

# Heartland Training Conference Agenda



**TUESDAY**

April 10th, 2018

9:00 AM | **Registration & Networking**

10:10 AM | **Keynote & Guest Speakers** To be announced soon!

12:20 PM | **LUNCH** Provided by Heartland

1:20 PM | **ALL: MySchoolApps Online Applications**

Open to all attendees. See how MySchoolApps significantly reduces the time you spend processing applications.

**LunchBox: Operating the Point of Sale**

Overview of serving line processing, transaction management, and functionality review.

**Mosaic: Point of Sale Best Practices**

We'll provide an overview of serving line processing, transaction management, and functionality review. Including detailed training on how to edit Menu Product prices as part of the day-to-day process. We will also discuss the impact of CEP on meal pricing, cover common over-looked but useful settings, and review tips for customizing menus.

**Café Enterprise: See What's New**

This class will cover new features in recent versions of Café Enterprise.

**MCS: Customizing Your Report Menu To Fit Your District  
- How To Guide**

Designing and customizing reports in all applications, including setting default criteria, hiding criteria options and customizing report menus settings, and review helpful tips for customizing your menus.

**WebSMARTT: Introduction to WS Sync - Sync vs. Replication**

Learn the basics on what is needed, preparing for conversion and advantages of WS Sync vs Replication.

**WebSMARTT: See What's New in WebSMARTT 3.19**

This class will cover the upcoming changes and exciting new features in the upcoming release.

2:30 PM | **ALL: Creating Salad Bar Recipes**

Open to all attendees. In this session, we'll explain why including salad bars in your menu plan is a good choice and show you how to set up the recipe for different types of offerings, including: pre-portioned and pre-packed salads to emulate the grab-and-go concept, Self-serve bars where students have an unlimited choice of the items and quantity, and Self-serve bars where the choices are limited.

**LunchBox: Operations Management**

Learn how to manage POS Menu Products, POS Menus, Close Day Reporting and Pricing Updates.

**Mosaic: Increasing Participation and Speeding up your Serving Lines**

Learn how to utilize Breakfast in the Classroom, Speed-E mode functionality, and Bulk Meal Entry to increase participation and keep your serving lines running smoothly.

**Café Enterprise: POS Level Up 1 - Operating Sales Mode**

Overview of serving line processing, transaction management, and functionality review.

**MCS: Maximize Your Income**

Learn about the Franklin/Newton back dating feature and DC matching.

**WebSMARTT: Query Writing**

This class will cover SQL basics as it pertains to the WebSMARTT database layout and SQL query structure.

**WebSMARTT: Converting from WebSMARTT To Mosaic**

This class will cover the basics on what is needed, preparing for conversion, and/or help you make the decision on whether your district should convert from WebSMARTT to Mosaic.

Tuesday

3:40 PM

**ALL: Getting To Know MealViewer**

Build your menus in your Heartland menu planning software and automatically share them online through MealViewer. From digital signage in the cafeteria to desktop and mobile-friendly menus, MealViewer makes it easy to communicate what's for lunch!

**ALL: Transitioning to Mosaic with Guest Presenter, Tawny Cowell**

Are you thinking about making the switch to Mosaic? Hear from the Director of Redding Elementary School District on their experience of making the transition. Tawny will share the good, the bad (and even the ugly!), and offer tips and best practices.

**LunchBox: Increasing Participation and Speeding up your Serving Lines**

Learn how to utilize Speed-E Mode Functionality, Group Sale, and consultative ideas to increasing speed of the line.

**Mosaic: Operations Management**

Learn how to manage Menu Products, Menus, Close Day Reporting and Pricing Updates.

**MCS: Running A Tighter Ship In Newton**

We'll cover a variety of topics including, cross site sharing of meal purchase data, internal job scheduling, setting up special diets/meal control spending, and much more!

**WebSMARTT: Advanced Query Writing**

This class is a more advanced class on WebSMARTT SQL database structure and more in-depth SQL queries. (This class assumes you already have a basic understanding of SQL query writing.)

**WebSMARTT: Everything You Need to Know About Direct Certification**

This class will cover how Direct Certification works in conjunction with WebSMARTT. This class will teach you how to prepare for Direct Certification import as well as how to use the DC Matching Wizard.

WEDNESDAY

April 11th, 2018

9:00 AM

**ALL: Getting Ready for Administrative Review**

Open to all attendees. This session will provide suggestions and best practices on preparing for admin review. We'll show you how to obtain a good weekly requirements report (certification worksheet) that shows that your menu meets all standards for component contributions. We'll also help you understand the reports you'll need to show that your menu meets required nutrient standards.

**LunchBox: Reviewing Reports for Revenue and Student Activity**

Learn about key sale and students reports in LunchBox.

**Nutrikids: Menu Planning Workshop (Part 1 of 6)**

Get a complete overview of the NUTRIKIDS Menu Planning & Nutritional Analysis software. In this course we'll show you how to enter ingredients, create recipes, build new menus, get a nutrient analysis, and more!

**Mosaic: Reviewing Reports for Revenue, Student Activity, and Ad-Hoc**

Learn Mosaic Sale and Student Reports and learn basics on how to customize your own reports.

**Café Enterprise: POS Level Up 2 – Operations Management**

Learn how to manage Eligibility Matrix, Items, and Touchscreen Layouts.

**MCS: Take Reporting To A New Level - How To Guide**

How to design and create custom reports using existing datasets, learn about page layout and design as well as how to create custom groupings on reports.

**WebSMARTT: Computer and Network Permissions and Maintenance**

This class will cover what is needed for WebSMARTT to work efficiently with your districts network. This class is not only recommended for IT staff but also those who work with IT to have a better understanding of how WebSMARTT works with your network.

**WebSMARTT: Menu Planning & Production - Day in the Life**

This class will offer an overview of what WebSMARTT menu planning & production is, how it works, and the benefits it offers for your school nutrition back of house environment.

10:10 AM

**ALL: Boosting Participation in Your District**

Open to all attendees. From Growth Grants to Marketing Central to social media tips, we'll guide you through the tools you can use to help boost participation and grow your program.

Wednesday

10:10 AM  
(cont.)

**LunchBox: Understanding Data Flow**

Learn how the flow of student data into and out of LunchBox works in regards to Student Information Systems, MySchoolBucks, MySchoolApps and exports

**Nutrikids: Menu Planning Workshop (Part 2 of 6)**

Get a complete overview of the NUTRIKIDS Menu Planning & Nutritional Analysis software. In this course we'll show you how to enter ingredients, create recipes, build new menus, get a nutrient analysis, and more! *(Continued)*

**Mosaic: Professional Standards and User Management**

Learn how to report and track Professional Development training and see how you can manage Users and their rights.

**Café Enterprise: Office Hours**

Meet with a Cafe Enterprise expert one-on-one to get all your questions answered!

**MCS: Effective Inventory Management For Any District**

We'll cover a variety of topics including a complete overview of the Price Contract Tab, ordering categories, groups & configurations. This will also include a look at meal planning shortcuts, test practices for building menus, split OVS setup by meal, and more!

**WebSMARTT: Access Control Setting up Roles, Permissions, & Windows Authentication**

This class will cover what is needed for WebSMARTT to work efficiently with Windows. This class is not only recommended for IT staff but also those who work with IT to have a better understanding of how WebSMARTT works with your Windows IT environment.

**WebSMARTT: Item Management - Adding an Item**

This class will detail and train on the steps of how to add an item to a WebSMARTT menu planning & production environment. This class will also teach on ways to improve efficiencies on item management in WebSMARTT.

11:20 AM

**ALL: Sharing Cycle Menus**

Open to all attendees. Share your cycle menus with peers and learn best practices directly from other districts.

**LunchBox: Hardware Configurations**

Learn how to install keypad and scanner to improve Point of Sale line speed.

**Nutrikids: Menu Planning Workshop (Part 3 of 6)**

Get a complete overview of the NUTRIKIDS Menu Planning & Nutritional Analysis software. In this course we'll show you how to enter ingredients, create recipes, build new menus, get a nutrient analysis, and more! *(Continued)*

**Mosaic: Understanding the MySchoolApps Client**

Learn the functionality and time saving features of the MySchoolApps client to process online applications in Mosaic.

**Café Enterprise: POS Level Up 3 – Administration**

Learn how to manage settings and data in Café Enterprise.

**MCS: Integrating With MealViewer**

Get an inside look at the specifics of the integration between MCS Edison and MealViewer.

**WebSMARTT: Understanding WebSMARTT Reporting Configuration**

This class will provide an understanding of how to configure WebSMARTT reports, understand the structure, and how to use WebSMARTT reports to become more efficient.

**WebSMARTT: Item Management - Adding a Recipe**

This class will detail and train on the steps of how to add a recipe to a WebSMARTT menu planning & production environment. This class will also teach on ways to improve efficiencies on recipe management in WebSMARTT.

12:20 PM

**LUNCH** Provided by Heartland

1:20 PM

**ALL: Working With Yield Factor**

Instruction on how to properly create recipes that need to account for yield factor. This is important because the recipe needs to show the correct nutrient values and component contributions to ensure compliance with required standards and meal pattern regulations. In addition, recipes need to account for yield factor to ensure that the correct quantities of ingredients, avoiding shortages or waste.

**LunchBox: Free & Reduced Processing**

Learn F&R processes to maintain statuses via the paper application, online application and, direct certifications.

**Nutrikids: Menu Planning Workshop (Part 4 of 6)**

Get a complete overview of the NUTRIKIDS Menu Planning & Nutritional Analysis software. In this course we'll show you how to enter ingredients, create recipes, build new menus, get a nutrient analysis, and more! *(Continued)*

## Wednesday

1:20 PM  
(cont.)

### **Mosaic: Free & Reduced - What's New for You, Best Practices, and Reporting**

Learn about new features and improvements coming to the Free & Reduced module of Mosaic. Learn Free & Reduced processes to maintain student statuses via the paper application, online application and direct certifications. Learn how to report on Applications and status in Mosaic.

### **Café Enterprise: POS Level Up 4 – Reporting**

Learn about the key sale and student reports in Café Enterprise.

### **MCS: How To Train Staff & Increase Line Speed**

We'll look at how to make training easy! This class will cover the basics for Point of Sale training including covering auto sales, fast sales, and OVS.

### **WebSMARTT: Be Prepared - Disaster Recovery**

This class will cover an overview of how to prepare for system failure, backing up data, and planning to minimize risk should technical disaster occur.

### **WebSMARTT: Meal Planning & Production - Building Templates and Publishing**

Learn how to take your built items and recipes and use them to build templates that can be used to plan and create efficiencies within your WebSMARTT menu planning & production environment.

2:30 PM

### **ALL: What's New With MySchoolBucks**

Explore the features of MySchoolBucks, with a specialized focus on the new Invoicing app and Admin dashboard.

### **LunchBox: Free & Reduced Reporting**

Learn reporting in regards to Application and student statuses.

### **Nutrikids: Menu Planning Workshop (Part 5 of 6)**

Get a complete overview of the NUTRIKIDS Menu Planning & Nutritional Analysis software. In this course we'll show you how to enter ingredients, create recipes, build new menus, get a nutrient analysis, and more! *(Continued)*

### **Mosaic: Free & Reduced - What's New for You, Best Practices, and Reporting (Continued)**

Learn about new features and improvements coming to the Free & Reduced module of Mosaic. Learn Free & Reduced processes to maintain student statuses via the paper application, online application and direct certifications. Learn how to report on Applications and status in Mosaic. *(Continued)*

### **Café Enterprise: Office Hours**

Meet with an expert one-on-one to get all your questions answered!

### **MCS: Cool Features That Make Inventory Easy**

Let's make inventory easy! In this class we'll cover some key features that will make managing inventory a little bit easier; including scanning physical inventory and scanning receiving.

### **WebSMARTT: Preparing for EOY/SOY**

This class will cover EOY/SOY and how to prepare. This class will allow you to be more efficient in planning for EOY/SOY as it pertains to WebSMARTT.

### **WebSMARTT: Meal Planning & Production - Building Templates and Publishing**

Learn how to take your built items and recipes and use them to build templates that can be used to plan and create efficiencies within your WebSMARTT menu planning & production environment.

3:40 PM

### **ALL: Getting To Know MealViewer**

This class is open to all attendees. Build your menus in your Heartland menu planning software and automatically share them online through MealViewer. From digital signage in the cafeteria to desktop and mobile-friendly menus, MealViewer makes it easy to communicate what's for lunch!

### **LunchBox: Data Maintenance and Protection**

Learn how to protect your data to reduce any downtime from a downed computer.

### **Nutrikids: Menu Planning Workshop (Part 6 of 6)**

Get a complete overview of the NUTRIKIDS Menu Planning & Nutritional Analysis software. In this course we'll show you how to enter ingredients, create recipes, build new menus, get a nutrient analysis, and more! *(Continued)*

### **Mosaic: What's Next**

Take a peek at what we have on the Mosaic product roadmap. New and exciting features!

Wednesday

3:40 PM  
(cont.)

**Café Enterprise: MySchoolBucks Reconciliation**

Learn how to use the MySchoolBucks Reconciliation feature in Café Enterprise. This feature allows you to reconcile your MySchoolBucks batches to deposits in your organization's bank account(s). It also provides MySchoolBucks Batch Summary and Batch Detail reports.

**MCS: Successfully Working With Vendors Order**

We'll take a deep dive into different vendor orders, including email orders, FTP orders, and export orders.

**WebSMARTT: Idea Exchange - District Operations Technical**

This class will be a Q&A open forum idea exchange pertaining to WebSMARTT school nutrition technical operations. This will allow participants to gain knowledge from other participants as well as Heartland WebSMARTT staff.

**WebSMARTT: Idea Exchange - Menu Planning & Production**

This class will be a Q&A open forum idea exchange pertaining to WebSMARTT menu planning & production. This will allow participants to gain knowledge from other participants as well as Heartland WebSMARTT staff.

THURSDAY

April 12th, 2018

9:00 AM

**ALL: Getting To Know MealViewer**

Open to all attendees. Build your menus in your Heartland menu planning software and automatically share them online through MealViewer. From digital signage in the cafeteria to desktop and mobile-friendly menus, MealViewer makes it easy to communicate what's for lunch!

**LunchBox: MySchoolApps Client**

Learn the process of Online Applications and how it can decrease the work load on your district and provide convenience to your parents.

**Mosaic: Getting Start with Menu Planning**

Get a complete overview of the basics of Mosaic Menu Planning. Learn how to work with ingredients, recipes, and menus. From adding ingredients to re-sizing recipes to creating new menus. We'll also cover an in-depth look at how to obtain key reports like weekly certification, contribution report, and more!

**Café Enterprise: Meal Applications Level Up 1 – F&R Processing**

Learn Free and Reduced processes to maintain student statuses and key reports in Café Enterprise Meal Applications.

**MCS: How To Create Custom Import/Export Files**

In this class will look at how to create custom import / export files using internal datasets. We'll also cover types of file layouts and managing your headers/footers.

**WebSMARTT: Idea Exchange - Front of House District Operations**

This class will be a Q&A open forum idea exchange pertaining to WebSMARTT school nutrition administrative operations. This will allow participants to gain knowledge from other participants as well as WebSMARTT staff.

**WebSMARTT: Menu Planning & Production - Meal Pattern Analysis**

This class will cover the basics on meal pattern analysis, reports, and how they are used in WebSMARTT to analyze meals to make sure they meet the meal pattern qualifications given by the USDA.

10:10 AM

**ALL: Boosting Participation In Your District**

Open to all attendees. From Growth Grants to Marketing Central to social media tips, we'll guide you through the tools you can use to help boost participation and grow your program.

**LunchBox: Commonly Asked Questions**

Get answers to the top questions and issues that can slow your business processes.

**Mosaic: Menu Planning Production Records**

Build on your knowledge from the 'Getting Started with Menu Planning' class. Learn about copying menus, building cycle menus, entering production quantities, working with production records and creating a shopping lists.

**Café Enterprise: Meal Applications Level Up 2 – Verification**

Overview of the Verification process in Café Enterprise Meal Applications.

**MCS: Upcoming Features For Back Of The House**

Join this class to get the inside scoop on the new features and enhancements coming to MCS Edison.

Thursday  
10:10 AM  
(cont.)

**WebSMARTT: Imports/Exports Automation for Front of House**

This course will outline and explain how WebSMARTT works with your SIS, SIS imports, data exports, and automation for WebSMARTT Front of House.

**WebSMARTT: Menu Planning & Production - Nutrient Analysis**

This class will cover the basics on nutrient analysis, reports, and how they are used in WebSMARTT to analyze meals to make sure they meet the nutrient qualifications given by the USDA.

11:20 AM

**ALL: What's New With MySchoolBucks**

Open to all attendees. Explore the features and benefits of MySchoolBucks, with a specialized focus on the new Invoicing app and Admin dashboard.

**LunchBox: Security Group Maintenance And User Profiles**

Learn how to add users and control their rights and permissions.

**Mosaic: Working with Yield Factor & Setting Up Salad Bars**

Learn about creating recipes that need to account for yield factor and how to setup self-serve Salad Bars in Mosaic.

**Café Enterprise: What's Next**

Take a peek at what we have on the Café Enterprise product roadmap.

**MCS: Upcoming Features For Front Of The House**

Join this class to get the inside scoop on the new features and enhancements coming to MCS Newton.

**WebSMARTT: Upgrading WebSMARTT & Lab Setup**

This class will cover what is needed to run and maintain a WebSMARTT training/lab environment efficiently. This class will also cover how to upgrade you current WebSMARTT version to a newer version.

**WebSMARTT: Idea Exchange - Ordering & Inventory District Operations**

This class will be a Q&A open forum idea exchange pertaining to WebSMARTT ordering & inventory. This will allow participants to gain knowledge from other participants as well as Heartland WebSMARTT staff.

12:20 PM

**LUNCH** Provided by Heartland

1:20 PM

**ALL: MySchoolApps Online Applications**

Open to all attendees. See how MySchoolApps significantly reduces the time you spend processing applications.

**LunchBox: MySchoolBucks**

Learn more about MySchoolBucks online payments and Student Store with fellow LunchBox users.

**Mosaic: Getting Started With Ordering & Inventory**

Learn how administrators setup products and vendors and deep-dive into the program to learn how to create price lists and perform an opening inventory. We'll also cover how to setup users, permissions, and system settings.

**Mosaic: MySchoolBucks and Mosaic**

A healthy Mosaic Task Scheduler leads to happy MySchoolBucks parent users. During this course we'll review of the interface between the two systems.

**MCS: Is Your School Ready For The Cloud?**

Get the inside look at the new MCS Cloud! See the benefits of moving the Cloud and hear about the experiences of other MCS Cloud districts.

**WebSMARTT: Know Your Meal Counts Claim Reporting**

This class will cover the basics on how to reconcile your meal counts, spot errors, and how to use WebSMARTT reporting to submit a successful claim.

**WebSMARTT: Ordering and Inventory - Part I**

This class will offer an overview and how to use WebSMARTT to manage the ordering and inventory for your districts child nutrition department.

2:30 PM

**LunchBox to Mosaic: Learn the Differences**

A look at the differences in LunchBox and Mosaic.

**Mosaic: Back of the House - Ordering & Transactions**

Learn how administrators and site managers create requisitions and vendor orders. We'll also cover how to receive products, enter usage, create site-to-site transfers, and make adjustments.



**Thursday**  
2:30 PM  
(cont.)

**Café Enterprise: Idea Exchange – Point of Sale**

This session will be a Q&A open forum idea exchange pertaining to Café Enterprise Point of Sale. This will allow participants to gain knowledge from other participants as well as Café Enterprise staff.

**MCS: Simple Ways To Maximize Free & Reduced Applications**

Tips and best practices for effectively communicating to parents/guardians to apply for Free & Reduced. We'll cover topics that will help you streamline and enhance your application process.

**WebSMARTT: Know Your Bottom Line - Profit & Loss Reports**

This class will cover the basics on how to reconcile your profit & loss, spot errors, and how to use WebSMARTT reporting to determine and forecast a successful food service financial future.

**WebSMARTT: Ordering and Inventory - Part II**

This is a continuation and a deep dive into the WebSMARTT ordering and inventory system and how it is used within your districts child nutrition department.

**WebSMARTT: MySchoolBucks and WebSMARTT**

A healthy WebSMARTT Sync leads to happy MySchoolBucks parent users. During this course we'll review of the interface between the two systems.

3:40 PM

**ALL: Transitioning to Mosaic with Guest Presenter, Tawny Cowell**

Are you thinking about making the switch to Mosaic? Hear from the Director of Redding Elementary School District on their experience of making the transition. Tawny will share the good, the bad (and even the ugly!), and offer tips and best practices.

**LunchBox: Preparing For EOY/SOY**

Learn best practices in preparation for the End of Year (EOY) and a successful Start of Year (SOY). We will take a look at common issues that can be avoided at the Start of Year so you start your new year smoothly.

**Mosaic: Preparing For EOY/SOY**

Learn best practices in preparation for the End of Year (EOY) and a successful Start of Year (SOY). We will take a look at common issues that can be avoided at the Start of Year so you start your new year smoothly.

**Café Enterprise: Idea Exchange – Meal Applications**

This session will be a Q&A open forum idea exchange pertaining to Café Enterprise Meal Applications. This will allow participants to gain knowledge from other participants as well as Café Enterprise staff.

**MCS: A Whole Lot More To MySchoolBucks**

Explore the features of MySchoolBucks, with a specialized focus on the new Invoicing app and Admin dashboard.

**WebSMARTT: POS Client Installation & Configuration**

This class will cover how to install and efficiently maintain a WebSMARTT POS site manager and register configuration environment.

**WebSMARTT: Automating Your Back Of The House Imports/Exports**

This course will outline and explain the new vendor exports, BOH imports/exports, and automation for WebSMARTT.

# See You In Nashville!

Grab your spot and register today for the  
Heartland Training Conference!

**REGISTER TODAY**

## Heartland

[info.heartlandschoolsolutions.com/htc-2018](http://info.heartlandschoolsolutions.com/htc-2018)