

## Nutri-Net Private Website

*Sharing Information through technology*



Dear Valued Customer,

As we continue to **improve Nutri-Net**, we also want to improve your experience and the experience of your staff.

**Simplify communications,  
simplify management,  
simplify your work environment!**

**Nutri-Net is:**

- **A System that encourages better communication and collaboration between CO and Site Mangers**
- **A Feature rich toolset that enhances process consistency and efficiency, all in one place**

### New Features to Nutri-Net

Have you visited Nutri-Net lately? We recently added a **new Forms Module**. The Forms Module allows you to create simple on-line forms for Site staff. Replaces the need to fax in forms or call in information to the Central Office! Eliminates the use of out-dated forms! Ability to track in real time who has filled out the form and consolidation of the information centrally. No printing or distributing hard copy forms!

Date	OPENING TEMPERATURE COOLER SHOULD BE LESS THAN 40°F	CLOSING TEMPERATURE COOLER SHOULD BE LESS THAN 40°F	CORRECTIVE ACTION	INITIALS
11/26	38	38	n/a	lm
11/27	37	37	n/a	lm
11/28	40	38	set cooler temp	lm
11/29	36	38	n/a	lm
1/6	43	39	Unplugged	JC

### Using Nutri-Net

Nutri-Net was intended for Central Office staff to improve the

#### In This Issue

[New Features!](#)

[Using Nutri-Net](#)

[Rolling Out Nutri-Net](#)

#### Questions? We Are Here to Help

Download the  
User Manual  
[here](#)

If you need assistance along the way, we are here to help. Take a live [tour of the product](#), call a Nutri-Link Consultant at the number below, or [send your question via email](#).

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communication and collaboration with school site managers, but there are a number of other proven tools included:

- **Requests** - Used by Managers to request new or replacement needs from the Central Office. (Equipment, work orders, technology, food, etc.) Site Managers submit the request online with justification. Email notifications with approved or denied status are returned to the requesting Manager. This helps eliminate requests that can fall through the cracks, and ensures accountability on both sides!
- **Site Review or Assessments** - Used by Central Office staff to create and enter site reviews online. Completely customizable with historical reporting and tracking.
- **Vendor Discrepancies** - Used by Managers to log discrepancies on deliveries by vendors, such as incomplete, substitution, damaged goods, etc, including delivery person's professional demeanor. Both Central Office staff and vendor are notified by email (if desired) with issues tracked for historical reporting. Keeps everyone in the loop of ongoing vendor discrepancies.
- **Health News** - Automatically updated news articles about Diet and nutrition from MSN! Keep your staff in the loop as to what the community is talking about.

## Rolling out Nutri-Net

Nutri-Net has so many tools it might seem challenging as to **where to begin**. We suggest removing all modules except one, then as your staff begins to use and rely on Nutri-Net for a source of information, start adding new modules each month!

- **One at a time** - start with just the Document Center only. Add all of your standard procedures, manuals, forms, etc, and direct your staff to Nutri-Net for all of their document needs.
- **Listen to your staff** - Once your staff becomes accustomed to relying on Nutri-Net, add a survey to get their feedback.
- **Grow** - Continue to introduce a module a month

**Need Help Getting Started?** 888-811-8704 option 0

**Need Technical Support?**

**Support Hours:** Monday - Friday, 7:00AM - 6:00PM EST

**Phone (US):** 888-811-8704 option 1

**Fax:** 404-437-7964