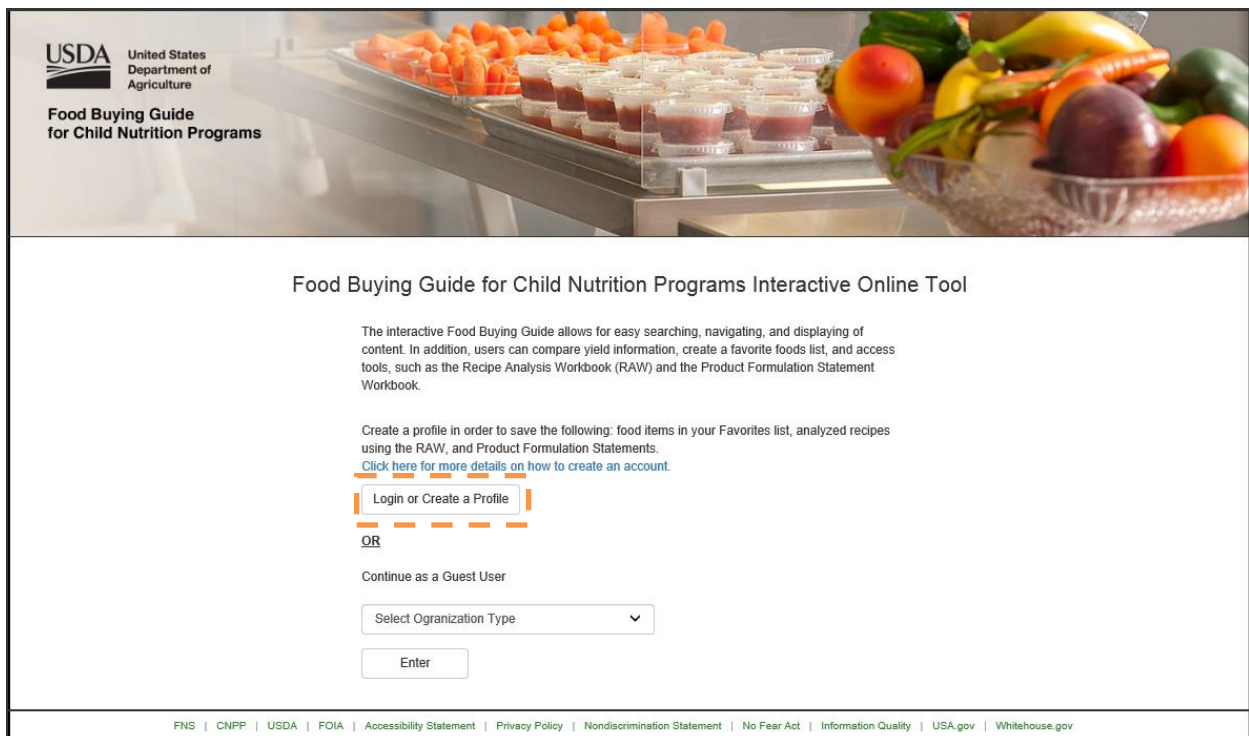
Registered Users can use all site functionality in the same manner as outlined for Guest Users in Section 2. Additional features for registered users include:

1. Recipes analyzed through the Recipe Analysis Workbook and items saved to Favorites will be retained for the Authenticated Registered User.
2. Product Formulation Statement Workbook is available to Registered Users with Organization set to FNS National Office and Vendor.

### 3.1 Logging In

#### 3.1.1 Existing Users

When navigating to the FBG URL, a User will first see the following login screen:



The screenshot shows the login page for the Food Buying Guide for Child Nutrition Programs. At the top left is the USDA logo and the text "United States Department of Agriculture" and "Food Buying Guide for Child Nutrition Programs". The main heading is "Food Buying Guide for Child Nutrition Programs Interactive Online Tool". Below this is a paragraph describing the tool's features: "The interactive Food Buying Guide allows for easy searching, navigating, and displaying of content. In addition, users can compare yield information, create a favorite foods list, and access tools, such as the Recipe Analysis Workbook (RAW) and the Product Formulation Statement Workbook." Another paragraph states: "Create a profile in order to save the following: food items in your Favorites list, analyzed recipes using the RAW, and Product Formulation Statements. [Click here for more details on how to create an account.](#)" There are two main options: "Login or Create a Profile" (highlighted with a dashed orange box) and "Continue as a Guest User". Below these is a dropdown menu labeled "Select Organization Type" and an "Enter" button. At the bottom, there is a footer with various links: "FNS | CNPP | USDA | FOIA | Accessibility Statement | Privacy Policy | Nondiscrimination Statement | No Fear Act | Information Quality | USA.gov | Whitehouse.gov".

A Level 2 USDA eAuthentication account is needed to access the FBG site. Level 2 Authenticated users can proceed to the site by clicking on the “Login or Create Profile” button.

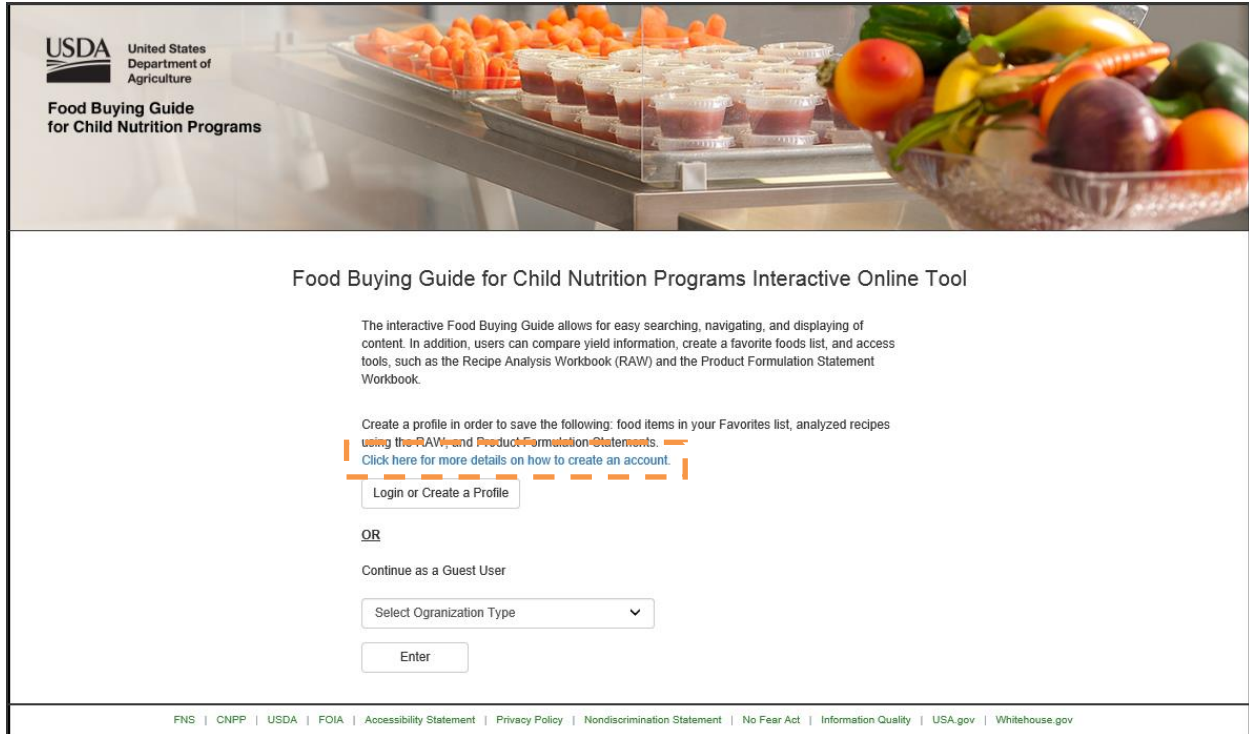
The “Login or Create a Profile” button will direct the user to the eAuthentication login screen to enter his/her eAuthentication credentials.

If the user has not used the Food Buying Guide application before, the user will be prompted to create a user profile as described in 3.1.3.

Fill in the requested information and proceed. Required fields are marked with an asterisk (\*). Some fields automatically pre-populate with information tied to the user’s eAuthentication account; these fields are grayed out and cannot be edited.

### 3.1.2 New Users – Register for a Level 2 eAuthentication Account

To create a new Level 2 USDA eAuthentication account, click on the “Click here for more details on how to create an account” link from the following login screen:



A pop up window will appear with detailed instructions to complete the registration process.

**Registration Details** ✕

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Please note: A Level 2 USDA eAuthentication account is needed to access the tool. New and existing users who have Level 2 access can proceed to the tool by clicking on the Login or Create a Profile button.

In order to obtain Level 2 eAuthentication account, please follow these steps:

1. Click [here](#) to complete and submit your online application for Level 2 eAuth access. You will immediately receive a temporary ID via email.
2. Follow the steps in the email to validate your identify and continue with the steps to get final approval. Please visit [https://eaos.fns.usda.gov/eaos\\_user\\_guide.pdf](https://eaos.fns.usda.gov/eaos_user_guide.pdf) for step by step process on acquiring a Level 2 account.

### 3.1.3 New Users – Create a User Profile

The user will be prompted to create a user profile when first accessing the FBG tool as an authenticated user. Name and email fields will be automatically pre-populated with information tied to the user’s eAuthentication account; therefore these fields are grayed out and cannot be edited. The other required field is the Organization Type and the user will need to select one of the following options: FNS National Office, FNS Regional Office, Vendor, State Agency, School, Child Care, or Other. If Vendor or Other is selected, the user will be prompted to enter an Organization Name. Vendors will also have the capability to include a company profile and upload company letterhead to be used for the Product Formulation Statement.

**Create User Profile**

Asterisks (\*) denote required information.

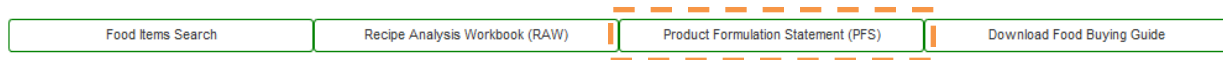
First Name	<input type="text" value="ALLA"/>	Last Name	<input type="text" value="SHARKOVA"/>
Organization Type *	<input type="text" value="Other"/>	Organization Name *	<input type="text"/>
Title	<input type="text"/>	Email Address *	<input type="text" value="asharkova@theambitgroup.com"/>
City	<input type="text"/>	State / Territory	<input type="text" value="--"/>
Zip Code	<input type="text"/>		

## 3.2 Home Screen Buttons

Food Items Search, Recipe Analysis Workbook (RAW), and Download Food Buying Guide home screen buttons for a Registered User work the same as for a Guest User.

### 3.2.1 Product Formulation Statement (PFS)

Click the “Product Formulation Statement (PFS)” button on FBG main screen to access Product Formulation Statement functionality.



**NOTE:** This functionality is only available to Authenticated Users who have selected Organization of “Vendor” or “FNS National Office.”

The Product Formulation Statement Workbook can also be accessed by selecting “PFS List” menu on the tool bar.

Click “Create PFS for School Meals” or “Create PFS for Other CN Programs (CACFP, SFP)” button to create the corresponding type of the PFS.

### Product Formulation Statement (PFS)

▸ PFS Disclaimer

[Create PFS for School Meals](#)
[Create PFS for Other CN Programs \(CACFP, SFP\)](#)

The following is a list of Product Formulation Statements you have created. You can narrow the set of entries displayed by entering one or more keywords for Product name, Product code or Select Specific CN Program from the dropdown. You can re-sort the table entries by Product Name, Code Number, CN Program or Date/Time Created by clicking on the corresponding table header.

Click the **PDF** link to generate a copy of the PFS to print or save.

Product Name	CN Program	Product Code	Created On	Updated On	Actions
<input type="text"/>	Any type	<input type="text"/>			
Mac and cheese	School Meals	12df4	06/14/2017 22:25		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">PDF</a>   <a href="#">Email</a>
Tomato Salad	Other	fg457	06/14/2017 22:39		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">PDF</a>   <a href="#">Email</a>

Use the links in the Actions column for an existing PFS:

- Edit – to change or update information previously enter in PFS document
- Delete – permanently remove PFS document
- PDF – generate, view, and save a PDF of the PFS
- Email – email a PDF format of the PFS document to one or more email addresses

Click “Create PFS for School Meals” or “Create PFS for Other CN Programs (CACFP, SFP)” button and Create School Meals PFS of Create PFS for Other CN Programs (CACFP, SFP) screen will be displayed:

### Create

#### School Meals PFS

Asterisks (\*) denote required information.

Product Name \*  Product Code \*

Serving Size \*  Date \*  (mm/dd/yyyy)

[Meats/Meat Alternates](#)
[Vegetables](#)
[Fruit](#)
[Grains Based on Exhibit A](#)
[Grains Based on Grams of Creditable Grains](#)
[Meal Pattern Contribution Statement](#)

User must enter information in all the required PFS header fields (Product Name, Product Code, Serving Size, and Date for the PFS).

### Create

#### School Meals PFS

Asterisks (\*) denote required information.

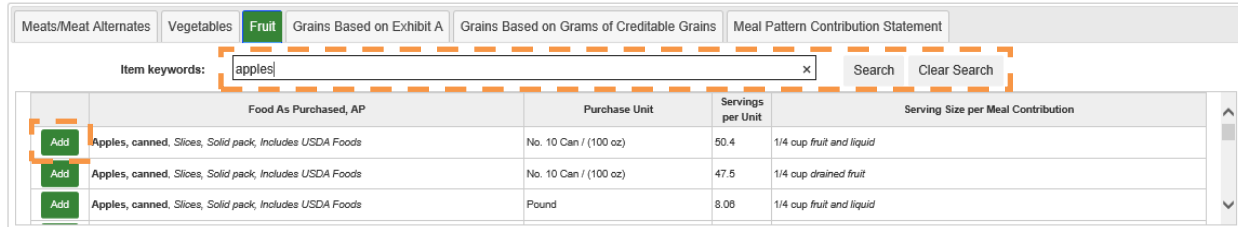
Product Name \*  Product Code \*

Serving Size \*  Date \*  (mm/dd/yyyy)

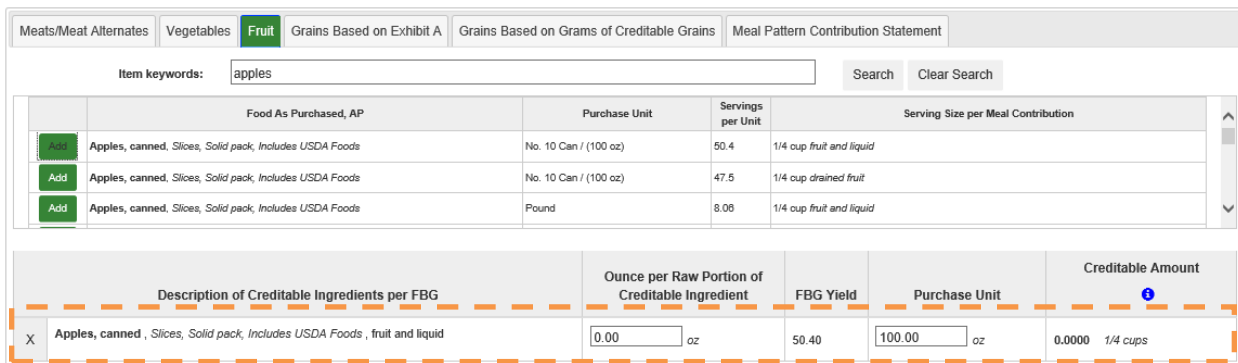
[Meats/Meat Alternates](#)
[Vegetables](#)
[Fruit](#)
[Grains Based on Exhibit A](#)
[Grains Based on Grams of Creditable Grains](#)
[Meal Pattern Contribution Statement](#)



A PFS can include ingredient(s) for one or more meal components. Each meal component has a separate tab in the PFS workbook. Each tab has a search control that allows the user to locate food items within that given meal component (ex. the fruit tab’s search control will locate only fruit items) .

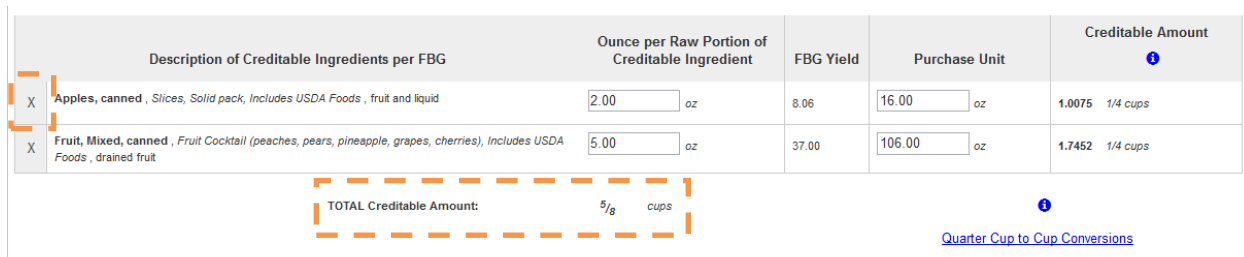


User can search for food item by entering one or more keywords Once the food item has been located, click the corresponding “Add” button to populate that food item into the PFS workbook.



Some of the food item information will be pre-populated from the Food Buying guide; some of the pre-populated information (such as the Purchase Unit) will be editable. The user may edit certain fields if s necessary. The Creditable Amount will calculate automatically.

If a food item is not needed the users can use the corresponding “X” button to remove the food item from the list of ingredients.



Display of “Creditable Amount” differs per meal component tab as follows:

- Meats/Meat Alternates tab contains three separate tables for Meats, Meat Alternates, and Alternate Protein Product. Meats and Meat Alternates food should be located using search, APP should be entered manually. Creditable Amount totals are displayed per food item, per table, and grand total.
- Vegetables tab – food items should be located using search. Creditable Amount totals are displayed per food item; for School PFS – per vegetable sub-group; for Other PFS – the grand total.
- Fruit tab – food items should be located using search. Creditable Amount totals are displayed per food item and grand total.
- Grains Based on Exhibit A tab – food items should be located using search. Creditable Amount totals are displayed per food item and grand total.
- Grains Based on Grams of Creditable Grains tab – food ingredient must be entered manually and the user must select the appropriate group within Exhibit A that represents the end product. For example, if the user is making whole wheat bread and enters whole wheat flour as the food ingredient, then Exhibit A group B should be selected, since whole wheat bread is the end product. (. A link to Exhibit A is available for reference to assist in guiding you to select the appropriate group. Creditable Amount totals are displayed per food item and grand total.

The contribution Statement tab of the PFS contains a generated meal patterns contribution statement for the manufacturer’s product based on the information entered by the user.

Meats/Meat Alternates	Vegetables	Fruit	Grains Based on Exhibit A	Grains Based on Grams of Creditable Grains	<b>Meal Pattern Contribution Statement</b>
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School Food Authorities (SFAs) should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Specific vegetable subgroups must be offered weekly and fruit must be served daily for the National School Lunch Program. For more detailed information on meal pattern requirements see the Nutrition Standards for School Meals Website at <http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm>.

I certify that the above information is true and correct and that a **6 oz** ounce serving of the above product (ready for serving) provides **1.00** ounces of equivalent meat/meat alternate, **5.25** oz equivalent Grains when prepared according to directions.

I further certify that non-creditable grains are not above 0.24 oz eq. per portion. Products with more than 0.24 oz equivalent or 3.99 grams for Groups A-G or 6.99 grams for Group H of non-creditable grains may not credit towards the grain requirements for school meals.

**DISCLAIMER:** The Product Formulation Statement (PFS) Workbook can be used by manufacturers to develop certified PFS documents. However, documents developed and printed using the PFS Workbook does not constitute approval by USDA. Please note, USDA **DOES NOT** approve manufacturers' PFS documents.

Use “Save” button to save PFS at any point. Use “Back to PFS List” button to return to the PFS List screen. Note that “Back to PFS List” button does not save any information; therefore please be sure to save any changes before pressing it.

### 3.3 Top Navigation Menus

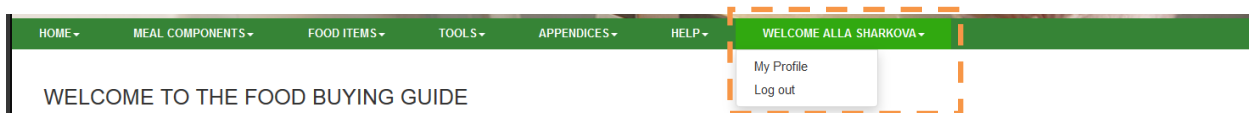
In addition to navigating through FBG from the main screen, users can use the Top Navigation menus to access functionality within the site. Please refer to section 2.4 for more details on the Navigation menus available to the user. In addition to the menus already discussed in section 2.4, registered users will see the following:

#### 3.3.1 User Greeting

User’s name, as entered for the user profile, will be displayed in the “Welcome” FBG menu.

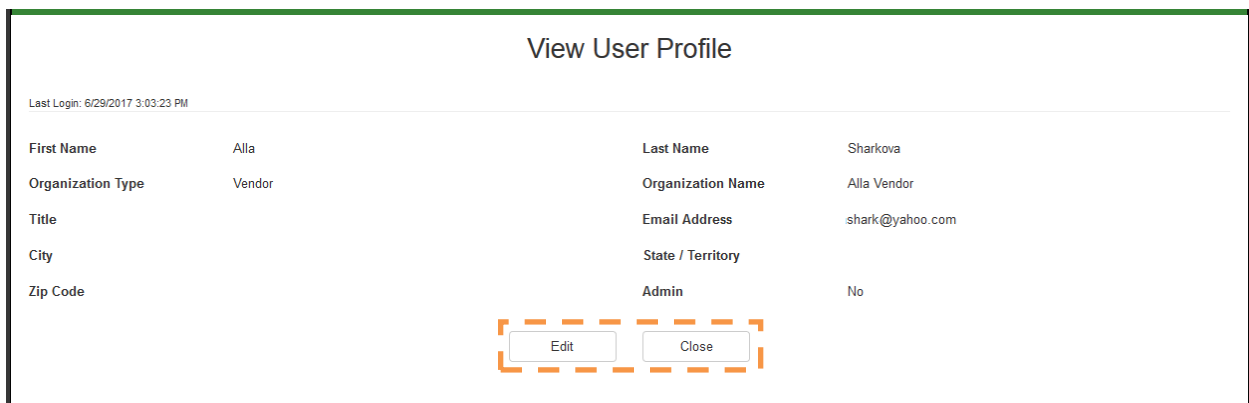


#### 3.3.2 My Profile



Use “My Profile” under “Welcome” menu to view and edit your profile information.

##### 3.3.2.1 Manage User Profile



On the View User Profile screen, you can view information that was previously entered or use “Edit” button to edit information found in the profile. The user can make any desired changes and then click on the “Save” button. The “Cancel” button returns the user to his/her profile.


### Edit User Profile

Asterisks (\*) denote required information.

<p>First Name <input type="text" value="Alla"/></p> <p>Organization Type * <input type="text" value="Vendor"/></p> <p>Title <input type="text"/></p> <p>City <input type="text"/></p> <p>Zip Code <input type="text"/></p>	<p>Last Name <input type="text" value="Sharkova"/></p> <p>Organization Name * <input type="text" value="Alla Vendor"/></p> <p>Email Address * <input type="text" value="shark@yahoo.com"/></p> <p>State / Territory <input type="text" value="--"/></p>
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### 3.3.2.2 Manage Company Profile

Users with *Vendor* selected as the Organization type will be prompted to enter their company information. Company Profile information will be displayed on View User Profile screen under user profile information section. It can be edited along with user’s profile information as described above.

Company Profile			
Company Name	company name	Phone Number	111-222-3333
Address Line 1	addr 1	Address Line 2	
City	Bethesda	State	Maryland
Zip Code	20814		
Company Letterhead	 <p style="margin: 0;"> <b>COMPANY NAME</b>  <b>Company Address 1</b>  <b>Company Address 2</b>  <b>111-222-3333</b> </p>		

### 3.3.3 Log Out

By clicking “Log Out,” the Authenticated User’s session ends. Any saved information (Recipes, Favorites, PFS) is stored for later availability.