



QuickStart: Tips for Using Nutritionist Pro

Helpful Tip: You can press the F1 at the top of your keyboard to access the Help Files while working in Nutritionist Pro. There is also a video tutorial that you can access by selecting **START/ALL PROGRAMS/AXXYA SYSTEMS/Nutritionist Pro Tutorial**

1. Search for a Food or Recipe



a. Click , then click . Go to File → Open OR just click on the top toolbar. Under the "Basic" Tab, type a name & click .

b. The following tabs are useful to filter your food search further:

Status Tab: Data Source & Type will narrow your search

- Custom – foods & recipes that you entered into your Nutritionist Pro database
- Axya Systems – foods & recipes entered into Nutritionist Pro by Axya Systems
- Recipes – Completed recipes or formulas
- Basic foods – Individual foods or ingredients

Source Tab: Search by manufacturer or exclude certain databases

Classification Tab: Search in a specific, pre-established food class

Nutrients Tab: Define the specific nutrient value(s) you require for food options

2. To Add a New Food to the Database



- a. Click , then click . Go to File → New → Food → Basic Food
- b. Type in the name of your New Food
- c. Use the additional Tabs (General, Nutrients, Diabetic Exchanges, Pyramid Categories & My Pyramid) to customize & complete your new food
 *Note: To utilize the default options for the Diabetic Exchanges & Pyramid values for your food, in the General Tab, click to select a "Classification" category
- d. When finished, click to save, OR File → Save As
 *Note: The food will not save unless you add a gram weight value to your serving


3. Add a New Recipe/ Formula to the Database

- a. Click , then click OR go to File → New → Food → Recipe
- b. Type in the name of your Recipe/Formula
- c. Under the Recipe Tab, click to search for foods to add to your recipe
 *Note: To change the amount of an ingredient that has already been added to recipe, right click the name of the food & select properties. A window pops up where you are able to change the amount.
- d. Use the other Tabs (Recipe, General, Nutrients, Exchanges, Pyramid Categories, & My Pyramid) to customize & complete your recipe
- e. When finished, click to save, OR File → Save As
 *Note: The recipe will not save unless you add a serving amount & the number of servings

4. Create/Edit a Menu Template

To create your own menu template:

- a. Click , then click  OR go to File → New → Menu Template
- b. Click  to add days,  for meals &  to search for foods to add
- c. When finished, click  to save, OR File → Save As

*Note: The Menu Template wizard can be accessed by clicking . This will help to set up the name, number of days & meals for your menu.

To edit an existing menu template:

- a. Click , then click . Go to File → Open or just click .
- b. In the search window, click , then choose a menu & press .

5. Create Client Profile

Use these icons for Clients & Client Groups:

Client



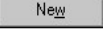
Clients







Client Groups



- a. Click , then click  OR go to File → New → Client
The top section and general tab are used to store personal information



*Note: Client weight can be added by going to the weight management tab by clicking  on the bottom left corner & then entering in a weight immediately below. The most recent weight will then appear in the top section under current weight.

- b. The additional tabs are used to further customize your client:
Nutrient Goals: Can use/edit an existing template by clicking . For a complete list of templates, click . Use   for assistance calculating daily caloric need & the appropriate amount of protein, carbohydrate and fat.

Diets: Click   

Open the diet record & use the    icons at the top to add days, meals & foods, respectively. When finished, click  to save OR File → Save.



Food Frequency Questionnaire: Click,   

Open the FFQ & select  in order to fill out the food questionnaire. When finished, click  to save, OR File → Save.




Menus: Click



Open the Menu & use the    icons at the top to add days, meals & foods, respectively. When finished, click  to save, OR File → Save As.

Exercise Sets: Click . Enter in start & end dates, then click . Double click all the exercises performed by your client. Highlight the name of each exercise & fill in the blank boxes at the bottom.

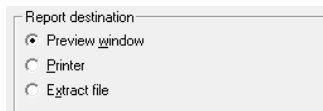
Weight Management:

To record weight: Click . Fill in the weight & the date at the bottom.

To make weight projections: Select a Diet or Menu to represent the intake. Next, select an exercise set to represent the expenditure. Then, fill in the initial weight & date along with the target weight. The date when that weight can be achieved will be displayed.

Special Notes: Click . Type visit notes in the text sections. When finished, click  to save, OR File → Save.

In order to Preview, Print or Extract reports, click  or Go to File → Print. Then, select a report and the intended action from the Reports Destination window.



Remember when EXTRACTING a report as a PDF, Word Document or Excel File, you should save it in a place that is easy for you to access like a folder on your desktop or a flash drive.