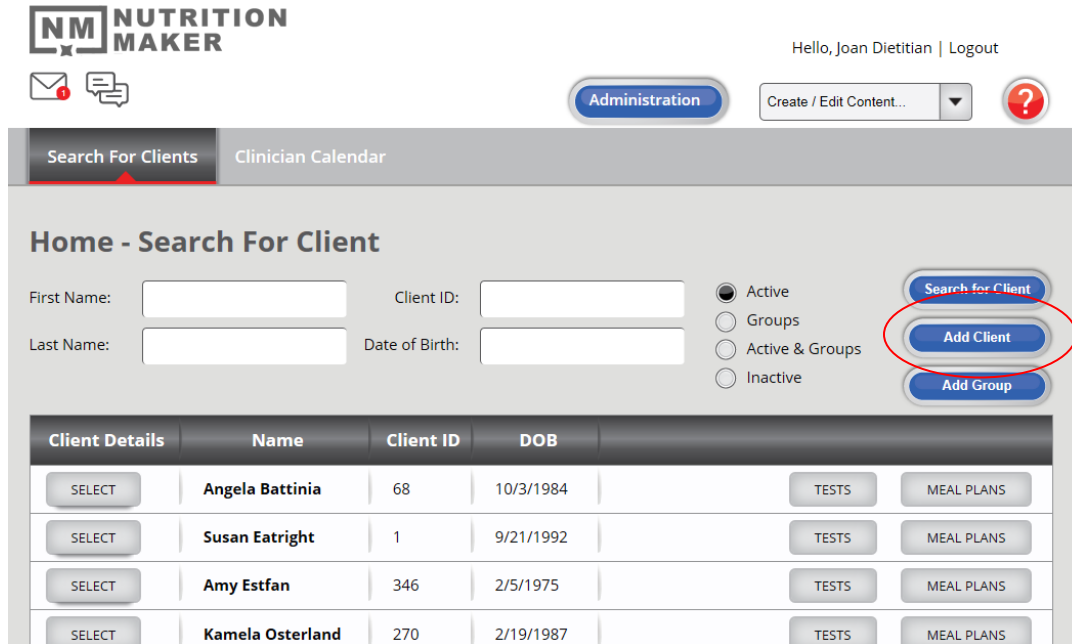


Getting Started Guide

Entering a Client

On the main page, click on Add New Client button.



NM NUTRITION MAKER

Hello, Joan Dietitian | Logout

Administration Create / Edit Content...

Search For Clients Clinician Calendar

Home - Search For Client

First Name: Client ID:

Last Name: Date of Birth:

☒ Active
☐ Groups
☐ Active & Groups
☐ Inactive

[Search for Client](#)
[Add Client](#)
[Add Group](#)

Client Details	Name	Client ID	DOB		TESTS	MEAL PLANS
SELECT	Angela Battinia	68	10/3/1984		TESTS	MEAL PLANS
SELECT	Susan Eatright	1	9/21/1992		TESTS	MEAL PLANS
SELECT	Amy Estfan	346	2/5/1975		TESTS	MEAL PLANS
SELECT	Kamela Osterland	270	2/19/1987		TESTS	MEAL PLANS

Enter the information. Note if you do not want your client to receive emails be sure to check the box under email area.

*** Indicates Field is Required**

Note: Only Client First, Last Name, DOB, Height and Gender are required, email is also recommended.

Client First Name:*

Client Middle Name:

Client Last Name:*

Client ID: [Auto Assign Client Id](#)

Client DOB:*

Client Email:

Confirm Client Email:

☐ Do Not Email Client ?

Client Cell Phone #:

Height:* Inches

Gender:* ☐ Male ☐ Female

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

If you do not want the system to automatically send log in instructions check the box at bottom. (You may wish to get their entire account set up first and you can send the login info later). When finished, click Save.

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Occupation:

Referred By:

Emergency Contact:

Emergency Contact Ph. #:

Customer Since:

Home Phone #:

Doctor Name:

Doctor Phone #:

☐ Do Not Email Instructions to Client about logging into their website. (Instructions may be sent later.) ?

Note: Once a client is added they may not be deactivated for 30 days.

Adding and Editing Client Demographics

On the main page, choose the Select button next to the client name.

NM NUTRITION MAKER

Hello, Joan Dietitian | Logout

Create / Edit Content... ?

Search For Clients Clinician Calendar

Home - Search For Client

First Name: Client ID:

Last Name: Date of Birth:

☒ Active ☐ Groups ☐ Active & Groups ☐ Inactive

Client Details	Name	Client ID	DOB		
<input type="button" value="SELECT"/>	Angela Battinia	68	10/3/1984	<input type="button" value="TESTS"/>	<input type="button" value="MEAL PLANS"/>
<input type="button" value="SELECT"/>	Susan Eatright	1	9/21/1992	<input type="button" value="TESTS"/>	<input type="button" value="MEAL PLANS"/>
<input type="button" value="SELECT"/>	Amy Estfan	346	2/5/1975	<input type="button" value="TESTS"/>	<input type="button" value="MEAL PLANS"/>
<input type="button" value="SELECT"/>	Kamela Osterland	270	2/19/1987	<input type="button" value="TESTS"/>	<input type="button" value="MEAL PLANS"/>

Issuing a Meal Plan

To issue a meal plan it is advised to first allow the program to determine the recommended calories. To do this, choose the Nutrition tab on the client tab.

The screenshot shows the MAKER software interface. At the top, a red banner states "No medical information has been captured for this client." The user is logged in as "Hello, Joan Dietitian | Logout". The navigation bar includes "Client", "Calendar", "Tests", "Nutrition" (highlighted with a red circle), and "Reports". A "Return Home" button and a help icon are also present. On the left, a sidebar lists "Summary & Account", "Demographics", "Questionnaires & Handouts", "Goals", and "Messages". The main content area displays client information for Amy Estfan: Client Name, ID (346), Email (amyes@amyes.com), Status (Active), Gender (Female), Height (63 inches), and Age (42). It also shows "Goals Selected" (empty) and "Upcoming Activities" (empty). A message states "Instructions have not been emailed to the client allowing them to login." with a link to "Email Login Instructions". At the bottom, there are buttons for "Manage Client" (Email Client Login Instructions, Print Client Login Instructions, Move Client to Different User) and "Client Status" (Active/Inactive).

Enter client weight, target weight, Activity level. And the date to achieve the weight loss (see 2nd screen shot)

The screenshot shows the MAKER software interface with the "Nutrition" tab selected. The left sidebar lists "Nutrition Info", "Meal Plans", and "Diet History". The main content area displays "Ideal Body Weight for Amy Estfan 104 lbs to 126 lbs." and "Recommended Calories per day:" with fields for Fat, Carbohydrates, and Protein per day. A message states "Unable to determine nutritional information. Please make sure that a body weight, target weight, activity level, and weight goal are specified below." with a "Custom Nutr. Balance" button. Below this, the "Body Weight:" section has a table with columns "Date", "Weight", and "Target", and an "Add Weight" button (highlighted with a red circle). The "Activity Level:" section has radio buttons for "Very Light", "Light", "Moderate", and "Heavy". The "Moderate" option is selected and highlighted with a red circle.

Activity Level:

- ☐ **Very Light** - One day or less a week of aerobic or active exercise (i.e. sitting, standing, driving, cooking, sleeping, lying down, or reading).
- ☒ **Light** - 2 to 3 days a week of aerobic or active exercise (i.e. light cycling or walking for 30 minutes or less about 3 times a week).
- ☐ **Moderate** - 3 to 5 days a week of aerobic or active exercise (i.e. jogging, cycling, swimming, aerobics, for 30 to 60 minutes about 5 times a week).
- ☐ **Heavy** - More than 5 days a week of aerobic or active exercise (i.e. construction work, marathon training, intense workouts for 60 minutes or more at least 6 times a week).

Weight Loss/Gain Goals:

- ☐ Lose the weight by this date: 11/11/2017 .
- ☒ Lose 1 lbs every week until goal achieved.

The screen will then show recommended calories. In this case 1464 calories per day is advised. Next click on Meal Plan tab

Client

Calendar

Tests

Nutrition

Reports

Return Home

?

Nutrition Info

Meal Plans

Diet History

Ideal Body Weight for Amy Estfan 104 lbs to 126 lbs.

Recommended Calories per day: 1464 Calories

Fat per day: 41 grams

Carbohydrates per day: 201 grams

Protein per day: 73 grams

On this plan the Client will lose: 1 lbs a week

All calculations are based on a current weight of 150 lbs, a target of 125 lbs, and a target date of 1/18/2018.

Custom Nutr. Balance

Body Weight:

Date	Weight	Target	
7/27/2017	150 Pounds	125 Pounds	<div>Edit</div> <div>Delete</div>

Add Weight

Activity Level:

- ☐ **Very Light** - One day or less a week of aerobic or active exercise (i.e. sitting, standing, driving, cooking, sleeping, lying down, or reading).
- ☒ **Light** - 2 to 3 days a week of aerobic or active exercise (i.e. light cycling or walking for 30 minutes or less about 3 times a week)

A list of meal plans that are close to the recommended caloric range are displayed. Choose the plan and print it if you wish to give it to your client in person or choose Select Plan and it will be sent to your client's personal website portal where they can access it and the shopping list and recipes associated with the plan.

Client

Calendar

Tests

Nutrition

Reports

Return Home

?

Nutrition Info

Meal Plans

Diet History

Active Client Meal Plan: None

WARNING: Client has not completed the Dietary Preference form. Please check with the client for food allergies and other diet preferences.

Select Active Client Meal Plan:

Choose Meal Plan: ☐ All ☒ Recommended Recommended Calories per Day: 1464 Calories

<input type="checkbox"/>	1500 Calorie - Gluten Free	Print/Analysis
<input type="checkbox"/>	1500 Calorie - Healthy Asian	Print/Analysis
<input type="checkbox"/>	1500 Calorie - Healthy Italian	Print/Analysis
<input type="checkbox"/>	1500 Calorie - Healthy Mediterranean	Print/Analysis
<input type="checkbox"/>	1500 Calorie - Healthy Mexican	Print/Analysis
<input type="checkbox"/>	1500 Calorie - High Energy	Print/Analysis
<input type="checkbox"/>	1500 Calorie - Low Carb Diet	Print/Analysis
<input type="checkbox"/>	1500 Calorie - Low Sodium	Print/Analysis

Select Meal Plan(s)

Select/Edit Meal Plan(s)

Create Meal Plan

Issuing a Weight Test

You can request a client to weigh in and send their weight to you via their website portal. To do this, choose the Test tab.

The screenshot shows the MAKER client portal interface. At the top, there's a navigation bar with tabs: Client, Calendar, Tests (highlighted with a red circle), Nutrition, and Reports. A red message at the top states: "No medical information has been captured for this client." The user is logged in as "Hello, Joan Dietitian". On the left, there's a sidebar with options: Summary & Account, Demographics, Questionnaires & Handouts, and Goals. The main content area shows a "Demographic Summary" for Client Name: Amy Estfan, Client ID: 346, Email: amyes@ames.com, Client Status: Active, and Gender: Female. To the right, there's a "Goals Selected:" section and a note "No Picture Added for Client". A red message at the top of the main content area states: "Instructions have not been emailed to the client allowing them to login." with a button "Email Login Instruction".

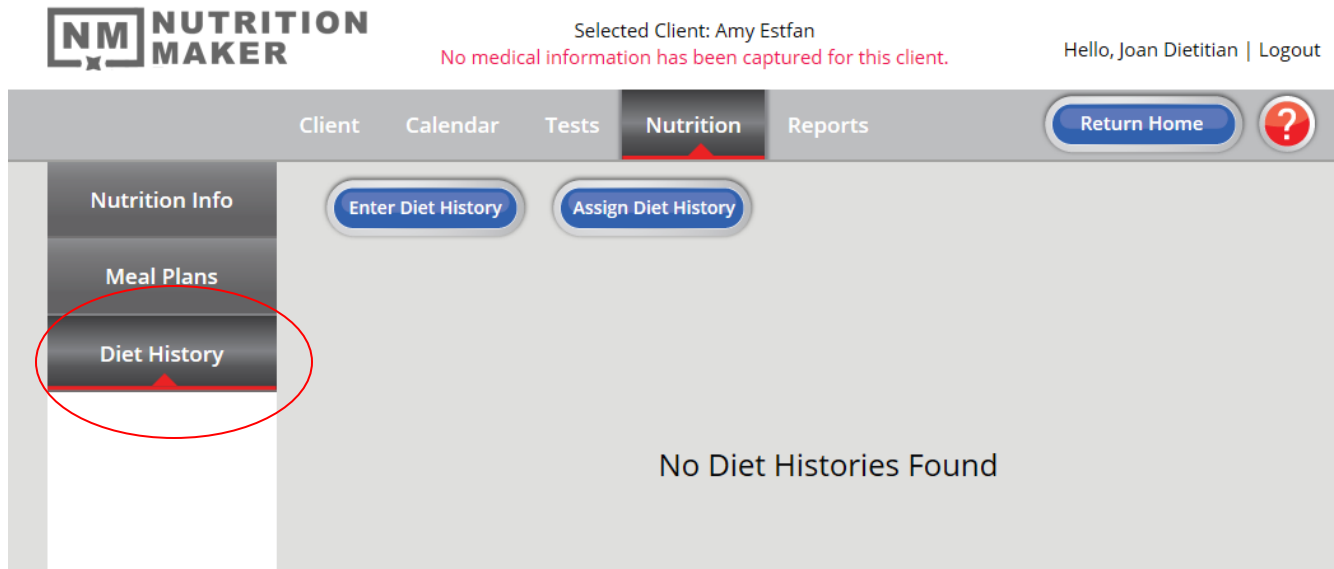
The Test screen has a variety of tests (body weight, body fat percentage, BMI etc). Choose the test/s and drag to the box on the right. If the client is being seen in person, you can click on Enter Test Results and enter the results. Or you can select Issue Test to Client. The test request, in this case body weight, will go to the client portal. They can then weigh themselves and send back the result through their web portal and you can view the results on the Test Results tab to the left.

The screenshot shows the MAKER Tests screen. At the top, there's a navigation bar with tabs: Client, Calendar, Tests (highlighted with a red circle), Nutrition, and Reports. A "Return Home" button and a red question mark icon are also present. On the left, there's a sidebar with options: Tests (highlighted with a red circle) and Test Results. The main content area is titled "Select Tests for Client" and has three radio buttons: "All Tests" (selected), "Tests Related to Goals", and "Tests Performed on Last Testing Date". Below this, there's a list of tests under the "Body Measurements" category, with "Body Weight" highlighted. To the right, there's a "Selected Tests:" section showing "1. Body Weight" with a red 'X' icon. At the bottom, there are three buttons: "Enter Test Results", "Issue Tests To Client" (highlighted with a red circle), and "Print Test Worksheet".

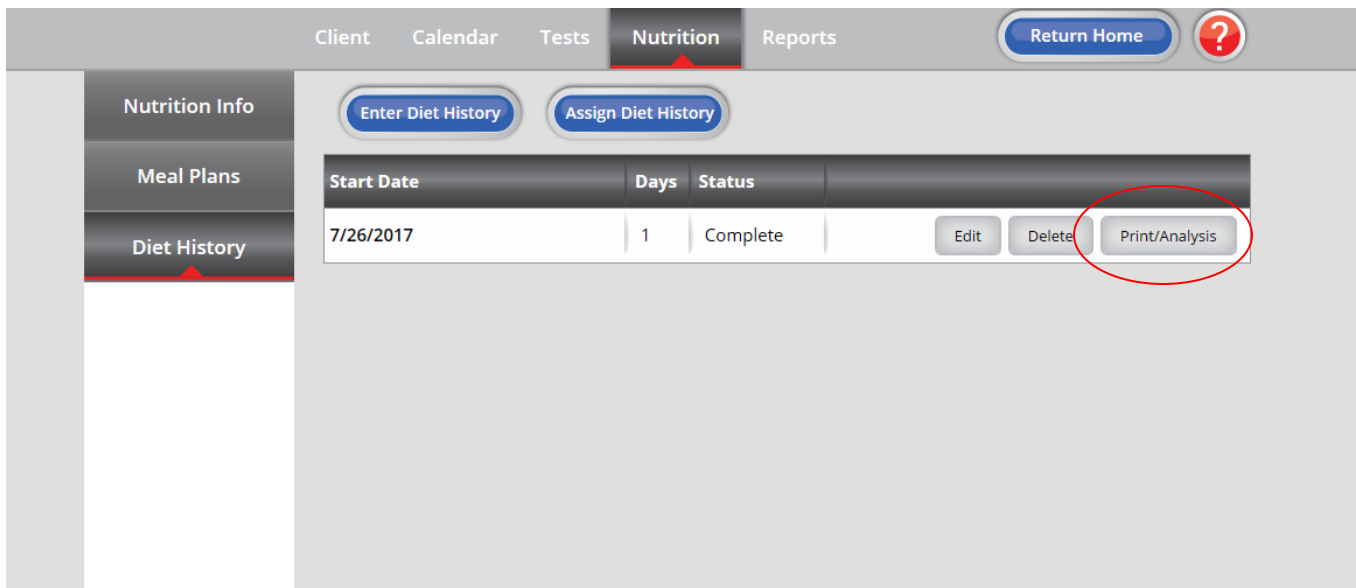
Diet Analysis

A great feature of Nutrition Maker is to have your client keep a food journal/diary for 3-5 days. They enter the details into their personal web portal. That information gets sent to you and Nutrition Maker automatically creates a diet analysis, showing the breakdown of macro Nutrients (fat, carb, protein) as well as a list of deficiencies in vitamins, and other nutrients. It is easy to do.

First go to the Client tab, choose Nutrition and then choose Diet History.



Click on Assign Diet History and choose the number of days you want your client to keep their food diary. When they have finished it, the screen will show it as completed and you can then view the analysis.



Branding and Customizing the Client Portal Colors

Your client will have a private, secure password protected web portal where they can retrieve their meal plans, enter diet history, fill out questionnaires, read information handouts, and send you weight and other test measures and view the results.

This portal can be set up with your company logo and information and set with color choices that can compliment your logo. Here is how to do it.

First, go to Admin and Facility Info. Enter information.



Hello, Joan Dietitian | Logout

Admin

Goals

Handouts

Nutrition

Return Home

?

Facility ID: 450

General Settings

User Information

Facility Information

Notes

Client Experience

Appointment Types

Hours

About

* Indicates Field is Required

Facility Name:* Professional Dietary Services

Address 1:* 100 Main Street

Address 2:

Address 3:

City:* Anytown

State/Province:* TX

Zip/Postal Code:* 78566

Phone: 512-555-4388

Email: dietservices@diet.net

Website: www.dietervices.net

The footer prints at the bottom left of all printed reports.

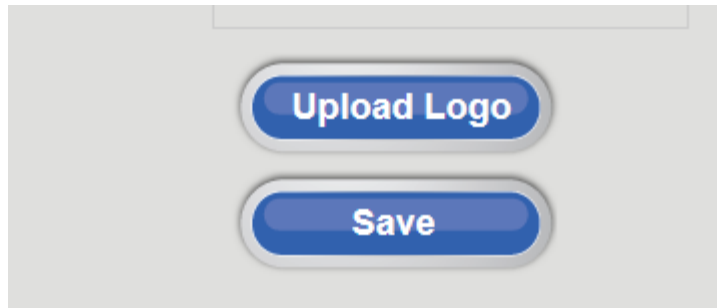
Footer: Professional services for your dietary needs

Logo:

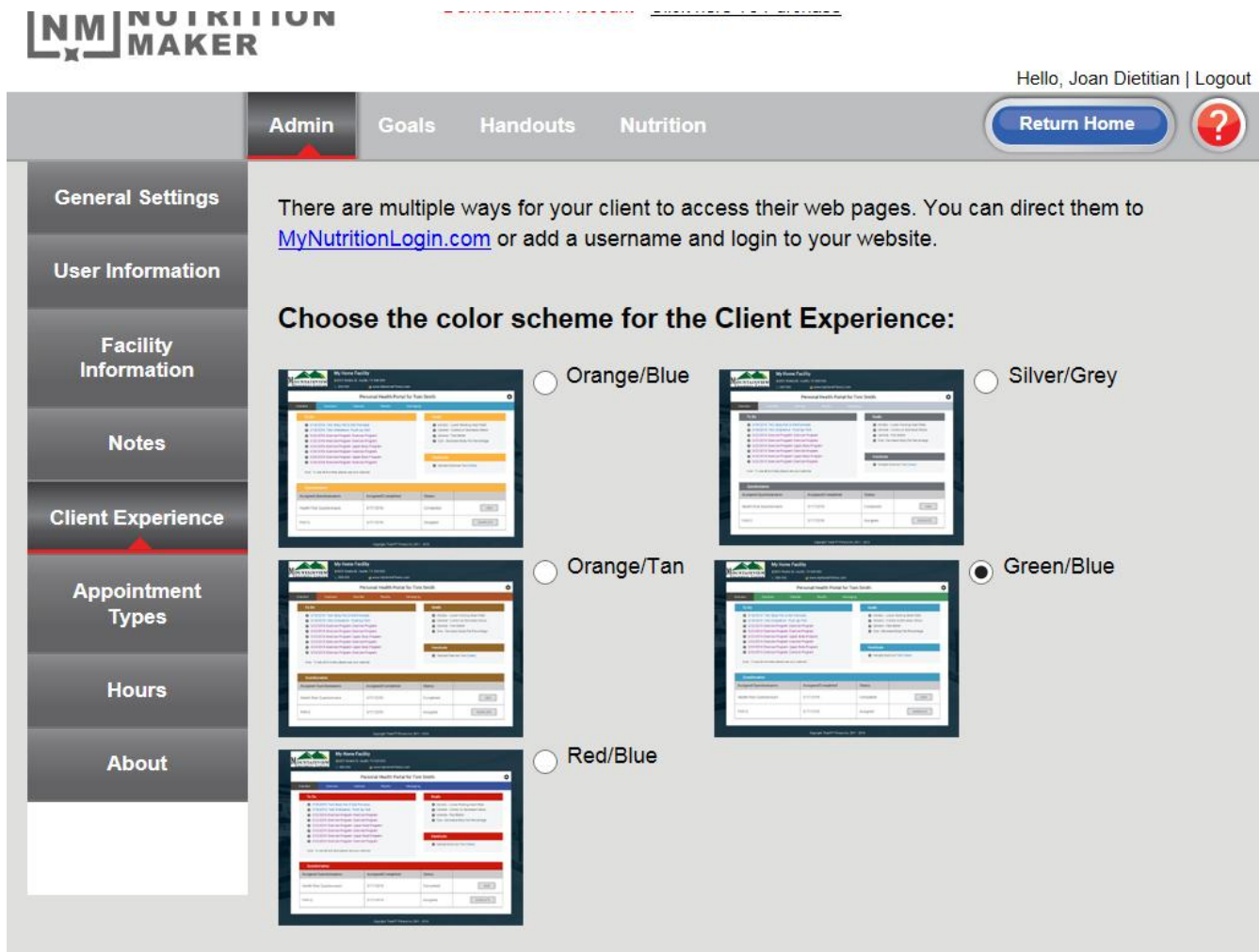
The logo for Professional Dietary Services Inc., featuring a stylized blue fork and knife inside a black circle.

Professional
Dietary
Services Inc.

Click on the Upload Logo located at bottom of screen. (Logo should be in a jpeg or png format and no larger than 100 MB) Locate your logo on your computer and select it.



Next, go to the Client Experience tab. Choose color theme that best suits your company colors.



Refer to the video tutorials located on the website for more detailed and complete information on these and other subjects.