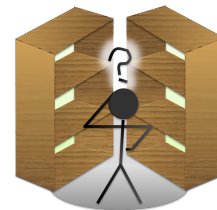


QuarterMaestro: Getting Started



Version 1.1

October 7, 2009

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Disclaimer

Disclaimer: QuarterMaestro attempts to estimate how much time remains before a product in your pantry goes bad, however, it does not guarantee that a product is good or bad. You should always check items before using them, whether QuarterMaestro thinks the items are still good or not. QuarterMaestro serves as a guide, but it is not a replacement for common sense.

Drake Applications is not responsible for any item in your pantry that spoils, nor is it responsible for any ill effects arising from the procurement, preparation, or consumption of any item.

Introduction

Thank you for purchasing QuarterMaestro for iPhone and iPod Touch. This guide describes where to begin and how to get the most out of QuarterMaestro.

Installation

If you have a Mac running OS X version 10.4 or better and a way to connect to your iPhone or iPod Touch device wirelessly, we highly recommend you download the free QuarterMaestro Desktop application, which will let you enter food products, items, and recipes with a full computer keyboard and sync with QuarterMaestro on your iPhone or iPod Touch over a wireless network.

To get QuarterMaestro Desktop, go to <http://www.drakeapplications.com/downloads>.

Once you have downloaded QuarterMaestro Desktop, open the disk image file and copy the folder "QuarterMaestro Desktop" to "Applications".

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| Note: If you already have a previous version of QuarterMaestro Desktop, be sure to download the 1.1 upgrade package rather than the full 1.1 distribution. |
|---|

What's New in 1.1

The primary aim of the 1.1 release is to streamline data entry. Where possible, we've reduced the number of taps required to save entered data. We've introduced the "Duplicate" command to create new meal plans, meals, food products, and recipes from existing ones and made the shopping list more readable. In addition, version 1.1 introduces the "Suggest-a-Dish" feature, which tells you what dishes you can make with the current pantry contents.

The desktop companion has also been improved significantly. It now includes a "Meal Planner" tool, quick record creation with the "Duplicate" command, XML import and export, and backup and restore features.

Getting Started with QuarterMaestro

Let's face it: you didn't purchase QuarterMaestro to learn a new piece of software. You purchased QuarterMaestro to manage the contents of your pantry and refrigerator. In this section, we'll get started managing a typical pantry with QuarterMaestro and demonstrate how to use QuarterMaestro functions as we go.

QuarterMaestro is designed to aid you at each stage of the food management lifecycle. That is, it provides utilities to help you plan your meals, buy the ingredients you need, prepare your meals, and finally store ingredients and leftovers. In this guide, we have

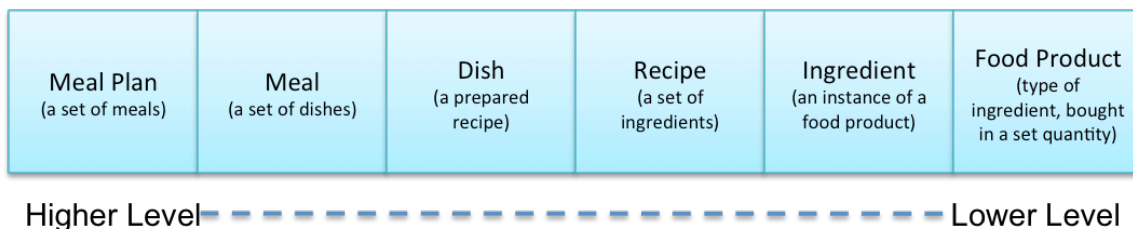
divided these functions into exercises to give you the basics of how to use QuarterMaestro in conjunction with your everyday cooking and grocery shopping.

More likely than not, you already have many groceries stored away. To begin managing them, we could examine each one individually, retrieve what data we need, and add an entry into QuarterMaestro for each item—but we won't. That could take the better part of the day or longer, and we would run into issues since we probably don't know when we purchased many of the items. Rather than spend an exorbitant amount of time just looking at what we have, let's begin with what we want to have, that is, let's decide what food we will prepare tomorrow.

Note: We highly recommend that you print out this quick-start guide and keep it by your iPhone or iPod Touch as you go through the following exercises.

Exercise 1: Planning Meals and Adding Recipes

This first exercise is the most involved because it shows how to work with QuarterMaestro at the highest level (meal plans) all the way to the lowest level (ingredients and food products). The following diagram shows each of these levels and how they are related:



In practice, especially after you have many recipes stored in QuarterMaestro, you will not need to work lower than the recipe level to plan meals; however, getting started, you may find yourself adding types of food products to QuarterMaestro that do not already exist in its database.

Step 1. Take out a piece of paper and a pen. (As more and more of your recipes are added to QuarterMaestro, the paper and pen will become less and less necessary.)

Step 2. Write on the piece of paper what you would like to have for breakfast, lunch, and dinner tomorrow. For example, you might fix fried bacon and scrambled eggs for breakfast; a grilled-cheese sandwich and tomato soup for lunch; and lasagna, green beans, and rice for dinner. Don't forget, you'll also want to drink something at each meal. If you purchase drinks from the store, you'll want to include them in your meal plan, or if you only drink water from the tap and nothing else, you can skip drinks altogether, as the water company keeps track of your water usage already.

- Step 3.** Next to each dish in the meal, write the number of people the dish should feed (or the number of servings if that number is different from the number of people).
- Step 4.** Next consider the ingredients and steps needed to prepare each meal. Perhaps you already have the recipes written down on paper or stored in another application. If so, retrieve the recipes. Otherwise, you can make up the recipes as you go.
- Step 5.** Turn on QuarterMaestro. The main menu appears as follows:



The main menu presents a list of five tools: "Pantry Contents", "Aging Food", "Recipes", "Meal Planner", and "Shopping List".

Creating a Meal Plan

- Step 6.** Tap on the tool labeled "Meal Planner".

Step 7. On the screen that appears, tap the “New Meal Plan” button at the bottom left. Doing so brings up a view that will let you add a new meal plan.

Note: QuarterMaestro frequently uses table rows to display editable information. Tapping on any of these rows brings up an edit field in which you can enter data or select from a set of choices.

Step 8. Tap on the “Name” row. A new view appears containing a text field and the iPhone keyboard. In this field, enter an arbitrary name for the meal plan, e.g., “Current”. Tap “Save” at the upper right.

Step 9. Tap the “Start Date” row, select tomorrow’s date, and tap “Save”.

Note: You may save your meal plan without adding any meals to it by tapping “Save” in the upper right corner, and you can modify the meal plan at any time. In our example, we will continue by adding meals to the meal plan.

Creating a Meal

Step 10. Tap on the “New Meal” button at the bottom left. The meal date defaults to the date you entered for your meal plan. If you need to change the meal date, tap the “Date” row and select the date you want.

Step 11. Tap on the “Time” row and select from among the choices presented if you want the meal to be at a time other than “Breakfast”.

Note: As with meal plans, you can save your meal without adding any dishes to it and return to modify the meal at any time. In our example, we will continue by adding dishes to the meal.

Creating a Dish

Step 12. Tap on the “New Dish” button at the bottom left. A view appears in which you may select a recipe and the number of servings of the dish you want to prepare.

Step 13. Tap on the “Recipe” row. If you have any recipes stored in QuarterMaestro, they will appear in a table organized by category. Otherwise, you will see an empty view.

Creating a Recipe

Step 14. Tap on the “+” button at the upper right. This will bring up a view in which you can define a new recipe.

- Step 15.** Tap on the "Name" row. A new view appears containing a text field and the iPhone keyboard. In this field, enter the name of the recipe, e.g., "Fried Bacon", and tap "Save" at the upper right.
- Step 16.** Tap on the "Category" row and select the appropriate category from the list of fifteen categories. Then tap "Save".
- Step 17.** Tap on the "Number of Servings" row. Enter the number of servings that this **recipe** makes. Do *not* enter the number of servings you intend to make for your dish, unless they happen to be the same.

Note: If you prefer to add ingredients or steps later, you can save the recipe and modify it at any time. You can also access recipes directly from the main menu by selecting "Recipes" instead of "Meal Planner".

Creating an Ingredient

- Step 18.** Tap on "Add Ingredient" at the bottom left. A view appears in which you can associate an ingredient with a food product, select in what units the ingredient is measured, and set the quantity of the ingredient required for the recipe.
- Step 19.** Tap on the "Food Product" row. If the ingredient you want (e.g. bacon) is already present in the list of food products, select it and tap "Save". Otherwise, tap the "New Product" button to add a new food product.

Note: If you need to add the food product, enter its name (e.g. Bacon), preparation (e.g. Fresh, Boxed, Canned, etc.), estimated life in days, the quantity of the food product that you must buy at a time, and the unit of measure for that quantity. For example, bacon may always come in packages of 20 pieces. In this case, enter 20.0 for the quantity, and set the units to "Pieces". Finally, tap "Save".

- Step 20.** After selecting a food product, the default unit of measure will be filled in. If the recipe calls for a different unit of measure, tap the "Unit of Measure" row, select the desired unit, and tap "Save".
- Step 21.** Tap on the "Quantity" row. Enter the quantity of food product required by the recipe.
- Step 22.** Tap "Save" to save the new ingredient.
- Step 23.** Repeat steps 18-22 until all ingredients for the recipe have been added.

Note: QuarterMaestro comes preloaded with 100 common food products. The amounts in which some of these products are purchased may vary from person to person. Before using QuarterMaestro to generate a shopping list, be sure to set these amounts appropriately. For example, you may purchase salt in 8 oz containers rather than the default 26 oz. container. To learn how to set food product amounts, see Exercise 2.

Creating a Step (optional)

- Step 24.** If you would like to store the steps for preparing the recipe, tap on the “Add Step” button at the bottom of the screen.
- Step 25.** Enter the instruction for the step and tap “Save” at the upper right.
- Step 26.** Repeat steps 24-25 until all instructions for the recipe have been added.

Creating a Recipe (continued)

- Step 27.** Tap “Save” at the upper right to save the new recipe.

Creating a Dish (continued)

- Step 28.** Tap the name of the recipe for the dish you want to prepare. This assigns the recipe to the dish and takes you back to the dish view.
- Step 29.** Tap the “Number of Servings” row and enter the number of servings of the dish you want to prepare for this meal.
- Step 30.** Tap “Save” at the upper right to add the dish to the meal. This takes you back to the meal view.

Creating a Meal (continued)

- Step 31.** Repeat steps 12-30 as necessary for each dish in the meal.
- Step 32.** Tap “Save” at the upper right to save the meal. This takes you back to the meal plan view.

Creating a Meal Plan (continued)

- Step 33.** Repeat steps 7-32 as needed for each meal in the meal plan.

Note: In Exercise 10: we will see how we can save some time by using the “Duplicate” command. If, for example, you intend to plan a meal that is similar to one that already exists, you can duplicate the existing meal and change only those attributes and/or dishes that differ.

Step 34. Tap “Save” at the upper right to save the meal plan. This takes to back to the list of meal plans.

Step 35. Tap “QuarterMaestro” at the upper left to return to the main menu. This concludes Exercise 1:.

Note: In Exercise 1:, we demonstrated that it is possible to add meal plans, meals, dishes, recipes, and even food products all from the “Meal Planner” tool. You may find cases where you would like to add recipes or food products apart from meal planning. In these cases, it is simpler to add the recipes and food Items through the “Recipes” tool.

Exercise 2: Working with Built-in Food Products

As mentioned in a note in Exercise 1:, QuarterMaestro comes preloaded with 100 common food products. Many of these products are purchased individually, like apples. Some products, however, come in packages of varying sizes. You may not buy such products in the sizes or amounts given in the preloaded items. Therefore, before you select a built-in food product, update the product amount field to the amount you normally purchase. In this exercise, we will update a food product with QuarterMaestro.

Note: Food products can also be updated with QuarterMaestro Desktop. (See Exercise 10).

Step 1. Tap “Admin” in the upper right of the main menu.

Step 2. Tap “Manage Food Products” on the view that appears.

Step 3. Tap the food product you want to modify.

Step 4. Change the quantity of the food product to be the same as the amount in which you would normally purchase the food product.

Step 5. If necessary, change the units in which the food product is sold. The units are divided into “Number” (scalar), “Weight”, and “Volume”. Pick the appropriate type of unit on the “Units:” line and tap the name of the unit you want in the picker field.

Note: You can also update the name, preparation, and estimated life fields, if you so desire.

Step 6. Tap “Save” to save your changes.

You can repeat steps 3-6 for any food product you wish to modify. When you're done, go back to the main menu.

Exercise 3: Adding Items to Your Inventory

Now that you have a meal plan prepared for the following day's meals, it's time to tell QuarterMaestro what ingredients you already have. As more and more pantry content information is entered into QuarterMaestro, it will become less and less necessary to enter this information, as QuarterMaestro will track your pantry contents for you. For example, once you tell QuarterMaestro how many tomatoes you have, the inventory of tomatoes will be maintained through the food purchasing and preparation functions, which will be explained in different exercises. To begin with, QuarterMaestro does not know what you already have, which is why this exercise exists.

As we mentioned before, it could easily become time prohibitive to enter all of your pantry contents in QuarterMaestro at once. We suggest entering data only for those ingredients you will need to prepare the meals from Exercise 1 at this time.

- Step 1.** Tap "Pantry Contents" on the main menu. A table will appear showing the contents of your pantry. Since this is the first time you have used the "Pantry Contents" tool, this table will be empty.
- Step 2.** If you do not have any amount of an ingredient you need, just skip the ingredient. Otherwise, tap the "+" button at the top right of the view. A new view appears from which you can select a food product to add to your inventory.
- Step 3.** Select the food product for an ingredient from Exercise 1, enter the quantity of that product that you have, and tap "Save" at the upper right. This returns you to the pantry contents table.

Note: You can add new kinds of food products as in Exercise 1 by tapping the "New Product" button.

- Step 4.** Repeat steps 1-3 for each ingredient in your meal plan.

QuarterMaestro assumes you purchased the ingredients on the day they are added to your pantry contents. If you happen to know when the ingredients will expire, follow these optional steps to enter expiration date information:

- Step 5.** (Optional): Tap on the row of the ingredient whose expiration date you want to set. A view appears giving you additional details about the ingredient.
- Step 6.** (Optional): Beside the "Expires" field, tap on the "Set" button. Select the expiration date and tap the "Save" button at the top right.

Step 7. (Optional): Tap the “Save” button at the top right of the ingredient’s detail view.

Step 8. (Optional): Repeat steps 5-7 for each ingredient whose expiration date is known.

Note: QuarterMaestro maintains estimates of how long each type of food product will last. By default, the expiration date is the purchase date plus this number of days. In most cases, you will not need to set the expiration date explicitly, as these estimates will be adequate; however, you have control over the expiration date per ingredient if you need it.

Note: Once you have entered information for an ingredient into pantry contents, do not enter the information for that ingredient again. You only need to tell QuarterMaestro how much of an ingredient you have once.

Step 9. Tap the “Menu” button at the top left to return to the main menu. This concludes Exercise 3:.

Exercise 4: Shopping with QuarterMaestro

Now that QuarterMaestro knows what meals you’re planning for the next day and how much of each ingredient you already have, it’s time to find out what ingredients you lack and procure those ingredients.

Step 1. Tap the “Meal Planner” tool on the main menu.

Step 2. Tap on the meal plan containing the meals for which you want to shop.

Step 3. Tap the “Generate Shopping List” button at the bottom right of the screen. A box will appear telling you how many ingredients were placed on the shopping list. If no ingredients are needed, the box will give you this information and no shopping list will be generated.

Note: Each time you generate a new shopping list, the old shopping list will be replaced.

Step 4. Tap “OK” on the box to dismiss it.

Step 5. Tap “Meal Planner” at the top left.

Step 6. Tap “Menu” at the top left to return to the main menu.

Step 7. Tap the “Shopping List” tool on the main menu. Your newly-generated shopping list will appear. From this view you can review what ingredients you need to buy and in what quantities.

- Step 8.** When you are finished reviewing, Tap “Menu” to return to the main menu.
- Step 9.** Go to the store.
- Step 10.** Tap the “Shopping List” tool on the main menu.
- Step 11.** As you located ingredients in the store, tap the row containing the ingredient. A check mark will be displayed by the ingredient, indicating that it is now in your shopping cart. If you tap a row by mistake, tap it again and the check mark will disappear.

Note: If you decide you need to get something that isn’t on your list, tap the “Add Item” button at the lower left. Select the item, and tap “Save”. If the type of food product does not already exist in QuarterMaestro, tap “New Product” and follow the steps for adding a food product as in Exercise 1 or 2.

- Step 12.** When you are done shopping, tap the “Finished Shopping” button at the lower right. All of the ingredients with check marks beside them will be added to your pantry contents.
- Step 13.** Tap “Menu” at the top left of the screen to return to the main menu. This concludes Exercise 4:.

Note: If you’re shopping and you don’t remember if you have an ingredient, you can look up the ingredient with the “Pantry Contents” tool.

Exercise 5: Preparing a Meal with QuarterMaestro

Now you’ve collected all the ingredients you need, and the time has come to prepare a meal.

- Step 1.** Tap the “Meal Planner” tool on the main menu.
- Step 2.** Tap the meal plan containing the meal you want to prepare.
- Step 3.** Tap the meal you want to prepare.
- Step 4.** Tap the first dish to prepare.
- Step 5.** Tap “Scaled Recipe” at the bottom left of the screen. A view appears containing a list of the ingredients needed to prepare the dish scaled to make the correct number of servings as well as the steps to prepare the dish.
- Step 6.** Prepare the dish according to the recipe.

Note: If you use any ingredients that were not part of the recipe for the dish, you will need to remove those items manually with the "Pantry Contents" tool. In the "Pantry Contents" tool, simply tap the row of the ingredient you used, change its quantity, and tap "Save". If you used up the ingredient, you can tap the "Remove" button instead.

Step 7. Repeat steps 4-6 for each dish.

Step 8. Serve the meal and enjoy.

Exercise 6: Cleaning up after a Meal with QuarterMaestro

When the meal is over QuarterMaestro will deduct the used ingredients from the pantry contents. If there are leftovers from the meal, QuarterMaestro can also track those.

Step 1. After the meal, navigate to the meal you just prepared.

Step 2. Tap "Use Ingredients" at the bottom right of the screen. This subtracts the proper quantities of the ingredients needed to prepare the meal from your pantry contents. A box appears to let you know if any ingredients were used up. Also, if you look in the meal plan view, you will see a green checkmark beside the meal, indicating that the meal has been prepared.

Step 3. If you have leftovers, tap the dish that is left over and, on the view that appears, tap "Add to Leftovers". (Tap "OK" on the box that appears.) Repeat for each dish that is left over.

Note: You can view leftovers and ingredients that are getting old with the "Aging Food" tool.

Exercise 7: Suggest-a-Dish

QuarterMaestro can help you plan meals by telling you what recipes you can prepare with the ingredients you already have. This "Suggest-a-Dish" feature can be handy when you just want to know what you can fix with what you have on hand. To use "Suggest-a-Dish", do the following:

Step 1. Tap the "Meal Planner" tool on the main menu.

Step 2. Navigate to (or add) a meal.

Step 3. Tap "Add Dish".

Step 4. Set the number of servings of the dish you desire.

Step 5. Tap “Suggest” in the toolbar at the bottom of the view. Your scaled recipes are compared with your ingredient inventory and a list of recipes appears from which you can make a selection.

Note: If there are not enough ingredients on hand to make any recipe in the quantity requested, a box will appear indicating that no recipes could be suggested.



Step 6. Tap the desired recipe to select it.

Suggest-a-Dish takes other dishes in the current meal into account when comparing recipes and ingredients. Other meals are ignored. Thus, as you start adding dishes to the current meal, fewer ingredients will be available for “Suggest-a-Dish” to select from.

Exercise 8: What’s in My Pantry?

QuarterMaestro provides two tools that let you see what things you have stored at any given time: the “Pantry Contents” tool and the “Aging Food” tool. The former gives a complete listing of all ingredients you have stored, their quantities, and an indication of how much time is estimated to remain before QuarterMaestro thinks the ingredients will go bad. The latter provides a view of just the ingredients QuarterMaestro thinks have gone bad or will go bad in the next few days. The “Aging Food” tool also shows what leftovers are currently stored.

QuarterMaestro provides quick visual feedback for ingredients and leftovers it thinks are bad or are aging using the following icons:

| | |
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|  | Indicates that QuarterMaestro thinks the item is getting old. |
|  | Indicates that QuarterMaestro thinks the item is <i>already</i> too old. |

Note: When QuarterMaestro generates a shopping list or uses ingredients, it ignores ingredients it thinks are already too old. These items must be used or removed manually with the “Pantry Contents” tool or the “Aging Items” tool.

Looking for a Particular Ingredient

Step 1. Tap the “Pantry Contents” tool on the main menu. A view appears listing all ingredients you have stored.

Step 2. If you have many ingredients and are looking for a particular ingredient, use the search bar at the top to filter the view.

- Step 3.** Tap the row corresponding to the ingredient you want to inspect. This brings up a detail view of the ingredient. From this view, you can make manual adjustments to the quantity of the item remaining as well as its expiration date.

Looking for Aging Ingredients

- Step 1.** Tap the “Aging Food” tool on the main menu. A view appears listing all ingredients that are old or getting old.
- Step 2.** Tap the row corresponding to the ingredient you want to inspect. This brings up a detail view of the ingredient. From this view, you can make manual adjustments to the quantity of the item remaining as well as its expiration date.

Looking for and Managing Leftovers

- Step 1.** Tap the “Aging Food” tool on the main menu. A view appears listing all ingredients that are old or getting old.
- Step 2.** At the bottom of the screen, tap the “Leftovers” tab. This provides a list of all dishes that are left over.
- Step 3.** To remove leftovers once they have been used, tap the “Edit” button at the top right of the screen, tap the “-” button that appears next to the leftover to remove, and finally tap the “Delete” button that appears to the right.

Exercise 9: Reusing a Meal Plan

The case may arise where you want to prepare a set of meals that you prepared before. QuarterMaestro provides a way to reuse a meal plan simply by resetting its date.

- Step 1.** Tap the “Meal Planner” tool on the main menu.
- Step 2.** Tap the meal plan you want to reuse.
- Step 3.** Tap the “Start Date” field, enter the new date when the meal plan starts, and tap “Save”.

All of the dates of the meals in the meal plan are automatically adjusted by the same time interval, and all meals are reset to the “unprepared” state.

Exercise 10: Using the Duplicate Command

Beginning in version 1.1, QuarterMaestro offers a quick way to create new meal plans, meals, recipes, and food products by duplicating existing records. When a record is duplicated, all subordinate records are copied with it. For example, when a meal plan is

duplicated, all of the meals and dishes associated with the meal plan are also copied and associated with the new meal plan.

For the sake of example, suppose that we have two recipes that are very similar. Rather than enter both recipes one field at a time, we can enter the first recipe, duplicate it, and turn the copy into the second recipe. To do this, perform the following steps:

- Step 1.** Tap the “Recipes” tool on the main menu.
- Step 2.** Tap the “Edit” button at the top right of the view. (The editing toolbar is displayed at the bottom of the view.)
- Step 3.** Tap the recipe to duplicate.
- Step 4.** Tap “Duplicate” in the editing toolbar at the bottom of the view.
- Step 5.** Enter a new name for the duplicated recipe and make any modifications desired to its ingredients and steps.
- Step 6.** Tap the “Recipes” button at the top left of the view to return to the recipes view.

The duplicate command works the same way for each kind of record it operates on. One first enters “Edit” mode, then selects the record to duplication, taps “Duplicate”, and finally makes whatever modifications are desired.

Working with QuarterMaestro Desktop

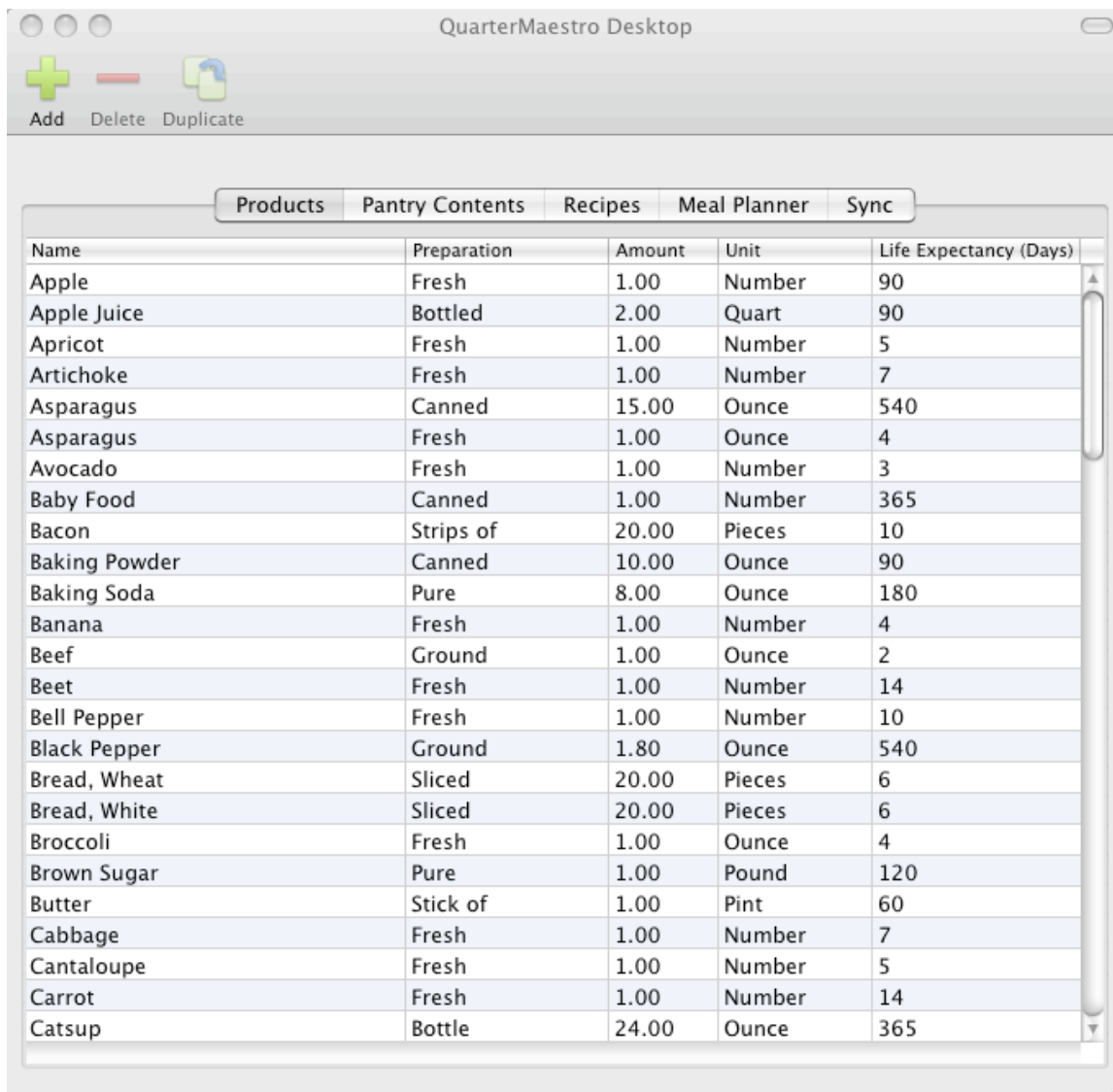
Exercise 11: Starting QuarterMaestro Desktop

To start QuarterMaestro Desktop, navigate to the “Applications” folder, open the “QuarterMaestro Desktop” folder, and double-click “QuarterMaestro Desktop”.

Note: You can keep QuarterMaestro Desktop in the Dock by right-clicking on its Dock icon and selecting “Keep in Dock”.

When you run QuarterMaestro Desktop, you may be asked whether you want to allow the application to accept incoming network connections. If you want to perform sync operations between QuarterMaestro Desktop and QuarterMaestro on your device, be sure to allow incoming network connections. You can also turn this permission on and off in the “Security” control panel under “Firewall”.

When QuarterMaestro Desktop launches, you will see the following window (your “Products” data may vary):



Exercise 12: Managing Food Products with QuarterMaestro Desktop

QuarterMaestro Desktop lets you add, modify, and delete food products with ease. To add a new food product, do the following:

- Step 1.** Select the "Products" tab if it is not already selected.
- Step 2.** Click the "Add" button in the toolbar at the upper left.
- Step 3.** In the form that appears, enter the information for the new food product and click "Save".

If the food product you want to add is similar to an existing product, you can save time by using the "Duplicate" command. To add a food product from an existing one, do the following:

- Step 1.** Select the existing product in the “Products” table.
- Step 2.** Click the “Duplicate” button at the top left of the toolbar. (This command is also available in a contextual menu accessed through a right-click or control-click.)
- Step 3.** In the form that appears, change the desired information for the new product.
- Step 4.** Click “Save”.

To remove a food item, do the following:

- Step 1.** Select the item in the table.
- Step 2.** Click the “Delete” button at the top left of the toolbar.

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| Note: You can select multiple rows in the table before clicking “Delete” to delete more than one item at a time. |
|---|

To modify a food item, do the following:

- Step 1.** Select the “Products” tab if it is not already selected.
- Step 2.** Double-click the food product you want to modify.
- Step 3.** In the form that appears, enter the new information for the food product and click “Save”.

Exercise 13: Adding to Your Inventory with QuarterMaestro Desktop

To add some quantity of a food product to your pantry contents, do the following:

- Step 1.** Select the “Products” tab if it is not already selected.
- Step 2.** Right-click (or ctrl-left-click) the row containing the food product you want to add. A contextual menu appears.
- Step 3.** Select “Add to Inventory...” from the contextual menu.
- Step 4.** Enter the amount of the food product you want to add and click “Add”.

Exercise 14: Editing Your Pantry Contents

QuarterMaestro Desktop allows you to modify and delete items from your pantry through the “Pantry Contents” table. To modify your pantry contents, do the following:

- Step 1.** Select the “Pantry Contents” tab if it is not already selected.

Step 2. Double-click the row corresponding to the item you want to modify. A form appears.

Step 3. Make the changes you desire in the form and click "Save".

To delete an item from your pantry contents, do the following:

Step 1. Select the item's row.

Step 2. Click the "Delete" button from the toolbar at the upper left.

Exercise 15: Managing Recipes with QuarterMaestro Desktop

The process for managing recipes is much the same as for managing food products and pantry contents. Recipes are added with the "Add" button or "Duplicate" button, removed with the "Delete" button, and edited by double-clicking on the recipe row. Additionally, recipes contain ingredients and steps which can be managed through the recipe form. In this exercise, we will add a new recipe.

Step 1. Select the "Recipes" tab if it is not already selected.

Step 2. Click the "Add" button to create a new recipe. The "Add Recipe" form is displayed as in the figure below:

Add Recipe

Recipe Info

Recipe Name:

No. of Servings:

Category:

Ingredients + -

| Product | Quantity | Unit |
|---------|----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Steps + -

| Step |
|------|
| |
| |
| |
| |
| |
| |
| |
| |

- Step 3.** Give the recipe a name and provide the number of servings the recipe will make.
- Step 4.** Select a category for the recipe, e.g., "Appetizers", "Desserts", etc.
- Step 5.** To add an ingredient, click the "+" button just above the ingredients table, fill in the information for the ingredient, and click "Save".
- Step 6.** To remove an ingredient, select the ingredient in the ingredients table and click the "-" button above the ingredients table.
- Step 7.** To edit an ingredient, double-click the ingredient in the ingredients table, fill in the ingredient information in the form that appears, and click "Save".
- Step 8.** To add a step, click the "+" button above the steps table, fill in the step information, and click "Save".
- Step 9.** To remove a step, select the step in the steps table and click the "-" button above the steps table.

- Step 10.** To edit a step, double-click the step in the steps table, fill in the step information in the form that appears, and click “Save”.
- Step 11.** Once all of your ingredients and steps have been added, click “Save” to save the recipe.

If you want to enter a recipe that is similar to an existing one, do the following:

- Step 1.** Select the existing recipe.
- Step 2.** Click “Duplicate”. The recipe, including all of its ingredients and steps, is copied to the new recipe and the edit form appears.
- Step 3.** Make any changes you desire to the new recipe, and click “Save”.

Exercise 16: Meal Planning with QuarterMaestro Desktop

QuarterMaestro Desktop now includes a full meal planning tool. To use the desktop meal planner, select the “Meal Planner” tab.

The interface displayed is broken into three tables: Meal Plans, Meals and Dishes, and Recipes.

Adding a Meal Plan

To add a meal plan, do the following:

- Step 1.** Ensure that the meal plan table has focus (there should be a blue ring around it.) If another table has focus, click in the meal plan table.
- Step 2.** Click the “Add” button.
- Step 3.** In the form that appears, enter a name for the meal plan and a starting date.
- Step 4.** Click “Save”.

If you already have a meal plan similar to the one you want to add, select the existing meal plan, and click “Duplicate”. Then enter a new name and start date for the meal plan. All meals and dishes in the original meal plan are copied to the new one.

Deleting a Meal Plan

To delete one or more meal plans, do the following:

- Step 1.** Select the meal plans in the meal plan table.
- Step 2.** Click “Delete”.
- Step 3.** Confirm the delete. The meal plan and all its meals and dishes are removed.

Editing a Meal Plan

To edit a meal plan's name or start date, do the following:

- Step 1.** Double-click the meal plan.
- Step 2.** Enter the new name and start date for the meal plan.
- Step 3.** If you want to update the meal dates, be sure the "Adjust Meal Dates" check box is checked. Otherwise, to change only the start date of the meal plan, uncheck this check box.
- Step 4.** Click "Save".

Viewing Meals in a Meal Plan

To see the set of meals that belong to a meal plan, select the desired meal plan. The "Meals and Dishes" table will be populated with the meals for that plan. Dishes in a meal can be accessed by opening the disclosure triangle to the left of the meal.

Adding a Meal to a Meal Plan

To add a meal to a meal plan, do the following:

- Step 1.** Select the desired meal plan.
- Step 2.** Click in the "Meals and Dishes" table to give it focus.
- Step 3.** Click the "Add" button.
- Step 4.** Select a meal time and date for the meal.
- Step 5.** Click "Save".

If you already have a meal in the current meal plan similar to the one you want to add, you can save time by using the "Duplicate" feature as follows:

- Step 1.** Select the similar meal.
- Step 2.** Click the "Duplicate" button or right-click and choose "Duplicate" from the contextual menu.
- Step 3.** Enter the new information for the meal.
- Step 4.** Click "Save".

All of the dishes associated with the original meal are copied to the new meal.

Deleting a Meal

To delete a meal, do the following:

- Step 1.** Select the desired meal.
- Step 2.** Click the "Delete" button or right-click and choose "Delete" from the contextual menu.
- Step 3.** Confirm the delete.

Adding a Dish to a Meal

To add a dish to a meal, do the following:

- Step 1.** Find the recipe you want to use in the "Recipe" table at the bottom of the view.
- Step 2.** Drag the recipe onto the meal to which you want to add the dish.
- Step 3.** In the form that appears, enter the desired number of servings of the dish.
- Step 4.** Click "Save".

Deleting a Dish

To delete a dish, do the following:

- Step 1.** Select the desired dish.
- Step 2.** Click the "Delete" button or right-click and choose "Delete" from the contextual menu.
- Step 3.** Confirm the delete.

Editing a Meal or Dish

To edit a meal or dish, simply double-click the meal or dish, enter the new information, and click "Save".

Exercise 17: Exporting Data in XML Format

QuarterMaestro Desktop provides tools to export all food products, pantry contents, recipes, and meal plan data or a selected subset of that data in XML format.

To export all of the data at once, do the following:

- Step 1.** Select the "Export..." command from the "File" menu or press Command-E.

In the form that appears, you have the option to embed subordinate records (e.g. an ingredient is a record subordinate to a recipe) or, when possible, export a reference to subordinate records. If you choose to export by reference, the referenced records must either 1) already exist in the database when the XML file is later imported, or 2) exist

higher up in the XML file itself. Otherwise, the import will fail and report missing records.

Since you are exporting everything, you should be able to export subordinates by reference, as these records will be written to the XML file already and would not have to be embedded in their parent records.

- Step 2.** Select "Embed subordinates" or "Reference subordinates" as you see fit.
- Step 3.** Click "Next".
- Step 4.** In the form that appears, select a destination folder and name the exported XML file.
- Step 5.** Click "Save".
- Step 6.** A box appears telling whether the export was successful or errors were encountered. Dismiss this box.

To export only a selected set of data at a time, do the following:

- Step 1.** Navigate to the tab containing the records you want to export, e.g., select the "Meal Planner" tab to export one or more meal plans.
- Step 2.** Select the rows of data you want to export.
- Step 3.** Select the "Export Selection..." item from the "File" menu or press Command-Shift-E.

As before, you have the option to embed or reference subordinates. In this case, since you are exporting only a subset of the records, it is probably advantageous to use the "Embed" option.

- Step 4.** Select "Embed subordinates" or "Reference subordinates" as you see fit.
- Step 5.** Click "Next".
- Step 6.** In the form that appears, select a destination folder and name the exported XML file.
- Step 7.** Click "Save".

Exercise 18: Importing Data in XML Format

QuarterMaestro desktop provides tools to import an XML file into the database or import only subordinate records from an XML file into a specific record (which would become the parent of those subordinate records.)

To import an entire XML file into the database, do the following:

Step 1. Select the "Import..." command from the "File" menu or press Command-I.

In the form that appears, you have the option to overwrite existing records with matching records from the XML file or keep your existing records and ignore the matching records in the XML file.

Step 2. Select "Overwrite existing record" or "Ignore incoming record" as you see fit.

Step 3. Click "Next".

Step 4. Choose an XML file to import from the open form that appears.

Step 5. A dialog box appears reporting the results of the import. Dismiss this dialog box.

Note: If for some reason, the import fails, there will be useful information in the results dialog box to help find what is incorrect in the XML file.

Note: When an import fails, QuarterMaestro Desktop reverts the database to the state it was in before the import was attempted.

To import records from an XML file into an existing record, do the following:

Step 1. Select the record that will become the parent of the objects in the XML file. For example, this could be a recipe in which you would like to import ingredients and/or steps.

Step 2. Select the "Import Into..." command from the "File" menu or press Command-Shift-I. Alternately, you can right-click or control-click the desired row and choose "Import Into..." from the contextual menu.

Step 3. Choose how you would like to handle existing records. Select "Overwrite existing record" or "Ignore incoming record" as you see fit.

Step 4. Click "Next".

Step 5. Choose an XML file to import from the open form that appears.

Note: The records to import into the selected record **must** be present immediately beneath the root tag of the XML file. In the case of ingredients, for example, these cannot be embedded in a recipe tag in the XML file.

Note: Records in the XML file of types that cannot be imported into the selected record will be ignored.

Step 6. A dialog box appears reporting the results of the import. Dismiss this dialog box.

Exercise 19: Synchronizing QuarterMaestro and QuarterMaestro Desktop

Note: You can only synchronize with one device. Multiple-device synchronization is NOT supported. Attempting to sync with multiple devices or multiple copies of QuarterMaestro Desktop could result in corrupt or inconsistent data.

QuarterMaestro will synchronize changes with its companion application, QuarterMaestro Desktop, over a wireless network. Optionally the database will be backed up to a folder of your choice when a sync completes successfully.

To sync changes, do the following:

Step 1. Launch QuarterMaestro on your device. At the main menu, tap “Admin” in the upper right corner. Two choices appear.

Step 2. Tap “Synchronize”.

Step 3. If QuarterMaestro Desktop is not already running, launch it.

Step 4. Click the “Sync” tab in QuarterMaestro Desktop’s main window.

Step 5. Click the “Sync” tab in the view that appears.

Step 6. If you would like to keep backups of the database (recommended), select the “Backup on successful sync” check box and choose a folder in which to keep the backup, if a folder is not already chosen. (You can choose a folder by clicking the “Choose...” button.)

Step 7. Click “Sync”.

Step 8. When the sync completes, both QuarterMaestro and QuarterMaestro Desktop will display a dialog box indicating that the sync is over. Simply dismiss these dialog boxes.

Note: Synchronization between QuarterMaestro and QuarterMaestro Desktop requires Mac OS X 10.4 or better running on your Mac and a wireless route from the iPhone or iPod Touch to your Mac.

Note: Backups will automatically be named “qm_<timestamp>.db”

Exercise 20: Restoring a Database From a Backup

If you have maintained database backups (see Exercise 19), you can restore your database from any of these. If, for some reason, you want to restore the database to its original state, you can select the database in the “Restore” folder in the QuarterMaestro Desktop distribution.

Note: When restoring a QuarterMaestro database, all changes made since the time the backup was made will be lost.

To restore the database from a backup, do the following:

- Step 1.** Launch QuarterMaestro on your device. At the main menu, tap “Admin” in the upper right corner. Two choices appear.
- Step 2.** Tap “Synchronize”.
- Step 3.** If QuarterMaestro Desktop is not already running, launch it.
- Step 4.** Click the “Sync” tab in QuarterMaestro Desktop’s main window.
- Step 5.** Click the “Restore” tab.
- Step 6.** Click “Choose...” and select a backup to use for the restore.
- Step 7.** Click the “Restore” button.

Upon a successful restore, both QuarterMaestro and QuarterMaestro desktop will have copies of the restored database.

Note: Restoring a database on QuarterMaestro and QuarterMaestro Desktop requires Mac OS X 10.4 or better running on your Mac and a wireless route from the iPhone or iPod Touch to your Mac.